



## Math and Science College Prep

### Parent & Student Compact Handbook 2018-2019

#### Behavior Expectations

School-Wide Behavioral Expectations	Demonstration of Expectations
We will respect...	<ul style="list-style-type: none"> <li>▪ The property of the school and of others</li> <li>▪ Every person on campus</li> <li>▪ The beliefs, ideas, lifestyles, and opinions of others</li> </ul>
We will be responsible by...	<ul style="list-style-type: none"> <li>▪ Being on time to every class</li> <li>▪ Attending school every day</li> <li>▪ Completing homework/extra practice when assigned</li> <li>▪ Attending tutoring when we are failing or are in danger of failing</li> <li>▪ Acknowledging personal misconduct and taking responsibility for making amends</li> </ul>
We will be ready to learn by...	<ul style="list-style-type: none"> <li>▪ Having all materials needed for class</li> <li>▪ Completing all in-class and out of class assignments</li> <li>▪ Studying at home</li> </ul>
We will be caring individuals by...	<ul style="list-style-type: none"> <li>▪ Tutoring our peers</li> <li>▪ Helping others in need</li> <li>▪ Always considering the personal safety of others</li> </ul>

Unacceptable student behavior will include, but not be limited to:

<ul style="list-style-type: none"> <li>● Stealing</li> <li>● Fighting</li> <li>● Bullying</li> <li>● Tagging</li> <li>● Cheating</li> <li>● Not following dress code</li> <li>● Classroom disturbance</li> <li>● Horseplay/pushing/running/yelling</li> <li>● Using phones, music players, video games, or any other electronic device during instruction or other inappropriate times</li> </ul>	<ul style="list-style-type: none"> <li>● Use, possession or sale of alcohol, tobacco or a controlled substance.</li> <li>● Possession of a knife, gun, explosive or other dangerous objects.</li> <li>● Destruction of school property</li> <li>● Violation of any other state/federal law or California Ed Code</li> </ul>
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Students who violate the Code of Conduct or Behavioral expectations are subject, but not limited to:

- Verbal warning
- Loss of privileges (e.g., detention, not participating in extracurricular activities)
- A notice to parents
- Conference with student/parent
- After School Detention

Any student who engages in repeated violations of behavior will be required to attend a meeting with the school's administrative staff and the student's parent. The school will prepare a specific, written remediation agreement outlining future student conduct expectations, timelines, and consequences for failure to meet the expectations. When appropriate, the school will refer the student to counseling.

### **SUSPENSION AND EXPULSION**

Students who present an immediate threat to the health and safety of others will be suspended or expelled. Suspension or expulsion will occur but is not limited to when students violate the code of conduct. A student will be suspended or expelled related to school activity or school attendance that occurs 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
- During, or while going to or coming from, a school-sponsored activity

### **UNIFORM POLICY**

Students at MSCP adhere to a uniform policy. The specific uniform required is as follows:

- Official MSCP Polo Shirts
  - Blue Polo
  - Black Polo: Engineering
  - Burgundy Polo: Bio-Medical
  - Grey Polo: Computer Science
- MSCP hoodie
  - Other sweaters must have a full zipper
    - Solid Color: Black, Burgundy, Grey or Blue
- Blue or Black bottoms (shorts, long pants, jeans, skirts)
  - Bottoms must not have any rips or tears that go above the knee, unless tights are worn underneath

The following uniform requirements apply to all students:

- Inappropriately tight and/or short clothing is not acceptable
- Inappropriately baggy clothing is not acceptable
- Pants must not have any tears or rips above the knee, unless worn with tights underneath
- No articles of clothing may be worn inside out
- Any clothing that does not properly cover the body

The following clothing items are expressly prohibited for all students:

- Caps, hats, bandanas, beanies or hoods
- Any clothing that may be construed as having gang affiliation (colored shoelaces, initialed belt buckles, cut-out belts, "sagging"/oversized clothing, Nike Cortez tennis shoes, etc.)

### **OUT-OF UNIFORM CONSEQUENCES**

The student will be assigned detention, and parents will be contacted immediately when their student is not adhering to the uniform policy described above. If a student is out of uniform, parents will be asked to bring the student a change of clothes before the student may return to class. When available, loaner clothing will be provided for students out of uniform.

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

**ATTENDANCE POLICY**

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

Absences longer than 3 days due to illness require a doctor's note to excuse the absence. A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.

**PARENT NOTIFICATION OF STUDENT ABSENCE**

A staff member will call home by 8:45 a.m. if a student is not present. Parents should call the school to explain the reason for the student absence, if possible, by 7:45 a.m. When the student returns to school, parents should send a note with the student when he/she returns to school.

**EXCUSED ABSENCES**

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

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

**UNEXCUSED ABSENCES**

Absences not defined above as "excused" are unexcused absences, also included are:

- Unverified absence
- Truancy (tardies of thirty minutes or more)
- Absence due to taking an early vacation or extending a vacation.
- All absences that do not fall under "Excused or School-Related Absences"

<b>Unexcused Absences</b>	<b>Procedures</b>
Student has three (3) unexcused absences at any point in a semester.	Student and Parent/Guardian will receive a warning letter from the Parent Liaison. Student's file will be updated to show an official warning for habitual truanancies.
Student has five (5) unexcused absences at any point in a semester.	Student and Parent/Guardian will meet with the Dean of Students and student will be required to attend one (1) lunch detention.
Student has seven (7) unexcused absences at any point in a semester.	Student and Parent/Guardian will meet with the Assistant Principal.
Student has nine (9) unexcused absences at any point in a semester.	Student and Parent/Guardian will meet with the Principal. Student will also be placed on an attendance contract to be signed by the student and parent/guardian.

