

Los Angeles Academy of Arts and Enterprise

**Student & Family
Handbook
2019-2020**

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MISSION AND VISION

Our mission is to prepare students for leadership in the arts and business, where creativity, academic knowledge and financial literacy are essential for success. We are developing a generation of diverse, educated, compassionate leaders in the arts and business by providing a dynamic, innovative education that integrates the four lenses of learning: Academics, Arts, Enterprise, and Personal Growth.

Academics: The LAAAE curriculum fully addresses the core academic content standards of the California State Board of Education and meets the University of California A-G requirements.

The Arts: LAAAE provides comprehensive courses in the Visual and Performing Arts.

Enterprise: LAAAE provides business education courses that teach core and advanced principles of enterprise, economics, and entrepreneurship. These courses are aligned with the Voluntary National Content Standards constructed by the National Council on Economic Education.

Personal Growth: LAAAE focuses on personal growth and responsibility to self and others, through character education, Council and Community Service.

The confluence of arts and enterprise can lead to more productive, passionate students, engaged in their studies, better able to acquire necessary skills, and thus optimally prepared to pursue their future livelihoods. We are committed to equip students with the skills and personal growth necessary to be successful scholars throughout life. The vision of the school is to effectively integrate academics, the arts and enterprise into student educational experiences which will prepare tomorrow's leaders. Our belief is that quality instruction combined with community partnerships will enhance both student literacy and meaningful, purposeful, and enjoyable educational learning opportunities.

The concept to establish Los Angeles Academy of Arts and Enterprise originated with Moctesuma Esparza, an award-winning filmmaker, who produced many movies including "Selena," "The Milagro Beanfield War," "Gettysburg," "Dorothy Dandridge," "Selma Lord Selma," "Price of Glory," and "The Ballad of Gregorio Cortez." Receiving over 100 honors, including an Academy Award nomination, Esparza grew up in southern California and graduated from UCLA with a bachelor's and master's degree in film. He was active in the Chicano civil rights movement in the 1960's.

In addition to movie making, he remains active in the community and served on the Board of Directors of the Los Angeles County High School for the Performing Arts on the California State University, Los Angeles campus. This experience led Mr. Esparza to envision a Los Angeles Academy of Arts and Enterprise as an option to the Los Angeles County High School for the Performing Arts, for students who have limited or no access there, but have dreams and talents that need to be nurtured and developed. He wanted all students, regardless of socioeconomic status, to have access to both a college preparatory curriculum that focuses on visual and performing arts and enterprise. Thus, Los Angeles

Academy of Arts and Enterprise was founded and continues to develop into a viable public education option for students and families.

Los Angeles Academy of Arts and Enterprise believes that all people have an abiding need for meaning. People want to connect time and space, experience and event, body and spirit, intellect and emotion. We create art to make these connections, to express the otherwise inexpressible. A society without the arts is unimaginable. Our cultural diversity is a vast resource for any arts discipline, and should be used to help students understand themselves and others. The different art forms provide a variety of lenses for examining the cultures and artistic contributions of our nation and others around the world. Curriculum without the arts is not a complete education.

The study of the arts has been shown to engage students in the learning experience and promote personal accountability while encouraging teamwork, emphasize synthesis of information as well as support divergent thinking, and to allow thinking of the higher values of life. As such, it provides linkages and support for all other curricula, including that which takes place outside the school walls.

The arts have been shown to be a powerful gateway to study, especially for those at risk. Students who have had difficulty learning find self-validation, self-expression and comfort in the arts. The arts provide an atmosphere of engagement so that studies that had previously been interpreted as too difficult to attempt, become more reachable. The arts also provide an environment where communication can be non-verbal. So ability can be seen without misconception, brought about beyond language differences and linguistic minorities. Comprehensive research on arts education and integration is provided in the Arts Integration section of Instructional Design.

Los Angeles Academy of Arts and Enterprise views economics and arts as not only compatible studies but also symbiotic curricular mates. As our world becomes more complex, young people face a large and increasing variety of important economic decisions, both in their personal lives and as citizens in a global society. By the time students graduate from high school, they will need to understand enough about economics to make reasoned judgments about personal finances and economic policies in order to succeed. Much research supports this perspective. For the first time, all 50 states and the District of Columbia include economics in their K-12 standards. Moreover personal finance is included in 13 states as a high school requirement.

Despite the strong support for economics and finance, support for entrepreneurship is lagging. According to a 2009 survey by the Council for Economic Education, only four states require study about entrepreneurship as a component of a course needed to graduate. Entrepreneurship education should be universal.

Entrepreneurship is a key driver in our economy. People exposed to entrepreneurship frequently express that they have more opportunity to exercise creative freedoms, higher

self-esteem, and an overall sense of control over their own lives. Forty percent of youth between the ages of 8 and 24 would like to start a business or have already done so. Not every student will start their own business, but everyone benefits from acquiring an entrepreneurial mindset. “Entrepreneurship education is the fundamental tool for reversing the youth unemployment crisis globally. It is a tool that can arm young people not only to start businesses and create jobs, but also to be opportunity-focused, flexible employees ready to fill existing jobs.”

“It is to the benefit of every student and every community to establish an entrepreneurial culture in every school” for the following four reasons: (1) Entrepreneurship education provides students an alternate career path at any time in their lives; (2) It provides a background for the teaching of academic subjects giving those studies a grounding in the real world; (3) Entrepreneurial concepts and skills require students to be innovative and use critical thinking skills; and (4) Entrepreneurial skills give students a way to give back to their communities.

Los Angeles Academy of Arts and Enterprise is not a school that is apart from community and industry. Los Angeles Academy of Arts and Enterprise links arts, enterprise and community in order to heighten student engagement and excitement in learning, to increase skills, job opportunities and career horizons.

Entrepreneurship and business education are taught at Los Angeles Academy of Arts and Enterprise using a hands-on approach, by tapping into students' creativity and by making them move around the business world to show them how it works.

Los Angeles Academy of Arts and Enterprise supports students' multiple intelligences and learning styles. Moreover, students are encouraged to develop self-discovery and self-worth, in order to gain social and emotional success, and to find their identity in society and community, as well as fulfill their rights and responsibilities as citizens.

Los Angeles Academy of Arts and Enterprise students will acquire and develop the skills that will ensure future academic success. The school's goal is that each of our students will enter and graduate from the college, university and or conservatory of their choice. Los Angeles Academy of Arts and Enterprise's curriculum is designed to prepare students for a future that demands self-assurance, flexibility and creativity as well as the ability to demonstrate proficiency of core academic knowledge through a variety of media.

STUDENT LEARNER OUTCOMES

Los Angeles Academy of Arts and Enterprise will prepare its graduates to embody:

Empathy – understanding of others’ feelings and thoughts

1. Collaborating in diverse, small cooperative groups with enthusiasm in academic and extracurricular situations.
2. Supporting one another, the larger community, their families, and the environment with acceptance, belonging, encouragement, and concern.
3. Showing compassion and interest for individuals and events within the school community and in the world.

Respect – deep admiration for something or someone

1. Civilly collaborating with others with diverse perspectives and opinions.
2. Showing pride in their academic work and dignity in their behavior by meeting or exceeding expectations both in and outside the classroom.
3. Following and promoting school policies and classroom rules.
4. Using academic language to communicate and assess others’ work.
5. Responsibly using personal and school materials and property.

Perseverance – determination to reach success

1. Using school resources and faculty to continuously improve their academic readiness and finish assignments.
2. Making use of multiple opportunities to demonstrate mastery to show higher levels of proficiency in course content.
3. Diligently completing complex and rigorous academic work through disciplined practice and application of methods.
4. Independently monitoring their own progress towards goals.

Integrity – the quality of being honest and morally strong

1. Fostering kindness and truth by holding each other to high levels of justice.
2. Confidently exemplifying their culture and appreciating the culture of others.
3. Proudly representing the school and home community at extracurricular events and off-campus locations.
4. Responsibly giving credit to others for their original work, unique ideas, and abilities.

Innovation – the process of creating, changing, transforming

1. Engaging their own curiosity by trying new methods and strategies, activities, tools and products.
2. Demonstrating mental flexibility and imaginative ways to solve problems.
3. Bravely performing and displaying their art in a professional manner.
4. Justifying and defending their original ideas in the face of criticism.

SCHOOL HOURS AND CALENDAR

Teachers.....8:00 AM – 4:00 PM
 Students.....See Bell Schedule
 Teachers’ Office Hours.....Contact Teacher Directly
 After school program.....Immediately after-school through 6:00 PM

Bell Schedule

Monday: Middle School			Monday: High School		
		Instructional Minutes			Instructional Minutes
8:40 – 8:50 AM	Nutrition	10	8:40 – 8:50 AM	Nutrition	10
8:50 - 9:40 AM	Period 1	50	8:50 - 9:40 AM	Period 1	50
9:45 – 10:35 AM	Period 2	50	9:45 – 10:35 AM	Period 2	50
10:40 – 11:30 AM	Period 3	50	10:40 – 11:30 AM	Period 3	50
11:35 – 12:25 PM	Period 4	50	11:35 – 12:25 PM	Period 4	50
12:25 – 1:00 PM	Lunch (35 min)	0	12:30 – 1:20 PM	Period 5	50
1:05 – 1:55 PM	Period 5	50	1:20 – 1:55 PM	Lunch (35 min)	0
2:00 – 2:50 PM	Period 6	50	2:00 – 2:50 PM	Period 6	50
2:55 – 3:45 PM	Period 7	50	2:55 – 3:45 PM	Period 7	50
Tuesday/Thursday: Middle School			Tuesday/Thursday: High School		
8:40 – 8:50 AM	Nutrition	10	8:40 – 8:50 AM	Nutrition	10
8:50 – 10:25 AM	Period 1	95	8:50 – 10:25 AM	Period 1	95
10:30 – 12:00 AM	Period 3	90	10:30 – 12:00 AM	Period 3	90
12:00 PM - 12:35 PM	Lunch (35 min)	0	12:05 – 1:35 PM	Period 5	90
12:40 – 2:10 PM	Period 5	90	1:35 - 2:10 PM	Lunch (35 min)	0
2:15 – 3:45 PM	Period 7	90	2:15 – 3:45 PM	Period 7	90
Wednesday/Friday: Middle School			Wednesday/Friday: High School		
9:40 – 9:50 AM	Nutrition	10	9:40 – 9:50 AM	Nutrition	10
9:50 – 11:20 AM	Period 2	90	9:50 – 11:20 AM	Period 2	90
11:25 – 12:55 PM	Period 4	90	11:25 – 12:55 PM	Period 4	90

- 3rd: If a parent-teacher conference does not resolve the issue, parents and students should reach out to the teacher and/or administrator.

It is very important to demonstrate to children how to actively and constructively solve a problem. If the problem is important enough for the child to talk about, it is important for the child to learn how to be a part of the solution. If parents feel there is a problem with a teacher, classroom situation, or academics, it is very important that the parents:

- 1st: Talk with the teacher. Teachers can explain classroom situations from an adult perspective and from a professional perspective, and usually that may resolve misunderstandings.
- 2nd: If the problem persists after a reasonable time, talk with the teacher again.
- 3rd: If the problem is still not resolved, make an appointment with the teacher and an administrator

For example, if you are unsure of a decision made in the classroom about a consequence given for a behavior, you should discuss the situation with the teacher first. If after this discussion, you feel the situation is unresolved, it should be brought to the attention of an administrator. If, after meeting with the Principal, you still have concerns, please reach out to LAAAE's Board of Directors. If you still have concerns after this avenue, reaching out to LAUSD would be the next course of action.

RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS AND RESPONSIBILITIES

- **To remain enrolled in school unless you fail to abide by rules.**
- **To be informed of all school rules and regulations.**
- **To have access to your student account in PowerSchool.**
- **To have a safe and educational environment.**
- **To attend class regularly and on time.**
- **To obey school rules and regulations.**
- **To respect your rights and the rights of your peers.**
- **To be familiar with school policies, rules and regulations.**
- **To be prepared for class with appropriate materials and ready to work.**

- **To respect all school personnel and their authority.**

Photographs – Directory Information: Consistent with Education Code section 49061, “directory information” does not include photographs of students, meaning that photographs of students are “pupil records” and cannot be released without parent/guardian consent. Please note that LAAAE includes a photograph release form with its enrollment packet providing the school with permission to publish photographs of students.

