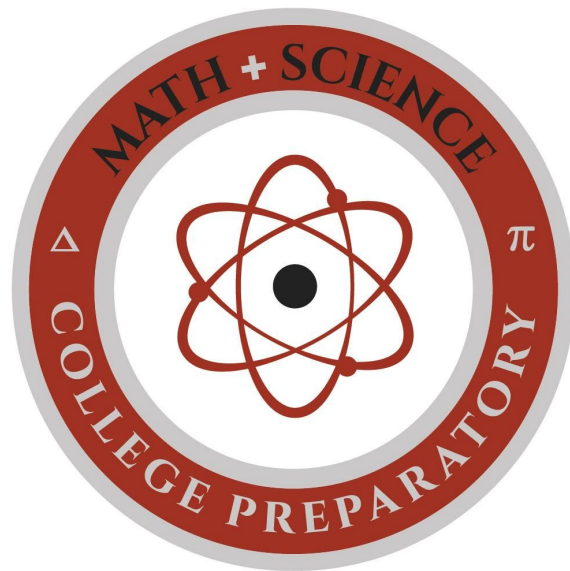


Math and Science College Preparatory

PARENT-STUDENT HANDBOOK 2018-2019



3200 W. Adams Blvd.
Los Angeles, CA 90018
(323) 821-1393

TABLE OF CONTENTS

SCHOOL INFORMATION

LETTER FROM THE PRINCIPAL
SCHOOLWIDE ESLRS AND ETHOS

INTRODUCTION

MISSION/VISION

A TYPICAL DAY AT MSCP

BELL SCHEDULE
SCHOOL CALENDAR

GRADUATION REQUIREMENTS

GRADES

ACADEMIC GRADES
LIFE SKILL GRADES
PROGRESS REPORTS
INCOMPLETE GRADES
TRANSFER GRADES AND CREDITS
MATHEMATICS PLACEMENT POLICY

POWERSCHOOL - KEEPING TRACK OF MY CHILD'S PROGRESS

SCHOOL ACCOUNTABILITY AND DATA RESULTS

SCHOOL-HOME COMMUNICATION

TEACHERS CONTACTING PARENTS
PHONE TREES
SCHOOL CORRESPONDENCE

HOME-SCHOOL COMMUNICATION

CHANGE OF CONTACT INFORMATION
PARENTS CONTACTING TEACHERS
MESSAGES AND DELIVERIES TO STUDENTS
VISITORS

UNIFORM POLICY

PHYSICAL EDUCATION UNIFORM
OUT-OF-UNIFORM CONSEQUENCES

ATTENDANCE POLICY

ABSENCES

PARENT NOTIFICATION OF STUDENT ABSENCE
PROCEDURE FOR CLEARING ABSENCES
EXCUSED ABSENCES
SCHOOL-RELATED ABSENCES
UNEXCUSED ABSENCES
LONG-TERM ABSENCES
MAKE-UP ASSIGNMENTS

TARDINESS POLICY

MEALS

HEALTH SERVICES

NON-PRESCRIPTION DRUG POLICY

IMMUNIZATION POLICY

COUNSELING SERVICES

ADMINISTRATIVE SUPERVISION

SCHOOL SAFETY & EMERGENCY DRILLS

SAFE SCHOOL PLAN (FIRE DRILLS AND DISASTER DRILLS)

BOMB THREATS

EVACUATION PLAN

PERSONAL PROPERTY

CELLULAR PHONES & ELECTRONIC DEVICES

SKATEBOARDS, BICYCLES, AND SCOOTERS

LOST AND FOUND

TECHNOLOGY AND INTERNET USAGE

ACCEPTABLE USE OF THE INTERNET

UNACCEPTABLE USE OF THE INTERNET

INTERNET SAFETY

PRIVACY POLICY

PENALTIES FOR IMPROPER USE OF ALLIANCE INTERNET ACCOUNT

COURSE MATERIALS

SCHOOL ACTIVITIES

FIELD TRIPS

STUDENT COUNCIL

DANCES AND SCHOOL SPONSORED EVENTS

SPORTS TEAMS

CLUBS

SUSPENSIONS AND EXPULSIONS

GENERAL PROVISIONS

STUDENTS WITH DISABILITIES

NOTIFICATION OF DISTRICT

OUTCOME DATA

REHABILITATION PLAN, READMISSION, AND REINSTATEMENT

GUN FREE SCHOOLS ACT

DATA COLLECTION AND REPORTING – SPECIAL EDUCATION

SCHOOL CHOICE PROVISION

PARENT ENGAGEMENT

PARENT/STUDENT/STAFF SCHOOL COMPACT

PARENTS AS PARTNERS (PARENT ENGAGEMENT POLICY)

TIPS TO HELP MY CHILD SUCCEED

VOLUNTEERING

LEADERSHIP OPPORTUNITIES FOR PARENTS

EDUCATIONAL WORKSHOPS FOR PARENTS

PARENT/TEACHER CONFERENCES

PARENT RIGHTS

SCHOOL-WIDE POLICIES

SEXUAL HARASSMENT POLICY

NON DISCRIMINATION STATEMENTS
COMPLAINT POLICIES
 STAKEHOLDER COMPLAINT
 UNIFORM COMPLAINT PROCEDURE
SUICIDE PREVENTION POLICY
MANDATED REPORTER INFORMATION
FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT



STEM Prep Ethos (Core Values)

We are a family.

