

# **Crown Preparatory Academy**

## **FAMILY-STUDENT HANDBOOK 2016-2017**



2055 W. 24<sup>th</sup> Street  
Los Angeles, CA 90018  
(213) 448-9747

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July 2016

Dear Families,

Welcome to Crown Preparatory Academy! I am excited to have you as a part of our family. I know that through the mutual dedication of our parents, students, and staff, this year will be a successful one.

My commitment to each family is that every student who attends Crown Preparatory Academy for all four years will advance to high school on time and prepared for the academic rigor it presents. It is our goal to ensure that all students will enter high school with the confidence and skills necessary to succeed, become college-ready, and prepared for entrance into a STEM field.

This handbook has been prepared as a resource for you and your child. We want to ensure that your family understands the expectations and policies in place at Crown Preparatory Academy that help us provide consistency, safety, and an excellent education for your child(ren). We hope this handbook helps to answer any questions you may have. If you have any other questions, please call the school and we will be happy to assist you in any way that we can.

Thank you for your support and we welcome you to the new school year!

Sincerely,

Amy Fulinara  
Principal

## OUR MISSION

The mission of STEM Prep Schools is

- ...to operate a small network of high performing schools, in a targeted area of Los Angeles
- ...and develop 5th – 12th grade students into successful college graduates and professionals,
- ...through equal access and inspiration, rigorous curriculum, and a commitment to our core Values.

## OUR VISION

The vision of STEM Prep Schools is to create a fifth grade through college pipeline of individuals who will transform their community by closing the socio-economic, ethnic, and gender gaps in STEM fields, and serving as role models who exhibit scholarliness, advocacy, perseverance, and kindness.

## OUR CORE VALUES –

- We are family.
- We are STEM thinkers.
- We are agents of change.

Students who embody the core values of Crown Prep will be eligible for incentives and rewards throughout the school year, including – but not limited to – Free Dress Days, field trips, and other school-sponsored activities and events.

## SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

<b>School-wide Behavioral Expectations</b>	<b>Demonstration of Expectations</b>
<b>As a part of the STEM Prep family I am considerate of others.</b>	<ul style="list-style-type: none"><li>▪ I am consistently kind and can be trusted with responsibilities.</li><li>▪ I take initiative in helping others and am inclusive of all.</li></ul>
<b>As a STEM-Thinker I am perseverant and brave in solving problems.</b>	<ul style="list-style-type: none"><li>▪ I consistently persevere through challenges.</li><li>▪ I encourage others to do the same.</li></ul>
<b>As an agent of change I am working towards a more equitable future for everyone.</b>	<ul style="list-style-type: none"><li>▪ I actively pursue opportunities for growth and change.</li><li>▪ I lead others toward an equitable future.</li></ul>

## **DISCIPLINE POLICY**

Crown Preparatory Academy has developed a comprehensive student discipline policy; it will be maintained and implemented. The discipline policy will not be discriminatory, arbitrary, or capricious, and follows the general principles of due process. The due process will adhere to the policy and procedures described in the California Education Code. The school intends to follow all procedures of the Education Code related to student discipline. The policy adapts as needed in regard to the discipline of a student with special needs as determined by the provisions of the IDEA. The school will follow LAUSD policy and the law regarding the discipline of special education students and will notify the appropriate LAUSD office responsible for student discipline proceedings if it expels any student whose home school is an LAUSD school.

The school reviews the discipline policy with students and parents upon admission to the school and signing of the Parent-student Compact. By signing the Parent-Student Compact, students and parents acknowledge their understanding of and their responsibility toward the standards set forth in the Code of Conduct.

Student responsibilities include, but are not be limited to:

- Following all rules of behavior and conduct
- Respecting fellow students and school personnel
- Attending classes regularly and on time
- Completing all assigned work (to the best of the student's ability)
- Being prepared for class (bring materials – e.g. books, homework)
- Participating in all assessment measures (e.g. school tests, state exams)
- Respecting the property of the school and others
- Keeping the campus clean
- Wearing school uniform while on campus or at school-sponsored events

Unacceptable student behavior includes, but is not limited to:

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

Actions taken for unacceptable student behavior:

- Verbal warning
- Appropriate restorative practice
- Notification to parent/guardian (e.g. phone call, email, etc.)
- School-issued consequence and/or loss of privileges
- Conference with student and/or parent and relevant school personnel
- Suspension, depending on the severity of behavior, as determined by the Principal or Administrative Designee

students who present an immediate threat to the health and/or safety of others will be suspended or expelled. Upon suspension, a written remediation plan will be prepared that clearly describes progressive discipline measures, grounds for suspension, minimum/maximum number of consecutive days of suspension, notification process to parents of suspension, reasons for suspension, appeal process, length of suspension, and provision for student's education while suspended. Additional information regarding suspension and expulsion policies may be found on pages 27-33 of this handbook.

### **RESTORATIVE PRACTICES**

At Crown Preparatory Academy we believe in Restorative Practices, a philosophy and approach to discipline that moves away from punishment and instead works on restoring a sense of harmony and well-being for all those affected by a hurtful act. We will use Restorative Practices as a framework for building community and for responding to challenging behavior through authentic dialogue, coming to an understanding, and making things right. Essentially, Restorative Practices will allow us to:

- Provide ways to effectively address behavior and other complex school issues.
- Offer a supportive environment that can improve learning, as well as socio-emotional learning
- Improve safety by preventing future harm.
- Offer alternatives to suspension and expulsion.

