

Aea

albert einstein academy
Letters, Arts and Sciences



Student/Parent Handbook

2017-2018

AEA STEAM School Directory

(661) 666-3677

ADMINISTRATION

Maggie Ford – CEO AEALAS, Inc.

Raffi Martinian –Principal

Debi Rodriguez – Office Manager

EMAIL ADDRESS

maggie.ford@ealas.org

raffi.martinian@ealas.org

debi.rodriguez@ealas.org



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Letters, Arts and Sciences

REGULAR BELL SCHEDULE	
Campus Opens to AEA Students	7:30 AM
School Start Time	7:50 AM
Dismissal	3:00 PM

MINIMUM DAY BELL SCHEDULE	
Campus Opens to AEA Students	7:30 AM
School Start Time	7:45 AM
Dismissal	12:45 PM

LATE START DAY BELL SCHEDULE	
Campus Opens to AEA Students	9:40 AM
School Start Time	10:00 AM
Dismissal	3:00 PM

AEA STEAM ELEMENTARY

2017-18 PARENT-STUDENT HANDBOOK

MISSION STATEMENT

The Albert Einstein Academy for Letters, Arts, and Sciences seeks to prepare students for 21st century careers and lives as members of a democratic society and global economy. AEA provides students with tools to develop their intellectual, artistic, physical, technological, and social competencies, preparing them for the next phase of their education.

Students will graduate with a deep understanding of the relationships among disciplines, as well as the ability to continuously develop their intellectual curiosity as globally aware, civic-minded individuals. We accomplish this by providing inter-disciplinary educational experiences that are rich in exposure to current and relevant technology, the visual and performing arts, leadership and service opportunities, and a variety of world languages, all in a small-school environment.

ACADEMIC PROGRAM

AEA's educational program emphasizes a multi-cultural understanding, foreign language acquisition, and academic achievement for college readiness with twenty-first century skills. To accomplish these objectives Einstein Academy uses an integrated project-based curriculum, global and multicultural themes, community service and leadership opportunities, foreign- language courses, as well as a central STEAM foundation for all curricular areas.

PBL (Project Based Learning)

Project-based learning incorporates education through experiences. Students are faced with a problem or a guiding question that must be answered through the investigatory process and with teacher guidance. When walking into a PBL environment, one would see teams of students collaborating, creating, and critically thinking while mastering the required lesson content. Throughout PBL activities students are engaged in academic dialogue that generates communication and collaboration skills in all grade-levels. The learning conducted in a PBL classroom is much deeper and richer because it is connected to everyday problems that students can easily relate to. Integrating many content areas into one project is a unique approach and one of the most successful strategies for making learning fun and effective.

S.T.E.A.M. (Science, Technology, Engineering, Art, Math)

Many engineers, doctors, computer analysts, mathematicians, and other field scientists continue to retire and few are ready to take their place. It then becomes essential that we provide AEA scholars with STEAM skills to prepare them for these types of careers. The STEAM program offered at AEA ensures that science, technology, engineering, art, and math are integral parts of the curriculum. Many of the PBL programs will be STEAM based. In addition, weekly STEAM blocks are periods designated strictly for focusing on STEAM instruction. We believe that the overarching art component of STEAM is fundamental in order to have the innovation and creativity required to perform scientific inquiry. Our STEAM days and projects are continuously supported by the technology used by students and teachers in the classroom daily.

World Languages

AEA believes that in order to successfully function in a twenty-first century world students must speak the languages of the business world. Students learn some of the top world languages which are spoken by the majority of people around the globe. AEA offers foreign language classes from Kindergarten through 6th grades. Through language acquisition students also develop a better understanding of culture and of the world around them.

Community Service and Leadership

AEA seeks to cultivate each student's commitment to public participation through opportunities to work for positive change both within and outside the school. Within the school, a dynamic student government will encourage students to get involved with issues or activities they care about. Student government activities will include weekly meetings that are part of the ongoing life of the school. Students will also be exposed to issues in the surrounding community and to investigate ways they can be a part of community improvement efforts.

EXPECTED SCHOOLWIDE LEARNING RESULTS

In accordance with the Expected Schoolwide Learning Results (ESLRs), every student who graduates from the Albert Einstein Academy for Letters, Arts and Sciences ("AEA" or "Charter School") will be:

- *An Effective Communicator*, able to read, write, converse and listen for a variety of purposes
- *An Information Manager*, able to locate, access, organize, evaluate and apply information in a complex and technological world
- *A Problem Solver*, able to apply a variety of thinking, creative and computing skills to produce solutions for practical and theoretical problems
- *A Productive Member of Society*, able to demonstrate healthy, responsible behavior and to work collaboratively and respectfully in a culturally diverse community
- *A Lifelong Learner*, able to set educational and career goals, to develop a realistic strategy to achieve those goals and to apply content knowledge and critical thinking skills to adapt to a rapidly changing environment

NON DISCRIMINATION STATEMENT

AEA is committed to providing a working and learning environment that is free from discrimination and harassment based on an individual's sex, sexual orientation, gender, gender identity, gender expression, genetic information, age, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability or any other basis protected by federal, state, local law, ordinance or regulation. Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of ADA (mental or physical disability, including a perception that the person has any of those characteristics or that the person is associated with a person who has, or is perceived to have, any of those characteristics) is a form of unlawful discrimination that will not be tolerated by the school. Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending student or employee. Harassing conduct can take many forms, including verbal acts, graphic and written statements, or conduct that is physically threatening or humiliating.

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

Additional information prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes may be found in this handbook. It is the intent of the school that all such policies are read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. The school prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to any Principal, AEALAS Board Member or to Maggie Ford.

The California Code of Regulations provides that "No person shall be excluded from participation in or denied the benefits of any local agency's program or activity on the basis of sex, sexual orientation, gender, gender identity, gender expression, genetic information, age, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, including a perception that the person has any of those characteristics or that the person is associated with a person who has, or is perceived to have, any of those characteristics in any program or activity conducted by an 'educational institution' or any other 'local agency that receives or benefits from any state financial assistance.'" 5 CCR Section 4900(a). The California Code of Regulations defines "gender" as: "sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth." 5 CCR Section 49 10(k).

AEA prohibits discrimination in all school programs and activities on the basis of gender, gender identity, gender expression, and sexual orientation, among other things. AEA maintains "a safe and supportive school environment in which all members of the school community are treated with dignity and respect." Transgender and gender non-conforming students are protected from discrimination and harassment in the public school system. Students shall have access to the restroom and locker room that corresponds to their gender identity exclusively and consistently asserted at school. Where available, a single stall bathroom or locker room area may be used by any student who desires increased privacy, regardless of the underlying reason. Questions regarding the non-discriminatory practices at AEA can be addressed with the Principal or CEO Maggie Ford.

TITLE IX POLICY FOR STAFF AND STUDENTS

Federal law, Title IX, State law and AEA policy prohibit anyone at a school from discriminating against any student on the basis of sex, sexual orientation or gender. Males and females must be treated the same in all areas, including:

- Participation in athletics
- Treatment in the classroom
- Enrollment in classes
- Recognition and honors, special awards, scholarships
- Counseling services
- Graduation activities
- Participation in extracurricular activities

In addition, Title IX protects students from sexual harassment. This means that no student, teacher, Principal, or other employee can make unwelcome sexual advances, speak in a sexual manner to, or request sexual favors from students at school or at a school-sponsored event. If a parent or student believes that the student's rights under Title IX have been violated, there is a process to resolve the

grievance. Students are encouraged to contact the Principal or CEO Maggie Ford for further guidance and reporting procedures.

PARENT INFORMATION

PARENTAL RIGHTS

Parents/guardians of pupils enrolled AEA have the right to work together in a mutually supportive and respectful partnership to help their child succeed. Parents/guardians, subject to certain conditions and notifications, have the right to:

- Observe the classroom(s) in which their student is enrolled or will be enrolled.
- Meet with their student's teacher(s) and/or Principal.
- Volunteer, under the supervision of AEA employees, their time and resources for the improvement of school facilities and programs. However, please note that in order to keep all students safe and in consideration of the best interest of the school, AEA requires all volunteers to be LIVESCAN fingerprinted and provide documentation of a recent TB test. Additionally, all volunteers must sign the Volunteer Code of Conduct attached hereto in the Appendix.
- Be notified if their student is absent from school without permission.
- Receive the results of their student's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their student that is safe and supportive of learning.
- Examine the curriculum materials of the class(es) in which their student is enrolled.
- Be informed of their student's progress in school and of the appropriate school personnel whom they should contact if problems arise with their student.
- Access to school records of their student and to question anything that they feel is inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school. Information is contained in this handbook.
- Receive information about any psychological testing the school does involving their student and to deny permission to give the test.
- Participate as a member of a school committee, governing board, or parent organization, in accordance with any rules and regulations governing membership in these groups.

PARENTAL EXPECTATIONS

1. Support your child's success. Ensure that your child works hard, follows the rules and remains focused on her/his academic achievement.
2. Communicate regularly with your child's teachers and attend parent-teacher conferences.
3. Notify AEA of any changes to your home address, telephone number or email address.
4. Ensure that your child attends school every day, prepared to learn and on time.
5. Seek immediate assistance if there are concerns regarding student progress. Inquire as to how a student may improve their grade by following up with teacher and counselor in a timely manner.
6. Answer correspondence in a timely manner.
7. Ensure your child completes all homework nightly. Homework significantly impacts grades.
8. Learn and review the rules set forth herein and given by your child's teacher with your child.

9. Ensure that your child abides all parts of the dress code daily.

PARENT INVOLVEMENT

AEA recognizes that, when schools and parents form strong partnerships, the student's potential for educational success improves significantly. Parents learn the scope of their school's instructional program and set high expectations for their children. As a result, schools can better focus on student growth and success. AEA supports a variety of parent-involvement programs that enable the school to involve parents in a broad range of roles.

Parent involvement in schools yields higher levels of student academic achievement, better attendance, and other education benefits. The inclusion of parental involvement as one of the eight state priorities adopted last year in the Local Control Funding Formula legislation (AB 97) reflects the significance of this factor in student academic success. All public schools continually seek effective ways to increase and support parent engagement at school. AEA provides a variety of ongoing informational meetings, special events and awards assemblies, workshops, and volunteer opportunities to achieve this laudable goal.

