

**Parent Student Information Handbook
2017-2018**

WELCOME TO COMMUNITY PREPARATORY ACADEMY CHARTER SCHOOL



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PARENT/STUDENT AGREEMENTS

Dear Parents and Guardians,

The purpose of this Handbook is to provide our Community Preparatory Academy families with the important information they will need for the upcoming school year. Please take time to read each section so that you know what to expect from us, and our expectations of you, the families. Its contents will give you an outline of our policies, enabling you to make a commitment to support them. Your knowledge of and support of these rules is essential in maintaining a positive and supportive school environment. This handbook is a guide for you to use and refer back to regarding rules, policies and procedures.

All of our policies are aligned to all California and federal regulations. A safe and orderly campus is a necessary foundation for learning to occur. If there is a policy or rule for which you need further clarification, please contact us. We will be happy to further explain the context and underlying philosophy.

Community Preparatory Academy exists to ensure all students achieve academic and cultural excellence by celebrating their individual differences and validating them in order to meet the demands of becoming 21st Century learners prepared for success. To that end, we refer to our students as scholars.

We intend to have a fabulous 2017-2018 school year in collaboration with our CPA families. Your cooperation, commitment to our creed, and genuine support for our schools and its programs will ensure our success. Community Preparatory Academy strives to serve you and your scholars. Please let us know how we can be of further service.

2017-2018 OPERATIONAL CALENDAR

First Day of School	August 21, 2017
Labor Day (No School)	September 4, 2017
Pupil Free (No School)	October 30, 2017
Veterans' Day (No School)	November 10, 2017
Thanksgiving Holiday (No School)	November 20-24, 2017
Winter Break	December 18, 2017- January 2, 2018
Martin Luther King, Jr. Day (No School)	January 15, 2018
President's Day (No School)	February 19, 2018
Spring Break	March 26-30, 2018
Cesar Chavez Day (No School)	April 2, 2018
Memorial Day (No School)	May 28, 2018
CPA Service Week	June 4-7, 2018
Rites of Passage	June 7-30, 2018

Community Preparatory Academy Charter School K-8th Grade

Carson Campus – Office Telephone (424) 329-3610

Los Angeles Campus - Office Telephone (323) 751-1460

Both Sites - Voicemail (323)418-2156

Office Hours: 7:00 a.m. to 3:30 p.m.; Wednesdays 7:00 a.m. to 1:30 p.m.

School Hours: 7:30 a.m. to 2:30 p.m.; Wednesdays 7:30 a.m. to 12:15 p.m.

Community Preparatory Academy does not discriminate on the basis of race, ethnicity, nationality, religion, gender, medical condition, sexual condition, sexual orientation, home language, or physical or mental disability, either actual or perceived, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code. Community Preparatory Academy is non-sectarian in its educational programs and operations.

STUDENT ARRIVAL TIME

The playground opens at 7:10 am for early arrival to school. Please note that adult supervision is limited from 7:10-7:30 am and students on campus at this time must follow all school rules.

Families should generally plan to drop off their children between 7:15-7:30 am. Our priority is to maximize instructional time, therefore we expect students to be on the yard, ready for Community Circle by 7:30 am.

In the event you would like to speak to a teacher prior to school, we ask that you make an appointment in advance so that teacher can plan accordingly as the morning time is often used in preparation of the day's activities.

DISMISSAL TIME

Adult supervision is provided on the school grounds for 15 minutes after the close of the instructional day. Unless under the direct supervision of a school staff member, all students should be off of the school grounds within 15 minutes of dismissal. **Any student left after 3:15 pm will be automatically enrolled in the after school program and parents will need to pay any fees related to after school program enrollment.**

EARLY DISMISSAL WEDNESDAYS

Every Wednesday school will dismiss at 12:15 pm to allow school staff to meet for important professional development.

INTRODUCTION

Community Preparatory Academy (CPA) is a culturally and linguistically diverse community, that works in partnership with the children, families and community we serve in order to provide a strong academic, ethical, and culturally responsive education with measurable results. This is achieved by creating an environment where students' diverse cultures, backgrounds and languages are highly valued, thereby building a bridge between home and school. These "bridges," in turn, foster an atmosphere that enables educational ownership, lifelong learning, higher-order thinking, problem solving, increased self-esteem, and the responsible citizenship necessary for success in a diverse, ever-changing world.

Our purpose at Community Preparatory Academy is to become a replicable urban school model of proven effectiveness in providing an exemplary, public school education to all students. We aim to accomplish this by creating a school that prepares students to be competitive in a global market using innovative methods that support the unique needs of an ever-increasing culturally and linguistically diverse population. We believe all children should feel valued, that all children can learn, and that experiences in the arts and sciences naturally inspire a love of learning in children. We believe a Science, Technology, Engineering, Arts, and Mathematics (STEAM) focus supports this vision and meets our goals of equity and access, as it aligns well with the development of the 21st century skills and habits of mind that we aim to attain in today's urban educational system.