We build our legacy by caring for, learning from, and supporting each other.

We are agents of change.

We disrupt the status quo by being daring, reflective, resourceful and resilient.

We are STEM thinkers.

We solve problems through collaboration, innovation, passion, and perseverance.

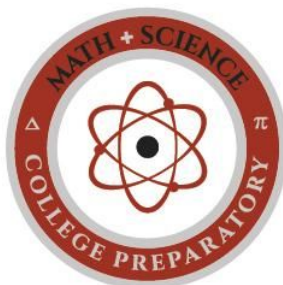
Mission

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 scholars into successful college graduates and professionals
- through equal access and inspiration, rigorous curriculum, and a commitment to our core values

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.



Dear Students and Parents:

Welcome to Math and Science College Prep (MSCP). I am excited to have you as a part of our family. I know that through the dedication of our parents, students, and staff, this year will be a successful one.

My commitment to each parent is that every child who attends Math and Science College Prep for all four years will graduate on time and will be accepted into college. My promise to every student is that for all the effort you put into your schoolwork, your teachers and the staff will put in double to ensure you graduate from MSCP college-ready. Together we will make this school one of the most successful school's in the nation.

From,

Lisa Marcelino
Principal



Math and Science College Prep Behavior Expectations & Code of Conduct

BEHAVIOR EXPECTATIONS

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

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

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



INTRODUCTION

Welcome to Math and Science College Prep! You are part of an innovative and challenging charter school designed to provide students in some of the most underserved communities in Los Angeles a choice for a better education and future. Our goal is to expose our students to careers and studies in math and science, in hopes of increasing the number of minority adults entering these fields.

Math and Science College Prep is a new and independent start-up charter school. During our first year, we served approximately 120 students in grade 9. Now, in 2018, we are at full capacity with grades 9-12 and over 500 students. As big as we grow, we will always stand by our mission to operate a school with small class sizes and individualized instruction that prepares students for success in college and beyond.

A TYPICAL DAY AT MATH AND SCIENCE COLLEGE PREPARATORY

BELL SCHEDULE

Monday (Mentorship)		
Period 1	7:45 AM - 9:45 AM	120 minutes
Nutrition	9:45 AM - 10:00 AM	15 minutes
Period 3	10:05 AM - 12:05 PM	120 minutes
Lunch	12:05 PM - 12:35 PM	30 minutes
Mentorship	12:40 PM - 1:10 PM	30 minutes
Period 5	1:15 PM - 3:15 PM	120 minutes
After School	3:15 PM - 3:45 PM	30 minutes

Regular Block Schedule Day (T-Th)		
Period 1/2	7:45 AM - 9:45 AM	120 minutes
Nutrition	9:45 AM - 10:00 AM	15 minutes
Period 3/4	10:05 AM - 12:10 PM	125 minutes
Lunch	12:10 PM - 12:40 PM	30 minutes
Period 5/6	12:45 PM - 2:45 PM	120 minutes
After School	2:50 PM - 3:45 PM	55 minutes

Friday		
Period 1	7:45 AM - 8:35 AM	50 minutes
Period 2	8:38 AM - 9:28 AM	50 minutes
Period 3	9:31 AM - 10:21 AM	50 minutes
Period 4	10:24 AM - 11:14 AM	50 minutes
Lunch	11:14 AM - 11:44 AM	30 minutes
Period 5	11:47 AM - 12:37 PM	50 minutes
Period 6	12:40 PM - 1:30 PM	50 minutes
PD	1:45 PM - 3:30 PM	105 minutes

SCHOOL CALENDAR

STEM Preparatory Schools

School Year: August 13, 2018 to June 7, 2019

Board Approved 2/8/18

Month	Calendar Grid	Notes																																																	
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Legend:

Total Instruction Days	182
Holidays (all schools and offices closed)	10
Mandatory Vacation Days (all schools and offices closed)	8
Other Vacation Days (schools closed, offices open)	11
Summer Teacher PD	10
Pupil Free Days	5
School Days LAUSD not in Session	?