All public schools – independent charter, affiliated charter, and district -are prohibited from requiring a parent or guardian to perform volunteer service as a condition of his/her child's admission, continued enrollment, and/or participation in the school's educational activities, or otherwise discriminating against a student because his/her parent cannot, has not, or will not provide voluntary service to the school. See, e.g., ED Code § 49011. Simply put, students must not be held accountable for, or denied their educational rights based on, the actions or inactions of their parents. As also observed on the California Charter Schools Association (CCSA) website, "[w]hile parental involvement is a critical key to student success, no student would ever be punished or lose their place at a school based on a parent's volunteer hours." (CCSA Frequently Asked Questions <http://calcharters.org/understanding/faqs> [as of December 3, 2014].)

AEA remains committed to ensure that parent volunteering at the school is and remains truly voluntary.

School Volunteer Clearance Procedure and Policy

To ensure the safety of our students, all parents or community members volunteering as a chaperone for any school related field trip, activity or event including athletics must be fully cleared as a volunteer. This is applicable whether the activity takes place before, during or after the school day or on the weekend. All individuals must be LIVESCAN fingerprinted and TB and execute the Volunteer Code of Conduct form, attached hereto as Exhibit A.

TITLE I PARENT INVOLVEMENT POLICY

Part I General Expectations

AEA agrees to implement the following statutory requirements:

- a. AEA will put into operation programs, activities and procedures for the involvement of parents with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- b. Consistent with section 1118, AEA will ensure that the policy includes a school-parent compact consistent with section 1118(d) of the ESEA.
- c. AEA will incorporate the parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

- d. In carrying out the Title I, Part A parent involvement requirements, to the extent practicable, AEA will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, to the extent practicable, in a language parents understand.
- e. AEA will involve the parents of children served in Title I, Part A in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- f. AEA will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- i. That parents play an integral role in assisting their child's learning;*
- ii. That parents are encouraged to be actively involved in their child's education at school;*
- iii. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- iv. The carrying out of other activities, such as those described in section 1118 of the ESEA.*

Part II Description of How AEA Will Implement Required Parent Involvement Policy Components

1. AEA will take the following actions to involve parents in the joint development of its Parent Involvement Plan under section 1112 of the ESEA:
 - a. Involve parents in the selection of programs, activities and procedures through regular communication and at parent meetings;
 - b. Publish the Parent Involvement Policy annually through the Student-Parent Handbook
 - c. Provide opportunities for parents in the governance of the school through standing committees, ad hoc committees, School Site Council and the Governing Board.
2. AEA will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - a. Provide opportunities through parent organizations and groups for parents to participate and provide input in the review and improvement of the school.
 - b. Provide an annual written survey to parents through the mail and the Internet in an understandable and uniform format and, to the extent practicable, in a language parents understand.
 - c. Involve parents in the improvement of the school through the accreditation process as defined by the Western Association of Schools and Colleges.
3. AEA will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - a. Parent communication through home mailings, report cards, school and student assessment results, student communication, parent-teacher communication, email, school website, Blackboard Connect, the School Accountability Report Card, parent groups and other means possible.

4. AEA will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies suggested under the following other programs: Parent Institute for Quality in Education(PIQE), and English Learners Advisory Council (ELAC) by:
 - a. Parent communication regarding courses and classes available for parent education
5. AEA will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). AEA will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - a. AEA administration in collaboration will conduct the annual evaluation (including barriers to parent participation) of the parental involvement policy and use the input from the evaluation in the design and implementation of future parent involvement policies along with the review of the annual parent survey results.
 - b. Parents will provide input on the SPSA, the LCAP, student achievement, school governance practices and procedures, student services such as school safety, health, counseling and discipline, curriculum and instruction, facilities and operations, and human resources.
6. AEA will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership between AEA, parents, and the community to improve student academic achievement.

THE ANNUAL FUND

AEA recognizes the need to raise additional funds to support the school's instructional and extracurricular programs. A yearly donation to the Annual Fund is requested from parents, alumni and friends. Contributions go towards the operating budget of AEA and provide students additional opportunities to develop necessary skills and experiences to be successful learners and responsible members of the global community. Specifically, funds raised may be used for an array of items including but not limited to technology, sports equipment, art supplies or STEAM activities. The participation of parents in the Annual Fund demonstrates to potential external donors the commitment and dedication of our stakeholders and community to AEA.

UNIFORM COMPLAINT POLICY AND PROCEDURES

Scope

AEA School policy is to comply with applicable federal and state laws and regulations. AEALAS, Inc. is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

1. Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a

- person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
2. Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education Programs, No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and Special Education Programs.
 3. A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. "Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
 - c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
 - d. If AEALAS, Inc. finds merit in a pupil fees complaint AEALAS, Inc. shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by AEALAS, Inc. to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
 4. Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

AEA acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. AEA cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, AEA will attempt to do so as appropriate. AEA may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the CEO or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance Officers

The AEALAS, Inc. Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Maggie Ford, Chief Executive Officer (or designee)
AEALAS, Inc.
25443 Orchard Village Road
Valencia, CA 91355
Email: Maggie.ford@ealas.org

The CEO or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the CEO or designee. Should a complaint be filed against the CEO, the compliance officer for that case shall be the President of the AEALAS, Inc. Board of Directors.

Notifications

The CEO or designee shall annually provide written notification of AEA's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees and other interested parties.

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in AEA speak a single primary language other than English.

The CEO or designee shall make available copies of the AEA uniform complaint procedures free of charge.

The annual notice shall include the following:

- a. A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- b. A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- c. A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- d. A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's Decision
- e. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.

- f. A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and

evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the CEO or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.

2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and document submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

GENERAL COMPLAINTS

Suggestions for improving AEA are always welcome. Your good-faith complaints, questions, and suggestions also are of concern to AEA. AEA has adopted this General Complaint Policy to address concerns about the Charter School generally or regarding specific employees. For complaints regarding harassment or perceived violations of state or federal laws, please refer to the Charter School's Policy against Unlawful Harassment and/or the Charter School's Uniform Complaint Procedures. For all other complaints, the General Complaint form and accompanying procedures will be appropriate.

Policy for Complaints Generally

(General Complaints and Complaints by Third Parties against Employees)

This section of the policy is for use when either a complaint does not fall under other complaint procedures or a third party (non-employee) raises a complaint or concern about the Charter School generally, or a Charter School employee.

AEA requires all employees to observe the highest standard of business and personal ethics in the conduct of their duties and responsibilities. As representatives of AEA, employees must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations. It is the responsibility of all employees to comply with school policies noted in the Staff Handbook and to report violations or suspected violations in accordance with this policy.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the CEO or Board President (only if the complaint concerns the CEO) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, the CEO (or designee) shall abide by the following process:

1. The CEO or designee shall use his or her best efforts to ascertain the facts relating to the complaint. Where applicable, the CEO or designee shall talk with the parties identified in the complaint or persons with knowledge of the particulars of the complaint to ascertain said facts.
2. In the event that the CEO (or designee) finds that a complaint against an employee is valid, the CEO (or designee) may take appropriate action to resolve the problem. Where the complaint is against an employee of the Charter School, the CEO may take disciplinary action against the employee. As appropriate, the CEO (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. A final response to the complaint may take up to 60 days. All efforts will be made to complete the investigation in a timely manner
4. The CEO'S (or designee's) decision relating to the complaint shall be final unless it is appealed to the AEA Governing Board. The decision of the Governing Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Governing Board (if a complaint is about the CEO) or the CEO or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The privacy of school records is protected by Federal and State laws which cover nearly every type of pupil record maintained by local schools or school district central offices. Such records might include information about attendance, health, grades, behavior, athletic eligibility, or activities in class. The law prohibits the release of pupil records information without written consent of the parent, or student (18 years or older). Records or information maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and State privacy laws. Unless otherwise prohibited by law, any natural parent, adopted parent, or legal guardian may have access to and review the pupil records of their child. Also, students who are 18 years and older have the right to access and review his/her record. School employees who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. Other individuals or agencies may be authorized to access, review and/or obtain pupil records by court order or by statute.

DIRECTORY INFORMATION

Directory information is routine information maintained by the school. It is not considered student record information and does not require the same level of confidential treatment as student record information. According to Federal Legislation under PART 99 of Family Educational Rights and Privacy Act (FERPA), Directory Information includes but is not limited to the following: student name, address, telephone listing, electronic email address, photograph, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors, awards received and the most recent educational institution attended.

You child's Directory Information choice will remain intact during his/her enrollment at AEA, unless you come to AEA and request a Directory Information change in person. To change your child's Directory Information status, you must go to the School Office and fill out a Directory Information

Release change form.

Location of Pupil Records

Pupil records are maintained on this site. School officials (school employees, contractors, consultants, volunteers and other outside service providers that perform institutional services and functions) have access to pupil records for legitimate educational purposes. AEA uses outside providers to provide certain services and functions key to the operation of our institution.

Pupil Record Information

Parents/Guardians with educational rights may review any or all pupil records during regular school hours at a time that is mutually convenient to the parent (or student, when applicable) and the school official. When a pupil record of one student includes information concerning other students, the parent or adult student who wishes to inspect and review such material may see only such part as relates to the child of that parent or to the particular adult student. If the parent or adult student requests a copy of the whole or any part of a pupil record, the copy will be provided upon written request. AEA may make a reasonable charge in any amount not to exceed the actual cost of furnishing copies of the records and copies will be available during school hours at AEA within five calendar days of a written request.

For all pupil records, other than grades, a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any recorded information that is:

- An unsubstantiated personal conclusion or inference.
- Inaccurate.
- A conclusion of inference outside of the observer's area of competence.
- Not based on the personal observation of a named person with the time and place of the observation noted.
- Misleading.
- In violation of privacy or other rights.

In the absence of clerical or mechanical mistake, fraud, bad faith or incompetence, the grade given to each pupil in a course by a teacher shall be final and may not be challenged. Challenges to trimester grades must be submitted in writing to the Principal supervising the teacher's department within 60 (sixty) days of the trimester after the grades are issued. The review of a grade challenge will be conducted by the Principal. As progress grades are not final, grade changes cannot be made.

Records or information maintained by a school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent.

Upon the written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to the school in a reasonable time. There are **NO SAME DAY** services for records.

ARRIVAL AND DISMISSAL

Students who travel by car to and from school must follow the valet line procedures for exiting and entering a car. Students may not arrive on campus before supervision begins at 7:15AM. **[[INSERT SCHOOL SPECIFIC PROCEDURES]]**

Only students accompanied by an adult are allowed in the valet area. Please respect the following SAFETY rules:

- Cars should enter the Valet Line with caution.