### **BULLYING/HARASSMENT**

Crown Preparatory Academy takes a proactive stance when addressing bullying and cyber-bullying issues. We believe that every student has the right to attend school without fear of threat or intimidation by other students. Bullying is a form of harassment and may take the form of verbal or written taunts, threats or intimidation. Students who experience threats, harassment/bullying by a student or students or an adult in school or on the way to or from school, are expected to report these incidents to a school guidance counselor and/or school administrator.

Students who witness or have knowledge of another student's mistreatment are asked to report this to a guidance counselor and/or school administrator. Students may report the incident verbally or in writing. In addition, our staff, when aware that a student is being bullied, will report this to a guidance counselor and/or school administrator. Retaliation against a person, who reports bullying and/or cyber-bullying, provides information during an

investigation of bullying and/or cyber-bullying or witnesses or has reliable information about bullying and/or cyber-bullying is prohibited. A person who retaliates will be subject to disciplinary consequences

### **CULMINATION REQUIREMENTS**

Students at Crown Preparatory Academy are required to meet certain standards in order to participate in the culmination ceremony and its associated activities in the 8th grade. The culmination ceremony, held at the end of 8th grade, recognizes those students who have met specific requirements:

No NPs in the 8th grade year.

You may clear a first semester NP in 8th grade with a C or higher in the second semester of the same course.

Have no scores of 1 in Core Values.

Maximum of 8 absences in the year.

Clear all holds due to discipline.

Any student who does not meet these requirements by May 12 will be excluded from culmination and all related activities. Families of excluded students will be notified on or before May 15. Students may submit a letter of appeal by 1:30pm May 19. The school leadership team will decide all appeals by June 1. All appeal decisions are final. Students who commit suspension level offenses after May 12 will automatically be excluded from culminating activities.

### **DRESS CODE**

Students at Crown Preparatory Academy wear a uniform and adhere to a school dress code. The specific dress code requirements are as follows by grade level:

**Grade 5** Purple short-sleeved polo shirt with official Crown Prep logo; khaki/tan-colored pants or shorts; closed-toe, closed-back shoes.

**Grade 6** Gray short-sleeved polo shirt with official Crown Prep logo; khaki/tan-colored pants or shorts; closed-toe, closed-back shoes.

**Grade 7** Solid white short- or long-sleeved Oxford/button-down dress shirt with official Crown Prep logo; purple and khaki striped tie; khaki/tan-colored pants or shorts; closed-toe, closed-back shoes.

**Grade 8** Solid white short- or long-sleeved Oxford/button-down dress shirt with official Crown Prep logo; solid purple tie; khaki/tan-colored pants or shorts; closed-toe, closed-back shoes.

**PE (all)** Black shorts or sweatpants, with official Crown Prep logo; grey PE tshirt with official Crown Prep logo; sneakers.

The Physical Education uniform is only to be worn 1 day a week.

The following dress code requirements apply per article of clothing:

### **Pants**

No jeans, no designer labels or logos.

### **Shorts**

Shorts must be no more than two inches above knee length, no shorter.

### **Undershirt**

Solid white undershirts may be worn under uniform shirt.

### **Outerwear**

Only official Crown Prep navy blue uniform sweater, official Crown Prep black uniform sweatshirt, or official Crown Prep navy jacket can be worn and must be worn with uniform shirt under sweater.

The following dress code requirements apply to all students at each grade level:

- Excessively baggy or tight clothing is not acceptable.
- Head accessories such as hats, bandanas, and beanies are not to be worn.
- Any attire that may be a distraction will be confiscated.
- All uniform shirts will be tucked in for the entire instructional day.

### **OUT-OF-DRESS CODE CONSEQUENCES**

Staff members will conduct routine dress code checks throughout the instructional day. Students who do not adhere to the school dress code will be subject to individual consequences and the parent/guardian of that student will be notified. If the student is out of uniform, the parent/guardian of that student will be asked to bring in a change of clothes before the student may return to class. "Loaner" clothing may also be temporarily provided for students who are out of uniform so that they may return to class in a timely manner.

### **ACADEMIC INTEGRITY**

Students at Crown Prep pledge to be honest with their efforts in the classroom. If a student demonstrates a lack of academic integrity they will be referred to the administration, parents/guardians will be notified, and there will be an appropriate consequence. The student will still be responsible for completion of an alternate version of the assignment or test, at the discretion of the administration and the teacher.

Cheating is one act of academic dishonesty; it includes, but is not limited to, the following list:

- Copying someone else's work
- Allowing someone else to copy your work

- Checking your answers with a classmate during a test
- Using materials that the teacher has not explicitly allowed during an assignment, quiz, or assessment.
- Plagiarism

Plagiarizing is when you take someone else's published work, words, or ideas and present them as your own. This includes formally published work as well as work other students have written. Often incidents of plagiarism happen not as a result of malicious intent on the part of the student, but from students not understanding what plagiarism is or how to avoid. You can avoid plagiarism by summarizing ideas in your own words, by paraphrasing and citing an author, or by quoting and referencing the author.

#### **PARENT/GUARDIAN AND FAMILY INVOLVEMENT**

Crown Prep values the role of parents/guardians and families as their child's first teacher and welcomes their active involvement in their child's education.

The school believes:

- Parents/Guardians and families are partners and are needed to take active and meaningful role to insure the success of the school.
- Parents/Guardians and families must be meaningfully and actively engaged in their child's education and responsible for supporting their child's learning at home.
- Parents/Guardians and families must also understand what it will take to prepare their child for college.
- Parents/Guardians and families must support the goals of the school through their voice and through volunteering throughout the year.
- Parents/Guardians and families will attend Parent Workshops and Parent Town Hall Meetings throughout the year.

