STUDENT/PARENT HANDBOOK
Policy and Procedures
2019 - 2020

HighTech LA
Charter High School
17111 Victory Blvd.
Van Nuys, CA 91406
818-609-2640
818-881-1754 (Fax)
www.ht-la.org
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School Personnel

Staff
Principal
Mathew McClenahan
818-609-2652
mr.mcclenahan@ht-la.org

Assistant Principal/
Special Education Coordinator
Colleen Molina
818-609-2685
ms.molina@ht-la.org

School Counselor
Nikki Bender
818-609-2682
ms.bender@ht-la.org

Director of College Counseling/
Director of Community Outreach and
Recruitment
Nicole Miramontes
818-609-2686
ms.miramontes@ht-la.org

IT Director
Rashantha De Silva
818-609-2658
mr.desilva@ht-la.org

Executive Administrative Assistant/
AP/AR
Gabriela Flores
818-609-2687
ms.flores@ht-la.org

Office Manager
Nelly Tirado
818-609-2662
ms.tirado@ht-la.org

A full list of contact information for current faculty is available on our website, www.ht-la.org.

HighTech LA Board of Directors

<table>
<thead>
<tr>
<th>Elliot Ponchick, Chair</th>
<th><a href="mailto:elliot.ponchick@ht-la.org">elliot.ponchick@ht-la.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate Ides</td>
<td><a href="mailto:kate.ides@ht-la.org">kate.ides@ht-la.org</a></td>
</tr>
<tr>
<td>Ghalib Kassam</td>
<td><a href="mailto:ghalib.kassam@ht-la.org">ghalib.kassam@ht-la.org</a></td>
</tr>
<tr>
<td>Andrew D’Amico</td>
<td><a href="mailto:andrew.damico@ht-la.org">andrew.damico@ht-la.org</a></td>
</tr>
<tr>
<td>Adam Berns</td>
<td><a href="mailto:adam.berns@ht-la.org">adam.berns@ht-la.org</a></td>
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<tr>
<td>Adam Siegler</td>
<td><a href="mailto:adam.siegler@ht-la.org">adam.siegler@ht-la.org</a></td>
</tr>
<tr>
<td>James Kelly</td>
<td><a href="mailto:james.kelly@ht-la.org">james.kelly@ht-la.org</a></td>
</tr>
<tr>
<td>Julie Zingerman</td>
<td><a href="mailto:julie.zingerman@ht-la.org">julie.zingerman@ht-la.org</a></td>
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Governing Board Meetings
The HighTech LA (“HTLA”) Governing Board meets on the first Tuesday of every other month at 5:00 pm at HTLA. All are welcome to attend and speak. Agendas and minutes of past meetings are available for viewing on the HTLA website http://www.ht-la.org.
Purpose

Mission Statement
HighTech LA Charter School ("HTLA" or "Charter School") is a diverse community of active learners dedicated to fusing the traditional academic subjects with real-world, technical applications and problem solving skills. Students are productive, self-directed learners, engaged in rigorous, relevant work. HTLA prepares students to be motivated, influential leaders committed to the challenge of connecting our community to the larger society.

HighTech LA is an institution of learning:
- Housed in a state-of-the-art educational facility to create a stimulating educational environment.
- Enriched by the utilization of technology to develop vital career skills required of professionals in tomorrow’s workforce.
- Centered on project-based learning that emphasizes real-world, hands-on educational experiences.
- Committed to community service and awareness through student internships with local business and industry.
- Personalized to meet the holistic needs and to maximize the unique talents of the individual student.
- Dedicated to the development of students with individual integrity and a strong sense of ethics.

Expected Schoolwide Learning Results
- **Community:** HTLA students will be active and positive members of their families and their community. They will demonstrate tolerance, respect, and honesty to all community members.
- **Technology:** HTLA students will use technology as a tool to solve problems, conduct research, organize and manage projects, perform complex mathematical calculations, and enhance all work.
- **Communication:** HTLA students will develop excellent written and oral communication skills which are essential for success in college and the workplace.
- **Collaboration:** HTLA students will, in addition to working as self-directed learners, draw upon their collective thinking and experience to collaborate on projects.

Respect for Self and Others
HTLA students and staff are expected to respect others and support teaching and learning. Prohibited behavior by HTLA students includes offensive language, ignoring a staff member’s request, threats, slander, sexual harassment or misconduct, lying, theft, fighting, and bullying. Willfully causing physical harm to another member of the HTLA community may lead to removal from the Charter School. Any student who steals from the Charter School, another student or a staff member will be subject to disciplinary consequences that may result in removal from the Charter School.
General Information
Daily/Weekly Schedule
2019 – 2020

HTLA is on a “block schedule.” The bell schedule is set out below:
THIS SCHEDULE IS SUBJECT TO CHANGE

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<td>2:10 PM</td>
<td>3:50 PM</td>
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**Tutoring**
Every full time HTLA teacher is available one (1) hour every week either before or after school during the school year for tutoring. A current tutoring schedule will be available on our website [www.ht-la.org](http://www.ht-la.org), and in the Main Office. Students will be notified via email when any changes are made.
## 2019 - 2020 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
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<tr>
<td>Monday, August 12, 2019</td>
<td>Pupil Free Day</td>
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<tr>
<td>Tuesday, August 13, 2019</td>
<td>First Day of Fall Semester</td>
</tr>
<tr>
<td>Wednesday, August 28, 2019</td>
<td>Back to School Night</td>
</tr>
<tr>
<td>Monday, September 2, 2019</td>
<td>Labor Day – No School</td>
</tr>
<tr>
<td>Monday, September 30, 2019</td>
<td>Rosh Hashanah – No School</td>
</tr>
<tr>
<td>Wednesday, October 9, 2019</td>
<td>Yom Kippur- No School</td>
</tr>
<tr>
<td>Monday November 11, 2019</td>
<td>Veterans Day – No School</td>
</tr>
<tr>
<td>Tuesday, November 26, 2019</td>
<td>POL - Pupil Free Day</td>
</tr>
<tr>
<td>Wednesday, November 27, 2019</td>
<td>POL- Pupil Free Day</td>
</tr>
<tr>
<td>Thursday, November 28, 2019</td>
<td>Thanksgiving Day – No School</td>
</tr>
<tr>
<td>Friday November 29, 2019</td>
<td>Holiday – No School</td>
</tr>
<tr>
<td>Wednesday, December 4, 2019</td>
<td>Exhibition Night</td>
</tr>
<tr>
<td>Tuesday, December 17, 2019</td>
<td>Finals Exams – Minimum Day</td>
</tr>
<tr>
<td>Wednesday, December 18, 2019</td>
<td>Finals Exams – Minimum Day</td>
</tr>
<tr>
<td>Thursday, December 19, 2019</td>
<td>Finals Exams – Minimum Day</td>
</tr>
<tr>
<td>Friday, December 20, 2019</td>
<td>Pupil Free Day</td>
</tr>
<tr>
<td>Monday, December 23, 2019 – Friday January 10, 2020</td>
<td>Winter Break</td>
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<tr>
<td>Monday, January 13, 2020</td>
<td>Pupil Free Day</td>
</tr>
<tr>
<td>Tuesday, January 14, 2020</td>
<td>First Day of Spring Semester</td>
</tr>
<tr>
<td>Monday, January 20, 2020</td>
<td>MLK Day – No School</td>
</tr>
<tr>
<td>Monday, February 3, 2020</td>
<td>Pupil Free Day</td>
</tr>
<tr>
<td>Monday, February 17, 2020</td>
<td>Presidents Day – No School</td>
</tr>
<tr>
<td>Monday, April 6, 2020 – Friday, April 10, 2020</td>
<td>Spring Break</td>
</tr>
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<td>Tuesday, April 21, 2020</td>
<td>TPOL - Pupil Free Day</td>
</tr>
<tr>
<td>Wednesday, April 22, 2020</td>
<td>TPOL - Pupil Free Day</td>
</tr>
<tr>
<td>Thursday, April 23, 2020</td>
<td>TPOL - Pupil Free Day</td>
</tr>
<tr>
<td>Friday, April 24, 2020</td>
<td>Remembrance Day – No School</td>
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<tr>
<td>TBA- Depending on Testing Schedule</td>
<td>Exhibition Night</td>
</tr>
<tr>
<td>Monday, May 25, 2020</td>
<td>Memorial Day – No School</td>
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<tr>
<td>Tuesday, May 26, 2020</td>
<td>Senior Finals</td>
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<tr>
<td>Wednesday, May 27, 2020</td>
<td>Senior Finals</td>
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<tr>
<td>Tuesday, June 2, 2020</td>
<td>Finals Exams - Minimum Day</td>
</tr>
<tr>
<td>Wednesday, June 3, 2020</td>
<td>Finals Exams - Minimum Day</td>
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<tr>
<td>Thursday, June 4, 2020</td>
<td>Finals Exams - Minimum Day</td>
</tr>
<tr>
<td>Friday, June 5, 2020</td>
<td>Pupil Free Day - Graduation</td>
</tr>
</tbody>
</table>

**POL/TPOL- Presentation of Learning/ Transitional Presentation of Learning** (See on page 11)

**Final Exams** (See on page 11)
Graduation Requirements

HTLA’s graduation requirements meet or exceed the A-G requirements for admission to a four (4) year, public university in California. We consider all HTLA students to be college bound.