- Never create an unsafe traffic condition while queueing to enter the valet. Follow all traffic laws and remember to drive courteously in the surrounding neighborhoods.
- Please NO TEXTING AND/OR CELL PHONE USE when in the valet line.
- The speed limit is NO MORE THAN 5 MPH.
- During drop-off, have your child ready to exit the car on the passenger side only when you arrive in the parking lot.
- Students must be dropped off and picked up in the valet lanes. Parents may park off campus and walk students to and from the campus.
- There is NO PARKING in the valet or drive through lanes.
- Please pay attention to the cars around you and follow valet volunteer instructions.
- You must exit the valet lane immediately after dropping off/picking up your child.
- Exiting cars must turn right onto Wiley Canyon Rd. Cars may not wait to cut across lanes.
- If your child is not present in the valet area after school, please park and do a walk-up.

For the safety of all students, AEA believes it is in the best interest of the students that transportation to and from school be provided by the parents/guardians, independently or with carpools. Therefore, all students in Kindergarten through Grade 6 are required to be driven to and from school.

FIELD TRIPS

For each field trip scheduled, the teacher will send home a note requesting the parent/guardian's permission and provide specific information pertaining to the trip. Field trips are a vital part of the curriculum and are shared experiences for students and their classmates. The students and teacher reflect on, write about, and discuss the trip together.

Note: Usually a limited amount of parents may accompany each class on a field trip. Parents may not simply appear at the field trip destination unless previously arranged by the teacher.

If accompanying the class, parents are asked to help direct students to cooperate with directions and instructions given by the teacher. All students who participate in a field trip must return with the class to the school campus.

FOOD, PARTY AND TOY POLICY

Food Allergies

Several students at AEA have food allergies. Reactions to these food allergens may range from mild to severe. To minimize risk to students with food allergies the following procedures are expected of all students and staff.

- Sharing food is not permitted.
- Students should wash hands before and after eating.
- A "Nut Free" table will be available in the lunch area.
- Food based classroom activities are discouraged, however, in the event that food products are used during instruction a notice will be sent home prior to the activity. A permission slip may be required for your child to participate in the activity.

Lunch

Refrigerators and microwaves are not accessible to students, unless for a dietary/health related reason as indicated in student health records. Your child is encouraged to have water/beverages to drink throughout the day, and a healthy snack for the nutrition period.

Other Food on Campus

- Candy and Soda are not permitted for students.
- Food is discouraged for class parties. A notice of all food activities must be sent home prior to the activity.

Party Invitations

- Please check with the teacher before asking your child to distribute private party invitations at school.
- If invitations are distributed at school in the classroom, all students should receive an invitation and be included.

Toys at School

- Toys may not be brought to school unless the child has his/her teacher's permission.
- Students should not bring toys to school except for special "share" days. These toys may only be taken out for the teacher approved class activity.

CHILD CUSTODY POLICY

Please provide AEA with documents about restraining orders or custody limitations. Notify your child's teacher, and the school administration, if there is any concern that an individual with restricted access to the child might attempt to contact or pick up the child from school.

PET POLICY

Due to the unpredictability of animals and potential allergic reactions, we ask that you not bring your pet onto campus, or during drop off and dismissal times. Safety animals are permitted.

EINSTEIN PARENT ORGANIZATION

Albert Einstein Academies work closely with our students' parents through the Einstein Parent Organization (EPO). This volunteer group is integral to the school's success. The EPO helps with fundraising, organizing fun activities and programs, coordinating volunteers, and much more. If you would like to be a part of this important part of AEA please reach out to the current EPO president for more information.

ATTENDANCE

COMPULSORY EDUCATION

Students who are between the ages of six and eighteen years, and not otherwise exempted, are subject to compulsory full-time education. Students who are at least sixteen years of age are allowed to attend school part-time through a continuation or other alternative education program. Parents are required by law to send their children to school. Failure to comply with these requirements may lead to a referral to a School Attendance Review Team (SART), a School Attendance Review Board (SARB), the District or City Attorney's Office, and/or the Juvenile Court. When necessary, legal action can be taken against the parent or the student, depending on who is responsible for failing to comply.

Regular attendance and punctuality are essential for success in school and necessary for success later in life. Each student at AEA has the responsibility to attend all classes regularly and to be on time.

The required attendance of children shall conform to the minimum standards prescribed by State law. Therefore, absences from school should be only for illness or an emergency. In case of absence from school:

- The parent/guardian must notify the school prior to the beginning of the school day from which his/her child will be absent. Calls are to be made to the AEA office. Parents who do not call

the school will be called at home or work to verify the absence;

- Any student who needs early dismissal must bring a note signed by the parent/guardian. The note must indicate who will pick up the child. Parents or a designated adult will be required to sign the child out when they leave and then sign in if they return for the remainder of the school day and a photo ID will be required. A sign-in/sign-out sheet is located in the AEA office;
- While permission will be given to keep a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if at all possible. Every tardy or absence slows the progress of a child's development;
- Both "excused" and "unexcused" absences are counted toward the maximum allowable absences. The distinction is made between "excused" and "unexcused" absences for the purpose of determining whether or not a student may have the opportunity to make-up class work and whether or not disciplinary action is in order; and
- **A student will be retained** in his/her present grade level if he/she has been truant for more than **10% of the required attendance days** of the current school year and has failed two or more of the required curriculum subject areas.
- Students who are habitually or chronically absent or tardy may be required to complete additional assignments to ensure that they are not falling behind academically.

California Education Code 48205 provides that the term "excused" will refer to any absence from a class based on the following:

- Illness
- Quarantine
- Medical, dental, optometric, or chiropractic appointment
- Attending the funeral of an immediate family member, e.g. mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student. (one day within the state, three days outside the state)
- Illness or medical treatment of a child of whom the student is the custodial parent
- Personal illness
- Justifiable personal reasons when the pupil's absence has been requested in writing by the parent **and** pre-approved by the principal or designee. (Absences that fall into this category include, but are not limited to an appearance in court, attendance at a funeral service, observance of religious holiday or ceremony. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.)

The term "unexcused" will refer to any absence from a class based on the following:

- Truancy
- Any absence where a student fails to provide appropriate written documentation of the absence (Students should have written documentation for absences in-hand on the first day that they return to school or an email from a parent or guardian sent to the AEA Office.)
- Leaving school early without proper authorization
- Each day that a student is late without appropriate documentation
- Other unexcused absence defined by the Principal

NOTE: Failure to attend any AEA function outside the regular school day will not be considered an absence.

Truancy

AEA will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant, including but not limited to referring the parent/guardian of the student under eighteen (18) to Juvenile Court for possible prosecution.

The term “truancy” will refer to the following:

- Leaving school without permission;
- Being absent from school without a parent’s/guardian’s knowledge;

Habitually Truant

Student has:

- 5 consecutive unexcused absences; or
- 7 unexcused absences in one month; or
- 12 unexcused absences in one school year.

Chronically Truant

Student has:

- 7 consecutive unexcused absences; or
- 10 unexcused absences in one month; or
- 15 unexcused absences in one school year.

If the student is habitually truant and the student’s parents have failed to improve the student’s attendance, the Board authorizes the Principal or his/her designee to inform the student and his/her parents of the truancy record and AEA’s intent to notify the Judge of the Juvenile Court of the student’s excessive truancy.

The Principal or his/her designee is also authorized, at the Principal’s discretion, to dismiss the student from the school.

Tardy Policy

- All students reporting to school after AEA’s school day begins will be considered tardy. Tardiness is a violation of the Code of Conduct and may lead to disciplinary action which could include suspension, dismissal or expulsion.
- Students must be in their assigned classroom by the start of school day.
- While permission will be given to keep a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if at all possible. Notes from the doctor are needed to excuse the tardy. Every tardy or absence slows the progress of a child’s development.

Tardiness is only excused for valid reasons, which include, but may not be limited to:

- Illness or injury
- Death in the family
- Medical or dental appointments
- Religious observances
- Court Summons

Short Term Independent Study Contracts

If a student will be out of school for more than three (3) consecutive days but no more than twenty (20) days, Independent Study (IS) contracts are available to so that the student is still able to get

credit for attendance. To get an IS contract, an email must be submitted to the child's teacher one week prior to the student being gone. This allows the teacher time to gather work and the parent and student time to sign the contract. All work must be completed and turned in the FIRST day that the child returns to class, or the contract will be invalid. Please contact the office for more information.

SCHOOL SAFETY

SAFE SCHOOL PLAN

AEA has prepared safety plans addressing violence prevention, emergency preparedness, traffic safety and crisis intervention. Parents may learn more about AEA's safety plans from the safety designee or Principal who oversees school safety. A copy of the AEA's Safety Plan is available in the Main Office. Various emergency drills are conducted several times during the school year – some are announced ahead of time and some are not. Parents receive communication about emergency drills and actual emergencies through an electronic communication system.

EMERGENCY CARDS AND DISASTER INFORMATION

For the safety of the child, each student must have current emergency contacts on file. All emergency contact information was included in the application paperwork submitted during the enrollment process. At least one local contact must be available on file. Emergency contact information will be kept on file in the school office for the duration of the school year.

Please be certain to inform any person you list that they are on your child's emergency contact sheet. It is also important to let your child know who may pick him/her up in an emergency.

STUDENT REUNIFICATION DURING AN EMERGENCY

After an earthquake or other disaster, students may be evacuated to the blacktop or another safe location. Parents are asked not to park on the access road or in the parking lot for the school so that these areas may be reserved for emergency response vehicles.

In the event of an emergency, a calm organized release of students to their parents is very important. Please cooperate with the following procedures:

- Parents must report to the Check-In-Gate, which is located in the second parking lot by the by the large gate
- Parents will give your child(ren)'s name(s) and the teacher(s)' name(s).
- Your student will be brought to the release gate after the parent/guardian has signed them out. The parent or guardian checking out the child may be asked to show picture identification at this time. You will be asked to indicate your destination in case other family members come for the child and need to know where the child has been taken.
- Only parents or others listed on the child's emergency release form may check a child out at anytime, including during a disaster.

If it should ever be necessary to evacuate students from the school, the number you have designated on the Emergency Card will be called. A notice of the relocation site will also be posted on the school gate and broadcasted though phone, email, and text messages. If possible, another school will be used as potential relocation site. Please see the comprehensive disaster plan for more details.

INCLEMENT WEATHER

Inclement weather can impact school operations to varying degrees. Inclement weather may include, but is not limited to, rain, snow, high winds, and extreme temperatures.