Pregnant and Parenting Pupils: A.B. 2289 provides protections and accommodations for pregnant and parenting pupils designed to afford them the opportunity to succeed in school while protecting their health and the health of their children. The legislation requires that districts notify pregnant and parenting pupils and the parents and guardians of such pupils of the rights and options available to them under the law. These rights include an entitlement to 8 weeks of excused parental leave (and additional leave if deemed medically necessary) during which the pupil shall not be required to complete academic work or other school requirements.

PARENTS’ RIGHTS AND RESPONSIBILITIES

- To be informed and familiar of the school’s policies, rules and regulations.
- To be informed of all school actions related to their child.
- To have access to your personal parent accounts in PowerSchool.
- To contact the school to participate in conferences pertaining to academic and behavioral status of their child.
- To provide a supportive environment at home making sure their child gets enough sleep and adequate nutrition before coming to school.
- To maintain control over their child.
- To contact teachers directly via phone or email to schedule a conference.
- To be familiar with the handbook at the beginning of the school year.
- To monitor your child’s academic progress and behavior records on a weekly basis.
- To ensure that your child does his/her homework on a daily basis and facilitate a home environment conducive to home study.

School Accountability Report Card: Pursuant to Education Code section 35256, the governing board annually shall issue a School Accountability Report Card. Parents or guardians of pupils will be provided with a hard copy of the report upon request on or before February 1st of each year.

TEACHER’S RIGHTS AND RESPONSIBILITIES

- To expect students to behave in a positive manner that may not interfere with other students learning.
- To have parental support related to academic and social progress.
- To expect all students to participate and put forth effort in order to expand their education and earn a passing grade.
- To be familiar with school policies, rules and regulations.

- To inform parents through progress reports, report cards, and conferences about the academic progress and behavior of their child.
- To conduct a well-planned and effective classroom program.
- To initiate and enforce a set of classroom rules, consistent with the school's discipline policies.
- To keep assignments, grading, and attendance current in PowerSchool.
- To have administrative support for discipline in and outside the classroom. Explain the Student Code of Conduct and Bullying Policy to their students.
- To enforce the Student Code of Conduct and Bullying Policy in a consistent manner.
- To function as a positive role model for their students.
- To contact parents as deemed necessary to enforce the Student Code of Conduct and to maintain parent/guardian involvement.

ADMINISTRATORS' RIGHTS AND RESPONSIBILITIES

- The right to address the Board on any issue.
- To hold students to strict accountability for any disorderly conduct in school or around school.
- To take appropriate action in dealing with students who choose not to follow the rules.
- To recommend in school suspension, suspension, or expulsion as the situation demands.
- To provide rich leadership that may establish, encourage and promote effective teaching and learning.
- To be familiar with school policies, rules and regulations.
- To establish, promote, and enforce school rules that facilitate effective learning and positive habits and attitudes of excellent citizenship among students.

CONFLICT RESOLUTION PROCESS

At LAAAE, positive relationships with our parents and families are a primary concern. For that reason, every effort is made to resolve disputes in the most constructive way possible.

1. Parents who may have a conflict or concern can address their concerns as follows:
2. Make an appointment for a meeting to clarify concern with the student's teacher*;
3. Make an appointment for a meeting with Toni Arteaga or Jose Ramos, Guidance Counselor*;
4. Make an appointment for a meeting with Melvin Cortez, Assistant Principal
5. Make an appointment for a meeting with David Calvo, Principal*;
6. Contact David Calvo, Conflict Resolution Contact, Academica at dcalvo@academica.org;
7. Contact the Moctesuma Esparza, Chair of the Governing Board at moctesumaesparza@gmail.com;
8. State concern(s) at a publicly scheduled Board of Directors meeting; and if necessary
9. Seek mediation with Los Angeles Unified School District.

*To schedule a meeting with school staff or administration, please contact the school directly at 213- 487-0600.

UNIFORM COMPLAINT PROCEDURE

If you wish to file a complaint pursuant to the Uniform Complaint Procedure, please see further instructions within this handbook or contact the school for more information.

POLICIES & PROCEDURES

As students and parents of LAAAE, you are required abide by and respect all rules and regulations set forth in this handbook, both on campus and off campus. These rules and regulations are set to encourage the health, safety, and academic success of everyone involved in our LAAAE community.

Students should understand the requirements for each grade and routinely confer with their teacher to determine progress. The following grading system is in use:

	Percentage Range	Grade Points	Bonus Points (AP/Honors Courses)
	90-100	4.0	1
	80-89	3.0	1
	70-79	2.0	1
	50-69	0.0	0

ACADEMIC INTEGRITY

LAAAE expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage on the following items: all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class is strictly prohibited.

Plagiarism is defined as, but not limited to:

- Obvious, substantial, verbatim reproduction of information
- Fabrication of sources, falsification of page numbers, or other deliberate mis-documentation Submission of others' work as the students' own. This applies to uncited paraphrasing of another's ideas as well as

verbatim use of others' words. ('Others' may refer to scholarly sources, online essays, or the work of other students).

GRADING POLICY

Students may have formal and informal assessments, performances, projects, papers, and other assignments that may be graded using a conventional letter-grade system. Letter grades ranging from an A to an F may be given for all courses. *Missing work* may result in a grade of Incomplete (I). Grade point averages may be based on all courses taken in the appropriate grade level. All middle school grades may appear on middle school transcripts and all high school grades may appear on the high school transcript. Class ranks may be neither calculated nor reported. A valedictorian and a salutatorian may be recognized at the high school graduation.

GRADE POINT AVERAGE

Grade Point Averages (GPA) are calculated for any of the reasons listed below:

- Eligibility for high school graduation
- Class rank
- Eligibility to participate in interscholastic extracurricular activities
- Awards and recognition programs
- Eligibility for the honor roll and /or membership in honor societies
- College admissions and scholarship competitions
- California Sport Federation

ACADEMIC PROGRESS

Students must earn a minimum Grade Point Average (GPA) of 2.2 to participation in sports and activities. We believe in academic rigor and achievement of potential, therefore, LAAAE enforces stronger site regulations designed to minimize disruption of the school environment and maximize the climate for learning.

COLLEGE ADMISSION REQUIREMENTS

Los Angeles Academy of Arts and Enterprise takes pride in graduating college-ready students. Our student will complete minimum college admissions coursework requirements for the

California State University (CSU) system and the University of California (UC) system known as A-G courses are part of their graduation requirements.

A-G Requirement	Description	UC Approved A-G Courses
A- History / Social Science (2 years)	Two years of history/social science, including one year of world history, cultures and geography; and one year of US history, or one-half year of US history AND one-half year of American government.	<ul style="list-style-type: none"> - World History - US History - Principles of American Democracy
B- English (4 years)	Four years of college-preparatory English.	<ul style="list-style-type: none"> - ELD 2 - English 9 - English 10 - English 11 - English 12
C- Math (3 years required; 4 years recommended)	Three years of college preparatory mathematics; the minimum pattern is Algebra I, Geometry, and Algebra II. Math courses taken in the 7th and 8th grades that the student's high school accepts as equivalent to its own may be used to fulfill a part of this requirement.	<ul style="list-style-type: none"> - Algebra 1 - Geometry - Algebra 2 - Pre-Calculus - AP Calculus
D- Laboratory Science (2 years required; 3 years recommended)	Two years of laboratory science in at least two of these three subjects: biology, chemistry, and physics.	<ul style="list-style-type: none"> - Biology - Chemistry - Physics - AP Computer Science Principles - AP Environmental Science
E- Language Other than English (2 years required; 3 years recommended)	Two years of the same language other than English.	<ul style="list-style-type: none"> - Spanish 1 - Spanish 2 - Spanish 3 - AP Spanish Language and Culture - AP Spanish Literature and Culture
F- Visual and Performing Arts (1 year)	A single yearlong visual or performing arts class such as dance, drama, music, or visual art (drawing, painting, etc.).	<ul style="list-style-type: none"> - AP 2D Art and Design - Art I A/B - Chorus A/B - Dance 1 A/B - Dance 2 A/B - Guitar AB - Music Production 1 - Orchestra 1 A/B - Piano 1 A/B - Radio Production - Studio Art A/B

		<ul style="list-style-type: none"> - Theater Arts A/B
G- College Preparatory Elective (1 year)	One year chosen from additional "A-F" courses beyond those used to satisfy the requirements above, or courses that have been approved elective classes.	<ul style="list-style-type: none"> - Earth Science - Economics - Entrepreneurship - Introduction to Business - Introduction to Marketing - Office Occupations - Film Production

Information regarding how to plan for and apply to the CSU system is located at <https://www2.calstate.edu/apply>

The UC recommends that students applying for freshman admission complete three additional years of advanced study: one each in mathematics, science, and foreign language. Information regarding how to plan for and apply to the CSU system is located at <http://admission.universityofcalifornia.edu/how-to-apply/apply-online/>

California community colleges are required to admit any California resident possessing a high school diploma or equivalent.

To learn about admission to California Community Colleges (CCC), visit <https://home.cccapply.org/>

Career Technical Education

Career technical education (CTE) provides students and adults with the academic and technical skills, knowledge and training necessary to succeed in future careers and develop skills they will use throughout their careers.

CTE programs have been organized into 15 industry sectors that identify the knowledge and skills students need as they follow a pathway to their goals.

CTE prepares students for the world of work by introducing them to workplace competencies, and makes academic content accessible to students by providing it in a hands-on context.

For more information please visit <https://www.cde.ca.gov/ci/ct/gi/ctegeneralfacts.asp>

Students and parents are encouraged to meet with the school counselors to monitor their progress, help choose courses, and enroll in CTE courses by submitting a Request for Meeting with Office Staff (19-20). You can find the link at the bottom of the LAAAE.org page (https://docs.google.com/forms/d/e/1FAIpQLSc2rRTklyeQfmBGBp_2pRB7vW66y3t3-S2GZEQZvJsRWJ2kDg/viewform). Parents can also call and schedule a parent meeting with the counselor at 213-487-0600.

PROGRESS REPORTS

Official progress reports are distributed at parent conferences according to the following schedule:

- Quarter 1 Progress Report (September)
- Quarter 2 Progress Report (December)
- Quarter 3 Progress Report (March)
- Quarter 4 Progress Report (June)

Understanding progress reports may be key in making sure students are on track to graduate. Because progress reports happen at the half-way mark in the reporting period, this allows students and their families to make necessary study preparations following the progress report to ensure academic success.

MIDDLE SCHOOL PROMOTION POLICY

LAAAE does not endorse social promotion. Clear expectations for what students should know and be able to do at each grade level in each subject in an effort to equip all students with the academic skills that enable them to be ready for entrance to and success in college. Students shall progress through grade levels by demonstrating growth in learning and meeting standards of expected student achievement. As early as possible in the school year in students' school careers, the principal or designee shall identify students who may be at risk of retention in accordance with law, Board policy, and the following criteria:

1. Teachers' grades in courses. Students must successfully complete at least half of their courses.
2. Statewide achievement test scores (ex: Smarter Balance Assessment Consortium (SBAC), or other standardized tests).
3. Other performance-based assessments as designated by the school Principal.
4. In the case of English Language Learners, student progress towards proficiency in use of the English Language.
5. In the case of Special Education students, individual progress toward completion of Individualized Education Program (IEP) objectives.

When a student in grades 6-8 is retained or recommended for retention, the Principal or designee shall offer programs of direct, systematic and intensive supplemental instruction in accordance with Education Code 37252.2 to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs, and summer school programs.

GRADUATION REQUIREMENTS

CREDIT REQUIREMENTS

Subject	Required Credits	Notes
English	40	4 years of High School English
Math	30	3 years of High School Math
Science	20	1 year of Biology, and 1 year of Chemistry or Physics
Social Science	30	1 year of World History, 1 year of US History, 1 year of Government/Economics
Visual & Performing Arts	10	1 year of Piano, Guitar, Art, Drawing, Dance, or Theatre/Drama
Foreign Language	20	At least through 2 nd year level of Spanish
Physical Education	20	2 years
Business	10	1 year
Elective Courses	40	Elective credits can be taken as additional courses in other required subject areas

220 Credits Total Required for Graduation

Alternative Requirements for Students in Foster Care

California Education Code 51225.1 and 51225.3 allow for students designated as homeless youth who change schools following the completion of their second year of high school, and who do not have sufficient time to complete all LAAAE requirements by the end of their fourth year, to be offered two options for earning a high school diploma. The first option would allow the student to complete the minimum California state requirements for a high school diploma, which are listed in the table below, by

the end of their fourth year. The second option would allow the student to remain for a fifth year of high school in order to complete all of the LAAAE requirements. Entering students are reviewed on a case-by-case basis to determine available options.