The following courses are defined as **core courses**. Prior to graduation, Seniors MUST complete all Core courses listed below:

**English**
- 8 semesters (4 years)
- English 9A/9B
- English 10A/10B
- Contemporary Comp/American Lit
- CSU Reading & Writing A/B

**Social Science**
- 8 semesters (4 years)
- Ancient Civilizations A/B
- World History A/B
- US History A/B
- Government/Economics

**Mathematics**
- 8 Semesters (4 years)
- Math 1A/1B
- Math 2A/2B
- Math 3A/3B
- Senior Math Elective

**Science**
- 8 Semesters (4 years)
- Project Physics A/B
- Chemistry A/B
- Biology A/B
- Senior Science Elective

**Foreign Language**
- 4 Semesters (2 years)
- Spanish 1A/1B
- Spanish 2A/2B

**Visual and Performing Arts**
- 2 Semesters (1 years)

- Students **MUST** pass TPOL’s in Spring Semester for all four (4) years of attendance.
- Students **MUST** complete one (1) semester of Internship (during 12th grade).
- Students **MUST** pass classes at HTLA with a grade of “C” or better.
- A grade of “D” or “F” does not give the student credit towards graduation.
Participation in the Graduation Ceremony
Participation in the graduation ceremony is a privilege not a right.

To participate in the graduation exercises seniors must:
- Meet graduation requirements (required core courses).
- Clear all debts and holds.
- Follow all school rules at all HTLA activities (Including HTLA Dress Code).
- Meet attendance standards requirements.
- Successfully complete graduation rehearsal.
- Successfully adhere to the Graduation Contract.

To view the current graduation contract, please visit www.ht-la.org.

Any senior who receives a suspension in the last thirty (30) days of the academic school year may lose all privileges and participation in senior activities and the graduation ceremony.

Presentation of Learning (“POL”) / Transitional Presentation of Learning (“TPOL”)
Students at HTLA will present before a board of HTLA faculty, administration, board members, or outside experts, on a topic of study from that academic year. In this presentation, individual students will strive to exhibit the skills and knowledge necessary to be deemed ready for advancement to the next grade level. Topics available for presentation will be determined by the faculty and may change from year to year. POL’s will take place once per semester, and it is mandatory for students to attend their designated presentation time. Students are assigned a date and time for their POL. These POL/TPOL days are to be considered regular school days and vacations will not be scheduled during POL/TPOL days.

Students who are absent for their Fall POL will receive a deduction of points from their Spring TPOL. There are no “make – ups.” However, if a student does not pass their Spring TPOL, they will have at least one other attempt to pass.

Testing

Final Exams
Final exams are given to students during the last week of the Fall and Spring semesters. It is mandatory that every student take their final exams in class during the designated testing time. There will be no make-up, early, or postponed final exams given – no exceptions. Students that miss their final exams will receive a zero for the exam. HTLA families are to respect the final exam policy and not schedule vacations during this time.

California Assessment of Student Performance and Progress (CAASPP)
HTLA shall annually administer required state testing (e.g., the California Assessment of Student Performance and Progress (“CAASPP”)), for each applicable grade. 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 state assessments shall be granted.

EL Determination and Redesignation
HTLA will make an initial determination as to which students are English Learners (“EL”) utilizing the following information:
• Previous EL status as listed on the CALPADs system and/or student records from prior school(s)
• Home language survey responses
• Requests by parents
• Recommendation by Teachers

Students initially determined to be possible ELs will be given the English Language Proficiency Assessments for California (“ELPAC”) to make the determination of EL status.

At every stage of this process, HTLA will communicate with the EL student and his or her parents. In order to Redesignate as Fluent English Proficient (“RFEP”), students need to meet the following criteria:
1. Assessment of English language proficiency (“ELP”), using an objective assessment instrument, including, but not limited to, the state test of English language development; and
2. Teacher evaluation, including, but not limited to, a review of the student’s curriculum master; and
3. Parent opinion and consultation; and
4. Comparison of student performance in basic skills against an empirically established range of performance in basic skills based on the performance of English proficient students of the same age.

Additional Testing
In addition to the required state testing, HTLA will utilize various other outside tests to diagnose student strengths and weaknesses, to measure students’ academic growth, and/or to inform instruction.

Validation Policy
HTLA follows the University of California’s policy on “validation” of Math and Foreign language classes.

“UC Faculty recognizes the completion of a higher-level (advanced) course with a letter grade of C or better, in areas of sequential knowledge as demonstrating proficiency of lower-level coursework in the same subject area for the purpose of satisfying two of the UC freshman admission subject requirements.” The “Sequential Knowledge” policy is applicable ONLY to mathematics (area “c”) and Language other than English (“LOTE”) (area “e”). UC refers to this concept as Validation.

There are two types of Validation:
• Validation of Coursework: “Subject Omission” – validation of a lower–level course even if the lower-level course was not actually completed.
• Validation of Grades: “Grade Deficiency” – validation of D or F grades in a lower-level course after completion of a higher-level course with a grade of C or better.

The second semester of a course validates the first semester of that course or lower-level a course, even if the first semester course was at the Honors, AP/IB or College-level. As a reminder, the original deficient grade (D and F) is still calculated in the GPA for UC freshman admissions.
### Validation of Mathematics

How to Read the Chart: Down the left margin, identify the completed or to be completed course; Across the top row, identify course(s) validated by a completed or to be completed course with a letter grade of C or better.

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<th>Math 1A</th>
<th>Math 1B</th>
<th>Math 2A</th>
<th>Math 2B</th>
<th>Math 3A</th>
<th>Math 3B</th>
<th>H Math 3A</th>
<th>H Math 3B</th>
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<th>Precalculus B</th>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Statistics A</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Statistics B</td>
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<tr>
<td>Calculus A</td>
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<tr>
<td>Calculus B</td>
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</tbody>
</table>

### Validation of Spanish

How to Read the Chart: Down the left margin, identify the completed or to be completed course; Across the top row, identify course(s) validated by a completed or to be completed course with a letter grade of C or better.

<table>
<thead>
<tr>
<th>Spanish Course</th>
<th>Spanish 1A</th>
<th>Spanish 1B</th>
<th>Spanish 2A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish 1B</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish 2A</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Spanish 2B</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Summer School
All credit recovery classes need to be preapproved by HTLA's academic counselor or principal. On occasions, HTLA has offered credit recovery during the summer, but there is no assumption that credit recovery will be offered every year.

Extracurricular Activities/Clubs – Student Eligibility
In order to be eligible to participate in extracurricular activities such as Robotics, Students Run LA, or other after school clubs, a student must have earned a minimum of a 2.0 GPA, with no more than one (1) grade below a "C", on the last midterm or final report card. If a student has earned less than a 2.0 or has a 2.0 with a "D" or "Fail" in more than one (1) class for that marking period, s/he will be ineligible to participate in extracurricular activities until the next midterm or final report card. Eligibility is determined at the midterm and final marking periods only. For determining eligibility, the GPA is cumulative for that semester only and is not reflective of a student's cumulative GPA. All 9th grade students are eligible for the first half of the first semester.

Availability of Prospectus
Upon request, the Charter School will make available to any parent or legal guardian, a school prospectus, which shall include the curriculum, including titles, descriptions, and instructional aims of every course offered. Please note that, pursuant to law, the Charter School may charge for the prospectus in an amount not to exceed the cost of duplication.

Cal Grant Program Notice
HTLA is required by state law to submit the GPA of all high school seniors by Oct. 1 of each year, unless the student over age 18 or parent/guardian for those under 18 opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the Student (or Parent, if the Student is under 18) has opted out by or before February 1.
Course of Study (tentative – subject to change)
The following outlines the typical course of study for a HTLA student:

<table>
<thead>
<tr>
<th>Grade 9 Course of Study</th>
<th>Grade 10 Course of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>● English 9 A/B*</td>
<td>● English or Honors English 10 A/B*</td>
</tr>
<tr>
<td>● Math 1 A/B*</td>
<td>● Math 2 A/B or Honors Math 2 A/B*</td>
</tr>
<tr>
<td>● Spanish 1 A/B*</td>
<td>● Spanish 2 A/B*</td>
</tr>
<tr>
<td>● Science 9 A/B*</td>
<td>● Chemistry or Honors Chemistry A/B*</td>
</tr>
<tr>
<td>● Freshman Academy A/B</td>
<td>● World History A/B or</td>
</tr>
<tr>
<td>● Ancient Civ A/B</td>
<td>Honors World History A/B*</td>
</tr>
<tr>
<td>● X-block and Advisory</td>
<td>● Elective</td>
</tr>
<tr>
<td></td>
<td>● X-block and Advisory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade 11 Course of Study</th>
<th>Grade 12 Course of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Am Lit/Cont Comp or</td>
<td>● CSU Exp. R &amp; W A/B*</td>
</tr>
<tr>
<td>Honors Am Lit/Cont Comp*</td>
<td>● Senior Level Math A/B*</td>
</tr>
<tr>
<td>● Math 3 A/B or Math 3 Honors*</td>
<td>● Senior Level Science A/B*</td>
</tr>
<tr>
<td>● Biology or Honors Biology A/B*</td>
<td>● U.S. Government*/ Economics*</td>
</tr>
<tr>
<td>● U.S. History or Honors U.S. History A/B*</td>
<td>● Elective (A or B)</td>
</tr>
<tr>
<td>● Elective</td>
<td>● Elective (A or B)</td>
</tr>
<tr>
<td>● Elective</td>
<td>● Internship* (A or B)/College Course</td>
</tr>
<tr>
<td>● X-block and Advisory</td>
<td>● X-block and Advisory</td>
</tr>
</tbody>
</table>