- When weather or other conditions prevent the local school buses and cars from running, schools will likely be closed. Normally, the decision to close school is made by 6:30 AM and AEA's emergency call system will call your home with an automated message.
- Adjustments to the daily schedule, procedures and activities, such as dismissal, lunch, recess, and PE may be made to accommodate inclement weather as necessary.
- During hot weather the following procedures will be followed:
 - Temperatures above 100° (as measured by campus thermometers): Recess and PE activities are limited to low exertion activities such as walking. PE may be held indoors.
 - Temperatures above 105° (as measured by campus thermometers): Recess is limited to low exertion activities in shaded areas only. Indoor classroom areas will be made available. PE will be restricted to lecture style activities in shaded areas or held indoors.

VISITORS ON SCHOOL CAMPUS

Any person with official business must provide picture identification at the front door. Generally, visitors are not permitted on campus. For an exception to this rule, campus visitors must have the consent and approval of the Principal or designee.

Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Photography or filming on campus is prohibited without prior administrative approval. Students who are not enrolled at the school are not to be on the campus unless prior approval of the Principal or designee has been obtained. Visitors may not interfere, disrupt or cause substantial disorder in any classroom or school activity. Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation.
- Provide identification and complete a visitor's permit upon arrival at the site.
- Enter and leave the school and/or classroom as quietly as possible.
- Not converse with the students, teacher and/or instructional aides during the visitation.
- Not interfere with any school activity.
- Keep the length and frequency of classroom visits reasonable.
- Follow the school's established procedures for meeting with the teacher and/or Principal after the visit, if needed.
- Return the visitor's permit to the point of origin before leaving the campus.

SEXUAL HARASSMENT POLICY

It is the policy of AEA to maintain a learning and working environment that is free from sexual harassment. Sexual harassment, of or by students or employees, is a form of sex discrimination in that it constitutes differential treatment on the basis of sex. For that reason, it is a violation of state and federal laws and a violation of school policy. The school considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension, dismissal or expulsion of the offending student. Any student or employee of AEA who believes that she or he has been a victim of sexual harassment shall bring the complaint to the attention of the Principal so that appropriate action may be taken to resolve the complaint. The school prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

AEA considers 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, to be classified as sexual harassment 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 education 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 education institution.
- Sexual harassment may include, but is not limited to:
- Verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including catcalls and whistling); sexual innuendoes or slurs or making unwanted sexual advances, invitations, or comments; repeatedly asking for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance that is unwelcome.
- Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring that is unwelcome.
- Physical conduct such as unwanted touching, pinching, kissing, patting or hugging; the blocking of normal movement; stalking; assault; and/or interference with work or study directed at an individual because of the individual's 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/or offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report, or participating in an investigation or proceeding on a claim of sexual harassment.

For assistance with student concerns, contact the school for the Principal.

ASBESTOS MANAGEMENT PLAN

An Asbestos Management Plan, also known as the "AHERA Report", which identifies where asbestos containing building materials are located at the school and the conditions of those areas. The AHERA report is available for review upon request at the Main Office.

STUDENT BEHAVIOR, CONDUCT AND DISCIPLINE

The rules included in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, our authority.

STANDARDS OF STUDENT BEHAVIOR

All students are expected to:

1. Attend school regularly and punctually; and remain on the school grounds (Please see Attendance Policy).
1. Complete all class work and homework assignments and maintain satisfactory marks.
2. Maintain a good attitude towards teachers, Principals, other staff members, and fellow

- students and comply with all reasonable requests from adult staff members.
- 3. Resolve conflicts or personal problems with the assistance of a staff member.
- 4. Bring necessary supplies and materials such as notebook, pencil, and Chromebook, to classes daily.
- 5. Conduct oneself in such a manner to be a credit to the school, home, and family.

BEHAVIOR GUIDELINES

Effective learning cannot occur without an approach to student behavior that stresses self-discipline, consistent with the maturity level of the students. Discipline, which reflects the school's policy of non-violence, exists to promote an atmosphere favorable to concentration, attention, and creativity. In addition, discipline is a positive attempt to help all students realize that they are important, worthwhile, and capable of learning. In classroom management, teachers shall be fair, firm, consistent, and impartial, displaying sensitivity to the needs of the individual child.

The following are the main ideas basic to our system of discipline. Students will be successful by:

- Knowing and obeying the rules; and
- Accepting responsibility for their behavior.
-

Corporal punishment is not permitted. No employee shall threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student.

The rules of the Student Code of Conduct apply to any conduct:

- On school grounds during the school day or immediately before or after school hours.
- On school grounds at any other time when the school is being used by a school group.
- On or off school grounds at any school activity, function, or event.
- Traveling to and from school, including actions on any school bus, van, or public conveyance.
- On the Internet, whether on School grounds or off School grounds, if the conduct affects the School's teachers and/or staff or the education of the School's students.

Code of Conduct

Violation of the Code of Conduct may subject the student to discipline including but not limited to detentions and in-school suspensions and up to and including suspension, dismissal and/or expulsion. The following behavior is a violation of the Student Code of Conduct:

- Tardiness – Arriving later than scheduled;
- Truancy – Absent without permission;
- Dress Code Violation – Not adhering to school dress code regulation;
- Disobedient/Disruptive Behavior – Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violation, inappropriate language, cursing, inappropriate gestures)
- Cheating – To act dishonestly; copying of someone else's work; to deceive, take credit for work not done by the student himself/herself;
- Profane/Obscene Language or Gestures Between/Toward Students or Staff – Use of unacceptable words, terms, or gestures to embarrass or insult another student or staff;
- Theft – To take the property of an individual or the School without right or permission
- Fighting/Violence – To participate in physical contact with one or more students with the intent to hurt or injure;
- Use, Possession, Sale or Distribution of Tobacco Products;
- Use, Possession, Sale or Distribution of Alcoholic Beverages

- Vandalism/Damage to School or Personal Property– Purposeful destruction, misuse or defacing of School or other’s personal property;
- Intimidation/Interference/Hazing of Student or Staff –Threatening to physically or verbally harm, interfere, or degrade another student or staff;
- False Alarms/Bomb Threat – Purposefully engaging in a false alarm;
- Use/Possession/Sale/Transmission/Concealment of any Drug or look alike drug or other illegal or Controlled Substance;
- Use, Possession, Sale or Distribution of a Firearm – Firearm has the same meaning as provided pursuant to the “Gun Free Schools Act of 1994.”
- Possession of a “weapon” may result in immediate expulsion.
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas- Any destructive device, which includes a bomb, a grenade, or a rocket.
- Unwelcome Sexual Conduct – Unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment i.e. pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity.
- Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined in the School’s Policy on Harassment, Intimidation, and Bullying.
- Gang involvement – Participation in gang related actions, dress and/or activities;
- Possession of Electronic Devices – Students may not have cellular phones, compact discs, electronic games, or any other devices unrelated to schoolwork. AEA understands that students come to school with cell phones for a variety of reasons. Students who have phones at school must not have them out during class nor may they disrupt class order or instruction. If the student does not comply with a request to put the phone away or to turn it off, the phone will be taken to the office and locked in the safe until the parent can come to retrieve it. **Please Note:** The Academy is not responsible for the cost or replacement of lost, damaged or stolen cell phones that are brought to the School.
- Weapons – No student at any time, for any reason, shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on property of AEA, or any AEA sponsored activity held away from the School property. For purposes of illustration, but without limitation, this rule shall include firearms, explosives, fireworks, and knives, including penknives, chemicals, and other dangerous objects, which are of no reasonable value to a student other than as a weapon.
- Serious Bodily Injury – An incident that results in serious bodily injury to one’s self or others. Serious bodily injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member or organ.”
- Wrongful Conduct – Actions not in the listing above that impede, obstruct, interfere, or violate the mission, philosophy, and regulations of the School.

PROHIBITION AGAINST DRUGS, TOBACCO AND ALCOHOL

Alcohol, tobacco and nicotine products (such as cigarettes, electronic cigarettes, vaporizers, chew, or other related products and replica nicotine products) are prohibited and students found in possession, or having used such products under school jurisdiction, will receive specified consequences that could include suspension, recommendation for participation in deterrent programs, dismissal, exclusion from extra-curricular activities or expulsion. Possession of drugs at school may also constitute a crime and will be reported to the Police.

Any student found to have participated in the unlawful sale of drugs may be recommended for expulsion and may be subject to criminal prosecution.

PROHIBITION AGAINST FIREARMS, WEAPONS, AND OTHER DANGEROUS OBJECTS

AEA maintains a "Zero Tolerance Policy" for any type of dangerous object. Therefore, school Principal will take immediate appropriate action against any student found in possession of a dangerous object. Dangerous objects include, but are not limited to, knives (including Swiss Army-style knives, X-Acto knives, utility knives), razor blades, martial arts combat equipment, clubs, brass knuckles, explosives, and any type of firearm or BB/Pellet gun (including replica guns). Any student who inadvertently brings an object onto campus that is prohibited should turn it in to the Principal immediately; doing so may avoid disciplinary consequences. Pursuant to the Federal Gun Free Schools Act, and in accordance with California law, any student found in possession of a firearm shall be recommended for expulsion. Storage of any of these items in areas such as, but not limited to, lockers, purses, backpacks, or automobiles is deemed to be "in possession."

ANTI-BULLYING, CYBER BULLYING,

ANTI-BULLYING

AEA is committed to having a learning and working environment that is free from bullying. Bullying is any severe or pervasive physical or verbal conduct, including communications made in writing or by means of an electronic act that constitutes sexual harassment, hate violence, or harassment that creates an intimidating or hostile educational environment. AEA considers bullying to be a serious offense that can result in disciplinary action to the offending student including suspension, dismissal, or expulsion.

Any AEA student who believes that she or he has been a victim of bullying or knows a student who has been the subject of bullying, shall bring a complaint to the attention of the Principal or trusted adult so that appropriate action may be taken to resolve the complaint. Faculty, staff, parents, or community members witnessing or hearing of bullying may stop the bullying when possible and will report the incident immediately to the Principal. The offender may be subject to disciplinary action if the bullying action negatively affects the school environment, the victim's attendance, the victim's feelings about him- or herself, and/or the learning experience.