Alternative Requirements for Students Designated as Homeless Youth

California Education Code 51225.1 and 51225.3 allow homeless students who change schools following the completion of their second year of high school, and who do not have sufficient time to complete all LAAAE graduation requirements by the end of their fourth year, to be offered two options for earning a high school diploma. The first option would allow the student to complete the minimum California state requirements for a high school diploma, which are listed in the table below, by the end of their fourth year. The second option would allow the student to remain for a fifth year of high school in order to complete all of the LAAAE requirements. Entering students are reviewed on a case-by-case basis to determine available options.

Alternative Requirements for Migratory Children and Newly Arrived Immigrant Pupils

California Education Code 51225.1 and 51225.3 allow for a migratory child who changes schools following the completion of their second year of high school or a student participating in a newcomer program who is in his or her third or fourth year of high school, and who do not have sufficient time to complete all LAAAE graduation requirements by the end of their fourth year, to be offered two options for earning a high school diploma. The first option would allow the student to complete the minimum California state requirements for a high school diploma, which are listed in the table below, by the end of their fourth year. The second option would allow the student to remain for a fifth year of high school in order to complete all of the LAAAE requirements. Entering students are reviewed on a case-by-case basis to determine available options.

CAHSEE

Due to recent changes in legislation, the California High School Exit Exam is no longer required to earn a high school diploma in California. No replacement exam has been identified at this point by the State Board of Education. Additional information about the CAHSEE can be found on the California Department of Education web site by following this link: <http://www.cde.ca.gov/ta/tg/hs>

COMMUNITY SERVICE HOURS

Students must complete a reflection paper upon completion of **100 hours** of volunteer community service in order to graduate. For information regarding opportunities to complete community service hours and community service forms, please visit the Counseling Office. **Community service hours should be completed**

by June 1st of 12th grade. Students who complete 250 hours or more of community service prior to graduation will be recognized and awarded a white cord to wear at graduation.

EXTRA-CURRICULAR SCHOOL ACTIVITY PARTICIPATION GUIDELINES

LAAAE personnel are dedicated to ensuring all events promote school culture and memorable experiences. A student who fails to comply with any of the school rules and expectations may be in jeopardy of not being able to participate in the school event. If a ticket is purchased to participate in a school activity, and the student is subsequently ineligible to attend because of failure to adhere to school rules, the student may not qualify for a full refund.

HONOR ROLL

Students may be placed on Honor Roll if they have satisfied the following criteria: GPA 3.5 and above (no F's) = Board of Director's Honor Roll
GPA 3.0 – 3.49 (no F's) = Principal's Honor Roll

HOMEWORK POLICY

Regular, purposeful homework is an essential part of a student's education. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self-discipline. Homework should provide reinforcement and extension of class instruction and should serve as a basis for further study and preparation for future class assignments.

STUDENT'S RESPONSIBILITIES

- Completing assigned homework as directed and in the spirit in which it was assigned.
- Returning homework to the teacher by the designated time.
- Submitting homework assignments that reflect careful attention to detail and quality of work.
- Devoting a minimum of 30 minutes each day to reading as an additional part of the homework assignment

PARENTS' RESPONSIBILITIES

While it is understood that parents/guardians are not responsible for providing a great deal of assistance to their child in completing homework, there is still much that parents/guardians can do to promote good study habits. Parents'/guardians' responsibilities include:

- Providing an environment conducive to study.
- Providing continued interest and concern for the child's successful performance in school, through encouraging and supporting the child in his/her performance of homework.
- Indicating an interest in assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
- Supporting the school in regard to the child being assigned homework.
- Requesting assignments for the child when short-term absences are involved.
- Assuring that the child reads for a period of at least 30 minutes each day in addition to any other assigned homework.

AFTER SCHOOL PROGRAM - YOUTH POLICY INSTITUTE (YPI)

LAAAE has partnered with YPI to help support our students and their families. The mission of YPI is to provide education, training, and technology services for our families. All LAAAE students will be members of the YPI program, which takes place after-school and some weekends. Services offered are academics support, enrichment opportunities, college/career preparation and sports.

There is probably no factor more important to a successful school program than regular school attendance. Students who are absent excessively from the instructional program may fall behind in academic achievement. Excessive school absenteeism can result in course failure. While the faculty and staff at school encourage and support positive student attendance, the responsibility for ensuring student attendance rests upon their parents and legal guardians.

UNEXCUSED PERIOD NONATTENDANCE

Students can accumulate an *unexcused period nonattendance* for each class throughout the quarter in the following ways:

- The student receives one unexcused absence (A).
- The student receives one cut for being out of class without the teacher's permission (CUT).
- The student receives one unexcused tardy that is greater than 30 minutes (T30).
- The student receives three unexcused tardies in the same class that are each less than 30 minutes (30T).

EXCUSED AND UNEXCUSED ABSENCES/TARDIES

According to the following conditions unexcused absences/tardies may be converted to excused absences/tardies which will result in their removal from the student's unexcused period nonattendance total.

Parents or guardians must explain each absence in writing and sign it and/or call the office. An excuse for absence from school may be approved for one (1) or more of the following reasons:

Excused Absences: California E.C. 48205 provides that a student may be excused from school when the absence is due to:

- Illness or injury of student
- Quarantine, Medical, dental, optometric or chiropractic services
- Attending the funeral of an immediate family member e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student (one day within the state, three days outside the state)
- Jury duty
- Illness or medical treatment of a child of whom the student is the custodial parent.
- Students, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises with prior approval by the school principal [Education Code Section 46014]. Additionally, students may be absent to attend a religious retreat [Education Code Section 48205(a) (7)], not to exceed four hours per semester. Such absences are considered excused absences, and students are responsible for making up missed work.
- Other justifiable personal reasons may include when the student's absence has been requested in writing by the parent and approved by the principal or designee. Absences that fall into this category include, but are not limited to: Active Duty Military (Immediate Family Member- 1-3 days:local (within US) 4-5 days: overseas); Mental Health Day Treatment; Appearance in court; Educational conference offered by non-profit organization (legislative/judicial); Entertainment Industry- no more than 5 consecutive days or maximum of 5 absences per school year; Medical Exclusion or exemption; Member of a precinct board for an election; Participation in not-for-profit performing arts organization (maximum 5 per school year); Pre-arranged Mental Health Services; Revoked suspension through appeal's procedure; Attendance at an employment conference; Take Our Daughters and Sons to Work Day®

Any absence for reasons other than those listed as EXCUSED ABSENCES may be unexcused. LAAAE is required by law to seek an explanation from the parent/guardian (a written note or verbal justification) regarding all absences. A student with an unexcused absence may be classified as truant (refer to Truancy section) and this could be grounds for referral to the Student's Rights and Responsibility Advisory Team (SRR) and to the City or District Attorney's Office. Students may be marked unexcused if the following occur:

- Do not bring a note within three school days, following an absence.
- Leave school early without signing out at the office
- Are absent from class without permission, including walking out of class
- Are absent from school without parental permission
- Get a pass to go to a certain place but do not report there and/or

Below are examples of being absent for reasons not acceptable to the administration which include, but are not limited to:

- On vacation or out-of-town
- Traffic
- Car trouble
- Did not wake up on time
- Errands
- Miss the bus
- Work
- Babysitting
- Hair appointment
- Needed at home

While we recognize that certain events at home or concerning the parent or legal guardian may make it difficult for the student to be present at school, it is still within the parent or legal guardian's responsibility to ensure that their student is in attendance.

EMERGENCY OR OUT-OF-ORDINARY LEAVE

While parents/guardians are discouraged from taking their child(ren) on extended vacations or leaves of absence outside the designated instructional days, there are circumstances in which a school principal may authorize or approve such time off. Such approval must take place prior to the leave.

MAKE UP WORK POLICY

Students who miss school are allowed to make up the missing assignment(s) ONLY if the student has an excused absence. It is the students' responsibility to make up homework, classwork, quizzes, and tests. Students have one calendar week from the due date posted in PowerTeacher or until the Friday preceding the last week of the quarter, whichever comes first, to submit makeup work. Additional extensions may be provided on an individual basis only if the student seeks an extension prior to the due date as previously described. Make-up tests may be scheduled at a date/time mutually agreed upon by the teacher and student. It is the students' responsibility to take the test at that time. If the student fails to do so, the teacher is not obligated to set another time for make-up.

NO CREDIT POLICY

Students who accumulate over 10 incidents of unexcused period nonattendance for a single class in any given quarter will receive no credit for that quarter. Students who have a no credit for either quarter within a given semester will receive no credit for that semester and will need to retake the class.

An unexcused period nonattendance status update will be provided to all students every two weeks in advisory. Students or parents must clear unexcused absences and tardies within three school days of receiving the update. Additionally, the accumulation of six to ten unexcused period nonattendance incidents in a single class will result in a phone call home and counselor meeting.

The accumulation of over ten unexcused period nonattendance incidents in a single class will result in a request for a parent/guardian meeting at which the student and parent will be asked to sign an Unexcused Period Nonattendance Contract stipulating that the student will be receiving no credit for the current quarter but may recover credit by staying within the no credit policy (ie under ten incidents of unexcused period nonattendance) in the following quarter if it is the end of quarter one or three. If it is the end of quarter 2 or

4 the student may complete a no credit appeal. If a student has violated the no credit policy (ie over ten incidents of unexcused period nonattendance per quarter) in both quarters of a semester, a no credit appeal will be extremely unlikely to be approved.

Some exceptions for extenuating and extraordinary circumstances may be made. Examples include: hospitalization, death of immediate family member, car accident, court subpoena.

When filing your appeal:

Supporting documentation must be included and submitted with the appeal. Late documentation may not be accepted.

TRUANCY

A student who is inexcusably absent from any assigned class period may be considered truant. As stated in the California Education Code Section 48260.5, truancy is against the law. The Education Code also requires students to attend school until 18 years of age, or the completion of high school. Students are expected to attend school daily and are not allowed to leave campus during the school day without an off campus permit (Ed Code 48264.5A, 48260, & 48900K).

LAAAE has adopted a three-tier system to address truancy as defined below:

- **Tier 1 – Up to four unexcused absences:** Attendance letter provided every two weeks
- **Tier 2 – Up to 10 unexcused absences:** Phone call home and a counselor meeting
- **Tier 3 – Over 10 unexcused absences:** The student will be issued a No Credit for the absences and has the right to an appeal process. (See No Credit Policy).

TARDINESS

A student is marked tardy when the student is not in the assigned class and seat when the official class time has started. Tardies can be marked excused or unexcused

HALLWAY PASS GUIDELINES

- Official hallway passes must be worn on a lanyard around the student's neck and visible at all times when a student leaves a classroom or office during the instructional time without a staff escort.
- Students using a pass are required to fill out a hallway pass log located in each classroom indicating their time out and time in.
- Each hall pass is valid for only one student.
- No cell phone usage during this time. See Cell Phone and Electronic Device Policy.
- Hand-written notes are never acceptable as hallway passes.

DISCIPLINE POLICY

PHILOSOPHY

The Los Angeles Academy of Arts and Enterprise discipline policy aims for a schoolwide culture which enables students to improve their academic abilities and self-esteem through a foundation of trust and high expectations. It is the goal of the administration, staff and parents to encourage students to exercise self-discipline. Students share the responsibility for creating an atmosphere that is conducive to learning. LAAAE will implement a schoolwide culture of positive and Restorative Justice approaches to working with students, staff and parents/guardians.

The LAAAE discipline philosophy aims to establish a culture, which enables students to improve their academic abilities and self-esteem through a foundation of trust and high expectations. Students share the responsibility for creating an atmosphere that is conducive to learning. LAAAE will implement a schoolwide culture of positive and restorative justice approaches to working with students, staff, and parents/guardians. It is the responsibility of the student to attend school regularly, to show effort in classroom work, and to conform to school rules and regulations and expectations. No student has the right to interfere with the education of fellow students.

Student discipline at LAAAE is based on positive support and involves multiple parties including school staff, teachers, parents, and students. Los Angeles Academy of Arts and Enterprise seeks input from parents, teachers, and students on how to best provide a safe and healthy school environment.