*indicates core classes
Policies

Attendance Policies

Student Attendance
The project-based nature of the HTLA program makes attendance extremely important. Excessive absences may be referred to authorities and are subject to disciplinary consequences. HTLA requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two (2) weeks of any semester are critical, as they culminate in the student exhibitions and presentations upon which faculty base their final assessments, and are when the TPOL and POL days and state testing are scheduled. Refer to our Final Exam and TPOL policies for the details on absences during these times.

Students are subject to the HTLA attendance policy at all times during the school year. Once students enter the Lake Balboa Educational Complex ("LBEC"), which includes HTLA, it is the expectation that they do not leave until after the end of the school day.

CA Education Code 48260 states, in part:
A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three (3) full days in one (1) school year or tardy or absent for more than a thirty (30) minute period during the school day without a valid excuse on three (3) occasions in one (1) school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Excused Absences

1. A student shall be excused from school when the absence is:
   (1) Due to his or her illness.
   (2) Due to quarantine under the direction of a county or city health officer.
   (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
   (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside California.
   (5) For the purpose of jury duty in the manner provided for by law.
   (6) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
   (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats for no more than four hours during a semester, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
   (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
   (9) For the purpose of spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
(10) Participation in religious instruction or exercises in accordance with Charter School policy. The student shall be excused for this purpose on no more than four (4) school days per month.

(11) For the purpose of attending the pupil’s naturalization ceremony to become a United States citizen.

2. Students with excused absences shall be allowed to complete all assignments and tests missed within a reasonable amount of time, except for final exams and/or POL/TPOL. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Students who are absent for their Fall POL will receive points off of their Spring TPOL. There are no “make – ups.”

3. For purposes of this Policy, attendance at religious retreats shall not exceed four (4) hours per semester.

4. “Immediate family,” as used in this Policy, means mother, father, grandmother, grandfather, or grandchild of the student or any relative living in the immediate household of the employee.

Method of Verification

ALL ABSENCES MUST BE CLEARED WITH A SIGNED NOTE FROM PARENT/GUARDIAN WITHIN THREE (3) DAYS OF RETURNING TO SCHOOL. The note must include the name of the student, the date(s) of the absence, the reason for the absence, and the parent/guardian name and signature.

An absence consisting of five (5) or more consecutive days of absence require parent/guardian note and a signed doctor’s note in order to be considered an excused absence.

Parents, if you are picking your child up early from school for a doctor’s appointment, please come into the office and sign your child out of school at the front desk in the main office and provide us with a doctor’s excuse following the visit the next day.

Tardy Policy
Students are expected to be in their classes ready for instruction at the scheduled beginning of class (see Daily/Weekly Schedule). Students arriving thirty (30) minutes after the start of class are considered “tardy.” Five (5) or more excused and/or unexcused tardies to any period will result in a Saturday morning detention.

Written Permission to Leave Early During the School Day
A student may leave school early (with prior written consent) for the following approved reasons:

- Prior written consent from their parent or guardian. (*see policy below)
- Internship
- Off-campus School Activity
- College
- Emergency pick-up

*Students cannot leave campus during the school day without prior written consent from their parent or guardian.
The student must present a note, signed by a parent or guardian to the front desk staff prior to 8:45 a.m. the day the early dismissal is being requested. A phone number where a parent/guardian can be reached on that day must be identified on the request. The student informs his/her teacher that they have an "early leave," and the student may leave the classroom at the appointed time. The office does not retrieve the student.

If a student becomes ill during the school day, the student must go to the Main Office for evaluation. If it is determined that the student should go home, the office will contact a parent/guardian. Students should not call their parents to be picked up until they have been evaluated by Main Office personnel and approved to leave school due to his/her illness.

Students with approved leaves must leave the LBEC immediately after his/her approved early leave time.

**Involuntary Removal from Charter School**

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice"). The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include the charges against the pupil and an explanation of the pupil’s basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with the Charter School’s expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School’s suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide a hearing consistent with its expulsion hearing process, through which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the Student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the Student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known district of residence within thirty (30) days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

**Main Office Hours for Early Pick Up**

Parents who wish to pick their students up early without obtaining an "early leave" (see above) must do so before 3:00 p.m. Parents who arrive to pick up students after 3:00 p.m. will be instructed to wait for their student until 3:50 p.m.
X-Block
Selection
Students select X-Blocks quarterly on a rotating basis by Advisory group. Students who are absent for X-Block selection for any reason forfeit their right to select an X-Block and will be placed in an X-Block at the sole discretion of the Administration.

X-Block Absences
HTLA believes that physical activity is beneficial to a student’s well-being. Students are required to participate in all X-Block activities. Students may be excused from their X-Block period one (1) time per quarter with a signed note from a parent or guardian. If a student will need to be excused for more than one (1) X-Block period per quarter, a signed note from a doctor must be provided to the Main Office. If a student is excused from X-Block by a doctor, the student is to remain in the Main Office during the scheduled X-Block period.

HTLA believes that if a student is too sick to participate in X-Block and they do not have a written note from a parent, guardian, or doctor, then they are too sick to be in school that day. In this case, the HTLA Main Office will call the student’s parent or guardian and request that they be picked up due to illness.

Interpersonal Policies

Antibullying Policy
(Appplies while at School or at School-related events, or traveling to and from School.)
HTLA believes that all students have a right to a safe and healthy school environment. HTLA and our community have an obligation to promote mutual respect, tolerance, and acceptance.

HTLA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following listed below.

Such behavior includes:

- Verbal: Hurtful name-calling, teasing, gossiping, noises, or spreading hurtful rumors.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking.
- Cyber bullying: Posting name calling, gossip, remarks about one’s sexual behavior or orientation.
- Aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved.
- An act that places a reasonable student(s)\(^1\) in fear of harm to the student’s person or property.

\(^1\)“Reasonable student” is defined as a student, including, but not limited to, an exceptional needs student, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
An act that causes a reasonable student to experience substantial interference with his/her physical or mental health, academic performance, or ability to participate in or benefit from services/activities/privileges provided by the school.

HTLA expects students and/or staff to immediately report incidents of bullying to the Principal or designee. Staff who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, HTLA will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

HTLA student behavior expectations include, but are not limited to:
- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal. HTLA prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Consequences for Bullying include suspension, possible removal from HTLA, and possible reporting to law enforcement.

Schoolwide Positive Behavior Support Plan
Monkey Money is a reward system that is part of the school-wide positive behavior support plan at HTLA. It is designed to use positive reinforcement for appropriate behavior. Students who receive a Monkey Money ticket will place the ticket into the Monkey Money box in the front of the Main Office. Every week there are drawings to win prizes, such as: Gift cards and free dress passes. Monkey Money can be awarded to any student at any time by any school personnel or volunteer on campus. Examples of behavior that might result in the issuing of Monkey Money are: Helping another student, helping a teacher, picking up trash without being asked to, etc.

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

HTLA considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student.
Any student or employee of the HTLA who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or Title IX Complaint Manager (Mat McClanahan, Principal) so that appropriate action may be taken to resolve the problem. HTLA prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

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

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pester for dates; making threats; and/or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

The sexual harassment complaint manager for HTLA is:
Mathew McClanahan, Principal
17111 Victory Blvd.
Van Nuys, CA 91406
818-609-2680 (w)
mr.mcclanahan@ht-la.org

HTLA will investigate all complaints promptly and provide a written report of the investigation and decision as soon as practicable. All investigations will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

Whether actions or language constitute sexual harassment or bullying is determined by the investigation and objective facts, not the intentions of the actor or speaker. In other words, if the language or actions of a student or employee are deemed to constitute sexual harassment (hurtful, demeaning or degrading by another, etc.) the fact that the speaker or actor did not have a bad intent is irrelevant.
Non Discrimination Policy
HTLA is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin);The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). HTLA also prohibits discrimination, harassment, sexual harassment, including cyber sexual bullying, intimidation and bullying based on pregnancy, childbirth or related medical conditions, actual or perceived disability, sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, creed, medical condition, marital status, age, immigration status, religious affiliation or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance, or any other characteristic protected by federal, state, local law, ordinance or regulation. HTLA does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which HTLA does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. HTLA will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the HTLA Uniform Complaint Procedures (“UCP”) Compliance Officer:

Mathew McClenahan, Principal
17111 Victory Blvd.
Van Nuys, CA 91406
818-609-2680 (w)
mr.mcclenahan@ht-la.org

Special Education Students
HTLA is dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. HTLA provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEIA”), Education Code requirements, and applicable policies and procedures of the LAUSD SELPA. These services are available for special education students enrolled at the Charter School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The Charter School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.”