MATH AND SCIENCE COLLEGE PREPARATORY
A-G COLLEGE PREP COURSEWORK & GRADUATION REQUIREMENTS

To successfully graduate from Math and Science College Preparatory, each student must:

- Earn a total of:
 - Class of 2019: 205 credits
 - Class of 2020 and on: 200 credits
- Take the A-G College Preparatory Coursework and pass **all** A-G courses with a grade of C or higher. Of the credits required to graduate, **150** are required A-G credits.
 - Core Courses offered may be Standard Core, Honors or Advanced Placement.
 - Advanced Placement Courses and Exams may be on site or online through University of California College Prep (UCCP).
 - All courses are transferable to other schools or universities to meet graduation requirements.
- Take a Mentorship course each year to foster academic and social/emotional growth.
- Complete 40 hours of community service.

Meeting requirements does not automatically result in acceptance to the University of California and/or California State University.

Subject Area	A-G UC / CSU Requirements	MSCP Grad Requirements
(a) History / Social Science	- 2 yrs - 20 credits	- additional 1 yr - 10 credits
(b) English / Language Arts	- 4 yrs required - 40 credits	Same as A-G UC/CSU Req.
(c) Math	- 3 yrs required (4 yrs recommended) - 30 credits	Same as A-G UC/CSU Req.
(d) Laboratory Science	- 2 yrs required (3 recommended) - 20 credits	Same as A-G UC/CSU Req.
(e) Language other than English (LOTE)	- 2 yrs required (3 yrs recommended) - 20 credits	Same as A-G UC/CSU Req.
(f) Visual / Performing Arts	- 1 yr required - 10 credits	Same as A-G UC/CSU Req.
(g) College Prep Elective	- 1 yr - 10 credits (g) OR additional (a-f) course	- additional 4 year-long courses - 40 credits
Other Electives		
Physical Education		- 1 yr - 10 credits
Advisory / Seminar		-C.o.'19- 1 year -5 credits -C.o.'20- 0 years -0 credits

Total Credits	150 credits	215-200 credits
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Subject Area	Grade 9 [65 credits]	Grade 10 [65 credits]	Grade 11 [65 credits]	Grade 12 [65 credits]
(a) History / Social Science		(a) World History, Cultures, and Historical Geography [10]	(a) U.S. History [10]	(a) American Government (sem.) [5] & Economics (sem.) [5]
(b) English / Language Arts	(b) English 9 [10]	(b) English 10 [10]	(b) English 11 [10] American Lit / Contemporary Comp.	(b) English 12 [10] Adv Comp/Lit
(c) Math	(c) Integrated Math I [10]	(c) Integrated Math I/II [10]	(c) Integrated Math II/III [10] OR (c) Pre-Calculus [10] or <i>Other Elective</i>	(c) Integrated Math III or (c) Pre-Calculus [10] Or (g) <i>Other Elective</i>
(d) Laboratory Science	(d) Biology [10]	(d) Chemistry [10]	(d) Physics [10]	(d) <i>Other elective</i>
(e) Language other than English (LOTE)	(e) Spanish 1 [10]	(e) Spanish 2 [10]	(e) Spanish 3 [10] <i>OR Elective [10]</i>	(g) Spanish 4 [10] <i>OR Elective [10]</i>
(f) Visual / Performing Arts				(f) Music, Dance, Drama, or Art [10]
(g) College Prep Elective	(g) STEM [10]	(g) Environmental Science [10] OR (g) STEM [10]	(g) STEM [10]	(g) STEM [10]
Other Electives	Academic Support Elective [10]	Academic Support Elective [10]	Academic Support Elective [10]	
Physical Education	Physical Education / Health [10]			
Advisory / Seminar	Seminar [5]	Seminar [5]	Seminar [5]	Seminar [5]

ACADEMIC GRADES

Math and Science College Prep graduation requirements and grading policies are in alignment with University of California (UC) and California State University (CSU), undergraduate admissions requirements. Like the UC, CSU and other accredited colleges and universities throughout the United States, MSCP students may earn

passing grades of “A”, “B”, and “C.” MSCP does not issue the letter grade of “D,” since colleges & universities do not accept “Ds” for college admission. Students who do not demonstrate proficiency in a course earning a grade of fail, “NP”, are required to retake the course to earn credit. Students who have “D” grades on transcripts prior to this policy receive unit credit but not A-G course completion.

COURSE CREDIT FROM INSTITUTIONS OUTSIDE MATH AND SCIENCE COLLEGE PREP

Students who transfer into MSCP with a grade(s) of “D” must retake the course to meet MSCP “A-G” high school graduation, and college/university undergraduate admission requirements. Students will receive unit credit on their transcript but the credit will not count towards A-G course completion.

- Math and Science College Prep accepts high school credit from public and private high schools:
 - ✓ Accredited by Western Association of Schools and Colleges (WASC)
 - ✓ The course(s) are approved by the University of California Office of the President (UCOP)
- MSCP may require a student to take and pass the MSCP final exam or end of course test (to prove proficiency for course(s) taken outside of MSCP within the current school year) to receive credit and a transcript grade for the course. Students not passing the final or end of course test will receive unit credit but will not count towards A-G course requirement.