We hope to continue to close the achievement gap through innovative teaching practices that incorporate STEAM focused problem/project-based learning throughout the curriculum, in conjunction with teacher expertise, collaboration and community partnerships.

Our instructional program is grounded in the following beliefs and guiding principles:

- 1) Critical thinking and problem solving are essential.**
With so many technological and informational advances, people will have an ever-increasing need to obtain, understand, analyze, and share information. It is likely that future workplace literacy will be synonymous with problem solving. Consequently, critical thinking and creative problem solving are essential skills for success in today's increasingly complex, interdependent and connected world.
- 2) Integration, not isolation.**
In the real world, learning does not occur in a vacuum. People often learn by making meaningful connections across disciplines simultaneously. Therefore, core subjects should not be taught in isolation but should be integrated when relevant to achieve a more holistic learning experience.
- 3) Authenticity gives relevance to learning.**
Children must be given authentic situations to make learning more relevant to their lives, as well as the time necessary to discover meaning at their own pace.

4) Access creates opportunity.

It has been hypothesized that the major determinant for future “haves and have-nots” will be access to information and technology. A science, technology, engineering, arts, and mathematics focused curriculum will provide all students with the opportunity for increased literacy in 21st century skill areas, thereby supporting the development of the very skills necessary for success in a global economy.

5) Supportive relationships make learning challenging, engaging and meaningful.

Relationships are fundamental. Building positive relationships with students, between home and school, within the community, as well as among staff are critical for student growth and achievement. To encourage this among students, we will focus daily on the overarching virtues of: order, harmony, justice, truth, balance, propriety, and righteousness. Our students will also participate in morning community circles aligned with Restorative Justice practices.

6) Culture matters.

Culturally relevant teaching practices acknowledge the learner’s culture and life experiences, thereby decreasing cultural negotiation within the classroom and encouraging “buy-in” on the student’s part. In order to decrease negative schooling experiences, it is important that students’ home cultures are valued, students’ home languages are validated, and communal responsibility (versus individual competitiveness) is emphasized. These practices support the development of cultural competence for all involved.

7) A staff culture of shared responsibility and accountability.

As a school community, we believe in and practice the following Core Four values:
Commitment – We are focused.
Culture – We affirm.
Community – We are family.
Creativity – We are free thinkers

COMMUNITY PREPARATORY LEARNING PRINCIPLES

With a primary commitment to high quality teacher professional practice, Community Preparatory Academy will continually work to strengthen the following Learning Principles in the school:

Purposeful action: Learners are engaged in activities that hold interest, personal meaning and/or greater social significance.

Just-right challenge: Learners work at a level of “gentle challenge,” often as a result of differentiated instruction. Students’ work is not too hard or too easy; rather, students

experience academic rigor in a way that helps them to learn more, not experience frustration.

Student ownership of learning: Learners have many opportunities to make decisions in their academic work and in the management of their learning environment

Supportive learning environment: Learners feel respected and understood by adults and peers; the school culture, including instruction, is culturally relevant; all learners are expected to meet high standards; learners receive supports needed to meet academic and behavioral expectations; and all stakeholders are expected to contribute to creating a community of respect and mutual understanding.

21ST CENTURY SKILLS

In the ever-changing 21st century world, the emerging job market is increasingly one of high skilled employment. Given this context, Community Preparatory Academy seeks to develop the following characteristics of an educated person in the 21st century:

Competent skills in reading, writing, math, science, history, introductory-level foreign language skills and technology.

Critical thinking and problem solving: analyzing information, applying new ideas to new situations, and developing new knowledge.

Social-emotional skills: practicing habits needed to maintain satisfying relationships, to thrive in varied social groupings and to achieve personal goals.

Citizenship: actively exercising strong civic ethics and taking strategic action to create a more just, humane and sustainable world.

Physical health: practicing exercise and healthy nutrition.

Emotional health: living with self-confidence, personal responsibility, respect for others and understanding across differences.

Arts and literature: participating in and appreciating musical, visual and performing arts and a love of literature.

Preparation for further education and skilled employment: readiness for college or chosen career paths.

COMMUNITY PREPARATORY ACADEMY CREED

As a member of the Community Preparatory Academy family, students will:

Have Integrity: Be reliable, honest and make intelligent choices that benefit yourself and your community.

Be Responsibility: Consider consequences and be accountable for your words, actions, and attitudes.

Show Empathy: Understand other's feelings, emotions and experiences in order to be caring and compassionate.