Section 504
HTLA recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the Charter School. Any student who has an objectively identified disability, which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the Charter School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the academic counselor. A copy of the Charter School’s Section 504 policies and procedures is available upon request.
Title IX Policy for Staff and Students

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

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

Pregnant and parenting students, regardless of their marital status, have the right to attend school and participate in any program or activity in an environment free from discrimination or harassment, the same as any other students. When pregnant or parenting students transfer to specialized alternative programs such as Pregnant Minor Schools or Cal-Safe Programs, those transfers must be voluntary. Classes and materials must be equal to those offered to other students, and/or students must be provided access to the classes to complete his/her course of study.

In addition, Title IX protects students from sexual harassment. This means that no student, teacher, Administrative Director 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 Title IX Coordinator for further guidance and reporting procedures.

[Mathew McClanahan, Principal
17111 Victory Blvd.
Van Nuys, CA 91406
818-609-2680 (w)
mr.mcclanahan@ht-la.org

Uniform Complaint Procedures

Please see (page 48) appendix for the Uniform Complaint Policy and Form.

Pupil Records – FERPA

HTLA, its employees and officers will comply with the Family Educational Rights and Privacy Act ("FERPA") at all times. FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 5 business days after the day HTLA receives a request for access. Parents or eligible students should submit to the HTLA principal or designee a written request that identifies the records they wish to inspect.

   The HTLA official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
Parents or eligible students who wish to ask HTLA to amend a record should write the HTLA principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If HTLA decides not to amend the record as requested by the parent or eligible student, HTLA will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before HTLA discloses personally identifiable information ("PII") from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to HTLA officials with legitimate educational interests. A HTLA official is a person employed by HTLA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the HTLA board. A HTLA official also may include a volunteer or contractor outside of HTLA who performs an institutional service of function for which HTLA would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another HTLA official in performing his or her tasks. A HTLA official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, HTLA discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

Note HTLA will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by HTLA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from student’s education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to HTLA officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires HTLA to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. HTLA may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

1. To other HTLA officials, including teachers, within the educational agency or institution whom the Charter 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, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).

3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).

5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).

6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).

7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).

8. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).

9. Information HTLA has designated as “directory information” under §99.37. (§99.31(a)(11)).

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. HTLA has designated the following information as directory information:

1. Student’s name
2. Student’s address
3. Parent’s/guardian’s address
4. Telephone listing
5. Student’s electronic mail address
6. Parent’s/guardian’s electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s social security number, in whole or in part, cannot be used for this purpose.)

If you do not want HTLA to disclose directory information from your child’s education records without your prior written consent, you must notify HTLA in writing at the time of enrollment or re-enrollment. Please notify the Principal at:

Mathew McClenahan, Principal
17111 Victory Blvd.
Van Nuys, CA 91406
818-609-2680 (w)
mr.mcclenahan@ht-la.org

For more information please see the full policy regarding pupil records, including challenges to student records, available in the Main Office.

Criminal Background Checks and Fingerprinting
HTLA requires all employees of the Charter School, and all volunteers who will be performing services that are not under the direct supervision of a credentialed HTLA employee, and any onsite vendors having unsupervised contact with students obtain appropriate clearance after submitting to Department of Justice criminal background checks and fingerprinting. HTLA will maintain on file and available for inspection evidence that HTLA has performed criminal background checks for all employees, volunteers, and documentation that vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students. HTLA shall also ensure that it receives subsequent arrest notifications from the Department of Justice to ensure the ongoing safety of its students.

Mandated Reporting
All HTLA personnel are required by law to report any suspected child abuse and/or neglect immediately to the Los Angeles County Department of Children and Family Services (“DCFS”) for investigation. These reports are confidential, and staff cannot provide any specific information regarding reports to parents. If you have a question about something that was reported, please make an appointment to speak with the school Principal. Please do not attempt to speak with any school staff about any such issues or reports.

McKinney-Vento Homeless Assistance Act
HTLA adheres to the provisions of the McKinney-Vento Homeless Assistance Act and ensures that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. HTLA will include specific information in their outreach materials, websites, at community meetings, open forums, and regional center meetings notifying parents that the school is open to enroll and provide services for all students which shall include a LAUSD standard contact number to access additional information regarding enrollment.

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC
11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

School Liaison: The Principal or designee designates the following staff person as the School Liaison for homeless students ((42 USC 11432(g)(1)(J) & (e)(3)(C).):

Nikki Bender, School Counselor
17111 Victory Blvd.
Van Nuys, CA 91406
818-609-2682 (w)
ms.bender@ht-la.org

The School Liaison shall ensure that (42 U.S.C. 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in and have a full and equal opportunity to succeed HTLA.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by HTLA, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, HTLA charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.

8. HTLA personnel providing services receive professional development and other support.

9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless student who enrolls at HTLA, a copy of HTLA's complete policy shall be provided at the time of enrollment and at least twice annually.

**Dress Code**

HTLA has adopted a school uniform to foster a professional, safe, and respectful environment and all regulations relating thereto should be read in that context. The school uniform requirement is in effect from the time a student enters the HTLA campus in the morning until she/he leaves in the afternoon, regardless of the time. Students may change into “X-Block clothes” for the X-Block period but are required to change back into their school uniform after X-Block. The uniform applies to field trips, site visits, academic internships, and other school related activities.

**HTLA Uniform:**

- Long khaki color or black pants/slacks (any brand)
- Khaki color or black skirt or shorts that are mid-thigh or longer length
- Closed toe shoes (i.e., no flip flops or open-toed sandals)
- Long or short sleeve solid navy blue, light blue, white, or black collared polo shirts. The polo shirt may have a small logo (e.g. alligator) but no other writing.
- Students may wear a solid color white, navy blue, light blue, brown, or black knit sweater or jacket without a hood.
- Students may wear HTLA hoodies. No other hoodies will be allowed.
- Hats and/or bandanas are not allowed to be worn inside the school.

The Charter School offers for purchase HTLA polo shirts and hooded sweatshirts for students who wish to purchase them. HTLA polo shirts and/or hoodies are not required and are completely optional for purchase.

If families are unable to afford new HTLA uniforms, HTLA offers a Community Closet that has gently worn uniforms that have been donated by HTLA families and are available to students free of charge. If you would like to receive uniforms from the Community Closet, please see the Main Office.
At the discretion of the administration, “Casual Dress” (during which the HTLA uniform will be relaxed) may be given. **There is no presumption of “Casual Friday” or relaxation of the dress code** on any other day unless the students are notified by the administration by email and/or website. Casual Friday is generally, but not solely dependent on whether or not the school campus is clean all week and students have been in compliance with the school uniform all week. Students will be notified of “Casual Friday” via the HTLA website and/or via email.

The following items are prohibited during Casual Friday (or at any other time on campus):
- Text on clothing that promotes violence, alcohol, tobacco, or drugs or has explicit sexual references or profanity
- Exposed mid-sections
- Hats, hoods, or bandannas inside the building, except for religious headwear.
- Open-toed shoes (including flip flops or sandals)
- Any clothing that in the determination of the teachers or administration cause a distraction to the education of others.

**Consequences for the HTLA uniform violations:**
- Students will be sent to the office to obtain clothing (from the office or home) in compliance with dress code.
- Students who continue to repeatedly violate dress code may be subject to further consequences which may include a parent meeting with the counselor or principal, detention and/or suspension.

At no time should a student’s appearance be a “distraction to the education of others,” including but not limited to clothing that is too short or tight.

**Code of Academic Integrity**
HTLA has adopted the following Code of Academic Integrity (“Code”) and all students are expected to adhere to its letter and spirit. The students of HTLA, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept responsibility for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedure in this Code of Academic Integrity.

Violation of the Code of Academic Integrity may take several forms. Cheating of any kind is obviously a violation of the Code, whether a student is cheating for him or herself or is helping another student cheat.

In addition, plagiarism is a violation of the Code. Plagiarism will not be tolerated. Please note: Plagiarism includes allowing someone else to copy your work and pass it off as their own. If work is plagiarized, the guilty party or parties will receive a zero (0) for the assignment and **will be required to attend tutoring to make up the plagiarized work for no credit.** In addition, parents/guardians will be contacted, and it will be noted in the student’s record. Future plagiarism infractions will result in further and more serious consequences. Please remember that this also applies to group work. Collaboration and copying are two (2) different things. Any of the following, without full acknowledgement of the debt to the original source, counts as plagiarism:

- Direct duplication by copying (or allowing to be copied) another’s work, whether from a book, article, Website, another student’s assignment, etc. **without proper citation or notification.**
- Duplication in any manner of another’s work during an exam.
• Paraphrasing of another’s work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained.
• Piecing together sections of the work of others into a new whole.
• Submitting one’s own work which has already been submitted for assessment purposes in another subject.
• Producing an assignment in conjunction with other people (e.g. another student, a parent, a tutor) which is expected to be your own independent work.
• Attempting to view or viewing another student’s and/or a teacher’s files without permission.