Based on stakeholder feedback, Los Angeles Academy of Arts and Enterprise has developed a comprehensive student discipline policy included in the student handbook. Los Angeles Academy of Arts and Enterprise staff review the discipline policy with students and parents prior to admission to LAAAE. By enrolling in Los Angeles Academy of Arts and Enterprise, the students and parents acknowledge their understanding of and the responsibility to the standards set forth in the discipline policy. The discipline policy will include the students' rights and responsibilities and Los Angeles Academy of Arts and Enterprise's suspension and expulsion policies. The discipline policy will not be discriminatory, arbitrary, or capricious, and will follow the general principles of due process. The policy will be adapted as needed in regard to the discipline of a student with special needs as determined by the provisions of the IDEA.

Los Angeles Academy of Arts and Enterprise shall ensure that its staff is knowledgeable about and complies with the District's Discipline Foundation Policy and/or current equivalent

policy, as required by the Modified Consent Decree. Los Angeles Academy of Arts and Enterprise shall comply with the terms of the School Discipline Policy and School Climate Bill of Rights resolution adopted by the LAUSD Board of Education on May 6, 2013.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) PROGRAM

LAAAE has a proactive Positive Behavior Support System (PBIS), which reinforces students to follow the school's expectations. Specifically, Los Angeles Academy of Arts and Enterprise implements a schoolwide positive behavior and intervention and support (PBIS) program called PBIS Rewards.

School level practices also include: teaching school rules and social emotional skills; reinforcing appropriate student behavior; using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences.

Serving as examples, faculty and staff model community norms, including treating others with respect, appreciating differences, finding peaceful solutions, showing empathy and compassion, and defending the rights of others.

Expected student behaviors are rewarded with points which students can redeem for prizes. Students earn points by simply following the school's SLOs. Teachers and out of the classroom personnel have access to reward points to students who demonstrate these expectations. In turn, students can redeem their points to purchase a variety of prizes.

The program aims to reduce tardies, increase attendance, and improve school climate and culture through a multi-tiered system of academic, social, and behavioral supports to address students' attendance, behavioral, and academic needs. Through positive reinforcement, PBIS is intended to mitigate punitive approaches that infringe on instructional time. Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. Staff are trained and annually review de-escalation strategies for students in crises. These strategies focus on developing relationships with students, identifying and avoiding, when possible, triggers for undesirable behavior, and stabilize students who have been triggered safely.

CELL PHONE AND ELECTRONIC DEVICE POLICY

Students are to be responsible for their own possessions. The school takes no responsibility for electronic devices brought to campus.

The Cell Phone and Electronic Device Policy is as follows:

All unauthorized/personal electronic devices (including headphones, earphones and speakers) must be kept completely off and out of sight during all instructional minutes (ie during class time). This includes while students are in hallways or off campus on field trips.

Any staff member may confiscate a student’s unauthorized/personal electronic device if it is seen or heard during instructional minutes without providing any warnings to the student.

Additionally, playing music or other sounds from an electronic device loud enough to be audible to a staff member is never permitted on campus or on school sponsored field trips regardless of the time of day. This includes before school, during lunch, during passing periods, and after school. Any electronic device used to this end may be immediately confiscated by any staff member.

If the device is given to the staff member immediately and respectfully it will be returned at the end of the school day. If the student refuses to give his/her unauthorized electronic device to the staff member, an administrator will follow up with the student within 24 hours and confiscate the device for a full week and notify parents/guardians. Parents/guardians may come in at any time during the week to retrieve the device. If the student also refuses to give his/her unauthorized electronic device to the administrator, the administrator will issue the student an office disciplinary referral (see below).

SCHOOLWIDE BEHAVIOR EXPECTATIONS

The chart below outlines schoolwide expected behaviors. Failure to comply with these expectations may result in disciplinary consequences. Students are expected to follow the 4Ps and be: Productive, Prompt, Prepared, and Polite. The Chart below provides expected behaviors.

LAAAE Schoolwide Expectations				
<u>SLOs</u>	Classroom	MPR/Quad/Lunch	Hallway/Restroom	Main Office/Wellness Center
Empathy	Celebrate mistakes Welcome the diversity in each class and appreciate the efforts of others	Be inclusive and kind to others Look out for each other	Be mindful of the personal space of others	Be thoughtful of the privacy and time of others Welcome all who come through the door
Integrity	Be honest and treat others fairly Respond appropriately and honestly	Stay in designated areas and help keep campus clean	Have a hall pass or submission before leaving the classroom Allow other classes to continue without interruption	Only request submissions when you truly need them Be truthful

Respect	Follow classroom procedures without reminders Value what others find important, interesting, and beautiful	Be courteous with all staff, students, and guests on campus	Walk in the hallways and keep the restroom clean Keep your volume low	Wait patiently and ask politely for what you need Determine the appropriate tone and words to use
Perseverance	Always participate and work through challenges Ask for help	Meet new friends! Save PBIS points for big purchases	Return to class as quickly as possible	Reflect honestly on your actions Maintain a growth mindset
Innovation	Ask questions and be creative Research and explore topics independently	Get involved! Try new activities	Implement strategies to minimize missing instructional minutes	Think positively about changes that can help you improve Take the initiative to plan for your future

CLASSROOM DISCIPLINE POLICY AND PROCEDURE

All faculty and staff at Los Angeles Academy of Arts and Enterprise (LAAAE) has a responsibility to assist in maintaining good discipline, not only in the classroom, but also throughout the school. This policy and supporting procedures were developed to support staff in the maintenance of classroom discipline and to provide a standard, fair and transparent system for dealing with any disciplinary situation that may arise in the classroom or on campus. Within the school, the Principal has overall responsibility for student discipline. The Assistant Principal is responsible for the implementation of the disciplinary process.

PROTOCOL FOR STUDENT(S) WHO DEMONSTRATE IMPROPER CLASSROOM BEHAVIOR.

1. Provide a warning.
2. Offer the student a positive behavior incentive for returning to on task behavior.
3. Issue a teacher consequence. (ie change the student's seat, send the student to a buddy teacher, private conversation with the student, etc.)
4. If the improper classroom behavior persists, the teacher may issue a wellness center submission.

LAAAE's Leadership team is here to support you and would like to help empower you in your classroom. Asking for advice and guidance is always best practice. To empower yourself you need to problem-solve your classroom behaviors to demonstrate your authority. If assistance is needed, please refer to the order mentioned in the "Administration Protocols for Extreme and/or Emergency Situations".

ADMINISTRATION PROTOCOLS FOR EXTREME, EMERGENCY SITUATIONS.

Administration Protocols for Extreme and/or Emergency Situations:

If a student(s) is involved in any action of violence, possession of any paraphernalia, and possible intoxication, the teacher and/or staff member should immediately call or text in the following order:

- 1.) Mr. Cordova, Student Services Specialist
- 2.) Mr. DeFrenza, Dean of Students
- 3.) Mr. Calvo, Principal

ADMINISTRATIVE DISCIPLINARY CONSEQUENCES AND STUDENT SUPPORT SERVICES

Students who receive wellness center submissions will be counseled and returned to class as soon as they are able to reintegrate without causing a substantial disruption to the classroom learning environment. While in the wellness center, students will receive counseling, complete classwork and behavior reflections, or read silently. A phone call home will be placed for all punitive wellness center submissions. Parent meetings will be scheduled at the teacher's discretion.

Office Disciplinary Referrals (ODRs) are issued for the following major behavior categories: cheating, fighting, harassment/bullying, theft/fraud, use/possession of alcohol/drugs, use/possession of weapons, vandalism/property damage, defiance, disrespect, and out of bounds. An ODR will also be issued for every three punitive wellness center submissions the student receives schoolwide. The consequences for each ODR will follow the progressive disciplinary procedures stipulated in the Office Disciplinary Referral Contract.

GROUNDINGS FOR SUSPENSION AND EXPULSION

Students who present an immediate threat to the health and safety of others may be suspended or expelled. A student may be suspended or expelled for any of the acts enumerated in this section.

REASONS FOR SUSPENSION AND EXPULSION (EDUCATION CODE 48900 AND 48915)

Los Angeles Academy of Arts and Enterprise does not consider suspensions or expulsions as effective means of improving student behavior and compliance with school rules and policies. While either or both may become necessary in extraordinary circumstances, disciplinary issues shall first be attempted to be dealt with through other strategies. A student may be suspended or expelled for acts which occur, but not limited to: while on school grounds; while going to or leaving from school; and during, or traveling to or from, a school-sponsored activity.

Below are excerpts from the Administrator Recommendation of Expulsion Matrix as posted on the California Department of Education's website <http://www.cde.ca.gov/ls/ss/se/expulsionrecomm.asp>.

Must Recommend Expulsion:

In accordance with Education Code Section 48915(c), the principal shall suspend and recommend expulsion of a pupil determined to have committed any of the following acts:

- a. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated employee which is concurred with by the principal or designee.
- b. Selling or otherwise furnishing a firearm.
- c. Brandishing a knife at another person.
- d. Unlawfully selling a controlled substance listed in *Health and Safety Code* Section 11053 et. seq.
- e. Committing or attempting to commit a sexual assault as defined in subdivision (n) of *EC* 48900 or committing sexual battery as defined in subdivision (n) of 48900.
- f. Possession of an explosive.

Shall Recommend Expulsion Unless Particular Circumstances Render Inappropriate:

In accordance with Education Code Section 48915(a), the principal shall recommend expulsion for the following violations [except for 48915 subsections (c) and (e)] unless the principal finds that expulsion is inappropriate due to a particular circumstance.

- a. Causing serious physical injury to another person, except in self-defense.
- b. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- c. Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the *Health and Safety Code*, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis.
- d. Robbery or extortion.
- e. Assault or battery, or threat of, on a school employee.

The recommendation for expulsion shall be based on one or both of the following:

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 presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].

May Recommend Expulsion:

In accordance with Education Code Section 48900, in addition to the foregoing mandatory suspension/expulsion infractions, students may be immediately suspended and recommended for expulsion upon a determination that the student has committed one of the acts listed below:

- a. Inflicted physical injury†
- b. Possessed dangerous objects
- c. Possessed drugs or alcohol
- d. Sold look alike substance representing drugs or alcohol
- e. Committed robbery/extortion

- f. Caused damage to property‡
- g. Committed theft
- h. Used tobacco
- i. Committed obscenity/profanity/vulgarity
- j. Possessed or sold drug paraphernalia
- k. Received stolen property
- l. Possessed imitation firearm
- m. Committed sexual harassment
- n. Harassed, threatened or intimidated a student witness
- o. Sold prescription drug Soma
- p. Committed hazing
- q. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- r. Participating in the act of hate Violence and Terroristic Threats

† Section 48900 (t) states a pupil who aids or abets in infliction of physical injury to another, as defined in *Penal Code* 31, may suffer suspension, but not expulsion. However, if a student is adjudged by a court to have caused, attempted to cause, or threatened personal injury, the student shall be subject to discipline pursuant to 48900(a).

‡ Section 48900 (u)"school property" includes, but is not limited to, electronic files and databases.

In-School Suspensions

In alignment with California Education Code Section 48911.1, the principal or designee may assign a student to a supervised in-school suspension for any offense that qualifies for suspension for the length of the suspension.

Process for Suspension and/or Expulsion - Informal Conference

Suspension shall be preceded by an informal conference conducted by the principal or designee, with the student and his/her parents. The conference may be omitted if the principal determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the student is suspended without a conference, the parent/guardian shall be notified of the suspension by the principal or designee by telephone. Should this not render success, the principal or designee will follow up in writing. A conference will be conducted as soon as possible thereafter. The principal may notify law enforcement if it is reasonably suspected that the student committed offenses identified in Penal Codes 245, 626, and Education Code 48900. If the student is subsequently arrested, the principal or designee will take immediate steps to notify the parent of the place to which the student is reportedly being taken.

Notice to Parents/Guardians

At the time of a student's suspension, the principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. A written notice will follow initial contact. This notice will state the specific offense(s) committed by the student. In addition, the notice will also state the date and time the student may return to school.

Length of Suspension

The length of a suspension, when not including a recommendation for expulsion, shall not exceed five

(5) consecutive days per suspension or twenty (20) days total per year, unless the student has an IEP, in which case will not exceed (10) without a manifestation determination. Students are expected to continue completing their respective assignments throughout a suspension period. Los Angeles Academy of Arts and Enterprise will continue to provide the student with an education, including textbooks or other instructional materials, classwork, and homework, as well as support from appropriate staff and opportunities to complete missed assignments or other in-class activities. Upon a recommendation by the principal for expulsion, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. The principal will make this determination upon either of the following findings:

- Whether the pupil's presence will be disruptive to the educational process; or
- Whether the pupil poses a threat or danger to others.