Evidence Self-Awareness: Reflect on how you are feeling, your behavior, thoughts and ideas so that you can control your actions and emotions. Stop negative thoughts and feelings about yourself and others by focusing on the positive.

Demonstrate Problem-Solving: Choose to solve problems by considering other's perspectives, identifying your emotions, using effective communication skills, and finding proactive solutions.

CURRICULUM

ENGLISH/LANGUAGE ARTS

The Community Preparatory Academy English/Language Arts (ELA) curriculum is based on the Common Core Content Standards and emphasizes the development of skills, strategies and abilities all students need to be competent readers, writers, speakers and listeners. The literacy program focuses on reading fluency and comprehension, writing for varied audiences and purposes, and developing in students a love of literature and a deep understanding of its significance to their success.

HISTORY/SOCIAL SCIENCE

Community Preparatory Academy will teach History/Social Science based on Common Core Content Standards. Engaging, authentic learning projects and activities infuse history and social science content with the excitement it deserves. These learning activities are designed to promote the essential skills used by practitioners of social science disciplines, providing a strong foundation in historical research. Activities are driven by the thematic "big ideas" of each unit.

MATHEMATICS

Math instruction in all grades address the Common Core Content Standards, which encompass skills such as number sense, algebra and use of variables, measurement and

geometry, statistics, data analysis and probability and mathematical reasoning.

SCIENCE

The science program at Community Preparatory Academy is designed to provide an integrated, developmental, inquiry-based curriculum to all students. The program will not only effectively teach students skills based on the Next Generation Science Standards, but also develop their social and literacy skills as well.

ARTS

The arts curriculum will provide students with artistic avenues for creative self-expression and to channel emotions into creative forms, with the objective of instilling in students a lifelong interest in the arts as well as tolerance and respect for diversity. Activities will further students' understanding of artistic elements and principles of visual design. By engaging in arts activities that are integrated with core academic subjects, such as language arts and social studies, students will enhance their content area knowledge, apply critical thinking skills and develop artistic skill and style.

POSITIVE BEHAVIOR SUPPORT PLAN

Positive Behavior Support (PBS) is a process for understanding and resolving the problem behavior of children that is based on values and empirical research. It offers an approach for developing an understanding of why the child engages in problem behavior and strategies for preventing the occurrence of problem behavior while teaching the child new skills. Positive behavior support offers a holistic approach that considers all factors that have impact on a child and the child's behavior. It can be used to address problem behaviors that range from aggression, tantrums, and property destruction to social withdrawal.

PBS is different from traditional methods of discipline that rely more on blame, punishment, shame, and unquestioned authority. PBS seeks to support the individual in learning successful inter-personal communications skills, self-esteem, assertiveness, and conflict resolution skills. These tasks are not easy given the fact that we live in a world where anger, violence and retaliation are the more typical methods of handling conflict. In order for Community Preparatory Academy to be different and make a difference, all staff members must embody and practice the belief that the tenants of PBS are the best way to live in a peaceful world and the best way to create a peaceful environment within our school. The following Response to Intervention pyramid outlines the main components of the Positive Behavior Support Plan.

STUDENT CODE OF CONDUCT

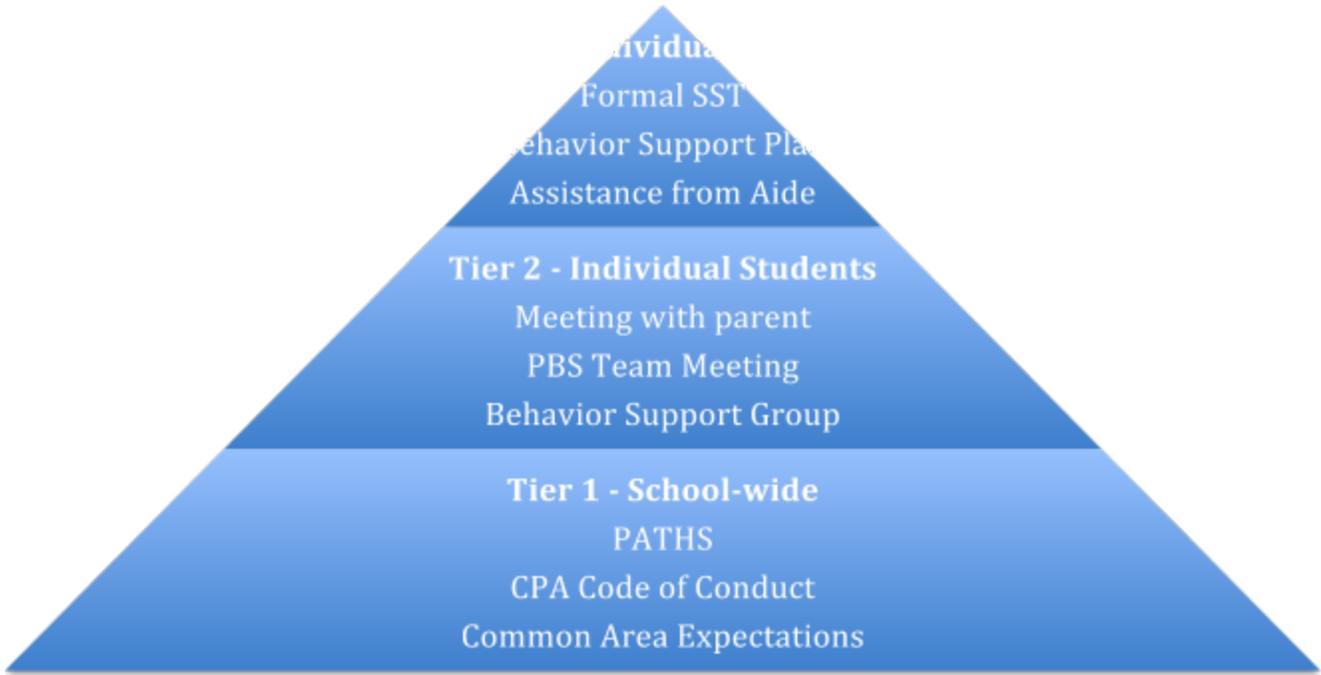
A separate document detailing specific expectations and rules for students is distributed at the