PROGRESS REPORTS

Official progress reports are mailed home every 5 weeks, beginning with the 10th week of school:

- 10-Week Fall Progress Report (October)
- 15-Week Fall Progress Report (November)
- Report Card- Final Fall Semester (December)
- 5-Week Spring Progress Report (February)
- 10-Week Spring Progress Report (March)
- 15-Week Spring Progress Report (April)
- Report Card- Final Spring Semester (June)

TRANSFER GRADES AND CREDITS

Completed coursework from other schools will be accepted for credit at our school if the following criteria are met:

- The course meets equivalent standards of the MSCP course. (UC approved courses can only be made up with equivalent UC approved courses.)
- The student must provide MSCP with an official transcript before credit will be awarded.
- If the student intends to take required classes at a community college, the course must be approved by the school administrator prior to enrollment to ensure the

equivalency of the college class.

- If a student transfers from another school mid-semester, his or her transfer grades for courses currently in progress will be factored in to the equivalent MSCP courses, as the MSCP instructor deems appropriate.
- The school may assign partial credit for courses in progress at the previous school that are not offered at MSCP.

Similarly, the school may award partial credit for courses that a student enrolls in mid-semester in which the student was not previously enrolled at the previous school. Transfer grades will be added to the student's transcript, but will not replace the grades previously earned.

MATHEMATICS PLACEMENT POLICY

MSCP is in compliance with the California Mathematics Placement Act of 2015. Please see our website, <http://stem-prep.org/notices>, for the Mathematics Placement Policy.

KEEPING TRACK OF MY CHILD'S PROGRESS

POWERSCHOOL

Parents can follow student academic progress through the Internet 24-hours a day. Parents have access to the PowerSchool parent portal that allows them to check their student's academic grades. If you have internet access at home or at work, you can view your student's grades, assignments, progress towards graduation and behavior in all of his/her classes at any time. You can even email teachers directly. You can also visit the school to access the PowerSchool website. Individual username/passwords will be mailed to each new student early in the first semester.

SCHOOL ACCOUNTABILITY RESULTS AND DATA

SCHOOL TESTING DATA

Information regarding Math and Science College Prep's CaASPP data is located at <http://caaspp.cde.ca.gov/sb2015/Search>. Additional school data can be found at <http://www.cde.ca.gov/>. This information is also available from the school site.

SCHOOL- HOME COMMUNICATION

TEACHERS CONTACTING PARENTS BY PHONE

Expect regular phone calls from teachers regarding your child's progress. If you do not hear from one of your child's teachers, do not assume your child is doing satisfactory work. The only way to assure your child is on track is to communicate with your child's teachers by phone, email or by setting up an appointment.

ALERT SOLUTIONS

Occasionally, automated phone calls will be made to inform parents and families of upcoming events, holidays, or in case of emergency. This will be done through a system called Alert Solutions

SCHOOL CORRESPONDENCE

School bulletins, calendars, flyers and letters from the Principal are sent home with students and by mail on a regular basis. Please ask your child or check your child's backpack for school correspondence in order to keep involved with what is happening at school.

HOME- SCHOOL COMMUNICATION

CHANGE OF CONTACT INFORMATION

Parents will be asked at the beginning of each school year to provide the school with current contact and emergency information. If your contact information changes during the school year (including all telephone numbers), it is the responsibility of each parent/guardian to provide the 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 or guardian.

PARENTS CONTACTING TEACHERS

All teachers and staff members have email accounts where they can be easily contacted. On our school website, <http://www.mscollegeprep.org> under 'staff directory', emails can be sent to individual teachers. You may also contact teachers by leaving a message with the main office.

MESSAGES AND DELIVERIES TO STUDENTS

Students may not use the office telephones except for school business or emergencies approved by the administration. In an effort to limit classroom disturbances, staff will only deliver urgent messages 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 Main Office. Students may not have friends, siblings, or other relatives visit them at school at any time.

Prospective students, who would like visit the school. All visits must be scheduled in advance and be approved by the administration.

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.)

PHYSICAL EDUCATION UNIFORM

All students taking physical education courses are required to “dress” for physical education every day. A supervised changing area with separate areas for males and females will be available. The physical education uniform required for MSCP is:

- Gray t-shirt
- Black gym shorts
- Tennis shoes

The physical education uniform is only to be worn for P.E. Students will be required to change back into the school uniform when the class ends each day.

OUT-OF UNIFORM CONSEQUENCES

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

Student success has a direct correlation with consistent and punctual attendance in class and school related events. Students with good attendance records achieve higher

grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school.

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.