Upon this determination, the pupil's suspension will be extended, pursuant to Education Code 48911(g) pending the results of an expulsion hearing.

EXPULSION HEARING

Upon recommendation of expulsion by the principal, the student and student's guardian(s) and/or representative(s) will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. The determination will be made by the principal upon either of the following determinations:

- (1) the pupil's presence will be disruptive to the education process or
- (2) the pupil poses a threat or danger to others.

Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing. Students recommended for expulsion are entitled to a hearing to determine whether the pupil should be expelled. A written hearing waiver will be solicited from parents electing to waive the hearing. Unless postponed for good cause, the hearing shall be held within 30 school days after the recommendation for expulsion. The school will be responsible for providing the student with appropriate educational opportunities, while the student is on suspension and awaiting an expulsion hearing.

The expulsion hearing (which is usually held in closed session, unless otherwise requested, 72 hours in advance) will be presided over by an expulsion administrative panel appointed by Los Angeles Academy of Arts and Enterprise's governing board. The expulsion administrative panel will consist of at least three members who are certificated. No teacher of the pupil or Los Angeles Academy of Arts and Enterprise governing board member will serve on the expulsion administrative panel. A facts and findings document that includes dates, times, incidences,

people present, and an objective anecdotal record of the events will be prepared by the expulsion administrative panel to summarize the evidence presented at the hearing and to substantiate the expulsion decision. The administrative panel may recommend to reinstate the student, to reinstate the student with a behavioral contract, or to expel. A special meeting of Los Angeles Academy of Arts and Enterprise's governing board will be convened within one week of the expulsion hearing. At that meeting, the final expulsion hearing decision and outcome will be reported, by a representative of the expulsion administrative panel, to Los Angeles Academy of Arts and Enterprise's governing board, who will uphold or not uphold the recommendation.

Written notice of the hearing shall be forwarded by the principal or principal's designee, to the pupil and the pupil's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include the following:

- a. The date and place of the expulsion hearing;
- b. A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based;
- c. A copy of the disciplinary rules which relate to the alleged violation;
- d. Notification of the pupil's or parent/guardian's obligation provide information about the pupil's status at the school to any other school district or school to which the pupil seeks enrollment;
- e. The opportunity for the pupil or the pupil's parent/guardian to appear in person or to employ and be represented by counsel or an advocate;
- f. The right to inspect and obtain copies of all documents to be used at the hearing;
- g. The opportunity to confront and question all witnesses who testify at the hearing; and
- h. The opportunity to question all evidence presented and to present oral and documentary evidence on the pupil's behalf including witnesses.

Recording of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

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 decision by the expulsion administrative panel to expel must be supported by substantial evidence that the pupil committed the expellable offense(s).

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, and sworn declarations may be admitted as testimony from witnesses, when the principal determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the pupil who is being considered for an expulsion, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code Section 48900, a complaining witness shall have the right to have his/her testimony heard in a session closed to the public.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. Los Angeles Academy of Arts and Enterprise must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. **If one or both of the support persons is also a witness, Los Angeles Academy of Arts and Enterprise must present evidence that the witness' presence is both desired by the witness and will be helpful to Los Angeles Academy of Arts and Enterprise. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.**

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the hearing room during that testimony.
9. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Notification of Expulsion

The principal, following Los Angeles Academy of Arts and Enterprise governing board's decision to expel shall send written notice of expulsion, including the expulsion administrative panel's findings of fact, to the pupil or parent/guardian. This notice shall include the following:

- (1) Notice of the specific offense(s) committed by the pupil.
- (2) Notice that the pupil has a right to appeal and the date and process by which an appeal may be filed.
- (3) Notice of the pupil's or parent/guardian's obligation to inform any new district in which the pupil seeks to enroll of the pupil's status.
- (4) Effective date of expulsion.
- (5) Notice of alternative education placement.
- (6) Date the student to be reviewed for readmission.

APPEAL OF SUSPENSION OR EXPULSION

If a suspension was assigned by a principal's designee, a parent may request an appeal by submitting a written appeal request, addressed to the principal, within 72 hours of the imposed suspension. If the suspension was assigned or upheld by the principal, a parent may request an appeal, addressed to Los Angeles Academy of Arts and Enterprise's governing board chair, within 72 hours of the principal's notification. Lastly, a parent may request an appeals hearing at a regularly scheduled Los Angeles Academy of Arts and Enterprise governing board meeting. Los Angeles Academy of Arts and Enterprise's governing board will issue a decision the same day. A written notice with the decision will be provided to the parent. A suspension appeal decision by Los Angeles Academy of Arts and Enterprise's governing board is final.

Parent/s or legal guardian/s may appeal an expulsion within thirty (30) days from the notice of expulsion by submitting a written request for appeal, or providing that request in person or via telephone to the principal. If the request is made in person or via telephone, the principal will create a memorandum that documents the request and forward it to Los Angeles Academy of Arts and Enterprise's governing board for review and consideration.

Written notice of the appeal shall be forwarded to the pupil and the pupil's parent/guardian at least ten (10) calendar days before the date of the appeals hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include the following:

- a. The date and place of the expulsion appeal hearing;
- b. A statement of the specific facts, charges, and offense(s) upon which the proposed expulsion is based;
- c. A copy of the disciplinary rules which relate to the alleged violation;
- d. Notification of the pupil's or parent/guardian's obligation provide information about the pupil's status at the school to any other school district or school to which the pupil seeks enrollment;
- e. The opportunity for the pupil or the pupil's parent/guardian to appear in person or to employ and be represented by counsel or an advocate;
- f. The right to inspect and obtain copies of all documents to be used at the hearing;
- g. The opportunity to confront and question all witnesses who testify at the hearing; and
- h. The opportunity to question all evidence presented and to present oral and documentary evidence on the pupil's behalf including witnesses.

The student will be considered suspended until a meeting is convened to hear the appeal (within 10 working days) at which time the parent(s) must attend to present their appeal. A fair and impartial panel of representatives assigned by Los Angeles Academy of Arts and Enterprise's governing board will hear the appeal. Such hearing will be presided over by an expulsion appeals administrative panel which will consist of at least three members who are certificated. No teacher of the pupil or Los Angeles Academy of Arts and Enterprise governing board member will serve on the administrative appeals panel. This panel will not include any of the members of the expulsion administrative panel. The expulsion appeals administrative panel will deliberate in closed session after hearing presentations from both the principal and the student and his/her parent/s or legal guardian/s. The expulsion appeals administrative panel will issue its decision the same day as the hearing. The expulsion appeals administrative panel may recommend to reinstate the student, to reinstate the student with a behavioral contract, or to expel. The decision of the expulsion appeals administrative panel will be final.

A facts and findings document that includes dates, times, incidences, people present, and an objective anecdotal record of the events will be prepared by the expulsion appeals administrative panel to summarize the evidence presented at the hearing and to substantiate the appeal decision. A special meeting of Los Angeles Academy of Arts and Enterprise's governing board will be convened within one week of the expulsion appeal hearing. At that meeting, the final decision and outcome will be reported, by a representative of the expulsion appeals administrative panel, to Los Angeles Academy of Arts and Enterprise's governing board, who will uphold or not uphold the recommendation.

Recording of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion appeals 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 decision by the expulsion appeals administrative panel to expel must be supported by substantial evidence that the pupil committed the expellable offense(s).

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, and sworn declarations may be admitted as testimony from witnesses, when the principal determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the pupil who is being considered for an expulsion, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code Section 48900, a complaining witness shall have the right to have his/her testimony heard in a session closed to the public, as previously detailed in this element.

In the event of a decision to expel a student from Los Angeles Academy of Arts and Enterprise, Los Angeles Academy of Arts and Enterprise will work cooperatively with the district of residence, county, and/or private schools to assist with the appropriate educational placement of the student who has been expelled. Any incident of violent and/or serious student behavior shall be communicated to the district/school to which the student matriculates.

If a student is expelled or leaves Los Angeles Academy of Arts and Enterprise without graduating or completing the school year for any reason, Los Angeles Academy of Arts and Enterprise shall notify the superintendent of the school district of the student's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the student, including a transcript of grades or report card, and health information.

If the student is not reinstated, the student can enroll at their home school. Students who are not reinstated, must be sent written notification of such, including specific reasons why reinstatement was denied; and must be given a new eligibility review date.

For new enrollees, Los Angeles Academy of Arts and Enterprise will request a copy of the rehabilitation plan and work with the expelling school/district to ensure the student is provided with the supports and interventions needed for successful reinstatement.

Outcome data will be maintained including:

- Suspensions
- Expulsions and Expulsion Placements
- Reinstatements

Out of the District Expellees

Students who demonstrate successful rehabilitation are able to be reinstated. Los Angeles Academy of Arts and Enterprise will expunge the expulsion order once the student has successfully completed the prescribed rehabilitation plan.

GUIDELINES GOVERNING SPECIAL EDUCATION STUDENTS

In the case of a student who has an IEP, or a student who has a 504 Plan, the charter will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including the IDEA and Section 504 of the Rehabilitation Plan of 1973.

As set forth in the MOU regarding special education between the District and Los Angeles Academy of Arts and Enterprise an IEP team, including a district representative, will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Policies and Procedures Manual. Prior to recommending expulsion for a student with a 504 Plan, the charter administrator will convene a Manifestation Determination meeting to ask the following two questions: A) Was the misconduct caused by, or directly and substantially related to the student's disability? B) Was the misconduct a direct result of the Charter's failure to implement the 504 Plan? Outcome data will be maintained including: Suspensions, expulsions and expulsion placements, reinstatements, and other school placements.

LAAAE offers a range of activities that enrich student development during and after school. Because the safety of students is priority, specific rules may apply to these activities.

PLEASE NOTE: All extracurricular activities are privilege, not a right. Therefore, school administration reserves the right to refuse anyone to attend these activities based on academic, disciplinary, and behavioral concerns.

PROTOCOLS AND GUIDELINES

FIELD TRIPS

Field Trips offer exciting ways to learn. LAAAE students may have the opportunity to go on field trips at various times throughout the school year. Students must have the LAAAE permission form completed and submitted one week before the field trip. Participation in any school related field trip may be denied due to academic, attendance, and disciplinary issues upon review by teachers and/or administration. Students participating in field trips must follow all LAAAE dress code and/or grooming regulations, and conduct themselves according to the discipline policies of LAAAE.

AFTER-SCHOOL ACTIVITIES

LAAAE offers a variety of after-school tutoring, clubs, sports, and other various student activities that is free. There is no better way to enrich your student’s education than by taking part of the many offerings at LAAAE. Students who stay for an after-school activity must follow these rules:

- Be with a teacher or other staff member at all times
- Arrange to have their transportation pick them up at the end of the activity
- Abide by the LAAAE code of conduct as outlined in the handbook while participating in the activity
- Students who are disruptive, disrespectful, or who do not follow the rules may be prohibited from participating in LAAAE after-school activities.

TEXTBOOKS

Textbooks may be issued for courses. Each subject area teacher may check out a book to a student directly. Students are responsible for the textbooks that are issued to them. Charges may be applied for books that are lost or damaged. The school is not responsible for stolen, lost, or damaged books. Report lost books immediately. A replacement fee may be charged and must be paid by the end of the semester. Withdrawing or transferring students must have returned all school materials, books, and equipment or pay all fees before any transfer records may be released.

Lost Book.....	Full textbook price
Damaged.....	\$25 or more (depending on extent)

MEDICATION POLICY

Non-Prescription medication: School employees may not distribute any non-prescription medication. Students may NOT carry, consume, or distribute any non-prescription medication for pain relief (or for any other reason) to anyone. Medications must be checked-in with a LAAAE staff member in the reception office. Parents must provide a note with instructions for administration.

PARENT/FAMILY INVOLVEMENT

All parents and legal guardians are highly encouraged, but not required, to volunteer 20 hours to the school by the end of May of the school year. Furthermore, they are encouraged to attend and participate in parent-student-teacher conferences, school meetings, and other LAAAE related events throughout the year.

VISITORS

Parents/Guardians of current students are welcome to visit the school. Parents/guardians may visit their student's classroom with the approval of the administration. All visitors must enter and sign-in at the main office. Students may not have friends, siblings, or other relatives visit them at school at any time. For prospective students who would like to visit the school, they can do so if accompanied by a parent or guardian on a scheduled tour accompanied by a school administrator or designee. All visitors must sign in and sign out of school.