A general introduction to plagiarism:
http://www.plagiarism.org/plagiarism-101/overview

A general link for the Purdue University Online Writing Lab, which contains many resources on research & citation: https://owl.english.purdue.edu/owl/

A general link for how to cite many different types of sources in MLA format: https://owl.english.purdue.edu/owl/resource/747/1/ (the left tab has links to examples of source citations)

Violations of the code are cumulative and are not limited to any year, teacher, etc.

Note: Students are responsible for following the Code with respect to all assignments and in all disciplines. If a student is unclear, it is his/her responsibility to obtain clarification from a teacher.

Consequences for Violation of the Code of Academic Integrity
Consequences for violation of the Code of Academic Integrity are intended to have the student complete their work so they are more likely to learn the required material and to dissuade them from any future violations. The following are definite consequences for violation of the Code of Academic Integrity:

• Reduced or failing grade on the assignment, test, presentation or project
• Notification of parents
• Student must attend tutoring to make up the plagiarized work for no credit. Alternative exam/assignment may be substituted.

The following are all possible consequences for violation of the Code of Academic Integrity:

• Parent conferences
• Exclusion from school activities (such as participation in graduation ceremony, dances, sport events, field trips, LAN parties, etc.).
• Refusal of the teacher to write letters of recommendation
• Failure of the course.
Technology Policies

Computer and Computer Network Usage Policy
We are pleased to offer the students of HTLA access to school issued computers, the school computer network and related systems. The HTLA network is provided for students to conduct research, complete assignments, communicate with others and generally complete their academic coursework. Access to network services is given to students who abide by the expectations for behavior set out in this Handbook.

Access to the HTLA network is a privilege, not a right. Access entails responsibility.

Expectations of Student Behavior on Computer Networks
Students are responsible for good behavior on school computers and school computer networks, systems and applications just as they are everywhere in the school environment. Communications on the network are considered public and general school rules for behavior and communications apply.

Individual users of HTLA’s computer network are responsible for their behavior and communication over those networks just as employees of corporations are. Other than clarifying the expected standards, HTLA is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be accessed by network administrators to review files and communications in order to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on the HTLA servers will be private or that areas on the Internet that they have visited will be private. There is no expectation of privacy at HTLA.

To gain access to email and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the Student Tablet Computer Agreement form included in the enrollment packets and on the school website before the start of the academic year. Students 18 and over may sign their own forms.

Access to email and the Internet will enable students to explore thousands of libraries, databases, and websites while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available to further our educational goals and objectives, students may find ways to access other materials as well. HTLA believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

HTLA uses electronic mail (“email”) to provide a wealth of information to students and it is one of the primary means of communication between staff and students at the school. As a result, it is required that students check their HTLA email at least once a day.

For the avoidance of doubt, the following are not permitted on the HTLA network:

- Sending or displaying offensive pictures or messages
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws
- Using another’s password
• Trespassing in another user’s folders, work, or files
• Intentionally wasting system resources
• Employing the network for commercial purposes
• Using servers for personal storage

Violations may result in a loss of system access as well as other disciplinary or legal action.

Use of the following programs and software is strictly prohibited:
• ANY File Transfer Protocol (“FTP”) program or software
• ANY Telnet Remote Control VPN program or software
• ANY video game or copy of videogame not written and designed at HTLA or pre-approved by the Principal. This applies to console and desktop PC video games, as well as any such program on an external hard drive (including a so-called “thumb drive” that is connected to the HTLA network or any school computer
• ANY File Sharing Applications (Kazaa/AudioGalaxy/Gnutella/Bearshare/WinMX/Morpheus/etc.)
• ANY operating system or network probing utilities including, but not limited to:
  o Netsend
  o NMap
  o Wcat
  o VNCViewer or any other remote desktop software
  o Password Cracking software
  o Desktop Theme Software
  o Portscanning Software
  o Network Sniffing Software
  o Chat and Instant Messaging applications including downloadable java clients
  o Anonymous Proxy Software or websites
  o Shortcuts to any DOS programs (that are not academic programs)

Students may not bring any copies of any commercial or shareware software (such as PhotoShop, Illustrator, Winzip, etc.) into the HTLA system or attempt to download any such software from the Internet, their home system, or any foreign system to the HTLA system. If a student wishes to have any software installed on the HTLA system, they must speak to the Director of Technology. A student may NEVER install any software on the HTLA system or devices.

Students may not attempt to copy any files off any HTLA computer via network, diskette, zipdisk, USB drive, CD-R, etc., except those explicitly created and intended for your use.

Students may not attempt to pirate any software.

Students may not attempt to gain passwords from other users through watching keystrokes, guessing, persuading, cracking programs, or by any other means.

Each student will be issued a laptop/tablet device at the beginning of the year (to view current Tablet Agreement, please visit www.ht-la.org).

Students should not leave their tablets unattended around the campus; the tablets once assigned to a student, becomes the student’s responsibility until it is returned to the school at the end of the school year or if the student leaves the school.
Exceptions to any of the above are to be approved by the Director of Technology ONLY before any activity is conducted or performed.

Violation of any of the above guidelines may result in the denial of computer(s) to the student and other possible disciplinary consequences. During a time that a student is denied access to HTLA computers, the student’s computer account will be disabled and the student will not be allowed to use any other computer accounts at HTLA. During this time the student is expected to continue all normal coursework but is not allowed to use their computer privileges at HTLA.

PLEASE NOTE: User activity on the HTLA system is subject to all applicable HTLA regulations and Federal and State laws. Any known violations of these regulations or laws may be referred to the appropriate departments or agencies for review and may result in termination of the violator’s computer account, suspension, probation, or other sanctions or civil or criminal penalties as outlined under California law.

Guidelines for Student Use of the HTLA Computer System
Protect your password. You are responsible for the activities in your account, so do not let anyone else use it! **DO NOT EVER GIVE YOUR PASSWORD OR COMPUTER TO ANYONE.**

Your account is to be used for HTLA related work only, not for commercial purposes.

Abide by all rules and regulations of remote computer systems and networks.

The proper use of email comes down to common sense and good citizenship. Do not send unwanted or harassing email or files to any user or system. This means users are not to send SPAM (unsolicited email), messages that could be interpreted as sexually harassing, hateful messages or messages that could be reasonably interpreted as threatening.

**HTLA reserves the right to inspect, at any time, any computer, school owned and student owned, that is being used on campus.**

**Computer games**
Playing computer games or video games on campus is unacceptable during class time, whether on the school’s computers or a device owned by a student. Violation will lead to disciplinary action.

**Intellectual Property Statement**
All intellectual property which is generated at HTLA, or is related to HTLA, including, without limitation, all equipment, documents, books, computer disks (and other computer-generated files and data), and copies thereof, created on any medium and furnished to, obtained by, or prepared by any student in the course of or incidental to student matriculation at HTLA, belongs to HTLA.

**School Issued Materials**
HTLA students will be assigned textbooks as well as a laptop/tablet device and charger at the beginning of the Fall semester and must return them at the end of the Spring semester. Students are responsible for the replacement of any lost, stolen, or willfully damaged textbooks, laptop, or charger. HTLA students should not share textbooks, laptop, or charger with any other student, and will report these lost items immediately to a HTLA administrator.
Students may voluntarily elect to work at HTLA outside of school hours for $10 an hour credit toward their debt.

Payment for textbooks, tablet, stylus or charger that have been lost, stolen, or damaged will be due before another textbook or tablet can be issued to the student, and if payment is not received a hold will be placed on the student’s account. Holds will not allow a student to participate in clubs and after school activities such as Robotics, fundraisers, dances, class activities, senior prom, graduation ceremony, etc.

**Personal Electronics**

**HTLA is not responsible for any personal electronic devices brought onto campus.**

Cell phones, pagers and/or beepers must be off and stored in backpacks during class time without permission.

IPads, mp3 players, eReaders, personal cameras, Google Glass, gaming consoles and all similar electronic devices must be off and stored in backpacks during class time without permission.

Students are not permitted to use non-school issued personal computers at school.

The taking of photographs with any electronic device not approved by a staff member is prohibited on the HTLA campus and the greater LBEC.

Any personal electronic devices used contrary to school rules will be confiscated and kept for a minimum of one (1) business day. Confiscated personal electronics will only be returned to the parent of the student at the convenience of the Principal or other school official not less than one (1) business after confiscation. A second offense will result in both confiscation and further disciplinary action, up to and including Saturday detention and/or suspension.

**Cellphones**

HTLA may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by students while the students are on campus, while attending school-sponsored activities, or while under the supervision and control of HTLA employees. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student.