beginning of the school year and provides an ongoing reference for behavioral norms.

SCHOLAR DOLLAR INCENTIVE PROGRAM

At Community Preparatory Academy we believe that positive behaviors are connected to a child’s ability to succeed academically. Therefore, we use Scholar Dollars to reinforce positive behaviors and acknowledge behaviors that detract from learning. Each staff member is trained on positive discipline techniques and is encouraged to give Scholar Dollars to students acting on elements of the CPA Code of Conduct and general classroom policies. Further, students may lose Scholar Dollars as a consequence for not upholding school expectations. Parents will receive reports, which we hope will enable families to have meaningful conversations with their children regarding their behavioral success and struggles. Each month students who earn the goal amount of Scholar Dollars will be eligible for a privilege or prize at the monthly Shining Star Assembly.

MANAGEMENT RESPONSE TO INTERVENTION



Tier 1

PATHS

The PATHS curriculum is taught in every classroom. Teachers and staff follow the calming down and problem-solving strategies taught in PATHS. Parent workshops will be conducted to help parents reinforce PATHS strategies at home.

CPA Aspirations

One aspiration will be highlighted per month. The teacher will teach that aspiration during morning meeting, all staff will reference the value throughout the day, special

assemblies will be conducted to reinforce the value, and parents will be informed of the aspiration of the month via newsletter.

School Rules

All students will follow the adopted school rules. The rules will be posted in all common areas for reference. Students will be reminded of school rules daily. Parents will be notified of school rules in the parent handbook.

Common Area Expectations

Each common area will have a set of expectations for behavior and procedures. Students will be taught these expectations the first week of school, and expectations will be revisited as needed.

Tier 2

Meeting with parents

Parents of students who are experiencing behavior difficulties will be asked to meet with the teacher—and the principal if needed—to discuss the behavior and brainstorm solutions. Students will be placed on daily or weekly behavior reports so that parents can monitor progress.

Informal SST

If students continue to exhibit behavior difficulties after teachers meet with parents, an informal SST will be conducted where the Principal, Inclusion Specialist and teacher/s will discuss the behavior management strategies to be used to support the student.

Behavior Support Group

One possible outcome from the informal SST will be to place the student in the after-school behavior support group, where the student will be able to discuss appropriate behavior, set goals, and learn strategies for self-regulation.

Tier 3

Formal SST

If a student does not have an IEP, then a formal SST will be conducted with the parents, Principal, Inclusion Specialist, and teacher/s in attendance.

Behavior Support Plan

The main outcome of the formal SST will be to create a behavior support plan similar to those used in IEPs.

MANDATED TESTING

CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT)

State law requires school districts to assess the English language development of all English Learners (ELs), and of new enrollees in California, to determine each student's level of English proficiency in listening, speaking, reading and writing. The ELPAC must be administered to new enrollees with a home language other than English, unless they have been previously assessed and deemed proficient at another California Public School. Students who have previously been identified as English Learners must also be administered the ELPAC on an annual basis to determine their English language development progress. The ELPAC is administered to English Learners in the fall. For new enrollees who have a home language other than English, the ELPAC must be administered within 30 days of enrollment in a California public school.

Please refer to <http://www.cde.ca.gov/ta/tg/el/> for more information about the CELDT/ELPAC.