POWERSCHOOL

Parents can follow student academic progress through the Internet. Parents have access to the PowerSchool parent portal, which allows them to check their student's homework, grades, test scores, lunch balances, and even attendance. To receive access to your PowerSchool log-in, please contact the main office.

Users of Power School are required to ensure that confidential, sensitive, and personal information is protected from disclosure by law, regulation, and policy. LAAAE strictly enforces information security. Unauthorized access, inspection, use, disclosure or modification of confidential, sensitive, or personal information may result in administrative discipline or termination of privileges to access PowerSchool.

TECHNOLOGY AND INTERNET USAGE

ACCEPTABLE USES OF THE COMPUTER OR THE INTERNET

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

UNACCEPTABLE USES OF THE COMPUTER OR THE INTERNET

Individuals who are provided access to computer facilities and to the campus-wide communication network assume responsibility for their appropriate use. LAAAE expects individuals to be careful, honest, responsible, and civil in the use of computers and networks. Those who use wide-area networks (such as the Internet) to communicate with others or to connect to computers at other institutions are expected to abide by the rules for the remote systems and networks as well as those

for LAAAE's systems. Be advised that, in addition to being a violation of LAAAE rules, certain computer misconduct is prohibited under California General Laws, and is, therefore, subject to criminal penalties. Such misconduct includes: knowingly gaining unauthorized access to a computer system or data base, falsely obtaining electronic services or data without payment of required charges, and destroying of electronically processed, stored, or in-transit data.

Individuals are expected to abide by these rules and policies and to consult an official of LAAAE prior to any activity that would appear to threaten the security or performance of School computers and networks.

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

- LAAAE must ensure that academic work takes precedence at all times over other computing activities in its facilities. In situations of high user demand that may strain available computer resources, LAAAE reserves the right to restrict (e.g., to specific times of day) or prohibit computer entertainment activities such as game playing.
- Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Selling or purchasing any illegal substance;
 2. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
 3. Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority
- Uses that involve obtaining and or using anonymous email sites.
- Individuals may not attempt to damage or to degrade the performance of LAAAE's computers and networks and should not disrupt the work of other users. Individuals may not attempt to circumvent security systems or to exploit or probe for security holes in any LAAAE network or system, nor may individuals attempt any such activity against other networks or systems accessed through LAAAE's facilities. Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Deleting, copying, modifying, or forging other users' e-mails, files, or data;
 2. Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
 3. Damaging computer equipment, files, data or the network;
 4. Using profane, abusive, or impolite language;
 5. Disguising one's identity, impersonating other users, or sending anonymous email messages;
 6. Threatening, harassing, or making defamatory or false statements about others;
 7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 8. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
 9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
 10. Using any district computer to pursue "hacking," internal or external to LAAAE, or attempting to access information that is protected by privacy laws.

- Execution or compilation of programs designed to breach system security is prohibited unless authorized in advanced. Moreover, the possession or collection of others passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information is prohibited. Use that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Using other users' account passwords or identifiers;
 2. Disclosing one's account password to other users or allowing other users to use one's accounts;
 3. Getting unauthorized access into other users' accounts or other computer
 4. Interfering with other users' ability to access their accounts.
- Use of LAAAE's computers and networks for business-related purposes without authorization is prohibited. Unauthorized use of the LAAAE Network, computer systems, or facilities is prohibited. Individuals should not attempt to exploit, test, or probe for suspected security holes on LAAAE computers or networks, but instead should report them to LAAAE's Network Operation Center. Likewise, users should not disseminate to others any information that serves to circumvent or degrade system or network security, configuration or integrity. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Selling or buying anything over the Internet for personal financial gain; or
 2. Using the Internet for advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.
- Physical theft, rearrangement, or damage to any School computer or network equipment, facilities, or property is strictly prohibited, and will be reported to the police. This includes all public computer labs, network hubs, wiring, and links. III. Internet Safety
- In compliance with the Children's Internet Protection Act ("CIPA"), LAAAE may 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 may work by scanning for objectionable words or concepts, as determined by LAAAE. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that LAAAE determine which words or concepts are objectionable.] However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.
- In compliance with CIPA, LAAAE and its representatives may implement a mechanism to monitor all minors' on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discovery 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, as determined by the school board, local educational agency or other related authority. LAAAE reserves the right to monitor other users' (e.g., employees, students 17 years or older) 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 student under the age of eighteen accesses his/her LAAAE account or the Internet outside of school, a parent or legal guardian must supervise the student'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 and legal guardians should inquire at the school or district if they desire more detailed information about the software.

- Student information may not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted.
- Account users may not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.
- Account users may not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 may not meet in person anyone they have met on the Internet without their parent's permission.
- Account users may abide by all LAAAE security policies.

USE OF THE WIRELESS NETWORK

- Users with personal computers on the wireless network are expected to take reasonable precautions to ensure the security of their systems. Individuals may be held responsible for misuse by others that occurs on their systems.
- Attempts to monitor, analyze, or tamper with network data packets that are not explicitly addressed to your computer are prohibited.
- Using a network address other than the one assigned by LAAAE is prohibited.
- Users are not permitted to register external domain names that reference systems on the LAAAE Network without authorization.
- Users may not advertise routing information on the LAAAE Network, attempt to act as a gateway to any external network, or connect any other secondary physical network.
- Providing services or running applications that consume excessive bandwidth or impede others' use of the LAAAE Network is prohibited without authorization.

PRIVACY OF INFORMATION

Information stored on a computer system or sent electronically over a network is the property of the individual who created it. Examination, collection, or dissemination of that information without authorization from the owner is a violation of the owner's rights to control his or her own property. Systems administrators, however, may gain access to users data or programs when it is necessary to maintain or prevent damage to systems or to ensure compliance with other rules.

Computer systems and networks provide mechanisms for the protection of private information from examination. These mechanisms are necessarily imperfect and any attempt to circumvent them or to gain unauthorized access to private information (including both stored computer files and messages transmitted over a network) will be treated as a violation of privacy.

In general, information that the owner would reasonably regard as private must be treated as private by other users. Examples include the contents of electronic mail boxes, the private file storage areas of individual users, and information stored in other areas that are not public. That measures have not been taken to protect such information does not make it permissible for others to inspect it.

On shared and networked computer systems certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy. The compilation or redistribution of information from School directories (printed or electronic) to third parties, especially those outside the School, is forbidden.

ELECTRONIC COMMUNICATION

LAAAE neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore electronic mail, like telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately to large numbers of individuals. This prohibition includes unauthorized mass electronic mailings. For example, E-mail on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such E-mail.

ADVERTISING

The use of school issued computers or internet may result in exposure to advertising in or out of the classroom.

INTELLECTUAL PROPERTY

Computer programs written as part of one's academic work should be regarded as literary creations and subject to the same standards of misrepresentation of copied work. In addition, attempts to duplicate, use, or distribute software or other data without authorization by the owner is prohibited.

Under federal copyright law, no copyrighted work may be copied, published, disseminated, displayed, performed, or played without permission of the copyright holder. LAAAE may terminate the network access of users who are found to have repeatedly infringed the copyrights of others.

CASES OF MISCONDUCT

Whenever a case of computer misconduct is suspected or reported, LAAAE reserves the right to deny system or network access on a temporary basis to anyone who violates these rules. This includes the ability to terminate processes or connections that threaten system or network security, performance, or integrity.

WAIVER

Users recognize that systems and networks are imperfect and waive any responsibility for lost work or time that may arise from their use. The staff of LAAAE cannot compensate users for degradation or loss of personal data, software, or hardware as a result of their use of school-owned systems, software, or networks, or as a result of assistance they may seek from LAAAE staff.

DISCONNECTION

LAAAE reserves the right to disconnect a network connection to protect the integrity and security of the network.

PERSONAL PROPERTY

Students may be solely responsible for bringing items 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 instructional program (i.e., iPods, iPads, PSPs, Portable Gaming Devices, expensive jewelry/items) be kept at home for safe-keeping.

Skateboards, Bicycles, and Scooters:

Students may ride a skateboard/bicycle/scooter to school. Upon arriving to campus, students must store their skateboard or bicycle in the designated storage area below the large stairwell. Students may not ride on any of these things during the school day or on campus grounds. Students who do not adhere to these conditions may have these items confiscated. Only the parent/guardian may retrieve the confiscated item. The school is not responsible for any loss or damage to equipment. We encourage the use of locks to keep student's belongings safe.

Lost and Found

The lost-and-found may be in the Main Office. Students who have lost clothing, keys, etc., should check in the office to see if the items have been turned-in. at the end of the month, unclaimed items may be donated to a non-profit organization.

LOCKER POLICY

Los Angeles Academy of Arts and Enterprise (LAAAE) has lockers available for student use on the school premises, including, but not limited to, lockers located in the hallways, and

physical education area, and are the property of the school. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

A student who uses a locker that is the property of the school is to follow the expectation below:

- Lockers are a privilege, not a right. Misuse of a locker may cause locker privileges to be revoked. Damage to lockers will result in a restitution charge.
- Lockers are numbered. Students are to use their assigned locker only. Locker codes shall not be shared.
- Personal locks may not be used. Personal locks are subject to cutting, and/or destruction and will not be replaced.
- Open food or drinks are not to be stored in lockers.
- Students may not keep animals in the locker.
- Drugs, alcohol, and weapon storage/possession is strictly forbidden.
- Any pictures or posters you display inside your locker cannot be offensive in any way to anyone.
- All pictures must be school appropriate; subjects of photos must be appropriately dressed and there can be no images of items banned at school such as tobacco products, weapons, alcohol, etc.
- The front of all lockers is to be kept completely blank and clean.
- Lockers should be cleaned out daily.
- The school will not responsible for any lost, stolen, or damaged items left inside the locker.
- Excessive tardies and/or absences may cause the loss of locker privileges.
- Random inspections will be held by the school's personnel without the student present, and without notice. There is no expectation of privacy. Student and parent consent is not required to search lockers.

MEAL PROGRAM

APPLICATION

Students must submit the LAAAE meal program application in order to apply for the school lunch program. Students are responsible for the cost of their meals if they pay reduced or full price. Each month, students with balances may receive a letter home detailing an invoice that must be paid by the end of the month.

- Students who qualify for free or reduced-price breakfast/nutrition/lunch may receive one meal of each per day. Students who do not qualify for free or reduced-priced meal may be charged the full price of \$1.85 for breakfast/nutrition and \$3.00 for lunch.

FOOD SERVICE

All students are provided with breakfast and lunch during the school day. Students in the lunch line will use their student ID number to record lunches received. Students with a balance will be contacted for payment to be made.

DISASTER PROCEDURES

SCHOOL SAFETY AND EMERGENCY DRILLS

Emergency drills such as earthquake and fire drills, are conducted during the school year. Drills are serious practice so that everyone may be prepared should an emergency occur. Procedures are reviewed with staff members who in turn teach them to students. If an emergency occurs during regular school hours, students are to report to their regularly scheduled class. If the emergency occurs during break, lunch-time, or at the end of the day, students are to report to their Advisor in their Advisory classroom. If an emergency occurs off campus during a school activity, students are to

report to their supervising teacher. Supervising personnel may call the school to report any problem. If the emergency extends beyond the end of the school day, students may not be released until it has been determined that it is safe to do so. Before students are released, parents must sign them out in the Main Office.

SAFE SCHOOL PLAN

- Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations.
- Should we have a major disaster during school hours, your student(s) may be cared for at the school. Our school has a detailed emergency plan, which has been formulated to respond to a major catastrophe.
- Your cooperation is necessary in any emergency.
- Do not telephone the school. Telephone lines may be needed for emergency communication.
- In the event of a serious emergency, students may be kept at school until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card, which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
 - Turn your radio for emergency announcements. If students are to be kept at school, radio stations may be notified.
 - Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

- During an extreme emergency, students may be released at designated reunion gates/entrances located on school campuses. Parents should become familiar with the School Emergency Response Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.
- Because local telephone service may be disrupted, also including an out-of-state contact on the emergency card, as calls may still be made out of the area while incoming calls are affected. The decision to keep students at school may be based upon whether or not streets in the area are open. If this occurs, radio stations may be notified.
- In the event that a natural disaster or crises at school, takes place during the time that students are being transported, students may be kept on the bus and the driver may ask for assistance through radio contact with the school. Please discuss these matters with your immediate family. Planning ahead may help alleviate concern during emergencies.