## BELL SCHEDULE

A typical week of instruction at Crown Prep will follow the schedule below:

Monday/ Wednesday (Odd)		Tuesday/Thursday (Even)		Friday (All)	
Period 1 7:30-9:15		Period 2 7:30-9:15		Period 1 7:30-8:15	
Breakfast 9:15-9:35		Breakfast 9:15-9:35		Transition 8:15-8:20	
Period 3 9:35-11:20		Period 4 9:35-11:20		Period 2 8:20-9:05	
5/6 Eat 11:20-11:40	7/8 Transition 11:20-11:25	5/6 Eat 11:20-11:40	7/8 Transition 11:20-11:25	Break 9:05-9:20	
5/6 Play 11:40-12:00	7/8 Seminar 11:25-12:05	5/6 Play 11:40-12:00	7/8 Seminar 11:25-12:05	Period 3 9:20-10:05	
5/6 Transition 12:00-12:05	7/8 Play 12:05-12:25	5/6 Transition 12:00-12:05	7/8 Play 12:05-12:25	Transition 10:05-10:10	
5/6 Seminar 12:05-12:45	7/8 Eat 12:25-12:45	5/6 Seminar 12:05-12:45	7/8 Eat 12:25-12:45	Period 4 10:10-10:55	
Transition 12:45-12:50		Transition 12:45-12:50		Transition 10:55-11:00	
Period 5 12:50-2:35		Period 6 12:50-2:35		5/6 Eat 11:00-11:20	7/8 Play 11:00-11:20
Close out 2:35-2:40		Close out 2:35-2:40		5/6 Play 11:20-11:40	7/8 Eat 11:20-11:40
				Transition 11:40-11:45	
				Period 5 11:45-12:30	
				Transition 12:30-12:35	
				Period 6 12:35-1:20	

There will be modified schedules from time-to-time (i.e. the week following a 3-day weekend, the week leading up to a Pupil Free Day, the week of Parent Conferences, etc.). The school will communicate modified schedules in advance; for a more detailed look at the school year, please see the School Calendar on the next page.



No student will be allowed to leave the school with an adult who is not their parent/guardian, unless the guardian has submitted a signed, written note to the Crown Prep Main Office in advance that specifies the name, address, and working phone number for the adult, as well as specific dates for pick-up. Parents/guardians or approved adults must show identification when picking up a student before dismissal at the end of the day.

Families must submit a release form listing the names and information for any individuals, besides parents/guardians, who regularly are authorized to release their children from school.

### **MEALS**

All students are provided with both breakfast and lunch during each school day. students may pick up breakfast up to 20 minutes before the start of the instructional day from 7:10AM-7:25AM. Breakfast will also be available during nutrition break from 9:15AM-9:35AM. Lunch will be served to students during designated lunch periods, based on grade level. For more information regarding lunch period times, please see the bell schedule on page 11 of this handbook.

Each student is asked to submit an eligibility form, available in the main office, to determine eligibility for free or reduced-price lunch. students who qualify for free lunch receive one breakfast and one lunch meal each day free of charge.

### **AFTER-SCHOOL PROGRAM**

The school campus will remain open until 6:00 PM each day for students who wish to participate in the after-school program. Crown Prep offers a number of extra-curricular activities and opportunities through their partnership with Youth Policy Institute (YPI), including clubs, sports teams, and tutoring sessions. students are held to the same behavioral expectations during the after-school program as they are during the school day. Failure to observe the rules during the after-school program may result in removal from the after-school program along with school-based consequences at the discretion of school administration.

### **ADMINISTRATIVE SUPERVISION**

Supervision is provided for all school sponsored programs, activities, and meals during the instructional day. Unless otherwise noted for a specific school sponsored program or activity, hours of supervision at school begins 20 minutes before and 15 minutes after the school day ends.

On a regular-schedule day, supervision will begin at 7:10AM and conclude at 2:55PM. On Fridays and Minimum Days, supervision will be from 7:10PM to 1:35PM.

To ensure the safety of our students, it is important that students do not arrive before their appropriate start time and that they leave promptly at the conclusion of their school day. students who linger on or near campus without participation in the after-school program will be asked to leave and may be subject to disciplinary action if they do not cooperate with staff

instructions.

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

### **ATTENDANCE POLICY**

California law states that every student shall attend school punctually and regularly and conform to the regulations of the school. The Crown Prep attendance policy expects students to attend class regularly and on time; assignments and tests missed due to school-related activities or illness must be promptly made-up; truancy is unacceptable; other absences approved by the parent/guardian should be minimized or avoided whenever possible.

### **ABSENCES**

Crown Prep strives to achieve a 100% attendance rate each month and for the year. Students with unexcused absences or excessive absences may be subject to loss of privileges, afterschool reflection, or other disciplinary action. Parents/Guardians may also be required to attend a meeting with an administrator for students with unexcused absences or excessive absences.

### **NOTIFICATION OF ABSENCE**

A staff member will call home within the first three hours of the start of the instructional day to inform parents/guardians when a student is not present at school. Parents/Guardians should call the school to explain the reason for their student's absence by 7:30AM on the day of the absence, if possible.

### **PROCEDURE FOR CLEARING ABSENCES**

When a student returns to school after being absent, he/she must provide the Crown Prep Main Office with a dated note from a parent/guardian explaining the reason for the absence and the duration.

Absences longer than three consecutive days due to illness require a doctor's note to excuse the absence. A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.

### **EXCUSED ABSENCES**

The following absences are those that are recognized by the State of California as legal excused absences:

- If a student is personally ill, and his/her attendance in school would endanger his/her health or the health of others
- Serious illness or death in the student's immediate family necessitates absence
- Special/recognized religious holiday observed by student's faith
- A required appearance in a court of law
- School-related absences, including – but not limited to – field trips, office appointments, suspension, academic events, etc.