SMARTER BALANCED ASSESSMENT SYSTEM

Signed into law on October 2, 2013, AB 484 (Bonilla) establishes California's new student assessment system in ELA and Mathematics for grades K-8, now known as the California Assessment of Student Performance and Progress (CAASPP). The CAASPP assessment replaces the Standardized Testing and Reporting (STAR) Program. The primary purpose of the CAASPP assessment is to assist teachers, administrators, and pupils and their families by promoting high-quality teaching and learning through the use of a variety of questions and item types. In addition, students in grades 5 and 8 are assessed for Science using the CAST test which replaces the CST for Science.

The Smarter Balanced Assessment Consortium is a multistate consortium working collaboratively to develop student assessments like the CAASPP which are aligned to the common core standards for English language arts/literacy and mathematics.

For additional information about AB 484 please contact the CDE CAASPP Office by phone at 916-445-8765 or by e-mail at caaspp@cde.ca.gov.

PHYSICAL FITNESS TEST

State law requires school districts to administer the Physical Fitness Test (PFT) annually to all students in grades five, seven, and nine. The state-designated PFT is the FITNESSGRAM®. The FITNESSGRAM® test battery measures student performance in aerobic capacity, body composition, muscular strength, endurance and flexibility. The test is designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity. To find more information about the FITNESSGRAM, please contact your child's teacher. Additional information is posted online at <http://www.cde.ca.gov/ta/tg/pf/>.

EMERGENCY PREPAREDNESS

DISASTER (EARTHQUAKE, FIRE)

Telephones/Communications: In the event of an earthquake, flood or other natural disaster, keep your radios tuned to your local radio station for advisory information. Please do not call the school as we must have the lines open for calls.

Dismissal: Should there be a major earthquake, children will remain under the supervision of school authorities until parents or responsible adults can pick them up.

The Student Release Procedure is as follows:

1. Go directly to the entrance of the school or evacuation area.
2. Inform teacher, aide or adult responsible for that classroom that you are taking the child from the class line.
3. Proceed with child back to Student Release Tables just outside the school entrance to sign a Student Release form for each child you are taking. Do not remove your child or any other child from school without signing the emergency release form. This provides us a record of where each child is when someone else arrives later looking for the child.
4. Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.
5. Adults will be needed to help with first aid, dismissing students, helping with classes, monitoring traffic, etc. If you are able to volunteer to help, go directly to the Evacuation Area where the Parent Coordinator will give you an assignment. Volunteers should leave children with their classes and not sign student release form until they are ready to leave.

Should a major disaster occur, and a parent or guardian can't get to Community Preparatory Academy, if the conditions make it necessary, CPA will release your child to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

The school principal or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, the students will be transferred to the nearest available safe shelter/ police station. If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

Food and Water: In the event that children would need to remain on campus for several hours or days after any sort of a disaster, there will be a supply of fresh water and limited food provided by the school for up to 3 days.

FIRE DRILLS AND EVACUATION

In the case of fire at the school, CPA will be immediately evacuated according to the floor plan set forth at the beginning of each school year. Teachers are required to keep a student roster with them at all times, checking attendance immediately after evacuation. Fire drills will be conducted at least once per year with the evacuation of the local fire department.

BOMB THREATS

In the case of a bomb threat at the school, CPA will be immediately evacuated according to the fire evacuation plan, appropriate emergency personnel will be summoned. Students and teachers will not re-enter the building until it has been deemed safe by emergency personnel.

SCHOOL SPONSORED FIELD TRIPS

All field trips and excursions that take place during school hours must receive prior written approval by the Principal or Administrator. The Principal or Administrator shall ensure that the sponsoring teacher has set out in writing the educational objective of the activity and how the proposed field trip or excursion relates to CPA's educational program, the ratio of adult/students for the activity, and plans showing the best use of the students' learning time. Such plans must also provide for adequate restroom facilities, that proper food and water will be available during the activity, and the means of transportation to and from the activity. If the Principal or Administrator does not approve the field trip or excursion, the reasons for not approving the activity must be stated in writing. The Principal or Administrator may exclude from the field trip or excursion any student whose presence on the field trip or excursion would pose a safety or disciplinary risk.

Permission Slip

No student will be permitted to go on a field trip or excursion without a permission slip signed by the student's parent or guardian. The permission slip shall include a waiver of all claims against the charter school, its employees and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. In addition, the permission slip shall include an emergency telephone number for the student; any medications the student is required to take, along with the time and dosage required; and any medications the student is allergic to or other medical information necessary to ensure the student's safety.

One copy of the permission slip shall be filed in the Main Office and one copy shall be given to

the teacher to take on the field trip or excursion.