**MAKE-UP ASSIGNMENTS**

Students must make up all assignments, tests, and quizzes upon returning to school. Students are responsible for getting these assignments either from their teachers directly or from their classmates. Upon the first day of his/her return to school, it is the student's responsibility to check in with the teacher about missed work and due dates.

A student who will be absent for more than a day are encouraged to get the assignments by contacting the office staff or emailing the office manager. When requesting assignments, please keep in mind that teachers will submit the assignment to the student office within 24-48 hours of the request.

## **TARDINESS POLICY**

The instructional day begins at 7:40 a.m. with the ringing of the warning bell. Students are expected to be in their seats ready to engage in the instructional program by 7:45 a.m. A student who does not meet this expectation is considered tardy. To provide our students with the best possible education, MSCP will be tracking tardies and holding students accountable for missing instructional time. All tardy students should report to the office for a Tardy Slip. A tardy may be excused only with written verification from a parent/guardian upon the student's arrival at school or if a parent accompanies his/her child into the school building to sign him/her in with a valid excuse.

Unexcused tardies will result in a disciplinary action, which may include but is not limited to:

- Lunch and/or after-school detention
- Community service
- Limiting extra curricular activities and school privileges/rewards
- Student conference
- Parent conference
- SARB recommendation (legal action)

Parents will be notified as students accumulate tardies. Three or more tardies later than 30 minutes constitute a truancy, and additional disciplinary actions will be incurred.

## **ATTENDANCE BASED REWARD SYSTEM**

In order for our students to achieve a higher level of academic success, consistent and punctual attendance is required. With this in mind, Math and Science College Preparatory (MSCP) has developed the following attendance based reward system for the 2018-19 school year in an attempt to further the successes of our student body. Rewards may include:

- End of the month party in the Multi-Purpose Room (MPR)
- Raffle tickets for prizes such as amusement park tickets, electronics, etc.
- Free dress

## **EARLY RELEASE FOR STUDENTS**

Appointments for students should be scheduled outside of the school hours or on vacations and weekends. In the event this is not possible, students may be released early from school if the parent or legal guardian signs out the student from the front office (ID required). In the event of an emergency and a parent/legal guardian is unable to pick the student up, a student may be released to someone on the student's emergency card (ID required).

## **PERSONAL PROPERTY**

Students will 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. cell phones, electronic devices, gaming devices, etc.) to be kept at home.

## **CELLULAR PHONES**

Students are allowed to bring cellular phones to school in case of the need for parent contact during an emergency situation outside of the supervised instructional day. If you want your child to carry a cellular phone to school, the device must be put away with the volume and vibration off for the entire instructional day.

Students may not use their personal phones to call for a parent/guardian pick-up during the instructional day for any reason other than a school emergency. If a student needs to go home because of an illness during the instructional day, he/she must go to the main office and parents will be contacted using the school phone. Students who do not follow this rule will have their phones confiscated. Parents who need to contact their child during the day must call the main office.

### **CELLULAR PHONE MISUSE CONSEQUENCES**

The first time a student uses their cell phone during instructional time will be issued a warning. The second time a student uses their cell phone during instructional time, the cell phone will be confiscated, parents will be notified, the phone will be given to the administration and returned to the student at the end of the day. After the second time, the phone will be confiscated, given to the administration and a parent and/or guardian must pick up the phone. In addition, the student will be assigned detention.

### **SKATEBOARDS AND BICYCLES**

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. Students who do not adhere to these conditions will have their skateboard/bicycle/scooter confiscated. Only the parent/guardian may retrieve the confiscated item. The school is not responsible for any loss or damage to equipment.

### **COUNSELING SERVICES**

MSCP Counselors are here to provide support to our students and their parents in academic achievement, college and career development, and personal/social development. Counselors 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 son/daughter will be kept confidential. When there are times when students divulge information that should be shared with parents, 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:

1. If a student reports neglect, physical or sexual abuse of a child or someone who cannot otherwise protect themselves
2. If an individual threatens to harm themselves or others
3. If records are subpoenaed by the courts for purposes of litigation
4. If parent grants permission to release records to another professional

## MSCP PARENT AND STUDENT ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of and have read the Math and Science College Prep Compacted Student/Parent Handbook. I understand that it sets forth the terms and conditions of student enrollment, as well as the duties, responsibilities, and obligations of students. I understand that I have access to the complete Student-Parent Handbook through the school's website and in the school's office. I further understand that I may request a printed version of the Student-Parent handbook and agree that it is my responsibility to read it and to abide by the rules, policies, standards set forth within the handbook as well as the school-family compact signed during the initial orientation process, and the Student/Parent Handbook Compact. I 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.

Student Name : \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name : \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_