## **UNEXCUSED ABSENCES**

The following absences are unexcused absences and subject to consequences outlined in the Attendance Policy included above:

- Unverified absence
- Truancy
- Tardy of fifteen minutes or more
- Absence due to taking an early vacation or extending a vacation
- All absences that do not fall under the “Excused Absences” listed above

## **LONG-TERM ABSENCES**

Long-term absences pose a special challenge to learning. Class participation and group projects are vital components of the educational program, and a student’s long-term absence will seriously impact his/her mastery of important course concepts and skills. Parents/guardians of a student who is absent for an extended period due to illness, injury, or family emergency should contact the Crown Prep Main Office with an estimate of how long the student will be absent. Periodic updates would be appreciated.

Faculty and staff will work on a case-by-case basis with parents/guardians to help keep a student who on a long-term absence from falling behind. The student and his/her family must obtain a long-term absence study contract from teachers if he/she leaves the school for an extended period. Upon return from a long-term absence, the student may require supplemental tutoring and/or remediation beyond the instructional day to attain proficiency.

## **MAKE-UP ASSIGNMENTS**

students must make up all assignments, tests, and quizzes upon returning to school. students should always try to get their assignment(s) from their classmates while they are absent to prevent them from falling behind. Upon returning to school, it is the student’s responsibility to check in with the teacher about missed work and due dates.

## **TARDY POLICY**

The instructional day begins at 7:30AM. students are expected to be in seats ready to engage in the instructional program by that time. A student who does not meet this expectation is considered tardy.

students who are tardy must report to the Main Office for an entrance slip to class. A tardy may be excused only with written verification from a parent/guardian upon the student’s arrival to school or if a parent accompanies his/her child into the school building to sign him/her in with a valid excuse.

students with habitual tardiness may be subject to loss of privileges, afterschool reflection, or other disciplinary action. Parents/Guardians may also be required to attend a meeting with an administrator for students with excessive tardiness.

**GRADING POLICY**

Crown Prep uses standards based grading, where each grade entry is based off a learning target, not a specific assignment or assessment. All learning targets are graded on a scale from 1 to 4, where 4 aligns to exceeding standards, 3 is meeting standards, 2 is near standard, and 1 is below standard. Crown Prep uses a continuous learning framework to evaluate student work, where students earn final grades based on their summative assessments in their classes. If a student is not satisfied with their grade they may reassess to replace their grade, after reteaching and extra practice has been completed.

**ACADEMIC GRADES**

Crown Prep students may earn passing letter grades of “A”, “B”, and “C.” Crown Prep does not issue the letter grade of “D,” since colleges and universities do not accept “Ds” for college admission. Students who do not demonstrate proficiency in a course will earn an “NP” (Not Passing) and may be at risk of not promoting to the next grade.

**CORE VALUES GRADE**

In addition to earning academic grades in their core, elective, and support/enrichment classes, students will also earn a core values grade in each of their classes. The core values grades will also be graded on a scale from 1 to 4. Although the core value grade will not contribute to the student’s overall academic grade-point average, it may be used in part to determine eligibility for participation in school-sponsored and extra-curricular activities.

**GRADING PERIODS, PROGRESS REPORTS, AND FINAL REPORT CARDS**

The school year at Crown Prep is divided into two semesters, and each semester is divided into two quarters. The table below provides dates for the end of each quarter and each semester, as well as dates when official progress reports and final report cards will be mailed home:

**Fall 2016**

<b>End of Quarter 1</b>	<b>Progress Reports Mailed Home</b>	<b>End of Semester 1 (End of Quarter 2)</b>	<b>Final Report Cards Mailed Home</b>
October 21	Week of October 24	December 21	Week of December 26

**Spring 2017**

<b>End of Quarter 3</b>	<b>Progress Reports Mailed Home</b>	<b>End of Semester 2 (End of Quarter 4)</b>	<b>Final Report Cards Mailed Home</b>
March 10	Week of April 10	June 14	Week of June 19

## **POWERSCHOOL – KEEPING TRACK OF MY CHILD’S PROGRESS**

Parents/Guardians can follow their student’s progress online. Parents/Guardians can access the PowerSchool parent portal to check their student’s attendance and current grades broken down by learning target. Parents/Guardians can also use PowerSchool to email teachers directly. Parents/Guardians can also visit the Parent Center to access the PowerSchool web site on campus.

### PowerSchool Parent and Student Portal

To access student's information online, parents/guardians and students will need the following account information:

1. The PowerSchool web site address: [stem.powerschool.com](http://stem.powerschool.com)
2. School-issued username (received at orientation)
3. School-issued password (received at orientation)

If a parent/guardian or student misplaces their PowerSchool account information, they may contact the Crown Prep Main Office.

## **COMMUNICATION**

### **CONTACTING TEACHERS, COUNSELORS AND ADMINISTRATORS**

If you would like to talk to a teacher, counselor, or administrator you may call the office to set up an appointment. You may also email any teacher, staff, and administrator from PowerSchool, by clicking on the staff member’s name on your student’s web page to send an email.

### **PHONE BLASTS**

The school uses an automated “phone blast” system to remind parents of schedule changes, holidays, or other important announcements. Please make sure that you provide the office with the phone number that is best for receiving such calls. Should you wish to change this contact number during the school year, please provide the office with the change in writing.