Bullying is a form of violence. It can be physical, verbal, psychological, sexual, or technology-related. Bullying may include, but is not limited to the following:

- Physical: Pushing, shoving, kicking, hitting, spitting, or otherwise physically assaulting another person
- Psychological: Purposely excluding or ostracizing someone, or intimidating another person
- Psychological: Spreading rumors or gossiping
- Verbal: Using words or actions to intimidate someone
- Verbal: Teasing someone about his or her body, intelligence, race or ethnicity, disability, gender, gender identity, gender expression, nationality, religion, sexual orientation, or any other characteristic that upsets that person
- Verbal: Insulting others, threatening or name-calling
- Verbal: Making threatening phone calls or sending mean emails or texts
- Cyber bullying: Posting online unauthorized pictures or cruel messages about someone
- Cyber bullying: Using someone else's identity inappropriately in email, instant messaging, or elsewhere online
- Sexual: touching, assault, exhibitionism, and many of the acts listed above

Consequences for students who have engaged in Bullying Behavior may include the following, and will be addressed in concert with the student discipline policy:

1. Counseling/Warning
2. Parent/Student/Dean conference
3. Referral to the Police and possible arrest
4. Suspension
5. Dismissal
6. Recommendation for Expulsion

All AEA staff participates in an annual review of and training on our school's bullying and student discipline policies.

CYBER BULLYING

Cyber bullying is the use of any electronic device, such as cell phones and computers etc., which are used to send instant messaging, email, etc. to harass, threaten, or intimidate someone. Common sites used are Facebook, Twitter, Snapchat and Instagram. Students can take active measures by blacklisting or whitelisting email accounts, changing email addresses, changing ISPs, changing cell phone accounts, and attempting to trace the source. It may be advisable to inform the local police department or consult an attorney. If this offense affects the school environment, and or a student's attendance and learning process, the offender will be subject to disciplinary action.

STUDENT DRESS CODE

The purpose of the school dress code is to require dress that complies with sound health and safety practices and that is not disruptive to the educational process. Students who are not dressed according to the dress code will either wait at the office until the parent can bring a change of clothing or the student will be provided with a substitute garment. Teachers, parents, and the administration developed the dress code that is conducive to student learning.

Students shall wear appropriate clothing and groom themselves in a manner that reflects a respect for the learning environment and does not distract from the educational setting. Therefore, the following expectations apply:

1. All shirts must meet the following guidelines.
 - a. Shirts must be a long or short sleeved polo.
 - b. Shirts must be solid color, with or without the AEA logo.
 - c. Shirts must be either Navy Blue, Black, Gray, White, or Burgundy/Maroon.
 - d. Off the shoulder, see through, and spaghetti strap shirts are not permitted.
 - e. Tops must be long enough so that skin does not show when hands are raised.
2. All bottoms (pants, shorts, skirts and dresses) must meet the following guidelines.
 - a. All shorts, skirts, and dresses worn to school by students in all grades must be mid-thigh or longer.
 - b. Bottoms must be solid color.
 - c. Bottoms must be either Khaki, Navy Blue, or Black and may not be jeans or denim material.
 - d. Dress shoulder straps must be at least one-inch wide.
 - e. Pants, shorts, and skirts must be worn at waist level.
 - f. Tight pants, such as leggings and tights, must be covered by either a skirt, shorts or a long shirt.
3. Clothing with slogans and/or pictures depicting drugs, sex, profanity, obscenities, or which are gang-related are not permitted.

4. Students must wear appropriate undergarments, including socks, daily. Clothes shall be sufficient to conceal undergarments at all times.
5. For reasons of safety, students must wear shoes with good traction for running. Shoes must be securely fastened at all times. Open toed shoes, backless shoes, and sandals are not permitted. Wheels may not be worn in the shoes. (Students may wear rain boots during inclement weather.)
6. Hats may be worn outdoors only. Hats must be worn with the bill forward and without logos. (This includes both boys and girls.)
7. All dress codes are in effect during spirit-wear and free-dress days except for rules 1a, 1b, and 1c. During spirit-wear and free-dress days students may wear clothing with slogans and pictures that do not depict drugs, sex, profanity, obscenities, or which are gang-related.
8. The Principal has the prerogative not to allow items of clothing or accessories based on safety or considerations of appropriateness for school.

SUSPENSION, EXPULSION, DISMISSAL AND READMISSION

AEA believes in progressive discipline as a means to ensuring due process, intervention, and fairness to the disciplinary process. However, AEA is committed first and foremost to the health and safety of our students and staff; and second to creating the strongest possible learning and teaching environment free from the distractions of poor student behavior.

In cases where other discipline measures outlined previously have been attempted and exhausted or where circumstances warrant swift and strong consequences a student may be suspended or expelled.

SUSPENSION AND EXPULSION

California Education Code Section 48925 (d) defines suspension as “removal of a pupil from ongoing instruction for adjustment purposes.” A student may be suspended for no more than five consecutive school days. California Education Code Section 48925 (b) defines expulsion as “the removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel...” At AEA, the Board of Directors is charged with ensuring that students recommended for expulsion are afforded a fair and impartial hearing and all due process rights.

1. Jurisdiction to issue suspensions or expulsions extends to misconduct related to school activity or attendance that occur at any time, including, but not limited to:

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

California law allows classroom teachers to suspend students from the classroom for any of the behaviors described in Education Code Sections 48900 et seq. (see Grounds for Suspension/Expulsion in section B., below). If a student is suspended from the classroom, the teacher must immediately report the suspension to the Principal for appropriate action. The Principal shall then determine whether to suspend the student from school or to allow the student to remain on campus during the term of the classroom suspension. Only the school Principal or his or her designee may suspend a student from school. The term of a classroom suspension shall be no longer than the balance of the day (or class period) plus the following day (or next class period for that same class). A student serving a classroom suspension must remain on campus under appropriate supervision. Subsequent to a teacher’s classroom suspension, the teacher shall, as soon as possible, ask the parent to attend a conference with the teacher, at which the Principal may also be present. If the

student has committed an obscene act, engaged in habitual profanity or vulgarity, or has disrupted school activities or otherwise defied the valid authority of school officials, the teacher may require that the parent/guardian attend a portion of the school day in his or her child's classroom.

2. Limitations on Imposing Suspension

Suspension, including supervised suspension as described in E.C. Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. Other means of correction used should be documented and kept in the student's discipline file, available to access pursuant to E.C. Section 49069. However, a student, including an individual with exceptional needs, may be suspended for any of the reasons enumerated in E.C. Section 48900 upon a first offense, if the Principal determines that the student violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the student's presence causes a danger to others.

3. Grounds for Suspension, Dismissal or Expulsion

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Principal or the designee of the Principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities (school-wide activities; issued only by the Principal)
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- s. Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

48900.2 Committed sexual harassment (Gr. 4-12).

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (Gr. 4-12).

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school personnel or pupils (Gr. 4-12).

48900.7 Made terroristic threats against school officials or school property, or both.

4. Behavior Intervention for Students with Disabilities

Students with disabilities whose behavior impedes learning require a Behavior Support Plan (BSP) developed through the Individualized Education Program (IEP) process and implemented throughout the timeframe of the IEP.

In the case of a student who receives special education services and who is experiencing —seriousll behavior challenges as defined in the Education Code (EC sections 56520 et seq.) a Functional Analysis Assessment (FAA) and Behavior Intervention Plan (BIP) may also be required.

DISMISSAL FROM AEA

Dismissal is the permanent, indefinite removal of a student from AEA. It is less severe in nature than an expulsion. AEA may, at its discretion, dismiss a student in lieu of expelling the student if AEA determines that the student violates any of the following:

- Education Code 48900 (following the progressive steps outlined above)
- 20 or more absences
- 30 or more tardies

A dismissed student may only return to AEA in accordance with Education Code section 48916.

SURVEILLANCE CAMERAS

For student and staff protection, certain areas of the school campus are subject to surveillance by cameras.

PARENTAL NOTIFICATIONS OF SEARCHES/INTERVIEWS

While every effort will be made to maintain open and strong communication between the school and home, it may be necessary to administratively search and/or interview a student without notifying the parent or guardian. The school conducts daily random searches as part of the School Safety Plan.

FREE EXPRESSION POLICY

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators may impose restrictions on the times, place, and manner of those speech or activity in order to maintain a safe and peaceful campus for all students and employees. Students who fail to follow the directive of school site administrators concerning demonstrations, assemblies, sit-ins or walkouts may be disciplined. Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive may result in disciplinary action against the student. If the student

demonstration or walk-out causes a disruption to the general public, then local law enforcement may respond to the situation. While AEA recognizes and respects a student's freedom of speech rights, employees shall not promote, endorse, or participate in any student demonstration, distribution of materials, assembly, sit-in or walk-out.

CURRICULUM AND INSTRUCTION

CORE CURRICULUM

The school's curriculum is based on California's Frameworks for Reading and Language Arts, Mathematics, Science, Social Science, Fine Arts and Physical Education, and Health. The California Common Core Content Standards are used to guide curriculum and instruction at each grade level. AEA provides state and AEA adopted textbooks for each student in reading and language arts, mathematics, science, and social studies. Core and enrichment literature books are available at each grade level. Supplementary materials are used to provide reinforcement, intervention, and enrichment instruction.

BALANCED CURRICULUM

Students are provided with a highly structured program in reading, mathematics, written, and oral language at every grade level using PBL and S.T.E.A.M. curriculum. In addition, students receive daily instruction in the application of skills and opportunities for higher level thinking. They read rich children's literature. They have many opportunities to write their own compositions and stories. They solve challenging real-life problems and use hands-on materials, especially during S.T.E.A.M. Blocks (or equivalent), to better understand mathematical and scientific concepts. They learn about the scientific process and about the world around them. They learn about current events and about the history of our area, our state, the nation, and the world.

PHYSICAL EDUCATION PROGRAM

The state of California requires that students in grades 1 – 6 participate in regularly scheduled physical education activities. If a student is ill or injured, a parent may write a note to excuse a child from participation for up to three times during a school year. If a student needs to be excused more frequently than three times in a school year, a doctor's note will be needed. (See Physical Education and Recess Excuse section for more details.)

Students must dress appropriately for physical education class on their PE day. Girls who wear dresses on these days should also wear shorts under their dresses. All students must wear tightly laced shoes appropriate for athletic activities (such as sneakers) on PE days. Students who do not wear appropriate shoes or clothing on PE days may not participate for safety reasons. Repeated failure to dress appropriately for physical education will impact a student's PE grade.

Students participate in a variety of activities during physical education including warm-ups, stretching, aerobic (running) activities, skill development activities, and sport games. Students are encouraged to run to build endurance, but a student may walk the laps if necessary. Physical education instructors plan a variety of games and activities to make physical education fun for students. Like any school subject, some drill and practice is also needed. AEA is committed to providing a physical education program that engages students and helps them to form a life-long interest in a healthy, active life style.