Supervision

The sponsoring teacher must be present to supervise the field trip or excursion. The Principal or Administrator shall be the emergency contact for the group on the field trip or excursion. The sponsoring teacher or employee accompanying the group shall have completed a first aid and CPR course THAT is certified by the American Red Cross. A first aid kit shall be in the possession of the sponsoring teacher or accompanying employee at all times during the field trip or excursion.

The sponsoring teacher or other employee accompanying the field trip or excursion shall document any injuries or unusual incidents occurring during the field trip or excursion in writing.

Adult/Student Ratio

Adult/student supervision ratio must be observed at all times during the field trip or excursion. School rules are to be adhered to at all times. Horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, profanity, viewing of pornographic material and use of alcohol or controlled substances during the field trip or excursion are strictly prohibited.

Parent/Guardian Participation

Parents/guardians are encouraged to participate in field trips and excursions to assist with supervision of students. Parents/guardians accompanying the charter school group shall receive clear information regarding their responsibilities from the sponsoring teacher. Prior to the field trip or excursion, the Principal or Administrator may hold a meeting for parents/guardians accompanying the charter school group as supervisors to discuss, among other things, safety and the importance of safety-related rules for the field trip or excursion, how to keep a group together and what to do if an emergency occurs. Parents/guardians will be assigned a specific group of students and shall be responsible for the continuous monitoring of these students at all times. Parents/guardians shall not consume alcohol, smoke or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion.

Transportation

Consideration will be given to the safest mode of transportation and the safest routes of travel. If travel is by van or bus, the legal occupancy limit must not be exceeded. Seat belts are to be used at all times while traveling. Transportation may often be by public bus or metro train with appropriate supervision from CPA staff and classroom parents.

If transportation for the field trip or excursion is provided by parents/guardians, such

parents/guardians shall provide proof of liability insurance. A copy of the insurance policy shall be given to the Principal or Administrator. The parents/guardians shall acknowledge in writing that their insurance carrier is the primary agent responsible for insurance for the field trip or excursion.

SCHOOL POLICIES

GRADING POLICY

Grading practices depend on grade level. All grades work with a common core standards based reporting system with the following proficiency levels:

Key for Performance Levels

A Exceeding: Student demonstrates an advanced understanding of concepts, skills and processes taught in the reporting period. Exceeds the required performance.

B Proficient: Student consistently demonstrates an understanding of concepts, skills and processes taught in the reporting period.

C Developing: Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.

R Emerging: Student does not demonstrate an understanding of grade level concepts, skills and processes taught in the reporting period. **(Kindergarten only)**

F Failing: Student does not demonstrate an understanding of grade level concepts, skills and processes taught in the reporting period. Student is performing significantly below grade level expectations.

Teachers are encouraged to allow students to make up work so appropriate mastery of learning standards can be assessed. Citizenship and work habits are assessed outside of academic learning standards. Teachers grade group projects according to the individual contributions and mastery of grade level standards to avoid unjustly inflating or deflating grades.

PROMOTION AND RETENTION

The Promotion and Retention Policy is intended to clearly articulate CPA's intention to foster achievement, reduce the incidence of social promotion and to foster standards for student excellence.

At Risk of Retention—End of First and Second Trimester

An analysis of student work is completed at the end of each trimester. At this time teachers and administration review a child's portfolio of work, which may include state test scores, internal school benchmarks, classroom assessments, and other classroom work samples. Students who achieve a "C" (Approaching Standard) or "F" (Does not meet standard) across multiple disciplines are considered "at risk of retention", as reflected in the report card.

Students who are identified as at-risk for retention will be recommended for an intervention program and an individual plan will be designed during an SST meeting. Follow-up SST meetings will be scheduled to monitor the progress of the student and to adjust the type and level of intervention if needed.

Retention Recommended—End of Third Trimester

Students who have been counseled or participated in intervention but have not demonstrated significant growth may be recommended for retention. The following criteria will be evaluated to determine a child's promotion to the next grade:

- 1) State test scores, internal school benchmarks, classroom assessments, and other classroom work samples.
- 2) Over 10 school absences, excused or non-excused (please refer to attendance policy), or excessive tardiness (more than 20).

Parents of students who have been recommended for retention, the student's teacher/s, and administration will attend a retention review meeting where the student's progress or lack thereof will be reviewed and final placement will be decided.

PARENTS' RIGHT TO KNOW

Upon request, parents may be notified of the professional qualifications of their child's teacher in core academic subjects. This information includes:

- the type of credential the teacher holds
- the teacher's college degree(s) and major(s).

A parent may also request information regarding the professional qualifications of a teacher assistant who provides services to his/her child.