**Printing**

Each student has a printing account which allows them to print out various materials. Students are given 40 prints per month, and after the 40 prints have been used the student can buy 10 extra prints for $1.00.

**Student Internet Safety**

1. Students under the age of eighteen (18) should only access the school’s network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student’s parent or guardian is responsible for monitoring the minor’s use off campus.
2. Students neither shall share nor reveal on the Internet, personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet anyone in person that they met solely on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all School’s security policies.

Visitor Policies

Closed Campus Policy
HTLA is a closed campus. HTLA hours are 8:45 a.m. to 3:50 p.m. on school days, during which time all students must remain on campus, unless:

- They are supervised by HTLA’s staff
- They have been given written permission by their parent or guardian to leave campus, as set forth in the Attendance policy
- Are going to an academic internship
- Are enrolled in an approved class at a community college to take the place of an elective course and have written permission from their parent(s) or guardian(s) and the school counselor to be off-campus during that time period, generally this will be the end of the school day on days when that elective meets.

Students at HTLA during school hours must always be in class and under the supervision of an adult. Students who stay for any after school activity must remain on campus. **Students who leave campus after school will not be allowed back into the building.** If a student requires an after school snack, he or she must bring it to school with them in the morning.

Students not attending an after-school activity must leave campus by 4:00 p.m. and may not remain on campus unsupervised. Students attending an after-school activity must leave campus immediately upon conclusion of such activity and may not remain on campus unsupervised. HTLA does not provide day care or adult supervision after school, except for adult supervision of school-sponsored after-school activities.

HTLA students are not allowed on the campus of any other school on the LBEC at any time – before, during, or after school – without being accompanied by a HTLA staff member. HTLA students found on any other part of the LBEC campus may be cited.

Visitor Policy
All visitors to the HTLA campus, including parents, must enter the school through the Main Office and obtain permission to enter the school grounds.

Conditions for Classroom and School Visitation Policy
HTLA encourages parents/guardians and interested members of the community to visit HT LA and view the educational program. HTLA also endeavors to create a safe environment for students and staff.

To ensure the safety of students and staff as well as to minimize interruption the instructional program, HTLA has established the following procedures, to facilitate visits during regular school days:

1. All visitors shall register with the main office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, visitors will wear a “visitor’s pass”
while on school premises. All visitors will check out through the main office when leaving campus.

2. Visits to a classroom during school hours should first be arranged with the teacher and Principal or designee, at least three (3) days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three (3) days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the Principal or designee.

3. If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. HTLA shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by HTLA, consistent with the law. The HTLA Governing Board and Bureau of Children’s Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.

For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.

4. The Principal, or designee, may refuse to register a visitor if he or she has a reasonable basis for concluding that the visitor’s presence or acts would disrupt HTLA, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.

5. The Principal or designee may withdraw consent to be on campus whenever he or she determines that a reasonable basis for concluding that the visitor’s presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees. If consent is withdrawn by someone other than the Principal, the Principal may reinstate consent for the visitor if the Principal believes that the person’s presence will not constitute a disruption or substantial and material threat to HTLA’s orderly operation. Consent can be withdrawn for up to fourteen (14) days.

6. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When such a request is made, the visitor is required to leave immediately. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.

7. Any visitor who is denied registration or has his/her registration revoked may request a hearing before the Principal or designee on the propriety of the denial or revocation. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the Principal or designee or the Board President within five (5) days after the denial or revocation. The Principal or designee or Board President shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Principal or designee shall be held within seven (7) days after the Principal or designee receives the written request. The Principal or
designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

8. At each entrance to HTLA grounds, signs shall be posted specifying the hours during which registration is required, stating where the Main Office is located and what route to take to that office, and setting forth the penalties for violation of this policy.

9. No electronic listening or recording device may be used by students or visitors in a classroom without prior written approval by the teacher and the Principal or designee and prior consent is provided by all individuals who may be recorded.

Penalties
1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to $500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.

2. Under California Education Code section 44811, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine or no less than $500.00 (five hundred dollars) and no more than $1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.

3. Further conduct of this nature by the visitor may lead to HTLA’s pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending Charter School activities for any purpose for a period of three (3) years.

Student Drop Off and Pick Up

DO NOT PICK UP/DROP OFF STUDENT IN THE HTLA FACULTY PARKING LOT AT ANYTIME!

**Remember to drive carefully! Students are present!**

**Morning Drop Off**
Enter the Victory Lot at the Birmingham Dwy light. Make an immediate left turn and continue to the HTLA side gate. Drop off student(s). Continue West on the service road and exit onto Victory Blvd. Right turn only.

**Afternoon Pick Up**
Enter the Victory Lot at the Birmingham Dwy light. Continue into to parking lot and park. Have your student meet you in the parking lot. After the student is picked up, follow the exit to Victory Blvd. There are two exit lanes from the lot. If you are turning right, please exit via the right lane.

**During the School Day**
Enter BCCHS on Haynes St. off of Balboa. Stop at the kiosk and notify guard that you are coming to HTLA. Follow service road, go around the tree and park in the Victory parking lot. Follow the same procedure in reverse when exiting during the school day.

**REMEMBER TO WATCH FOR PEDESTRIAN TRAFFIC.**
**THERE IS NO GUEST PARKING IN FRONT OF HTLA AT ANY TIME.**
**FAILURE TO ADHERE TO OUR DROP OFF/PICK UP POLICY CAN RESULT IN OFFENDER RECEIVING PERSONA NON GRATA STATUS.**
Prohibited Items

Weapons
Guns, knives, explosives or weapons of any type are not permitted in the school, on the campus or at any off-campus school functions. Violations will lead to removal from the school. Items that appear to be weapons are prohibited as well and their possession carries the same penalty as possession of a weapon.

Drugs, alcohol, and tobacco
Drugs, alcohol, vaping, and smoking are prohibited in the school, on the campus, or at off-campus school functions. Violations may lead to removal from the school.

Gum
Students are not allowed to chew gum on campus at any time including before and after school and other school activities held in the evening on campus. Violation will lead to campus beautification, detention, and/or suspension.

Student Drivers
HTLA has a limited allocation of parking spaces. Students must obtain permission and a parking pass to use one of those parking spaces. Parking permits are available in the Main Office before school, at lunch, and after school until 4:00 p.m.

Students who drive their own vehicles to and from school must sign and comply with the rules and requirements set out in the Parking Permit Agreement.* Failure to follow these rules will result in an immediate disciplinary meeting and appropriate disciplinary action, which may include denial of a parking permit, suspension or more serious consequences, depending on the severity and repetitiveness of the violation.
Cars parked in the Victory lot without displaying a valid HTLA Parking Permit are subject to a parking ticket.

It is also expected that students will NEVER park in the HTLA Faculty Parking Lot.
*To view a copy of the current Parking Permit Agreement, please visit www.ht-la.org.

Students are not allowed in the parking lot from 8:45 a.m. – 3:50 p.m., unless they have an approved early leave and are leaving campus.

**Student Passengers**
Students are not allowed to drive other students to their academic internships or other off campus school activities without written permission in advance from the parents of the student passenger filed in the Main Office.

**Video Camera**
All activities are monitored and recorded to aid in the persecution of any crime committed against HTLA.

### Disciplinary Policies

#### Disciplinary Consequences
The purpose of disciplinary action at HTLA is to ensure that both individual students and the HTLA community stay focused on growth and learning. Prompt resolution of problems or issues is expected. Disciplinary action may follow whenever a student violates any of the regulations, requirements or expectations of students set out in this Handbook or set out by a particular faculty or staff member at HTLA in accordance with HTLA policies and rules. Discipline may include a warning to the student, parent notification, and/or a written commitment by the student to improve his/her behavior and/or performance. In addition, disciplinary action may take the form set out throughout this Handbook and HTLA’s charter for particular infractions of rules or expectations. Finally, depending on the nature of the infraction and the student’s past performance, any or all of the following consequences may be appropriate:

**Academic consequences**
Infractions that are primarily academic in nature, such as non-participation in class or turning in an assignment late, may result in a student receiving a lower grade on the assignment or in the class.

**Detention Policy**
Detention may be assigned by any staff member for violation of school rules (dress code violation, tardiness, etc.) Detention is generally held once a month on a Saturday from 7:00 - 8:00 a.m. Students are to come in school uniform with school work/assignments to work on during detention. Parents will be notified of a student’s detention and date thereof via a note sent home with the student and a phone call.

**Suspension and Expulsion**
A full description of HTLA’s suspension and expulsion policies can be found in HTLA’s approved charter, Element 10.

No student shall be involuntarily removed by HTLA for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5)
schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder, and shall inform him or her of the right to initiate the procedures specified below for suspensions, before the effective date of the action. If the student’s parent, guardian, or educational rights holder initiates the procedures specified below for suspensions, the student shall remain enrolled and shall not be removed until HTLA issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the suspension and expulsion procedures described below.

Grounds for Suspension and Expulsion of Students
A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring anytime including but not limited to any of the following: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

Enumerated Offenses
Students may be suspended or expelled for any of the following acts when it is determined the pupil:
1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
2. 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 students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
7. Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
12. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
13. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

16. Engaged in or attempted to engage in hazing of another.

17. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.