MSCP strives to achieve at least a 95% attendance rate each month and for the year. Students with unexcused absences or excessive absences will be subject to consequences.

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.

The day the student returns to school, parents should send a note explaining the reason for the absence and the duration.

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.

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.
- School-related absences
 - Field Trips
 - Academic Events
 - School Office Appointments
 - Suspension

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"

Unexcused Absences/Excessive Tardiness	Procedures
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<p>Student has three (3) unexcused absences at any point in a semester.</p> <p>and/or</p> <p>Student has nine (9) or more tardies of 30 or more minutes (T30) at any point in a semester.</p>	<p>Student and Parent/Guardian will receive a warning letter from the Parent Liaison, Mrs. Moreno. Student's file will be updated to show an official warning for habitual trancies.</p>
<p>Student has eight (8) unexcused absences at any point in a semester.</p> <p>and/or</p> <p>Student has sixteen (16) or more tardies of 30 or more minutes (T30) at any point in a semester.</p>	<p>Student and Parent/Guardian will meet with the Dean of Students, Mr. Menduke, and student will be required to attend one (1) lunch detention.</p>
<p>Student has twelve (12) unexcused absences at any point in a semester.</p> <p>and/or</p> <p>Student has twenty one (21) or more tardies of 30 or more minutes (T30) at any point in a semester.</p>	<p>Student and Parent/Guardian will meet with the Assistant Principal, Mr. Moreno, and student will be required to attend one (1) lunch detention.</p>
<p>Student has sixteen (16) unexcused absences at any point in a semester.</p> <p>and/or</p> <p>Student has twenty six (26) or more tardies of 30 or more minutes (T30) at any point in a semester.</p>	<p>Student and Parent/Guardian will meet with the Principal, Mrs. Marcelino, and student will be required to attend one (1) lunch detention. Student will also be placed on an attendance contract to be signed by the student and parent/guardian.</p>

LONG-TERM ABSENCES

Learning works best when each student attends every day. Although occasional absences are unavoidable, 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 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 an extended-absent student from falling behind. A student must obtain a long-term absence study contract from their teachers if leaving the school for an extended period. A student returning from an extended absence may require supplemental tutoring and/or remediation beyond the school 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 his/her assignment(s) from their classmates while they are absent to prevent them from falling behind. 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.

Students who will be absent for more than a day are encouraged to get the assignments by contacting his/her teachers or emailing the office manager. When requesting assignments, please keep in mind that teachers will submit the assignment(s) 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.

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 2017-18 school year in an attempt to further the successes of our student body.

Requirement/ Standard	Reward
Student has zero (0) absences and zero (0) tardies* for the month. *Note: Tardies include tardies accrued	End of the month party in the Multi-Purpose Room (MPR) put on by Student Government with the support of our parent liaison and Dean of Students.

between class periods throughout each day.	Student will also receive three (3) raffle tickets for the end of the semester raffle which may include prizes such as electronics, amusement park tickets, free dress, etc.
Student has no more than one (1) absence and no more than three (3) tardies* for the month. *Note: Tardies include tardies accrued between class periods throughout each day.	Student will receive two (2) raffle tickets for the end of the semester raffle which may include prizes such as electronics, amusement park tickets, free dress, etc.
Student has no more than one (1) absence and no more than five (5) tardies* for the month. *Note: Tardies include tardies accrued between class periods throughout each day.	Student will receive one (1) raffle ticket for the end of the semester raffle which may include prizes such as electronics, amusement park tickets, free dress, etc.

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).

MEALS

All students are provided with both nutrition and lunch during the school day. Nutrition and lunch will be served 5 days a week.

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 nutrition and one lunch meal each day free of charge. Students who do not qualify for free lunch or students who do not submit an eligibility form, will be required to pay for nutrition and lunch meals served.

HEALTH SERVICES

Basic health services are offered in the Main Office. Students in need of health services during class time must request dismissal from their teacher. A student must then report directly to the office where staff will determine the student’s needs and take appropriate action.

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. Prescription medication can only be administered by our office staff with a doctor's note.

IMMUNIZATION POLICY

Students are required to show verification of required immunization records prior to starting school.

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

SCHOOL ADMINISTRATION 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 15 minutes before and after school ends.

On a regular-schedule day, supervision will begin at 7:30 a.m. and conclude at 3:45 p.m. On Fridays and early release days, supervision will be from 7:30 a.m. to 1:45 p.m.

To insure 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 his/her school day. Students who linger on or near campus will be sent home. Should any student create a disturbance before or after school, disciplinary action may be taken.

School administration, staff, and parent volunteers are available to help insure 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.

SCHOOL SAFETY AND EMERGENCY DRILLS

Emergency drills such as earthquake and fire drills, are conducted during the school year. Drills are serious practice so that everyone 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 next period classroom.