MUSIC AND FINE ARTS

Teachers integrate music, drawing, painting, and appreciation of music and fine arts into the curriculum. In addition, S.T.E.A.M. Blocks include pathways that teach about different artists, artistic styles, mediums, and how they relate to history, science, and math. When available, your child be able to participate in Drama and Art classes. Please see our website for more information.

REPORT CARDS

Report cards are issued and sent home at the end of each trimester. Parents may view the interim progress report grades at the 6-week periods via Powerschool.

STUDENT ASSESSMENT

Students' skill levels and progress in mastering the core curriculum are assessed in a variety of ways including the following:

- Tests provided by the publishers of the adopted textbooks
- Benchmark tests in reading, writing, and mathematics each trimester
- Teacher prepared tests
- Teacher observation and anecdotal records
- State content standards tests in grades 3 - 6 (Smarter Balanced and CST Assessments)
- California English Language Development Test (CELDT) for English Learners and second language students

STUDENT PROGRESS REPORTING

The school uses a number of methods to keep parents informed of their child's progress including:

- Student Daily Planners or Homework Folders
- PowerSchool Parent Portal (login provided in the beginning of the school year)
- Scheduled fall parent conferences
- Additional parent conferences as requested by parent or teacher
- Report cards each trimester (December, March, June)
- Progress reports may be sent home mid-trimester or available via PowerSchool
- Annual and tri-annual IEP meetings with parents of students who receive Special Education services.
- Student Study Team meetings with parents for students having academic or behavioral difficulties.

Note: If you wish to meet with your child's teacher, please send a note or call the office and leave a message in advance. The teacher will then contact you to make an appointment. You may also email the teacher directly.

GRADES

AEA believes that grades are an important tool for parents and students to monitor progress. Teachers define academic expectations in an effort to make it as clear as possible for students to understand how they will be graded. Students may be assessed using a combination of a traditional grading scale (A, B, C, D, F), points, percentages, rubrics, and a work and study habit scale (O, G, S, N, U). On occasion, students and parents may disagree with a grade, or may not fully understand why/how a grade was awarded. Grade concerns should be handled in the following progression.

- The concern should first be addressed by the student and teacher.
- If the concern is not clarified with the student, parents are encouraged to communicate with the teacher.
- Any further inquiries about the concerned grade should then be brought to administration.

Grades will be reported via trimester report cards, and in real time through the online gradebook (PowerSchool Parent Portal). Grade books will close one week prior to the end of the trimester.

Only the teacher, with the approval of the Principal, may change a final grade.

HOMEWORK

The AEA faculty and staff recognize the importance of assigning meaningful homework to students. The philosophical belief of the school is that homework with a clear and appropriate objective fosters student achievement, independence, and responsibility, and serves as a vital link between school and home. AEA homework has a clear purpose and is used to provide feedback on learning.

Purpose:

- Reinforce and apply skills, concepts, and information taught in the classroom
- Be meaningful and appropriate to the ability and instructional level of students
- Support creative, logical, critical and analytical thinking
- Foster self-discipline and efficient use of time

CORE AND SUPPLEMENTAL READING SELECTIONS (ENGLISH/LANGUAGE ARTS)

AEA will provide parents with a list of the core and supplemental reading selections chosen for English/Language Arts at the beginning of each school year. AEA has chosen core reading selections in accordance with state standards and state frameworks. While parents may request an alternative assignment if they object to a specific selection, please keep in mind that the charter school retains the right to exercise its academic freedom and refuse the accommodation if it will interfere in the school's responsibility to implement the school curriculum in a way that is responsive to the overall educational needs of the school.

ALTERNATIVES TO USING PRESERVED AND LIVE ORGANISMS (SCIENCE)

Students with a moral objection to participation in science laboratory instruction in which animals are used will be informed of the opportunity to be excused or provided with alternative activities. In order to be excused or provided with alternative activities, the student must have a note from his/her parent or guardian requesting an alternative assignment. This assignment must require a comparable time effort investment by the student.

ENGLISH LANGUAGE LEARNERS

Students who have a second home language are initially assessed using the CELDT (California English Language Development Test). Students who do not show English mastery qualify for supplementary services through the English Language Learner (ELL) Program. These students receive daily instruction in English Language Development using state adopted materials. They learn to understand, speak, read, and write English. Their progress is monitored and tracked to assure progress in learning English. When the CELDT test along with grades and teacher and parent observations confirms that they have mastered English at a level that will allow them to be successful in English listening, speaking, reading, and writing, they are reclassified as Fluent English Proficient. Their progress continues to be monitored for two years using state tests and report card grades to assess their academic level.

COMMUNITY SERVICE

In addition to developing academic skills, AEA strives to develop a sense of community and civic pride. To develop that sense students are required to complete ten (10) hours of community service

each school year. Service hours must be completed at pre-approved organizations and events that provide a benefit to others in the community. Details about pre-approved organizations and events may be found on the Community Service portion of the easlas.org website. Students and parents may request approval for additional opportunities not already listed.

Students must have a community service log form signed by the event supervisor at the time of the service. An optional reflection may be completed by the student. He/she then turns the form into his/her teacher. The Community Service coordinator will then process the form and issue a certificate of completion. To receive the certificate before the school year ends all logs must be turned in by the end of the first full week in May. Logs received after may not be processed before the last day of the school.

Hours not completed before the end of the school year will be added to the next school year's total. Students in 6th grade may not participate in the 6th grade end of the year trips/celebrations if they have not completed the required community service hours.

Students who start mid-year will have to complete a pro-rated amount of hours. Students will be responsible to complete one hour of service per month of school remaining in the school year.

INSTRUCTIONAL TECHNOLOGY

GOOGLE ACCOUNTS AND GOOGLE APPS FOR EDUCATION

All students will receive a AEA-managed Google account; this account is necessary to login to the Student's Chromebook while on campus. Only currently enrolled AEA students will have access to a AEA Google account. Students are provided unlimited file storage through Google Drive. All files stored on Google Drive are managed by AEA and are subject to review, confiscation, and destruction by AEA administration. Students should refrain from storing inappropriate or personal material (such as personal photos, copyrighted material not used for educational purposes) on their Google Drive. Students are also provided with a Google email account (Gmail). This account is fully managed by AEA and emails are archived using Google Vault. When students leave AEA (through graduation or transfer), all files can be transferred to a student's personal Google account.

INTERNET ACCESS

As the Chromebook is an internet-based device, students will need internet access in order to use the webbased applications. AEA provides internet access at the school site.

At school students are expected to observe all AEA technology policies as well as federal, state and local laws. Student accounts are configured to provide internet filtering and website monitoring for inappropriate content using CIPA compliant software and hardware on campus and off campus. Students are responsible for following the policies expressed in this overview and the AEA's Acceptable Use Policy at all times when using their AEA account.

Students will be able to access all work and files when offline. Students are responsible for ensuring that files have synced once reconnected to the internet.

MONITORING AND SCANNING

As part of our AUP and within the provisions of CIPA, AEA has the right and duty to monitor and control access to the AEA network and connected devices. It is our intent to provide a safe and useful instructional resource for students. All files, messages, internet browsing history, and any other

activity on a an AEA managed account may be monitored for appropriate content, student safety, and adherence to the AEA academic integrity policy.

GUIDELINES FOR APPROPRIATE USE

With the opportunity afforded by using technology, comes the expectation to use that technology responsibly. Failure to use the Chromebook responsibly may result in disciplinary action.

AEA INTERNET ACCEPTABLE USE POLICY

As part of our School Technology Plan, AEA provides computer network and internet access for its students and employees. AEA teachers and students use the internet as an instructional tool, to communicate, collaborate, and to complete many of their assigned academic and professional responsibilities. Access to the internet is an integral part of the instructional program designed to help students meet the AEA Expected Schoolwide Learning Results. Each year, students and employees must acknowledge receipt of an agreement with this Acceptable Use Policy (“AUP” or the “Policy”). Students who are under 18 must also have a parent or guardian sign this policy. By signing the Parent-Student Handbook agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the internet to a teacher or Principal. Parties agreeing to this Policy also understand that AEA may revise the AUP, as it deems necessary. Any such changes will be posted on the AEA website: <http://www.ealas.org>

ACCEPTABLE USE POLICY FOR THE INTERNET

Access to the AEA computer network (including, but not limited to: host computers, file servers, application servers, laptops, network hardware, printers, hand-held internet accessible devices, software, applications, data files, email systems, and all internal and external computer and communications networks and peripherals) and the internet is an integral part of the AEA instructional program and school operations. Failure to use the AEA computer network, internet access, and student and employee accounts for exclusively educational or professional purposes may result in disciplinary action.

Students and employees may have several user accounts authorized by AEA, including, but not limited to: network access, email, calendars, file storage, applications (apps), instructional and professional resources. User accounts refer to any account created for educational or professional use while using the AEA network. All accounts created for use while at AEA should use the user’s AEA email account for registration. AEA accounts should not be used for personal purposes.

User accounts may only be used during the time the User is a student or employee of AEA. Each account owner is responsible for using it properly. The student or employee may be required to change the password the first time he or she uses the user account and routinely thereafter. Use of passwords to gain access to the AEA network does not imply that the User has an expectation of security or privacy. If a User is uncertain about whether a particular use of the computer network, website, application, or email is appropriate, he or she should consult a teacher or Principal.