### **SCHOOL CORRESPONDENCE**

School bulletins, calendars, flyers and letters from the office are sent home with students and by mail on a regular basis. Staff members and/or parent volunteers may call home to inform parents of school events and to discuss specific issues regarding individual students. Please ask your child or check your child’s backpack for school correspondence in order to keep track of what is happening at school.

### **CHANGE OF CONTACT INFORMATION**

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

### **MESSAGES AND DELIVERIES TO STUDENTS**

students may not use the school telephones without authorization from the office staff and/or administration. In an effort to limit classroom disturbances, staff will only deliver urgent messages and/or items to students during the instructional periods.

### **VISITORS**

Parents/guardians of current students are welcome to visit the school. All visitors must enter and sign-in at the Crown Prep Main Office.

### **ON-CAMPUS SERVICES**

students in need of health services during class time must obtain permission from their teacher to report directly to the Main Office where a staff member will assess the student's needs and take appropriate action to address them.

NON-PRESCRIPTION DRUG POLICY: School employees may not distribute any non-prescription medication. students may not carry, consume, or distribute any non-prescription medication for pain relief – or for any other reason – to anyone.

### **COUNSELING SERVICES**

Counselors are available at Crown Prep to provide support to students and parents/guardians regarding academic achievement, college and career development, and personal/social development. Counselors may meet with students during classroom guidance lessons, workshops, individual, and group counseling sessions.

The relationship between a student and his/her counselor carries communication privileges and rights to confidentiality. Any information shared by your student will be kept confidential. If a student divulges information that should be shared with parents/guardians, the counselors will encourage them to do so or request permission to discuss the matter with a parent/guardian. There are also several situations in which the counselors are required by law to share details of a counseling session with the appropriate authorities. These situations include:

- If a student reports neglect, physical, or sexual abuse of a child or someone who cannot otherwise protect themselves
- If an individual threatens to harm himself/herself or others
- If records are subpoenaed by the courts for purposes of litigation
- If parent/guardian grants permission to release records to another professional

### **PERSONAL PROPERTY**

students are 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. cell phones, skateboards, iPods, tablets, etc.) to be left at home.

## **CELLULAR PHONES**

students are **not** allowed to bring cellular phones to school. If you want your child to carry a cellular phone to school for emergency purposes, the device must be put away with the volume off for the entire instructional day.

students may not call on their personal phones for a parent/guardian to pick them up during the instructional day for any reason other than a school emergency. students who do not follow this rule may have their phones confiscated. Only a parent/guardian may collect any item confiscated from a student.

Parents who need to contact their child during the day must contact the Crown Prep Main Office.

## **SKATEBOARDS, BICYCLES, AND SCOOTERS**

students may ride a skateboard, bicycle, or scooter to school. Upon arriving to campus, students must store their skateboard, bicycle, or scooter in a designated storage area. students may not ride their skateboard, bike, or scooter during the school day or on school grounds. Skateboards, bicycles, and scooters may not have any inappropriate content on them. students who do not adhere to these conditions may have their skateboard, bicycle, or scooter confiscated. Only the parent/guardian may retrieve the confiscated item.

## **LOST-AND-FOUND**

A lost-and-found storage area is located in the Crown Prep Main Office. students who have lost clothing, keys, etc. should check in the Main Office to see if the items have been turned in. At the end of each month, unclaimed clothing items may be donated to a local charity organization.

## **TECHNOLOGY AND INTERNET USAGE**

### **ACCEPTABLE USES OF THE COMPUTER OR THE INTERNET**

Internet accounts and computers/technology devices provided by Crown Prep must be used only for school purposes. students may not use the Internet or school computers/technology for personal use or entertainment purposes.

If a student is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher or supervisor.

### **UNACCEPTABLE USES OF THE COMPUTER OR THE INTERNET**

The following uses of the account provided by Crown Prep are unacceptable:

- Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Selling or purchasing any illegal substance
  - Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law
  - Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting or downloading of inappropriate matters on

the Internet, as determined by the school board, local educational agency, or other related authority

- Uses that involve obtaining and or using anonymous email sites.
- Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Deleting, copying, modifying, or forging other users' e-mails, files, or data
  - Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission
  - Damaging computer equipment, files, data, or the network
  - Using profane, abusive, or impolite language;
  - Disguising one's identity, impersonating other users, or sending anonymous e-mail messages
  - Threatening, harassing, or making defamatory or false statements about others
  - Accessing, transmitting, or downloading offensive, harassing, or disparaging materials
  - Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance
  - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
  - Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws
- Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Using other users' account passwords or identifiers
  - Disclosing one's account password to other users or allowing other users to use one's accounts
  - Getting unauthorized access into other users' accounts or other computer networks
  - Interfering with other users' ability to access their accounts.
- Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Selling or buying anything over the Internet for personal financial gain
  - Using the Internet for advertising, promotion, or financial gain
  - Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes

#### **INTERNET SAFETY**

- In compliance with the Children's Internet Protection Act ("CIPA"), Crown Prep will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. [Note: CIPA does not enumerate any actual words

or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that Crown Prep 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, Crown Prep and its representatives will 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. Crown Prep 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 Crown Prep 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 shall 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 shall 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 shall 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 shall not meet in person anyone they have met on the Internet without their parent's permission.
- Account users will abide by all Crown Prep security policies.

#### **PRIVACY POLICY**

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

#### **PENALTIES FOR IMPROPER USE OF CROWN PREP ACCOUNT**

The use of the account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion from Crown Prep, or criminal prosecution by government authorities. Crown Prep will attempt to tailor any

disciplinary action to meet the specific concerns related to each violation.