If an emergency occurs when not on the school campus, students are to report to their supervising teacher. 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 must sign them out in the Main Office.

SAFE SCHOOL PLAN

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 (I.E. EARTHQUAKE)

Disaster drills will be conducted at least once every two months. Students will be made familiar with the “duck and cover” routine. A disaster drill commencing with the “duck and cover” routine, will be initiated by an announcement over the intercom. Staff and students will hear “This is an emergency drill. Duck and cover.” During the “duck and

cover” 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 “duck and cover” 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 heads 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 unassigned 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.

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. iPods, PSPs, Nintendo, 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 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. Skateboards, bicycles, and scooters may not have any inappropriate content on them. 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.

LOST AND FOUND

The lost-and-found will be in the Main Office. Students who have lost clothing, keys, etc. should check in the office to see if the items have been turned-in. At the end of each month, unclaimed clothing items will be donated to the Good Will.

TECHNOLOGY AND INTERNET USAGE

ACCEPTABLE USES OF THE COMPUTER OR THE INTERNET

Internet accounts and computers/technology devices provided by MSCP 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 user is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher or supervisor.

UNACCEPTABLE USES OF THE COMPUTER OR THE INTERNET

The following uses of the account provided by MSCP 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:

1. Selling or purchasing any illegal substance;
 2. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
 3. Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority
 - Uses that involve obtaining and or using anonymous email sites.
 - Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following:

1. Deleting, copying, modifying, or forging other users' e-mails, files, or data;
 2. Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
 3. Damaging computer equipment, files, data or the network;
 4. Using profane, abusive, or impolite language;
 5. Disguising one's identity, impersonating other users, or sending anonymous e-mail messages;
 6. Threatening, harassing, or making defamatory or false statements about others;
 7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 8. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
 9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
 10. Using any school computer to pursue "hacking," internal or external to the school, 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:
 1. Using other users' account passwords or identifiers;
 2. Disclosing one's account password to other users or allowing other users to use one's accounts;
 3. Getting unauthorized access into other users' accounts or other computer networks; or
 4. Interfering with other users' ability to access their accounts.
 - Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Selling or buying anything over the Internet for personal financial gain; or

2. Using the Internet for advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

INTERNET SAFETY

- In compliance with the Children's Internet Protection Act ("CIPA"), MSCP 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. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that MSCP 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, MSCP 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. MSCP 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 MSCP 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 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 MSCP 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 Alliance. Account users do not have any right to or expectation of privacy regarding such materials.

PENALTIES FOR IMPROPER USE of MSCP 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 or dismissal from employment from MSCP, or criminal prosecution by government authorities. MSCP will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

DISCLAIMER

- MSCP 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. MSCP 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 MSCP, its affiliates, or employees.
- Account users are responsible for any losses sustained by MSCP or its affiliates, resulting from the Account users' intentional misuse of the Accounts.

COURSE MATERIALS

Grade level appropriate content and materials will be provided to all students for each course. Content and materials will include, but is not limited to: textbooks, online curriculum, educational platforms, workbooks, etc. If a teacher issues a physical textbook for their class, students are responsible for the textbook(s) which are issued to them. Charges will be applied for books that are lost or damaged. The school is not responsible for stolen, lost, or damaged books. Report lost books immediately. A replacement fee will be charged and must be paid by the end of the semester.

Withdrawing or transferring students must have returned all school materials, books, and equipment before any transfer records will be released.

Lost book..... Full textbook price
Damaged..... \$25 or more (depending on the damage)

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

SCHOOL ACTIVITIES

(Please note that students may be prevented from participating in school activities if there is an existing school debt.)

FIELD TRIPS

Throughout the school year, the students may take field trips. These trips are a part of the interdisciplinary curriculum and may include walking trips, or chartered bus transportation. Participation is required as these are important learning experiences. Only excused absences are permitted. Field Trip Forms will be sent home at least one week prior to the planned trip.

STUDENT GOVERNMENT

Student Government is an important key to what happens at the MSCP campus. Students, with the help of faculty, plan and carry out the many activities and events, which make the school great. There are many opportunities for students to become involved. The purpose of Student Government is to promote positive student morale and to plan, fund and sponsor events throughout the year. Students can participate in a variety of roles on Student Government.

DANCES AND SCHOOL-SPONSORED EVENTS

Dress for most school-sponsored social events outside of the regular instructional day must adhere to the "free-dress policy." Students who are not dressed appropriately will not be allowed to participate in the activity.

Students will be asked to present their ID card to enter school-sponsored events. Students must remain inside or within specified areas once they have arrived. Once a student leaves the event, the student cannot return. Parents are expected to pick up their student immediately following the end of the event. Parents are also invited to help chaperone school events such as dances and parties. Students are expected to follow school rules at all school-sponsored events.