UNIFORM POLICY

Community Preparatory Academy requests your cooperation in abiding to the uniform policy listed below. The purpose of the School Uniform Policy is to provide additional opportunities for increased school safety, to encourage our students to experience a greater sense of school identity and belonging, to encourage an improvement in student behavior, and encourage a high level of program participation, as well as improve and expand academic excellence.

Dress Code:

ALL STUDENTS ARE TO WEAR THE FOLLOWING DAILY:

Grades K-5

- CPA polo in teal, orange, grey or yellow (may be purchased from office)
- Uniform grey pants, long shorts, skorts or skirts with grey leggings. NO DENIM (may be purchased at Michael's, JC Penney, The Children's Place or Target)
- CPA T Shirt for field trips (may be purchased from office)
- CPA Hooded Jacket with logo (may be purchased from office)
- Black, white or grey shoes (no lights, sandals or wheels)

Grades 6-8

- White button down shirt
- **CPA Polo in Teal only for Field Trips (may only be purchased in office)**
- **Uniform grey pants, long shorts, or skorts.** NO JEANS, JEGGINGS, DENIM, or TIGHTS (may be purchased at Michael's, JC Penney, The Children's Place or Target)
- **Uniform grey cardigan or vest with logo (MUST be purchased at Michael's)**
- **CPA PE Shirt (Must be purchased in office)**
- Grey or Black athletic shorts
- **CPA Tie (Must be purchased in office)**
- **CPA Hooded Jacket (may purchase in office)**

Only CPA outerwear with logo is acceptable. Uniform Policy is subject to change at the discretion of Administration or Governing Board and will be strictly enforced.

Violations:

1st Violation: Students who attend school without the proper uniform, will be directed to the Main Office. A staff member will deduct a Scholar Dollar and place a phone call home to the family to bring the proper uniform. In addition, violation will be logged and kept for future references.

2nd Violation: The office will call the parent as well as send home a uniform policy letter to be returned with a signature acknowledging the policy. The parent is expected to bring the proper uniform on the day of the violation. All data will be enclosed in the student's academic file.

3rd Violation: A mandatory parent-administrator meeting will be scheduled to ensure the understanding of the uniform policy and provide parental and student support to abide by the school uniform policy.

LOST AND FOUND

Community Preparatory Academy needs parental partnership to reduce and better handle Lost and Found items. We encourage parents to join CPA's procedures to better service you regarding the lost and found policy. Honesty is our primary concern! Therefore make sure that you only take your child's property.

Arts In Action cannot assume responsibility for students' losses.

- Proper marking (labeling) of student property can reduce student's property from being lost or taken by mistake.
- Mark all items such as coats, jackets, sweaters, lunch boxes, etc.
- Encourage your child to put his/her sweater inside the backpack as soon as he/she takes it off.

All unmarked and unclaimed items will be made available for other students in need or donated to charity every 15th of the month.

Please check the Lost and Found on a regular basis. **Lost and Found is located in the Main Office of the school. CPA is not responsible for lost sweaters, personal student items or any other goods.**

STUDENT ATTENDANCE

Community Prep's attendance policy maximizes both student learning and the revenues available for the Charter School's education program based on Average Daily Attendance (ADA) rates. Regular, continuous attendance is one of CPA's academic expectations of its students. Suspension or expulsion of students with continued attendance problems is governed by CPA's discipline policy that includes counseling of students and parents, progressive intervention and remediation, and due process procedures (see Suspension and Expulsion policy section).

Classroom teachers record student attendance on a daily basis. This documentation in turn is used with backup physical signed copies of attendance records. The student information system is used to generate attendance summaries and reports required for school funding apportionments or other uses. According to educational research, student achievement is closely tied to student attendance. It is important that students attend school on a daily basis to ensure continuity and building of skills for learning.

Community Preparatory Academy requires all students to complete a minimum of 96% on-time attendance. Please note 96% on-time attendance is defined as no more than 10 unexcused absences or tardies within the school year.

Regular attendance is a critical component for success in school. We need your support in bringing your child to school everyday. Parents, please support Community Preparatory Academy's Average Daily Attendance (ADA) by bringing your child to school everyday and on time.

Section 48200 of the California Education Code states that it is the responsibility of the parents/guardians to see that their children attend school regularly and on-time.

Section 48200 is the law, it's part of the home-school contract, and it's our policy.

Parents violating 48200 may be subject to prosecution by the District Attorney. Section 48200 provides: "Each person between the ages of 6 to 18 years not exempted is subject to compulsory full-time education. Each person subject to compulsory full-time education...shall attend the public full-time day school by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of school by the governing board of the school district in which the residence of either parent or legal guardian is located. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law."

Community Preparatory Academy understands that when children are enjoying school and take pride in their learning and school, attendance increases. As a result, the more days a student is in school, the more knowledge and learning may occur.

Parents are requested to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. Students in kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, will be referred to the (SART) Student Attendance Review Team.