#### **DISCLAIMER**

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

#### **TEXTBOOKS**

Textbooks may be used in each classroom. In classes where textbooks are used, students and their families may incur charges for books that are lost, defaced, or damaged while under their care. The school is not responsible for stolen, lost, or damaged books. Students should report lost books immediately. A replacement fee will be charged and must be paid by the end of each semester. Students who withdraw or transfer from Crown Prep to another school must return all school materials, books, and equipment before any transfer records will be released.

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

#### **SCHOOL SAFETY PLAN**

##### **EMERGENCY DRILLS**

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

If an emergency occurs during regular school hours, students are to report to their regularly scheduled class. If at break, lunch-time, or at the end of the day, students are to report to their Seminar classroom.

If an emergency occurs while students are participating in a school-sponsored event or activity off campus, students are to report to their supervising teacher or staff member. Supervising personnel will call the school to report any problem.

If the emergency extends beyond the end of the school day, students will not be released until it has been determined that it is safe to do so. Before students are released, parents/guardians must sign them out from the Crown Prep Main Office.

##### **FIRE DRILLS**

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

teachers will lead the students in their room along the route indicated on the evacuation map posted for that purpose. Before leaving the room, teachers will see that all windows and doors are closed and that they have their class attendance roster with them. students who are not in a classroom at the time the fire drill signal is given will attach themselves to the nearest teacher exiting the building for purposes of getting to the designated evacuation site.

Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers. Teachers will then take roll to ensure that all students are accounted for. The names of any missing students will be given to the office personnel and the administrative staff will attempt to locate missing students. students will remain with their teachers at the designated evacuation site until the administrative staff gives the “all clear” signal.

### **DISASTER DRILLS**

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

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

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

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

## **BOMB THREATS**

The person receiving the call or letter will note the time of day, wording of the message, background noises, and quality of the voice to try to determine if it is a young child or an adult. This person will delay the caller as long as possible, while they alert another adult to the crisis. That adult will immediately notify the telephone company to trace the call and immediately thereafter, notify the police using 911.

Based on the information at hand, the administrative staff will make a decision whether an immediate evacuation is warranted. If so, the evacuation code word "safe school drill" will be given over the intercom and evacuation procedures will be followed. The office personnel will coordinate information requests to and/or from law enforcement, the telephone company, and parents.

If an immediate evacuation is not warranted, the administrative staff will notify teachers to inspect their room for any suspicious materials or unknown packages, without alarming students. All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

## **EVACUATION PLAN**

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

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

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

Students will remain with their teachers at the designated evacuation site until the administrative staff gives the "all clear" signal. In the event students cannot return to the school site, the administrative staff will notify parents and/or the media as to where students can be picked up. The office personnel will sign out students as they are being picked up by

a parent or other adult listed on the emergency information card. Parents will be asked to remain in a designated area, and students will be escorted to the designated area for release.

### **SUSPENSION AND EXPULSION**

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

Crown Prep shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, including, for example, any modification of the lists of offenses for which students are subject to suspension or expulsion. Crown Prep shall ensure a progressive discipline policy and use alternate means to suspension, whenever possible.

Crown Prep shall ensure the appropriate interim placement of students during and pending the completion of the Crown Prep student expulsion process. If the student receives or is eligible for special education, Crown Prep shall identify and provide special education programs and services at the appropriate interim educational placement, pending the completion of the expulsion process, to be coordinated with the LAUSD Support Unit, Division of Special Education.

Crown Prep shall utilize alternatives to suspension and expulsion with students who are truant, tardy, or otherwise absent from compulsory school activities.

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

- pupil's last known address
- a copy of the cumulative record
- transcript of grades or report card
- health information
- documentation of the expulsion proceeding, including specific facts supporting the expulsion
- student's current educational placement
- copy of parental notice expulsion
- copy of documentation of expulsion provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process and options for enrollment.
- if the Student is eligible for Special Education, The School must provide documentation related to expulsion pursuant to IDEA including conducting a manifestation determination IEP prior to expulsion. If the student is eligible for

Section 504 Accommodations, The School must provide evidence that it convened a Link Determination meeting to address two questions: A) Was the misconduct caused by, or directly and substantially related to the students disability: B) Was the misconduct a direct result of Crown Prep's failure to implement 504 Plan?

### **Outcome Data**

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

### **Rehabilitation Plans**

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

### **Readmission**

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

### **Gun Free Schools Act**

Crown Prep shall comply with the federal Gun Free Schools Act.

### **Reasons for Suspension and Expulsion**

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

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

Crown Prep has adopted the following suspension and expulsion recommendations and adheres to the following matrix set forth by Los Angeles Unified School District.

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

Category I Student Offenses with <u>No</u> Principal Discretion (except as otherwise precluded by law)	Category II* Student Offenses with <u>Limited</u> Principal Discretion	Category III* Student Offenses with <u>Broad</u> Principal Discretion
Principal <u>shall immediately</u> suspend and recommend expulsion when the following occur <u>at school or at a school activity off campus</u> . (E.C. 48915(c))	Principal <u>must</u> recommend expulsion when the following occur <u>at school or at a school activity off campus</u> unless the principal determines that the expulsion is inappropriate. (E.C. 48915(a))	Principal <u>may</u> recommend expulsion when the following occur at any time, including, but not limited to, <u>while on school grounds, while going to or coming from school, during the lunch period, whether on or off the campus, or during, or while going to or coming from, a school-sponsored activity</u> . (E.C. 48915(b) and (e))
1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)	1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2)	1. Caused, attempted to cause, or threatened to cause physical injury to another person. (Unless, in the case of "caused," the injury is serious. [See II.1]) E.C. 48900(a)(1); 48915(b) 2. First offense of possession of marijuana of not more than one ounce, or alcohol. E.C. 48900(c); 48915(b) 3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	3. Unlawful possession of any controlled substance, except for the first offense of no more than an ounce of marijuana. E.C. 48915(a)(3); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. Disrupted school activities or willfully defied the valid authority of school personnel. E.C. 48900(k); 48915(e) 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900(n)). E.C. 48915(c)(4); 48900(n)	4. Robbery or extortion. E.C. 48915(a)(4); 48900(e)	12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e) 13. Engaged in sexual harassment. E.C. 48900.2**; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e) 15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e)
5. Possession of an explosive E.C. 48915(c)(5); 48900(b)	5. Assault or battery upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and 48900(a)(2)	16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b) 17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus. E.C. 48915(b) 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e) 21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e) 22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)