SPORTS TEAMS

MSCP will create after school sports and athletic teams. The sports in which the school will field a team will depend on student and staff interest. All students who participate on a team must meet specific rules for academic eligibility, which require a minimum grade point average of 2.5 and no grades of "NP." Additionally, students must meet behavioral

and attendance requirements and must be present at school on game days in order to compete.

CLUBS

The school will have a variety of clubs and will consider adding new ones each year in response to students' interests and faculty sponsorship. All students who participate in a club must meet specific rules for academic eligibility, which require a minimum grade point average of 2.5 and no grades of "NP." Additionally, students must meet behavioral and attendance requirements.

SUSPENSION AND EXPULSION PROCEDURES

GENERAL PROVISIONS

MSCP shall provide due process for all students, including adequate and timely notice to parents/guardians and students of the grounds for all suspension and expulsion recommendations and decisions and their due process rights regarding suspension and expulsion, including rights of appeal.

MSCP shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, in order to conform to changes in state law.

MSCP shall ensure that its staff is knowledgeable about and complies with the District's Discipline Foundation Policy and/or current equivalent policy, as required by the Modified Consent Decree. MSCP shall comply with the terms of the School.

Discipline Policy and School Climate Bill of Rights resolution adopted by the LAUSD Board of Education on May 6, 2013.

MSCP shall be responsible for the appropriate interim placement of students during and pending the completion of MSCP's student expulsion process and shall facilitate the post-expulsion placement of expelled students.

MSCP shall document and implement the alternatives to suspension and expulsion that MSCP utilizes in response to attendance-related concerns, e.g. truancy or excessive tardiness.

STUDENTS WITH DISABILITIES

MSCP shall establish and implement policies and procedures to ensure full compliance with federal and state laws and regulations regarding the discipline of students with disabilities. If a student is recommended for expulsion and the student receives or is eligible for special education, MSCP shall identify and provide special education programs and services at an appropriate interim educational placement, pending the completion of the expulsion process, to be coordinated with the LAUSD Special Education Service Center.

In the case of a student who has an Individualized Education Program ("IEP"), or a student who has a 504 Plan, MSCP shall ensure that it follows correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the

Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and MSCP, an IEP team will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Special Education Policies and Procedures Manual. Prior to recommending expulsion for a student with a 504 Plan, MSCP's administrator will convene a Link Determination meeting to ask the following two questions:

- A. Was the misconduct caused by, or directly and substantially related to the student's disability?
- B. Was the misconduct a direct result of the Charter School's failure to implement 504?

NOTIFICATION OF THE DISTRICT

Upon expelling any student, MSCP shall notify the Charter Schools Division by submitting an expulsion packet to the CSD immediately or as soon as practicable, which shall contain:

- Completed "Notification of Charter School Expulsion" [form available from the CSD website or office], including attachments as required on the form
- Documentation of the expulsion proceeding, including statement of specific facts supporting the expulsion and documentation that MSCP's policies and procedures were followed
- Copy of parental notice of expulsion hearing
- Copy of expulsion notice 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, documentation related to expulsion in compliance with IDEA and the MCD, including the Expulsion Analysis page of the pre-expulsion IEP
- If the student is eligible for Section 504 accommodations, documentation that MSCP conducted a Link Determination meeting to address two questions:
 - A. Was the misconduct caused by, or directly and substantially related to the student's disability?
 - B. Was the misconduct a direct result of Charter School's failure to implement 504 Plan?

Notwithstanding the documentation sent to the Charter Schools Division as indicated above, if the student is a resident of a school district other than LAUSD, Crown Prep must notify the superintendent of the student's district of residence within 30 days of the expulsion. Additionally, upon request of the receiving school district, MSCP shall forward student records no later than 10 school days from the date of the request as stated in Education Code section 49068 (a) and (b).

OUTCOME DATA

The School shall gather and 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 MSCP shall be given a rehabilitation plan upon expulsion as developed by MSCP's governing board 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. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to MSCP for readmission.

READMISSION

Math and Science College Prep's governing board 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, MSCP's governing board shall readmit the pupil, unless MSCP's 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 and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

REINSTATEMENT

MSCP's governing board shall adopt rules establishing a procedure for processing reinstatements, including the review of documents regarding the rehabilitation plan. MSCP is responsible for reinstating the student upon the conclusion of the expulsion period in a timely manner.

GUN FREE SCHOOLS ACT

Math and Science College Prep shall comply with the federal Gun Free Schools Act.

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

Math and Science College Prep campus is a school of choice. No student is required to attend, and no employee is required to work at the charter school.

PARENT ENGAGEMENT

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

PARENT/STUDENT/STAFF 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 Parent/Student/Staff 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.

PARENTS AS PARTNERS (PARENT ENGAGEMENT POLICY)

The school values the role of parents as their child's first teacher and welcomes their active involvement in their child's education.