STUDENT TRANSFERS

- Any Student transferring out of LAAAE must complete the “Exit Survey Form” which can be obtained in the reception office. The form must be completed prior to a student transferring.
- It is the student’s parent(s)/guardian(s) responsibility to fill out and complete the parent assurance letter form.
- If a student may be transferring to another school for the following school year, the parent is still responsible to inform the school.
- All textbooks must be turned in before the last day of attendance in order to complete a transfer. The student’s parent/guardian is responsible for refund for damages to or lost textbooks.
- The school has the right to hold the student records until debts are repaid or payment arrangements are made.

DRIVING AND PARKING

LAAAE is located in the densely populated area of Downtown where the limited street parking is mostly used by our neighbors. In serving this community, we acknowledge a commitment to maintain a good relationship with our neighbors and honor their need for parking space where they reside. While LAAAE is assigned parking spaces, this is shared with and other businesses in the building and/or surrounding area, and parking is limited.

CAL GRANT PROGRAM

All students enrolled in 11th grade will be deemed Cal Grant applicants unless the student opts out of being automatically deemed a Cal Grant applicant. If 11th grade students do not opt out, their grade point average will be submitted electronically. In order to opt out, please contact the administration within the first 30 days of school at (213) 487-0600 or

visit the school's main office in person. Grade point averages will be sent to the commission during the month of September each year.

PERMISSION TO LEAVE CAMPUS

Students cannot leave campus during the school day without prior written consent from their parents or guardians. A written note must be given to the school office by 8:15 a.m. the day the early dismissal is being requested. A phone number where a parent can be reached must be on the request. Once verified verbally from the parent, to administration may authorize an early dismissal slip. If no verbal verification is received within a timely manner, the students may not be able to leave school before the end of the day.

UNIFORM POLICY

Los Angeles Academy of Arts and Enterprise (LAAAE) has adopted a School Uniform Requirement for all students. School uniforms assist schools in several ways, such as an enhanced climate of learning, boosting school unity and pride, they are cost-effective, and most importantly they increase school safety and security.

PROCEDURE

The uniform policy is mandatory for all students. Students are expected to arrive in a clean and neat uniform every day. Each student will be issued a polo shirt and physical education t-shirt free of charge with the submission of his/her lunch application.

Uniform Adherence during Uniform Sweeps

1. Students will be awarded positive behavior points or other rewards for being in compliance with the uniform policy

Uniform Violations during Uniform Sweeps

1. Students who are not in uniform will serve a lunch detention at the next possible opportunity and complete a uniform reflection during that time.
2. If the uniform reflection is not completed to the best of the student's ability by the end of the lunch period, an additional lunch detention will be served the following school day.
3. Students who refuse to comply with their lunch detention or uniform reflection requirements will receive additional consequences.

Uniform Requirements

1. Students must wear a school issued shirt, polo, or sweatshirt.
2. Students may not wear anything with inappropriate or offensive pictures, symbols, or words.

NOTE: If the student is unable to wear the school uniform due to extenuating circumstances, please notify school administration.

PUPIL INSURANCE

Under state law school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling (800) 300-1506.

PROTECTION OF PUPIL RIGHTS

Pursuant to Title 20 of the United States Code section 1232h, LAAAE must obtain written consent from parents prior to their student participating in a survey containing one or more of the following items:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine the eligibility for participation in a program or for receiving financial assistance under such a program).

Parents or guardians have the right to opt their children out of participation in certain activities. Parents will be notified of dates during the school year when the school schedules: (a) surveys requesting personal information; (b) physical examinations or screenings; (c) collection of personal information from students for marketing or sale.

CAMPUS VISITATION POLICY

While Los Angeles Academy of Arts and Enterprise encourages parents/guardians and interested members of the community to visit the Los Angeles Academy of Arts and Enterprise (LAAAE) and view the educational programs, LAAAE also endeavors to create a safe environment for students and staff. As such, parents and other visitors must adhere to the following policy in order to maximize the safety of the students and minimize the disruption to the education environment.

Parents/guardians and other visitors, including children who are not students at LAAAE shall not loiter on the school premises, including the parking lot and outside school buildings. The parking lot shall be used for picking up and dropping off students, and while conducting business. Parents/guardians and other visitors are expected to leave campus

premises upon the conclusion of any business matters or after dropping their students off at school. If a parent or guardian wishes to visit LAAAE to view the educational program, the visitor must follow the following procedures, which have been developed to ensure the safety, of students and staff as well as to minimize interruption of the instructional program, pursuant to California Penal Code Sections 627, et.seq

1. Visits during school hours should first be arranged with the teacher and the parent coordinator, at least three days in advance. If a conference is desired, an appointment should be set with the parent coordinator or teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the Principle or designee.
2. All visitors shall register with the parent coordinator in the front office immediately upon entering any school buildings or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the principle or designee may design a visible means of identification for visitors while on school premises.
3. The Principle, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, it's teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.
4. The principle or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitors presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the schools, its students, teachers, or its other employees.
5. The Principle or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
6. Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Principal, a Principal's designee or the Board on the propriety of the denial or revocation. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent , and shall be delivered to either the principal or Board president within five days after the denial or revocation. The Principal or Board President shall promptly mail a written hearing. A hearing before the Principal shall be held within 10 days after the Principal receives the request. A hearing before the board shall be held at the next regularly scheduled Board meeting after the President receives the request.
7. The Principal or designee shall seek the assistance of the police in dealing with or reporting any visitors in violation of this policy.
8. At each entrance to Los Angeles Academy of Arts and Enterprise grounds of, signs shall be posted specifying the hours during which registration is required, stating where the office of the Principal or designee is located and what route to take to that office, and setting forth the penalties for violation of this policy.

9. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and Principal's written permission.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.
2. Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitors which would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.

This policy applies to the use of private vehicles by (1) Los Angeles Academy of Arts & Enterprise (LAAAE) employees during the course and scope of the employees' approved employment duties and activities AND (2) employees, parents and other volunteers on LAAAE approved field trips.

The following guidelines should be adhered to by LAAAE employees using privately owned vehicles for employment purposes, including those personnel charged with transporting students or tangible goods in a private vehicle. These guidelines shall be applicable in all cases of private vehicle use by a LAAAE employee.

Transportation by Parents and/or Students of other Students is Not Permitted

- The preferred manner to transport students is through the use of school buses arranged through the School Administration. However, where private vehicles are used to transport students, the following guidelines should be adhered to by LAAAE employees when using a private vehicle for the approved transport of students.
- LAAAE does not authorize the use of parents, volunteers, or student drivers to transport another student. In addition, the use of private automobiles driven by parents is prohibited for LAAAE activities.

General Safety Precautions for the Use of Private Vehicles

- All drivers of private vehicles must maintain a valid California driver's license and automobile liability insurance that meet or exceed California mandatory liability insurance requirements as provided in California Vehicle Code sections 12500, 16054, and 16430. Drivers must have a valid California driver's license and proof of automobile liability insurance with them at all times while transporting LAAAE students and/or personnel or at any time when using their private vehicle to conduct LAAAE approved employment duties or activities. Employees and any volunteers who regularly drive as part of their duties, responsibilities and activities must submit proof of a valid driver's license and automobile liability insurance on at least an annual basis to the division human resources department and site administrator or principal designee.
- Drivers must not transport more persons than the vehicle was originally designed to safely carry or more than the number of seat belts equipped in the vehicle. There shall not be more than ten (10) persons,

including the driver, in any vehicle used for student transportation other than in an approved school bus or authorized transport van.

- Drivers and passengers must wear seat belts at all times while occupying a private passenger vehicle to carry out approved activities or employment duties. Under no circumstances shall students or any other person be transported in trailers or the cargo space of trucks or vans, including the cargo space of open pick-up trucks.
- The School Administration has discretion whether or not to authorize the use of a vehicle. In making this decision, the administrator may consider the vehicle's overall condition, appearance and intended use or purpose as well as the known or disclosed destination of the private passenger vehicle and the passengers.
- The administrator shall not authorize any person to transport students if the administrator has information or knowledge that the person may have an unsafe driving record or be physically unfit to drive.

Employee Responsibility for the Use of Private Vehicle

- LAAAE employees may not use private vehicles to conduct employment duties and activities unless specifically authorized to do so in advance by the site administrator in compliance with their job classification and responsibilities.
- Upon request from a Site Administrator, Principal, Supervisor or an authorized delegate, employees who are authorized to use a private passenger vehicle for employment purposes or to transport a student MUST show proof and possession of a valid California drivers license and Automobile Liability insurance pursuant to the California Financial Responsibility Act.
- No collision or comprehensive coverage is provided by the LAAAE for an employee's private vehicle whether owned, leased or borrowed. The LAAAE does not pay for damage to the employee's vehicle. Additionally, the automobile liability insurance carried on the employee vehicle shall always be primary in the event of an accident resulting in property damage or bodily injury to another party. Beyond that, additional liability coverage, if any, for a LAAAE employee depends on whether the private vehicle use falls within the course and scope of an employee's designated employment.
- Employees required or authorized to drive private vehicles for student transportation or other LAAAE business are covered by Workers' Compensation in case of injury to themselves while engaged in carrying out the authorized business.
- Employees, such as Pupil Services and Attendance Counselors (PSA), authorized to drive private vehicles to transport student(s) in an emergency or non-routine situation must complete the Authorization for Emergency/Non-Routine Transportation form (Attachment A). A copy of each emergency/non-routine transport should be kept on file with the school site administrator.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o School officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a school bulletin, student handbook, or newspaper article) is left to the discretion of each school.

NOTICE OF NONDISCRIMINATION, ANTI-BULLYING, & ANTI-HARASSMENT

The Los Angeles Academy of Arts and Enterprise (LAAAE) is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. LAAAE prohibits discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code § 422.5, Education Code §

220 and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group

identification, ancestry, nationality, national origin, religion, color, mental or physical disability, medical condition (including pregnancy and related medical conditions), age, military status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

Discrimination

Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by LAAAE.

Harassment

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 an individual's ability to participate in or benefit from the services, activities, or opportunities offered by LAAAE.

Bullying

LAAAE takes a strong position against bullying, hazing or any behavior that infringes on the safety and well-being of students and employees, or interferes with learning or teaching. LAAAE prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process.

All students and staff of public primary, elementary, middle, and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful [Article 1, Section 28(c) of the California State Constitution]. The bullying and hazing policy, written in accordance with Federal guidelines and California Education Code, requires that LAAAE students and all personnel promote respect and acceptance. This policy shall encompass behaviors and actions that occur among students, LAAAE employees, and associated adults. The policy is applicable in LAAAE, at school and LAAAE-related programs, activities and events, traveling to and from school, and all other areas of the LAAAE's jurisdiction [Ed Code 489009(s)].

Bullying is unwanted and aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Examples of bullying behavior include making threats, spreading rumors,

attacking someone physically or verbally, and excluding someone from a group on purpose. The determination of whether an action or collection of actions rises to the level of bullying is generally differentiated from an isolated occurrence when the behavior is repetitive and there exists a power imbalance that may include physical strength, access to embarrassing information, or popularity used to control or harm another student.

Bullying is any deliberate and unwanted severe or pervasive physical, verbal, or electronic act that has the intention of, or can be reasonably predicted to have the effect of, one or more of the following:

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

Cyberbullying is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings) and meets the impact of bullying. A person who engages in cyberbullying at school or school-related activities and events may be subject to disciplinary action. Cyberbullying that occurs off-campus but substantially disrupts the instructional environment of the school may fall under District jurisdiction.

Hazing is any humiliating or potentially harmful initiation, pre-initiation, or rite of passage associated with membership in a student organization whether or not it is officially recognized by the educational institution. Parents and students are encouraged work with LAAAE faculty or administrative staff.

Sexual Harassment

LAAAE is committed to providing a working and learning environment free from sexual harassment. The District prohibits sexual harassment of or by employees, students, or persons doing business with or for the District on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined by California Education Code Section 212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once LAAAE has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action.

This policy applies to all acts related to school activity or school attendance. For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above or for complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, or intimidation, contact LAAAE's administrator designated to coordinate compliance efforts: David Calvo, Principal, at (213) 487-0600.

Title IX

Federal law, Title IX, State law and District policy prohibit anyone from discriminating against any student on the basis of actual or perceived sex, sexual orientation, and gender (including gender identity, gender expression, marital status, pregnancy, childbirth or related medical condition).