UNACCEPTABLE USES OF THE COMPUTER NETWORK, EMAIL OR INTERNET

1. Uses that violate any state or federal law, municipal ordinance, or AEA Policy are unacceptable.
2. Unacceptable uses include, but are not limited to:
 - a. Selling or purchasing any illegal substance;

- b. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
- c. Transmitting or downloading confidential information or copyrighted materials.
- 3. Uses that involve accessing, transmitting or downloading inappropriate materials on the internet, as determined by the AEA Governing Board or any related authority.
- 4. Uses that involve obtaining and/or using anonymous email sites.
- 5. Uses that involve circumventing the AEA network, filtering and/or firewall.
- 6. Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following when done while using a AEA device or the AEA network:

- 1. Engaging in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 2. Deleting, copying, modifying, or forging other User's emails, files, or data.
- 3. Installing or using encryption software on any AEA device or the AEA network.
- 4. Accessing another User's account for any purpose, even with consent.
- 5. Damaging computer equipment, files, data or the network.
- 6. Using profane, abusive, or impolite language.
- 7. Disguising one's identity, impersonating other Users, or sending anonymous messages.
- 8. Threatening, harassing, or making defamatory or false statements about others.
- 9. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
- 10. Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance including, but not limited to "email bombs."
- 11. Accessing, transmitting, or downloading large files, including "chain letters" or any type of "pyramid schemes."
- 12. Using any AEA computer to undertake "hacking," "phishing" or "spamming" internal or external to AEA, or attempting to access information that is protected by privacy laws.
- 13. Access and Interference: Using any robot, spider, other automatic device, or manual process to monitor or copy AEA web pages or the content contained thereon or for any other unauthorized purpose; or, using any device, software or routine to interfere or attempt to interfere with the proper working of the AEA website and/or network.
- 14. Abusing AEA network resources such as emailing mass mailings and chain letters, engaging in spam, subscribing to a non-work or non-school related listserv or group, spending excessive time on the internet for personal reasons, playing games, streaming music or videos, engaging in non-AEA related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic (intentionally or unintentionally).
- 15. Uses that jeopardize access or lead to unauthorized access into Accounts or other networks are unacceptable. Unacceptable uses include, but are not limited to the following:
 - a. Using others' User Account passwords or identifiers.
 - b. Disclosing one's Account password to other Users or allowing other Users to use one's Account.
 - c. Gaining unauthorized access into others' User Accounts or other computer networks.
 - d. Interfering with other Users' ability to access their Accounts.
- 16. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
 - a. Selling or buying anything over the internet for non-AEA related personal or financial gain.
 - b. Using the internet for non-AEA related advertising, promotion, or financial gain.

- c. Conducting for-profit business activities and engaging in non-governmental related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.
- d. Sending any email that is deceptive, misleading, or violates any state or federal statute or regulation including, but not limited to, the CAN-SPAM Act of 2003, or any state email or deceptive practice statute.

PLAGIARISM POLICY

Researching information on the internet and incorporating that information into a student's work is an acceptable educational use, but students have an obligation to credit and acknowledge the source of information. Accordingly, the student acknowledges that plagiarism is inappropriate and unacceptable. Students who plagiarize work will be subject to the discipline specified in the AEA Academic Integrity Policy.

COPYRIGHT POLICY

AEA prohibits the lawful and unlawful use of AEA equipment or network resources to download or share music, video, pictures, text or any content or media for the purpose of selling or giving access to the files to others, unless specifically authorized by the AEA.

INTERNET SAFETY

1. In compliance with the Children's Internet Protection Act ("CIPA"), AEA implements firewall filtering/blocking software and hardware to restrict access to internet sites containing child pornography, obscene depictions or other materials harmful to minors under 18 years of age. Although AEA takes every precaution to ensure that such materials are not accessed through the computer network, there is still a risk an internet User may be exposed to a site containing such materials. A User who connects to such a site must immediately disconnect from the site and notify a teacher or Principal. If a User sees another User accessing inappropriate sites, he or she should notify a teacher or Principal immediately.
2. In compliance with CIPA, AEA and its representatives monitor all minors' online activities while on the AEA network or AEA devices, including website browsing, email use, video and text chat, instant messaging, social media, blog participation and other forms of electronic communication. Such monitoring may lead to a discovery that a User has violated or may be violating this Policy, the appropriate disciplinary policy or the law. Monitoring is aimed to protect minors from accessing inappropriate material, as well as to help enforce this Policy as determined necessary by the AEA Governing Board or other related authority. AEA also monitors other Users' (e.g. employees) online activities while on the AEA network or AEA devices and may access, review, copy, store or delete any electronic communication or files and disclose them to others as it deems necessary.
3. If a student under the age of 18 accesses his/her AEA 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 student's use thereof. Filtering and/or blocking software will be employed to monitor home access to the internet. Parents and legal guardians should inquire at AEA if they desire more detailed information about the software.
4. Student information shall not be posted online unless it is necessary to receive information for instructional purposes and only if the student's teacher and parent or guardian has granted permission in advance.
5. Safety and Identify Theft: Users shall not reveal on the internet personal information about themselves or about other persons. For example, Users should not reveal their full name, home address, telephone number, school address, social security number, credit card number,

photograph, parents/guardians' name or any other information that could identify them to anyone except AEA staff. It is illegal to post other employees' personal information online without their prior consent.

6. AEA has the authority to suspend, dismiss or expel students for bullying fellow students over the internet, in text-messaging or image by means of an electronic device including but not limited to a telephone, wireless telephone or other wireless communication device, computer or pager.
7. Users are advised not meet in person anyone they have met on the internet in a secluded place or a private setting. Users who are under the age of 18 are advised not to meet in person anyone they havemet on the internet without his/her parents/guardians' permission.
8. Users will abide by all AEA security policies and by CIPA.

PRIVACY POLICY

No Expectation of Privacy: AEA has the authority to monitor all Accounts, including email, files, documents, internet activity, and other materials transmitted, received, or created by the User. Users cannot expect that anything created, stored, sent or received using the AEA network will be private. Files and email are continuously archived by AEA; therefore, their contents will still be available even though the User has deleted them. Files, email and/or the history of websites a User has visited may be read by AEA at any time, including if it is believed that the User violated the AUP, the school discipline policy, the school ethics policy, the school academic integrity policy, or the law. All such materials are the property of AEA. Users do not have any right or expectation of privacy regarding such materials.

Restriction of Free Speech: The AEA network is not a public access service or a public forum. AEA has the right and responsibility to restrict material including text, graphics and all other forms of expression accessed, posted or stored on the system.

Waiver of Privacy Rights

Students expressly waive any right of privacy, as to AEA, in anything they create, store, send, or receive using the AEA network. They understand and consent to AEA' use of human and/or automated means to monitor the use of the AEA network and devices, including email and internet access.

PENALTIES FOR IMPROPER USE OF THE INTERNET

Access to the internet and the use of a computer (or other AEA provided devices) is an integral part of the instructional program and school operations. Inappropriate use may lead to disciplinary and/or legal action including but not limited to suspension or expulsion for students, or dismissal from employment from AEA, or criminal prosecution by government authorities. AEA will tailor any disciplinary action to meet the specific concerns related to each violation.

DISCLAIMER

- AEA 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. AEA also denies any responsibility for the accuracy or quality of the information obtained through the Account. An internet search may automatically produce search results that reference or link to third party sites throughout the internet. AEA has no control over these sites or the content within them. AEA cannot guarantee, represent or warrant the content of any third party site is accurate, legal and/or inoffensive. AEA does not endorse the content of any third party site, nor do we warrant that the site will not contain viruses or otherwise impact an internal or external computer.

- Any statement accessible on the AEA computer network or the internet is understood to be the author's individual point of view and not that of AEA, its affiliates, or employees.
- Users are responsible for any losses sustained by AEA or its affiliates resulting from the User's intentional misuse of any Account.

By agreeing to this AUP, students, parents and employees help to ensure a safe learning environment for everyone. For additional information about this Policy, contact the Principal.

ADDITIONAL USE OF TECHNOLOGY BY STUDENTS

Additional devices such as audio-visual equipment and other devices are utilized in selected classes and may be checked out to selected students. The school Acceptable Use Policy and Restitution of Monies policy are applicable to the issuance of any school equipment to students.

STATE AND AEA ASSESSMENT POLICY

As a California public school, AEA administers all California state mandated assessments in the California Assessment of Student Performance and Progress (CAASPP). In addition to California state mandated assessments in the CAASPP, AEA has selected and developed other assessments designed to provide students, parents/guardians, and the school with feedback on student performance. The school uses the results of these assessments to make adjustments to the instructional program to ensure that students are adequately prepared for success in college and career. These assessments may include department created writing prompts, department created multiple choice assessments, computer based assessments and third-party standardized assessments. The selection and development of the AEA assessments is a local decision made by the AEA instructional departments and through various school committees consisting of faculty, students, and parents/guardians. Careful consideration is given to the purpose of these assessments, the usefulness of the results, and the instructional time necessary for the administration of the tests.

There are no grades associated with any assessment in the CAASPP program. However, AEA developed or selected assessments are often graded, and students who do not participate in AEA-selected or developed assessments may receive a grade indicating lack of participation and may lose opportunities to participate in optional school activities.

Per California Education Code 60615, parents and guardians have the right to exempt their child from participating in the CAASPP program. California Education Code 60615 reads as follows: Notwithstanding any other provision of law, a parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the assessments administered pursuant to this chapter shall be granted.

California Education Code 60615 applies only to state-mandated assessments in the CAASPP program. Students not participating in the CAASPP program are expected to be in attendance at school during the testing periods each day, and will be required to participate in alternative school activities during these periods.

STUDENTS WITH DISABILITIES

AEA ensures that Students with Disabilities receive a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). The LRE consists of a continuum of services which includes but is not limited to instruction in the general education classroom, access to and progress in the general education curriculum, instructional, curricular and behavioral supports layered within the school environment, interaction with non-disabled students, resource support services and specialized co-taught core classes.

AEA's Special Education Program operates using the *Learning Center/Collaboration/Inclusion Model*. At AEA, the Special Education Program is grounded in the philosophy that ALL students can learn. The continuum of programs has been designed to meet a variety of students' educational and social-emotional needs and includes the following:

- Resource Program/Learning Center Model
 - Students take general education courses with support in addition to one or two periods of Resources Skills Support Classes each day
- Deaf and Hard of Hearing
 - Students are fully mainstreamed with support (sign language interpreter or aide)
 - Students may take one period/day of DHH support in communication skills
- Severe/Moderate/Mild ID Program
 - Students in this program require the highest level of support. This is an academic and life skills based program.

Access to each of the above programs is determined and based on individual student needs. A specific program is customized for every student with a disability, and a particular disability category does not automatically qualify a student for a program placement. In addition to the full and customizable continuum of programs, all students have access to ALL academic programs, athletics, and activities.

Students in all programs have access to highly qualified Special Educators who work with teachers and Mental Health Professionals to provide social and emotional support for all of students with disabilities. Special education teachers are dually credentialed and all NCLB Certified in core subject as required. The AEA Director Special Education coordinates and facilitates transition activities for all students with disabilities to ensure a successful transition to high school.

If you believe your child needs Special Education services, contact your student's teacher or the Director of Special Education for further information and assistance.

Students with Disabilities/Medical Conditions Under Section 504

Section 504 of the Rehabilitation Act of 1973 (section 504) is a federal law that prohibits discrimination against individuals with disabilities in programs and activities that receive federal funding. Discrimination/harassment in any form toward individuals on the basis of their disability is unacceptable and will not be tolerated.