The school believes:

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

TIPS TO HELP YOUR CHILD SUCCEED

Research shows that effective and consistent parent participation leads to student success. Below are some suggestions to help your child succeed academically.

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.
5. If your child is struggling with their school work or needs help, speak with your child's advisor 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 you can volunteer and demonstrate your commitment. Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically.

Possible volunteer activities to support the school include:

- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Visitor's supervision
- Take-home assignments
- Initiating phone trees
- Leadership activities such as serving as the parent representative for your child's advisory class, participation in the school site council, school board of directors, or participating in other school committees

Possible volunteer activities to support your child academically include:

- Parent workshop participation
- 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 that you are comfortable with.

HOW TO VOLUNTEER

At the beginning of each month the parent newsletter will be sent home opportunities to volunteer at the school and will be posted in the parent center or school bulletin board. Feel free to call the school at the beginning of the school year or any time thereafter to volunteer.

LEADERSHIP OPPORTUNITIES FOR PARENTS

Leadership opportunities for parents include participation in the following committees:

- School Site Council Member
- Fundraising Committee
- School Beautification Committee
- Recruitment Committee
- Parent Advisory Council Member

EDUCATIONAL WORKSHOPS FOR PARENTS

Parents are encouraged to attend educational workshops each year. To participate in a workshop or special training for parents, refer to the schedule of parent workshops for the year.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held after the first 10 weeks of each semester. At this time parents have the opportunity to meet with some of 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. If you have concerns regarding your child's grades, please contact the school to schedule a conference during the teacher's conference period.

PARENT RIGHTS

Parents are guaranteed certain rights within the MSCP campus. Parents have the right to:

- Work in partnership with the school to help their child succeed
- Observe the classroom(s) in which their child is enrolled or will be enrolled.
- Meet with their child's teacher(s) and 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

Stem Preparatory Schools 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 STEM Prep 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.

STEM Prep 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 STEM Prep 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. STEM Prep 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 policies and procedures related to sexual harassment, including how to file a complaint of sexual harassment involving students, contact:

Eric Barlow
Chief Operations Officer
STEM Preparatory Schools, Inc.
3200 W. Adams Blvd.
Los Angeles, California 90018
(323) 795-0695 Fax (323) 795-0696

NON-DISCRIMINATION STATEMENT

Stem Preparatory Schools is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. STEM Prep 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 STEM Prep. 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.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found at <http://stem-prep.org/notices/nondiscrimination/>. It is the intent of STEM Prep 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.

STEM Prep 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:

Eric Barlow
Chief Operations Officer
STEM Preparatory Schools, Inc.
3200 W. Adams Blvd.
Los Angeles, California 90018
(323) 795-0695 Fax (323) 795-0696

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

Susana Enriquez
Human Resources Manager
(323) 795-0684
senriquez@stem-prep.org

COMPLAINT POLICIES

We value your voice and opinion at Crown Preparatory Academy, if you have any issue that requires our involvement we will work with you to resolve it. We encourage you to bring issues to your school administrator by submitting a Complaint Form. Any stakeholder complaint that is not under the Uniform Complaint Procedure (see below), including but not limited to

discipline, attendance, and grades, should be reported using the stakeholder Complaint Form. Please see our website or the front office for the Complaint Form.

UNIFORM COMPLAINT PROCEDURE

For complaints of non-compliance, discrimination, harassment, intimidation, or bullying please see our website or the front office for the Uniform Complaint Form.

SUICIDE PREVENTION POLICY

Please see our website for the Suicide Prevention Policy.

All of these documents mentioned above can be found on the STEM prep website <http://stem-prep.org/notices>

MANDATED REPORTER POLICY

Any employee who knows or reasonably suspects a child has been the victim of child abuse is required by the State to report the instance to the Los Angeles Department of Child and Family Services. Child abuse is broadly defined as “a physical injury that is inflicted by other than accidental means on a child by another person.”

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION “OPT-OUT” NOTICE

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections concerning their children's education records, which includes, among other records, report cards, transcripts, disciplinary records, contact and family information, and class schedules. To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. An exception to this rule includes "directory information," which is defined as: Parents'/guardians' names, address, electronic mail address, phone number, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received; and the most recent educational agency or institution attended.

STEM Prep's policy is to not release directory information to any requestor, for any purpose, without specific prior parent/guardian consent in each situation, EXCEPT we will release such information to requestors that engage in political advocacy or information dissemination related to California charter schools. If you do not want STEM Prep to disclose your contact and other directory information from your child's records to such persons or entities without your prior written consent, you must request a form from the front office by October 1, 2018.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18

years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.** Parents or eligible students should submit to the School written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that my student and I have received a copy of the Math and Science College Preparatory Student/Parent Handbook. 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 Student/Parent 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