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

\*\* Grades 4 through 12 inclusive.

(Rev. 10/5/2011)

## Alternatives to Suspension

Crown Prep will use the following top 10 alternatives to suspension:

1. Problem Solving/Contracting - Use negotiation/problem solving approaches to assist student to identify alternatives. Develop a contract which includes reinforcers for success, & consequences for continuing problems.
2. Restitution - Financial or "in kind." Permits the student to restore or improve the school environment.
3. Mini-Courses - Short courses or modules on topics related to their behavior as a disciplinary consequence.
4. Parent Supervision in School - Parents brainstorm with school; examples might be to "suspend" the parent to school – have the parent follow and supervise the student all day at school.
5. Counseling - Students required to participate in counseling.
6. Community Service - Required amount of time in community service in school system or in

the community.

7. Appropriate In-School Alternatives - In-school alternative in which academic tutoring, instruction related to the student's behavior such as social skills, and a clearly defined procedure to return to class as soon as the student is ready is provided.

8. Behavior Monitoring - Strategies to monitor behavior and academic progress might include cards checked after each class regarding behavior, self charting of behaviors, strategies to provide feedback to the student, etc.

9. Alternative Programming - Changes in the student's schedule, classes or course content; assignment to an alternative school or program; independent study or work experience program. Should be tailored to the student's needs.

10. Coordinated Behavior Plans for Any Student - Creation of a structured, coordinated behavior plan specific to the student and based on the assessment of the quantity and purpose of the target behavior to be reduced; should focus on increasing desirable behavior and replacing inappropriate behavior.

#### Process for Suspension and/or Expulsion

##### Informal Conference:

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

##### Notice to Parents:

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

##### Length of Suspension:

The length of suspension for students may not exceed a period of 10 consecutive school days unless an administrative recommendation has been made and agreed to by the student's parent.

"The total number of days for which a student may be suspended from school shall not exceed 20 school days in any year unless the student is transferred to another school

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

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

#### Recommendations for Expulsion:

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

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

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

#### Expulsion Hearing:

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

The panel makes the final determination.

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

- a) The date and place of the hearing.
- b) A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based.
- c) The School disciplinary rules that relate to the alleged violation.
- d) The opportunity for the student or the student's parent to appear in person at

the hearing.

- e) Parent has a right to be represented by an attorney or non-attorney advisor.
- f) Parent has a right to bring witness, written statements, written documents
- g) Principal notifies parents of school discipline policy and provides written copy including parent rights
- h) Principal recommends expulsion to panel
- i) Panel reviews, conducts hearing and makes recommendation to the School Board based on evidence.
- j) The Panel may decide not to recommend expulsion. Should this occur, the expulsion process will stop and, depending on the reason for the not recommended expulsion, the student will be permitted to return to the referring school or to another school/program, at the discretion of MSCP.
- k) The School Board makes final decision and written notice to expel a student is sent notifying parent and principal of findings based on evidence.

This notice includes the following:

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

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

### Appeal of Suspension or Expulsion

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

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

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

#### **DATA COLLECTION AND REPORTING – SPECIAL EDUCATION**

The school will collect and produce data regarding the suspension and expulsion of special education students as required by the Special Education Modified Consent Decree. Discipline procedures for students with special needs will include positive behavioral interventions.

#### **SCHOOL OF CHOICE PROVISION**

Crown Preparatory Academy campus is a school of choice. No student is required to attend, and no employee is required to work at the charter school.

#### **PARENT/GUARDIAN AND FAMILY ENGAGEMENT**

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

#### **FAMILY-STUDENT-SCHOOL COMPACT**

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

#### Tips to Help Your Child Succeed

1. Encourage your child to be an active and responsible learner who completes and turns in assignments and homework when they are due and seeks assistance when needed.
2. Ensure that your child arrives to school on time each day and supports school policies such as discipline, safety, proper school attire, text book care, etc.

3. Review your child's agenda and encourage your child to use it on a regular basis to keep track of homework assignments, projects, exams and other important school events.
4. Monitor your child's overall progress on a regular basis. Do not wait until progress reports and report cards are issued to find out how your child is doing in school. You may check your child's grades and missing assignments online at [stem.powerschool.com](http://stem.powerschool.com) (see page 17 for more info.)
5. If your child is struggling with their school work or needs help, speak with your child's counselor and/or teachers and ensure that your child attends after school tutoring.
6. Help your child establish a regular time and place to study and to complete their homework and school projects. Make sure your child's study area is well-lit and is stocked with necessary school supplies.
7. Talk to your child about what is happening at school and what they are learning.
8. Encourage your child to read for pleasure and limit TV, video game and Internet usage.
9. Attend all scheduled parent/teacher conferences, school activities and parent educational workshops.
10. Support your child's school by volunteering in the school.