Section 504 requires that students with disabilities be provided a free, appropriate, public education. A Section 504 Plan may be developed for students with disabilities or medical conditions who do not need or require special education services but who may need accommodations, supplementary aids and/or services which can be provided through the general education program. For further information and/or assistance concerning Section 504, contact your student's teacher and/or the Principal.

MEDICAL AND HEALTH SECTION

HEALTH OFFICE INFORMATION

The Health Office is open during classroom hours. Students with any physical or emotional health problem may come to the Health Office with a written pass from his/her teacher. The parent/guardian will be called if the student needs to go home. When picking up an ill student, the parent or guardian must come into the Main Office to sign the student out. If a student goes home due to illness, he/she may not return the same school day. Current emergency information MUST be on file at the school so that parents can be notified promptly in case of an accident or illness involving their child. No student will be released to any person not listed on the emergency card. Parents are encouraged to update their emergency information.

Conditions that require students to readmit through the Health Office with a doctor's note, are as follows:

1. A student returning to school with stitches, cast, crutches, brace, splint or sling.
2. A student returning to school after an injury, surgery, hospitalization, contagious illness, a mental health emergency.
3. A student returning to school after an absence for any prolonged illness which is defined as more than five days.

Parents must inform the Main Office for any absences days due to long term hospitalization, Drug/Alcohol Treatment Facilities, Eating Disorder Treatment Facilities, and Mental Health Facilities.

IMMUNIZATIONS

Starting January 1, 2016:

- Parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine.
- Students will no longer be required to have immunizations for entry if they attend:
 - A home-based private school or
 - An independent study program and do not receive classroom-based instruction.
- Students who have an individualized education program (IEP) should continue to receive all necessary services identified in their IEP regardless of their vaccination status.

However, parents or guardians must continue to provide immunization records for these students to their schools, and schools must continue to maintain and report records of immunizations that have been received for these students.

No distinction is made between exemptions based on religious beliefs and other personal beliefs. Starting in 2016, exemptions for religious or other personal beliefs will no longer be an option for the vaccines that are currently required for entry into school or child care in California.

Personal Belief Exemptions

Personal beliefs exemptions (PBEs) filed at a school or child-care facility before January 1, 2016 will remain valid until the student enrolls in the next grade span, typically at kindergarten (or transitional kindergarten) or 7th grade.

A PBE filed before 2016 at:

- A child-care facility will remain valid until the child first enters the span between transitional-kindergarten through 6th grade.

- Entry to any grade from transitional kindergarten/kindergarten through 6th grade will remain valid until the child completes 6th grade.
- Entry to any grade from 7th through 12th will remain valid through 12th grade.

PBEs filed in 2015 are only valid when signed by both an authorized health care practitioner and a parent/guardian no more than 6 months prior to first entry into school or child care or a new grade span (if the "religious beliefs" box was checked, then a practitioner signature was not required). Therefore, PBEs filed in 2015 are **invalid** for children first entering child care or school in California in the fall of 2016.

Personal beliefs exemptions will be allowed for any new immunization requirement initiated by the California Department of Public Health.

Medical Exemptions

A parent or guardian must submit a written statement from a licensed physician (M.D. or D.O.) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempt.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

In contrast, the other categories of licensed or credentialed practitioners in California previously authorized through 2015 to sign requests for personal beliefs exemptions (e.g., Nurse Practitioner, Physician Assistant, Naturopathic Doctor, or School) may not provide medical exemptions.

Children behind on their required immunizations may be admitted conditionally, if they are not currently due for any doses or have a temporary medical exemption.

The language of Senate Bill 277 (Pan, 2015) is available at:

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB277.

STUDENT MEDICATION

California Education Code Section, 49423 allows the school nurse or other designated school personnel to assist students who are required to take prescriptive and non-prescriptive medication during the school day. Medication should be taken at home with parent supervision whenever possible. This service is provided to enable the student to remain in school and to maintain, or improve his/her potential for education and learning. Doctor's permission is required annually and will remain valid for the entire school year. School personnel will administer medications to any student only if it is in the original container and with parent and physician written permission. Medication forms, including medication instructions, are to be completed by the parent/guardian and the physician. Forms are available in the office. Medications are kept in the office where distribution can be supervised by office personnel. **A STUDENT IS NOT ALLOWED TO CARRY ANY TYPE OF MEDICINE AT SCHOOL**, including cough drops.

HEALTH SCREENING POLICY

The major focus of school health services is on the prevention and early detection and correction of health problems.

At the elementary school level, three types of health screenings are provided. These screenings do not take the place of annual comprehensive health exams by the child's pediatrician. A parent or

teacher may refer a student for screening at any time. The parent will be notified when students do not pass a specific screening.

Parental Rights: A parent may exempt his or her child from one or more of these screenings by submitting an **annual** written statement to the school office stating that the parent does NOT consent to a specific screening. (CA Ed. Code 49451) The screenings and the grade levels at which they are routinely given are given below:

- VISION SCREENING - Kindergarten, third, and fifth grade students; students who have an IEP triennially (AC Ed. Code 49455 and CA Admin. Code 596)
- COLOR PERCEPTION - First grade male students (CA Ed. Code 9455 and CA Admin. Code 595)
- HEARING SCREENING - Kindergarten, second, and fifth grade students, plus students who have and IEP tri-annually. (CA Admin. Code 2951)

MISCELLANEOUS HEALTH INFORMATION

A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Students must be fever free for 24 hours without the use of fever reducing medicines before returning to school. The student must check in at the Main Office upon returning to school. A student with suspected conjunctivitis (pink eye) will be excluded from school and must return with a doctor's note.

An effort will be made to notify parents/guardians about school exposure to chickenpox. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school office. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of cancer or organ transplants.

Students with a medical condition and who have been approved by the School's Health Office may be allowed to wear protective gear (hats, sun visors, and/or sunglasses) while outdoors at recess, gym, etc. However, AEA may regulate the type of sun protective clothing/headgear worn by students. AEA School is not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for his/her outdoor activities while at school.

Health Insurance

Children's Health Access and Medi-Cal Programs (CHAMP) provide information and assist parents to access health and insurance for their children ages 0-18. Parents can call a toll free Helpline at 1 (866)742-2273.

Summary of FERPA Rights Regarding Personally Identifiable Information

The Family Educational Rights and Privacy Act ("FERPA") affords parents certain rights with respect to the student's education records. The right to provide written consent before AEA discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Pursuant to §99.3, PII includes among other things, personal identifiers, such as the student's social security number, student number, or biometric record (which includes fingerprints; retina and iris patterns; voiceprints; DNA sequence; facial characteristics; and handwriting).

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 CFR §99.31 of the FERPA regulations. A school may disclose PII from the education records of a student without obtaining prior

written consent of the parents or the eligible student to other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.

COMMUNICATION

PARENT EMAIL

Parents who have provided their email addresses on the enrollment forms will receive essential communications from AEA. A weekly bulletin is sent out which provides details on the meetings, activities, sports games, and important announcements scheduled for the week. Emails to parents also include press releases from our CEO, important notices from the Health Office, community and EPO meeting details, as well as flyer information for many events.

STUDENT EMAIL

All AEA students are assigned an email account. Student email accounts are for instructional purposes and are governed by the *AEA Acceptable Use Policy for the Internet* and the Children's Internet Protection Act (CIPA). The school uses Google (Gmail) for student email accounts.

The student email account may only be used during the time the user is a student of AEA. As part of our AUP and CIPA, the school has the right and duty to monitor and control access to student email. It is our intent to provide a safe and useful communication tool for students. **Individual email and school account usernames and passwords are distributed during the first week of school.** It is very important that students keep their usernames and passwords private and do not share either with other students. User names cannot be changed. Because student email is web-based, students and parents can also access student email accounts from home and public library computers. AEA email is the preferred method of communicating for many teachers and sponsors of clubs, activities and athletics. Students are expected to check their account every day.

Teachers are encouraged to incorporate this kind of communication into their instruction. Possible uses for student email are: pen pal exchanges with classrooms and content experts; communication with teachers and classroom groups on assignments and collaborative projects. Students and teachers will also be able to develop their own creative uses for this educational resource.

TELEPHONIC COMMUNICATION

Blackboard Connect Data Systems

Blackboard Connect is used to notify families of the important events for the upcoming week and to send individual messages. Messages may be received via telephone, email or text. Parents provide phone number, email address and cell phone number as part of registration. Parents may opt out of text message communications. Blackboard Connect also offers teachers the opportunity to send individualized messages to students about grades, behavior, and positive reinforcements. It is important that the school has a current active working primary telephone number, email address and cell phone for each family. If there is a change in primary telephone number, email address or cell number, please contact the Main Office as soon as possible.

MEDIA RELEASE

Occasionally, members of the news media may visit schools to cover activities such as sport competitions, school assemblies, special programs and general newsworthy events. The law provides

that when members of the news media are lawfully on campus, they may interview, photograph and/or film students. However, the law also provides that a student may decline to speak to the media and may refuse to be interviewed, filmed or photographed.

When visits from the news media are prearranged, schools shall make every effort to notify parents in advance and to provide parents with the opportunity to authorize or to withhold permission for media access to their child.

PARENT/STUDENT HANDBOOK AND BEHAVIOR ACKNOWLEDGEMENT

August 2016

Dear Parents & Students,

Each year, Albert Einstein Academy for Letters, Arts and Sciences publishes a Parent/Student Handbook with information on policies, procedures, programs, and discipline expectations. The information contained in this document is important and serves as a valuable reference for you regarding your child's educational experience at AEA.

Please review the handbook and then sign and return this form to confirm that you have been made aware of the information found in the Parent/Student Handbook.

Thanks in advance for your cooperation.

Please have your child return this form to their classroom teacher. Thank you!

Student's Last name

Student's First name

Grade

Classroom Teacher

I have received, read and understand the information contained in the Albert Einstein Academy for Letter, Arts and Sciences Student/Parent Handbook.

Parent's Signature

Date

Student's Signature

Date

APPENDIX

AEA PARENT'S & VISITOR'S GUIDELINES

In order to maintain an orderly, respectful and secure educational environment for the students and staff of the AEA Elementary School, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth herein.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and others who visit our school and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The Principal, or his/her designee, is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor
- All visitors to the school must report to the office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s), so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.

- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Persons in violation of the Code of Conduct

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

EALAS, Inc. reserves its right to pursue a civil or criminal legal action against any person violating the code.

I agree to follow the AEA Parent and Visitor Guidelines at all times.

<hr/>	
Printed Name of AEA Parent	Childs Name
<hr/>	
Signature of AEA Parent	Date
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