18. Made terrorist threats against school officials and/or school property.


20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

   Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.

21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

Expulsion

A student may be expelled either by the HTLA Governing Board following a hearing before it or by the HTLA Governing Board upon the recommendation of an Administrative Panel to be assigned by the HTLA Governing Board. The Administrative Panel will consist of at least three (3) members who are certificated and neither a teacher of the pupil or a Council member of the HTLA’s Governing Board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

For more details regarding HTLA’s suspension and expulsion policies, please see HTLA’s approved charter, Element 10 on the HTLA website.

Student Wellness

The HTLA Board of Directors recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for HTLA students. The Principal or designee shall build a coordinated school health system that supports and reinforces health literacy, a safe and healthy school environment, and parent/guardian and community involvement (the full Wellness Policy can be found at www.ht-la.org.)

Nutrition Education and Physical Activity Goals

The HTLA Board of Directors will adopt goals for nutrition education, physical activity, and other school-based activities that will promote student wellness in a manner that the school deems appropriate.

Nutrition education will be integrated into the Advisory program and core academic classes and will be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through “X Block,” extracurricular programs, and before and after-school programs.
The HTLA Board of Directors discourages the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, school supplies, advertisements in school publications, or other means.

HTLA encourages consistent health messages between the school and home, the Principal or designee may disseminate health information to parents/guardians through school newsletters, the school website, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

**Food Service/Child Nutrition Program**

The HTLA Board of Directors recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. The HTLA Board of Directors desires to provide students with adequate space and time to eat meals. To reinforce the HTLA’s nutrition program, food available on the premises will:

1. Be carefully selected so as to contribute to the student’s nutritional well-being and the prevention of disease.
2. Meet or exceed the nutritional standards specified in law and administrative regulation.
3. Be prepared in ways that will appeal to students, retain nutritive quality and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities.
5. Be sold at reasonable prices.

The Principal or designee shall develop strategies designed to encourage the participation of students and parents/guardians in the selection of foods of good nutritional quality for school menus.

Foods and beverages provided through federally funded reimbursable school meal programs shall meet or exceed federal guidelines and regulations issued pursuant to 42 USC 1758(f)1 and 1779(a) and (b), as they apply to schools.

The HTLA Board of Directors desires to provide students with adequate time and space to eat meals. To the extent possible, the school schedule shall be designed to encourage participation in school meal programs.

School staff will encourage and educate parents/guardians or other volunteers to support the school’s nutrition education program by considering nutritional quality when selecting any snacks that they may donate for occasional class parties and by limiting foods or beverages that do not meet nutritional standards to no more than one food or beverage per party.

All HTLA students, including students with disabilities as defined by their Individual Educational Plan, will have the opportunity, support and encouragement to be physically active on a regular basis through “X Block” and clubs that incorporate physical activity. Students will receive a minimum of four hundred (400) minutes of physical activity every ten (10) days through “X Block”.

**HighTech LA Lunch Account**

HTLA will serve nutrition and lunch to HTLA students. The student’s meal application status of “free,” “reduced,” or “full pay” will be noted in our lunch system. Our menu will be posted on our website so that students and parents can plan for lunch accordingly.

Students will line up in the back yard of HTLA and present the server with their Student ID Card or Student ID number, and will be able to choose either a meat or vegetarian option. Their profile will
appear to the administrator in charge of the lunch line with their status of “free,” “reduced,” or “full pay” and the appropriate charges will be made to their account. Full pay and reduced students will need to have an available balance on their lunch account at all times if they choose to buy nutrition or lunch.

Students that have a negative account balance will not be able to purchase nutrition or lunch until their account is in good standing. It is important to keep track of your student's balance so if they choose to eat they have enough funds in their account to do so. Balances can be refilled by cash or check to the HTLA Main Office ONLY. Having a negative balance on a student’s lunch account will result in a hold which prohibits the student from participating in clubs and after school activities such as, Robotics, fundraisers, dances, class activities, graduation ceremony, etc.

Parents and students are also given the opportunity to create an online lunch account to check available balances, see the date meals were purchased, and notify HTLA of any allergies the student might have.

HTLA participates in the National School Lunch Program, allowing for low-income families to apply for and to receive free or reduced priced meals. All families are encouraged to complete the federal free/reduced price meal application form in order to include as many eligible students as possible. The application forms for free or reduced priced meals are included in the enrollment packet at the start of the year. All families are encouraged to complete the application form in order to include as many eligible students as possible.

**Student Lunch Drop Off**

If a HTLA student forgets their lunch, a parent or guardian is welcome to prepare a lunch from home and bring it to the Main Office. Students can come to the Main Office to pick up their lunch during lunch time.

**The HTLA Main Office does not accept lunch drop offs from outside vendors such as McDonald’s, In N Out, Subway, etc.**

**Machine Shop**

Working inside and outside of the machine shop comes with the risk of danger. Safety is our number one concern at HTLA and we do not risk jeopardizing any student's safety, appendages, life, etc. All students must pass the Machine Shop Safety Test before accessing the machine shop or operating any machinery. All students are required to follow ALL SAFETY DIRECTIONS inside and outside of the machine shop and labs, as well as any directions given by mentors, teachers or administration. First aid is available in the machine shop and lab for all students.

**Immunization**

To ensure a safe learning environment for all students, HTLA follows and abides by the health standards set forth by the state of California. Students will not attend school until all require records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of HTLA.

Effective January 1, 2016, SB 277 eliminates the personal belief exemption (“PBE”) from Health and Safety Code 120325(c) regarding immunizations. SB 277 maintains an exemption from the vaccine requirements for medical necessity. There is also a grandfather provision for students who have a
PBE on file with the School on or before January 1, 2016, which remains valid until the student progresses to the next “grade span” (e.g., (1) birth to preschool; (2) TK, K and grades 1 – 6; and (3) 7 – 12th grade).

Immunization requirement may be fulfilled by any of the following:

- Receiving the required vaccine doses and providing the proper immunization records of the student.
- Receiving a medical exemption from a licensed physician.
- Under limited circumstances conditional admission may be available. (Children behind on their required immunizations may be admitted conditionally, if they are not currently due for any or have a temporary medical exemption)

Sexual Health Education
A Parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent (“opt-out”) process. The Charter School does not require active parental consent (“opt-in”) for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation comprehensive sexual health education and HIV prevention education in writing to the Charter School.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When the Charter School chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
  - The date of the instruction
  - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Codes 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student’s health behaviors and risks may be administered to students through grade twelve (12). A parent or guardian has the right to excuse their child from the test, questionnaire, or survey (“opt-out”). Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the Charter School.

A Student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if the school has received a written request from the student’s parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.
Parent Responsibilities

Parent Support
Parent support is critical to maintaining the high standards set by HTLA. In addition to making sure students are in school, on time, and have a quiet place to study, it is important that parents check their student’s grades on PowerSchool at least once a week to monitor the cumulative grade as well as any missing assignments. It is a parent’s responsibility to set consequences at home for poor grades and/or behavior. Additionally, parents should check Moodle at least twice a week to see the assignments and projects that are due for each class and then monitor their children at home to ensure that work is completed.

Title 1 Parent’s Right to Know
HTLA receives federal funds for Title I, Part A programs. As a parent of a student in a Title I school, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers, and requires the school to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

1. Whether the teacher meets the state qualifications and licensing criteria for the grades or subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher’s certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessionals assisting your child’s teachers. If your child is receiving Title I, Part A services from a paraprofessional, HTLA is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two (2) years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate’s degree (or higher.)
3. Whether the paraprofessional has met a rigorous standard of quality through our state’s certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics and other support as appropriate.

Parent Meetings During School Hours
Parents/guardians are often unsure if leaving their job for a meeting at their child’s school will be held against them by their employer. We have included this FAQ about CA Labor Code 230.8 for clarification.

Family-School Partnership Act
California law allows parents, grandparents and guardians to take time from work to attend school conferences and events.
Frequently Asked Questions

What is the Family-School Partnership Act?
The Family-School Partnership Act is a California law that allows parents, grandparents, and guardians to take time off from work to participate in their children’s school or child care activities. The law (Labor Code Section 230.8) first took effect in 1995. Its provisions were expanded in 1997 to add licensed child day care facilities to the kindergarten-through-grade-twelve levels included in the original legislation.

1. **What opportunities am I offered under this law?**
   If the following criteria are met, you may take off up to 40 hours each year (up to eight hours in any calendar month) to participate in activities at your child’s school or day care facility:
   - You are a parent, guardian, or grandparent who has custody of a child enrolled in a California public or private school, kindergarten through grade twelve, or licensed child day care facility.
   - You work for a business that has 25 or more employees at the same location.

2. **How should I account for my time off work?**
   The law allows you to use existing vacation time, personal leave, or compensatory time off to account for the time you use participating in your child’s school or child care activities. You may also use time off without pay if permitted by your employer. The employee, not the employer, chooses from the options that are available.