### **VOLUNTEERING**

There are a number of ways parents/guardians can volunteer and demonstrate their commitment to Crown Prep. Parent/Guardian volunteer service hours are earned by directly supporting the school and by supporting students academically.

Possible volunteer activities to support the school include, but are not limited to:

- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip chaperone
- Assistance with school-sponsored events
- Arrival and dismissal supervision
- Play yard supervision
- Supervision of visitors
- Take-home assignments
- Participation in the School Site Council (SSC)
- Participation in the English Learner Advisory Committee (ELAC)
- Attendance at Parent Town Hall Meetings
- Campus beautification projects

Possible volunteer activities to support your child academically include, but are not limited to:

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

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

### How to Volunteer

At the beginning of each month, a parent newsletter will be sent home with opportunities to volunteer at the school and will be posted in the Parent Center and on school bulletin boards. Feel free to call the school at the beginning of the school year or any time thereafter to volunteer.

### **OPEN HOUSE AND PARENT CONFERENCES**

Open House and Parent Conferences will be scheduled within the first 10 weeks of each semester. At these events, parents have the opportunity to meet with their child's teachers or the entire instructional team to discuss progress and areas students need to strengthen.

Teachers are available for parent conferences by appointment, as well. If you have concerns regarding your child's grades, please contact the school to schedule a conference during the teacher's conference period.

### **PARENT/GUARDIAN RIGHTS**

Parents/Guardians are guaranteed certain rights within the Crown Prep campus.

Parents/Guardians have the right to:

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

## **SEXUAL HARASSMENT POLICY**

The Los Angeles Unified School District is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, or persons doing business for the District is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

The District considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. However, students enrolled in Kindergarten and grades one through three may be subject to other disciplinary actions.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

California Education Code Section 212.5 defines sexual harassment 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.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.

- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

For inquiries about District policies and procedures related to sexual harassment, including how to file a complaint of sexual harassment involving students, contact:

Sue Spears, Director, Educational Equity Compliance Office  
District Title IX and Section 504 Coordinator (213) 241-7682  
when issues or complaints involve students  
or Equal Opportunity Section, at (213) 241-7685  
when issues or complaints involve employees

#### **NON-DISCRIMINATION STATEMENT**

The Los Angeles Unified School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's actual or perceived sex (including pregnancy, childbirth, or related medical condition), sexual orientation, gender (including gender identity), ethnic group identification, race, ancestry, national origin, religion (including religious accommodation), color, mental or physical disability, age, marital 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, or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, all District programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in District programs or activities.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in other District policies that are available in all schools and offices. It is the intent of the District that all such policies are reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

The District prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

For inquiries or complaints related to discrimination or harassment based on a student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); ethnic group identification, race, color, ancestry, or national origin (Title VI); or mental or physical disability (Section 504), contact:

Sue Spears, Director, Educational Equity Compliance Office  
District Title IX and Section 504 Coordinator (213) 241-7682

For inquiries or complaints related to employee-to-employee discrimination or harassment, contact:

Equal Employment Opportunity Section  
(213) 241-7685

Both offices located at:

Los Angeles Unified School District  
333 South Beaudry Avenue, 20th Floor  
Los Angeles, CA 90017

## **FAMILY-STUDENT HANDBOOK ACKNOWLEDGMENT AND AGREEMENT**

This is to acknowledge that my student and I have received a copy of the Crown Preparatory Academy Family-Student Handbook for the 2015-16 school year. We understand that it sets forth the terms and conditions of student enrollment, as well as the duties, responsibilities, and obligations of students. We understand and agree that it is our responsibility to read the Family-student Handbook and to abide by the rules, policies, standards set forth within including the dress code and the school-family compact signed during the initial orientation process. We further understand that the student/parent handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Name Printed

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Name Printed

\_\_\_\_\_

Student Signature



**CROWN PREPARATORY ACADEMY  
FAMILY-STUDENT-SCHOOL COMPACT**

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

**Crown Prep Teachers and Staff will:**

- Understand and teach grade level/course curriculum based on the Common Core State Standards and Next Generation Science Standards.
- Assign relevant individual and team projects and communicate with parents regarding student academic and social progress.
- Be in regular attendance and encourage students to achieve a 100% attendance rate.
- Communicate Crown Prep policies to students and parents regarding course requirements, discipline procedures, homework, attendance, and grade level/subject area expectations.
- Work to meet the individual needs of students.
- Maintain accurate records of student academic performance and behavior
- Provide a safe, clean, positive, and peaceful school environment that supports student learning and personalized teaching.

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Principal Signature

Principal Name (Printed)

Date

**Crown Prep Students will:**

- Arrive on time to class each day, in uniform, and prepared to learn.
- Be an active, cooperative learner and seek assistance from instructors when needed.
- Complete and submit all class assignments, test, projects, and homework in a timely manner and to the quality standards expected of a student.
- Follow the school-wide behavior expectations and accept consequences for actions.
- Be respectful of self and all others in achieving the goals of achievement and college entrance.
- Adhere to all other policies as outlined in the Crown Prep Family-Student Handbook

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Student Signature

Student Name (Printed)

Date

**Parent(s)/Guardian(s) and Families of Crown Prep students will:**

- Encourage students to be active and responsible learners who complete assignments, projects, tests, and homework, and seek assistance when needed.
- Work to ensure that students are in regular, punctual attendance each day.
- Support Crown Prep policies regarding discipline, safety, dress code, and grades
- Attempt to complete at least 10 hours of volunteer service in support of the school.
- Be active participants in Parent/Guardian and Family engagement opportunities.

Parent/Guardian Signature

Parent/Guardian Name (Printed)

Date