Male and female students have the right to equal learning opportunities in their schools and must be treated the same in all activities and programs, including:

- Athletics
 - The classes they can take
 - The way they are treated in the classroom
 - The kind of counseling they are given
 - The extracurricular activities in which they can participate
 - The honors, special awards, scholarships and graduation activities in which they can participate
- Students who feel that their rights are being violated have the right to take action and should not be afraid of trying to correct a situation by speaking to a school administrator, Title IX/Bullying Complaint Manager, psychologist, counselor, or trusted adult at school, or filing a complaint (see Uniform Complaint Procedures). Students are encouraged whenever possible to try to resolve their complaints directly at the school site. Any student who believes he or she is being discriminated against in violation of Title IX has the right to file a complaint. For further information or assistance, contact the LAAAE Principal, David Calvo (213) 487-0600.

- Questions regarding Title IX may be referred to the Title IX coordinator or the Office of Civil Rights
- Title IX Coordinator: David Calvo, (213) 487-0600, 1200 Colton St, Los Angeles, CA 90026, dcalvo@laaae.org

STUDENT SEARCHES

The 4th Amendment of the United States Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students under certain limited circumstances.

Searches Based on Reasonable Suspicion

If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student 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 student.

The administrator must:

- Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.
- Be able to reasonably connect the student to a specific incident, crime or 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 student's age and gender and the nature of the offense.

When conducting a student search based on reasonable suspicion, school officials 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 student to a specific incident of misconduct.
- Jackets, purses, pockets, back packs, bags, and containers in the student's possession may be searched to the extent reasonably necessary.
- Under no conditions may a body or strip search be conducted.
- Only school officials of the same sex as the student being 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 students or staff (except for a school administrator or designee witness, also of the same sex).

ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURE

Los Angeles Academy of Arts and Enterprise has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- After School Education and Safety
- Career Technical Education
- Consolidated Categorical Programs
- Discrimination, Harassment, Intimidation, and Bullying
- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- NCLB Titles I-VII
- Nutrition Services - USDA Civil Rights
- School Facilities
- Special Education
- Unlawful Pupil Fees
- Lactation Accommodations

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: David Calvo

Unit or office: Principal
Address: 1200 West Colton Street, Room 3-320
Los Angeles, CA 90026
Phone: (213) 478-0600
Email Address: dcalvo@laaae.org

A pupil fees complaint is filed with the Los Angeles Academy of Arts and Enterprise and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision.

The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

Applicable Law:

Education Code Section 35186; Title 5 California Code of Regulations Section 4681, 4682, 4683

ANNUAL WILLIAMS NOTICE TO PARENTS, GUARIDANS, PUPILS, TEACHERS

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

School facilities must be clean, safe, and maintained in good repair.

There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one- semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.laaae.org. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

ANNUAL NOTICE OF PHYSICAL FITNESS TEST

State law requires school to administer the Physical Fitness Test (PFT) annually to all students in grades seven and nine. The state-designated PFT is the FITNESSGRAM®. The FITNESSGRAM® is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity.

The complete FITNESSGRAM test battery measures student performance in the following areas:

1. aerobic capacity
2. body composition
3. muscular strength, endurance and flexibility

Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. It is recommended that schools should provide students appropriate practice as part of the regular physical education (P.E.) program throughout the year. Students are tested between February and May. Parents should see that their children participate in a regular program of physical activity and nutrition.

All students must take physical education classes in high school for two years (freshman and sophomore). Freshman students in 2008 were the first class required to "pass" FITNESSGRAM in order to receive the exemption for physical education classes for two years (junior and senior). A "passing" score is defined as meeting the healthy fitness zone for 5 out of 6 components.

Students who do not meet the healthy fitness zone in grades 9 or 10 will continue to take physical education classes until they either “pass” the FITNESSGRAM or graduate.

To find more information about the FITNESSGRAM, please contact your child’s teachers. Additional information is posted on the internet at <http://www.cde.ca/gov/ta/tg/pf>. If you have additional questions about the testing program at your child’s school, please contact the school principal.

STUDENTS WITH DISABILITIES AND SPECIAL EDUCATION

Students learn in a variety of ways with most students learning effectively in a traditional school setting. Students with disabilities may be eligible to receive special education services. These services are based on assessments and determined by an Individualized Education Program (IEP) team, which includes the student’s parent(s) as equal participants. Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents. To the maximum extent appropriate, students with disabilities are to be educated with their peers without disabilities in the general education environment at the school they would attend if they were not disabled. The general education classroom with all appropriate supplementary aids and services where the student has the greatest opportunity to be integrated with their peers without disabilities is the first educational setting for an IEP team to consider.

An IEP team should only remove a student from the general educational classroom and environment when the nature or severity of a student’s disability is such that education in general classes with the use of supplemental aids and services cannot be achieved satisfactorily. Parents who suspect their

child may have a disability and who may need special education services should contact the school administrator. Further information concerning special education programs and services is provided in the publication, *A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards)* which is available in the main office. Assistance related to special education issues is available.

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination, harassment, intimidation, and/or bullying in any form toward individuals on the basis of their actual or perceived disability are unacceptable and will not be tolerated. LAAAE will promptly investigate any complaints of disability-based discrimination, harassment, intimidation and/or bullying, and take reasonable actions to stop future incidents.

LAAAE has specific responsibilities related to the provision of a Free Appropriate Public Education (FAPE) to school age individuals with disabilities under Section 504. LAAAE is required to provide a program designed to provide equal access to the educational program and activities for students with disabilities as adequately as that provided for students without disabilities. For students who are not eligible for special education services, but meet the federal definition of persons with disabilities under Section 504, a Section 504 Plan may be developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in

accessing the general education program. Section 504 must provide nonacademic and extracurricular services and activities in a manner that ensures that individuals with disabilities have an equal opportunity to participate. Parents or guardians must be notified in writing of any District decisions regarding the evaluation, identification, and/or educational placement of their student and their right to participate in and/or appeal these decisions under Section 504.

For further information about Section 504 and/or assistance in related to Section 504 inquiries please contact the LAAAE Administration.

LAAAE is located on an LAUSD campus, and LAUSD has adopted an Integrated Pest Management (IPM) policy (<https://www.laschools.org/new-site/operations-services/ipm/>). This policy includes notifying parents/guardians and staff of pesticide use. During the school year, it may be necessary to apply pesticides at your child's school to avoid serious health problems posed by pests and/or maintain the integrity of a structure. However, should you feel that your child's or your (for school staff) health and/or behavior could be influenced by exposure to pesticide products, you are notified as follows:

- An application of products on the Approved List may be applied during the school year (see IPM link above for a list of pesticide products that have approved for use at District sites). Additional product information is available online at <http://www.cdpr.ca.gov>.
- In the event the use of a product is required that is not on the Approved List, you will be notified 72 hours in advance (Exception: Emergency circumstances that warrant an immediate response)
- Only authorized pest management staff may use pesticides on District property. pesticide applications (e.g., aerosol sprays) are allowed. District policy unauthorized staff from bringing or using a pesticide product at District sites.
- It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.
- In addition, any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable upon the first conviction of a fine not less than five hundred dollars(\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one (1) year, or by both the fine and imprisonment. (EC 44811)

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, go to www.CoveredCA.com.

LAAAE employs full-time counselors to assist students with a range of needs, including personal/social issues, academic struggles, and career and post-secondary education planning. For more information on the services provided, and how to access these services, contact the Counseling Office at the school site.

A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education.

For more information on the content and schedule for sexual health education, as well as procedures for excusing students from participation, please contact the school site.

LAAAE will receive Title I funds during the 2016-17 school year. Parents/guardians have the right to information regarding the professional qualifications of the student's classroom teacher(s).

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

The law requires all students entering kindergarten, including transitional kindergarten, or advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician. Documented immunizations appropriate for each student's age include (1) Diphtheria, (2) Haemophilus influenzae type b, (3) Measles, (4) Mumps, (5) Pertussis (whooping cough), (6) Poliomyelitis, (7) Rubella, (8) Tetanus, (9) Hepatitis B, (10) Varicella (chickenpox), and any other diseases deemed appropriate by the department. Students qualified for an individualized education program may access special education and related services. Full immunization against Hepatitis B shall not be a condition of admittance to 7th grade. All students entering 7th through 12th grades must be immunized with a pertussis (whooping cough) vaccine called Tdap. This affects all students – current, new, and transfers.

If your family lives in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you need further assistance with your children's educational needs, please contact Stefany Espana, Director of Student Services, at 213-487-0600.

CODE OF CONDUCT FOR EMPLOYEE-PUPIL INTERACTIONS

Professional Boundaries:

This provision is intended to guide all LAAAE faculty and staff in conducting themselves in a manner that reflects the highest standards of behavior and professionalism required of school employees and to specify the boundaries between staff and students. Trespassing the boundaries of the staff and student relationship is deemed an abuse of power and a betrayal of public trust. All staff must carefully review this policy along with the examples provided relating to acceptable and unacceptable employee behavior.

Although this policy gives specific direction, it is each employee's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied when an employee is unsure if certain conduct is acceptable, is to ask oneself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation, sexual insinuation, or otherwise inappropriate from a student or parent point of view. The objective of providing examples of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, predatory, sexual misconduct, or fraternization. The examples provided below are not intended to be exhaustive.

Staff members must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, staff and student interactions must have boundaries surrounding potential activities, locations, and intentions.

Duty to Report:

When an employee becomes aware of another staff member who violated the guidelines specified in this policy, the employee must report the matter to the school principal or principal's designee as soon as is practicable. If the observed behavior appears significantly harmful to the student, it is the duty of the employee to immediately report it to the principal or principal's designee. Observed interactions requiring mandated reporting, must be reported within 36 hours pursuant to California Penal Code § 11166. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation to law enforcement, if necessary.

Use of Electronic Media by Staff to Communicate with Students:

Any employee communication with students, including those through the use of electronic media or technology, should always be limited to official LAAAE business. Employee interaction with Employee Handbook Page 9 of 50 students in social media such as Facebook, Instagram, or other similar means, is highly discouraged, and may lead to violation of this policy. Specifically, employees are highly discouraged from inviting students to join social networks and insofar as such behavior occurs, employees will be responsible for any exposure or access by students to inappropriate or unprofessional content, including words or pictures.

Examples of Unacceptable Behaviors (Violations of Professional Boundaries):

(a) Giving a gift to a student that is of a personal and or intimate nature. (b) Engaging in any type of unnecessary physical contact with a student. (c) Intentionally being alone with a student at or away from the school. (d) Making or participating in sexually or otherwise inappropriate comments or jokes. (e) Seeking emotional involvement with a student for the employee's benefit. (f) Discussing personal troubles or intimate issues with a student in an attempt to gain the student's support and understanding. (g) Becoming involved with a student so that a reasonable person may suspect inappropriate interaction. (h) Providing student access to an employee's home. (i) Sending emails, text messages or other communications to a student if the content is not about specifically about school activities. (j) Transporting a student, unless administratively approved.

Examples of Cautionary Behavior:

(a) Being alone in a room with a student at school with the door closed. (b) Remarking about the physical attributes or development of anyone. (c) Directing excessive attention toward a particular student. These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform the principal or principal's designee of the circumstance(s) and occurrence as soon as is practicable.

Examples of Acceptable and Recommended Behaviors:

(a) Obtaining administrative and parental written consent for any after-school activity. (b) Obtaining administrative and parent approval to take student(s) off school property for activities such as field trips or competitions. (c) Transmitting electronic mail, text, telephone or instant messages to students which are professional and pertaining to school activities or classes. (d) Keeping the door open when alone with a student. (e) Maintaining reasonable personal space between employees and students. (f) Correcting students if they cross personal boundaries. (g) Keeping parents informed when a significant issue develops about a student. (h) Keeping after-class discussions with a student professional and brief. (i) Asking for advice from fellow staff or administrators if the employee finds oneself in a difficult situation related to boundaries. (j) Involving school leadership if conflict arises with a student. (k) Informing the principal about situations that have the potential to become more severe. Employee Handbook Page 10 of 50 (l) Making detailed notes about an incident that could evolve into a more serious situation later. (m) Recognizing the responsibility to stop unacceptable behavior of students or

coworkers. (n) Asking another staff member to be present when the employee must be alone with a student. (o) Giving students praise and recognition without touching them. (p) Keeping professional conduct a high priority. (q) Asking oneself if actions are worth one's employment and career.

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