3. **How can I take advantage of these opportunities?**
   Let your employer know in advance that you would like to take time off to participate in activities at your child's school or child care facility. Although the law does not say how far in advance you should inform your employer, it is likely that rules are in place at your work site about reasonable notice for planned absences. And, if your employer requests, you are required to provide written proof of having participated at your child’s school or child care facility.

4. **If both parents of a child are employed by the same employer at the same work site, does the law allow them to take time off together for the same school or child care activity?**
   The parent who first gives notice to the employer has priority for the planned absence, although the other parent may also participate if the employer approves.

5. **Does the law apply to parents who work the night shift or only to those who work the day shift? What about part-time employees?**
   All parents working full time, regardless of the shift they work, are allowed up to 40 hours per year. Because a night worker normally sleeps during the day when school is in session, that employee might ask for approval of an absence during the night shift in order to rest adequately for participating in activities at his or her child’s school or child care facility. Part-time workers are allowed a proportionate number of hours. For example, half-time workers may take up to 20 hours a year. Teachers, even though they might work only ten months out of the year, are considered full-time employees and may take up to 40 hours per year.

6. **What kinds of school or child care activities may I participate in with my child?**
   Under the law any activity that is sponsored, supervised, or approved by the school, school board, or child care facility is acceptable. Examples might be volunteering in your child’s classroom; participating in parent-teacher conferences, Back-to-School Night, Open House, field trips, or extracurricular sporting events sponsored by the school, school board, or child care facility; and assisting in community service learning activities.

7. **I am a teacher. Is my employer required to pay for a substitute teacher during my absence?**
   Because teachers generally get neither vacation nor compensatory time off during the school year, their only options under this law are time off without pay and possibly personal leave, unless their collective bargaining agreement provides for other alternatives. The school district would cover
the cost of a substitute teacher through the salary savings gained from the classroom teacher's time off without pay. Check with your personnel director.

8. **Does my employer have the right to refuse my request for time off to participate in activities at my child's school or child care facility?**

   If your employer has 25 or more employees at the same location, he or she cannot refuse the request. All such employers must comply with the law and allow you to take off up to 40 hours a year to participate in your child's school or child care activities. At least one of the options—using vacation, personal leave, compensatory time off, or time off without pay—must be provided to the employee.

9. **My employer has an incentive bonus program for employees who take no unpaid leaves of absence. If I take time off to participate in activities at my child's school or child care facility, will my doing so count against me?**

   Yes, it probably will count against you. Labor Code Section 230.8 contains no clear answer to this question, but it seems reasonable that an employer would apply an incentive bonus program equally to all unpaid leaves of absence, regardless of the reason for the leave.

10. **What should I do if I feel that my employer has discriminated against me for taking time off to participate in my child's school or child care activities?**

    Your employer may not fire you, demote you, take away your benefits, deny you a promotion, or in any other way discriminate against you because you have chosen to participate in activities at your child's school or child care facility. The law provides for civil penalties and compensation to the parents if such discrimination occurs. The law does not, however, give enforcement powers to a specific governmental agency. If you feel you have suffered discrimination, contact the Fair Employment and Housing Commission at 1-800-884-1684 or [http://www.fehc.ca.gov](http://www.fehc.ca.gov) or consult an attorney.

Information provided with permission by the California Department of Education. The information above is also available in multiple languages.

**Student Enrollment Forms**

Students are required to complete several enrollment forms each and every year they attend HTLA. Enrollment forms must be completed by the end of the first week of the Fall semester. Copies of the enrollment forms can be found at [www.ht-la.org](http://www.ht-la.org) or in the Main Office of HTLA.

These forms include but are not limited to:

- Emergency Card
- Parent Support Agreement
- Ethnicity Survey
- Free/Reduced Lunch Application
- School Polices/Handbook Agreement
- Home Language Survey
APPENDIX

Uniform Complaint Policy and Procedures

Scope

HighTech LA (“HTLA”) policy is to comply with applicable federal and state laws and regulations. HTLA 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, mental disability, physical disability, ethnic group identification, immigration status, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, 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 HTLA program or activity; and

(2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, After School Education and Safety Programs, Agricultural Vocational Education Programs, American Indian Education Centers and Early Child Education Program Assessments, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education Programs, ESSA (2017) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Regional Occupational Centers and Programs, Special Education Programs, State Preschool, and Tobacco-Use Prevention Education.

(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 HTLA finds merit in a pupil fees complaint HTLA shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by HTLA 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, Local Control and Accountability Plans or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

(5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.

(6) Complaints of noncompliance with the requirements of Education Code Section 48645.7 regarding the rights of juvenile court school pupils when they become entitled to a diploma. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.

HTLA 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. HTLA cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, HTLA will attempt to do so as appropriate. HTLA may find it necessary to disclose information regarding the complainant/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Principal or designee on a case-by-case basis.

HTLA 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 Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure HTLA’s compliance with law:

Mathew McClenahan
Principal, HighTech LA
17111 Victory Blvd, Van Nuys, CA 91406
(818) 609-2680

The Principal 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 Principal or designee.

Should a complaint be filed against the Principal, the compliance officer for that case shall be the President of Board of Directors of HTLA.

Notifications

The Principal or designee shall annually provide written notification of HTLA’s uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

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 HTLA speak a single primary language other than English.

The Principal or designee shall make available copies of HTLA’s uniform complaint procedures free of charge.
The annual notice shall include the following:

(a) A statement that HTLA 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 HTLA’s decision to the CDE by filing a written appeal within 15 days of receiving HTLA’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 HTLA 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 HTLA.

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 code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, HTLA 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 HTLA’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 HTLA’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.

HTLA’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 HTLA’s investigation and decision, as described in Step #5 below, within sixty (60) days of HTLA’s receipt of the complaint.

Step 5: Final Written Decision

HTLA’s decision shall be in writing and sent to the complainant. HTLA’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 HTLA’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 HTLA’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 HTLA’s decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving HTLA’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 HTLA’s decision.

Upon notification by the CDE that the complainant has appealed HTLA’s decision, the Principal 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 HTLA, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of HTLA’s complaint procedures.
7. Other relevant information requested by the CDE.

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

**Civil Law Remedies**

A complainant may pursue available civil law remedies outside of HTLA’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 HTLA has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR § 4622.
Uniform Complaint Procedure Form

Last Name: ___________________________________________ First Name/MI: _______________________________

Student Name (if applicable): _____________________________________ Grade: _______ Date of Birth: ____________

Street Address/Apt. #: ____________________________________________________________

City: ____________________ State: _______________ Zip Code: __________________

Home Phone: ___________ Cell Phone: ___________ Work Phone: ______________________

School/Office of Alleged Violation: ______________________________________________________________________

For noncompliance allegations, please check the program or activity referred to in your complaint, if applicable:

- [ ] Adult Education
- [ ] After School Education & Safety
- [ ] Agricultural career technical education
- [ ] American Indian Education

- [ ] Bilingual education
- [ ] California peer assistance & review programs for teachers
- [ ] Career technical & technical education and career technical; Technical Training (State)
- [ ] Career technical education (Federal)

- [ ] Child care & development
- [ ] Child Nutrition
- [ ] Compensatory education
- [ ] Consolidated categorical aid

- [ ] Course periods without educational content
- [ ] Economic impact aid
- [ ] Education of pupils in foster care, homeless, former juvenile court pupils now enrolled in the District, children of military families, migratory pupils and those in newcomer programs
- [ ] Every Student Succeeds Act/No Child Left Behind (Titles I-VII)

- [ ] Local Control & Accountability Plans (LCAP)
- [ ] Migrant education
- [ ] Physical education instructional minutes
- [ ] Pupil fees

- [ ] Reasonable accommodations for a lactating, pregnant and parenting pupils
- [ ] Regional occupational centers and programs
- [ ] School safety plans
- [ ] Special education

- [ ] State preschool
- [ ] Tobacco-Use Prevention Education

For complaints of unlawful discrimination, harassment, intimidation or bullying (employee-to-student, student-to-student, third party to student, employee-to-third party) filed no later than six months from the date it occurred or when knowledge was obtained that it occurred, check which actual or perceived protected groups upon which the alleged conduct was based:

- [ ] Age
- [ ] Ancestry
- [ ] Color
- [ ] Disability (Mental or Physical)
- [ ] Ethnic Group Identification
- [ ] Gender / Gender Expression / Gender Identity
- [ ] Immigration Status
- [ ] Lactating Student
- [ ] National Origin
- [ ] Race or Ethnicity
- [ ] Religion
- [ ] Sex (Actual or Perceived)
- [ ] Sexual Orientation (Actual or Perceived)
Nationality

Association with a person or group with one or more of these actual or perceived groups listed here

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

2. Have you discussed your complaint or brought your complaint to any HTLA personnel? If you have, to whom did you take the complaint, and what was the result?

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. □ Yes □ No

Signature: ___________________________ Date: __________________

Mail complaint and any relevant documents to:

Mathew McClenahan
Principal, HighTech LA
17111 Victory Blvd, Van Nuys, CA 91406
(818) 609-2640