Excused Absences

In order for an absence to be excused for any reason, the parent must notify the school. A telephone call the day of the absence is preferred, but a written note the first day back in class is acceptable as long as the note includes the date returning, child's name, dates absent, and the reason for the absence. Schoolwork that is missed will be allowed to be made up only for excused absences (see your child's teacher). When a student is absent, it will be considered an excused absence for the following reasons if the Main Office has received parental written notification):

- Student illness. A doctor's and/or parent's note is required if 3 days or less. More than 3 days requires a doctor's note.
- Doctor or dentist appointments, a note is required for any appointment.

- Death in the immediate family
- Court appointment

Please note that an absence is not automatically excused because a parent gives written or oral permission for the student to be gone from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the attendance designee.

Please note, No student may return to school until 24 hours after a fever has broken. If a student is sent home from the school with a fever, he/she may return the following day if the student is put on an antibiotic before returning to school. A doctor's note is required to show that an antibiotic has been prescribed.

Unexcused Absences

Any absence for which the school does not receive appropriate notification will be unexcused. There will be no allowances made for missed work if an absence is unexcused. Unexcused absences will be referred to school administration for further review. Examples of unexcused absences include, but are not limited to:

- Lack of parental notification
- Oversleeping – either intentional or unintentional
- Running late –schedules must be adjusted to ensure that the student arrives on time.
- Birthdays – student birthdays are special events; however, absence from school will not be excused
- Absences due to family vacations or extended weekends that have not been pre-approved by the school office. Parents are encouraged to avoid taking family vacations during times when school is in session.
- Student skips school – any absence when a student simply chooses to skip school for any reason. Skipping school will result in disciplinary action as well.

Excessive Absences

Any student who misses more than 10 days in a semester or 20 days per school year will be reviewed for retention in the current grade level the following school year and/or recommended administrative action. The school reserves the right, should a student exceed these limits, to have the SART committee require the parents to submit in writing, an explanation detailing the absences and the justification of each absence.

Tardiness

Students should be on campus in preparation for Community Circle no later than 8:00 am. Students arriving at 8:15 am or later will be considered tardy. When a student arrives at or after 8:15 am the Entrance Gate is locked and the parent must come into the Main Office to sign their child in. The child will receive a tardy slip that he/she takes to his/her teacher. If a student is thirty (30) minutes or more tardy on 3 separate occasions, they are considered

truant. Excessive tardiness, (more than 1 time per week) will be addressed on a case-by-case basis. Disciplinary action for unexcused tardiness shall be progressive, may include Level 1 consequences. Please note: **If a student is tardy on a continued basis SART disciplinary measures will be taken.**

TRUANCY POLICY

Community Preparatory Academy adheres to a strict attendance policy. Below is the step-by-step process for intervening with students with attendance issues.

1. Weekly Attendance Reports
 - a. School determines students at risk of truancy.
2. 3rd Absence
 - a. Family receives Truancy Letter #1 (via USPS and hard copy with child)
 - b. Designated staff makes phone call to follow up with the parent expressing the necessity of attendance, and reinforcing the CPA Attendance Policy.
 - c. School administration is informed of 3rd absence for monitoring.
3. 5th Absence
 - a. Family receives Truancy Letter # 2 (via USPS and hard copy with child).
 - b. Designated staff will set up a meeting/phone call to discuss attendance concerns.
 - c. Parent is informed of the potential referral to LAUSD SARB, and consequences of such referral.
4. 6th Absence:
 - a. Family receives Truancy Letter # 3 (via USPS and hard copy with child)
 - b. Home visit or In School Conference Scheduled with school staff and family.
5. 7th Absence:
 - a. A SART team meeting is scheduled with family (Principal, Counselor, and Family)
SART Meeting:
 - Create School Attendance Review Team Contract
 - Provide family with local resources and support****Non-Attendance at SART Meeting—in the event the parent/guardian does not attend the SART meeting, the family will receive a Non-Attendance Letter and a copy of the SART Contract (via USPS and a hard copy with child).**
6. Continued Absences:
 - a. Family sent a Violation Letter
 - b. Possible referral to District Attorney and Department of Children and Family Services.

MEDICAL EXEMPTION/SCHOOL MEDICATION POLICY

Certification of an absence by a physician when students have been absent for an extended period of time is required. If your child requires crutches, casts or splints, you must send in a doctor's note that states the limitations for physical activities and your child will remain in the office with the office personnel during recess and lunchtime. Additionally, a doctor's note is required if your child is unable to participate in Physical Education classes/activities. A medical release form (provided in the enrollment packet) is to be submitted in the event your child will take medication during school hours. Parents need to check with the Main Office to ensure there is enough medication for the days, weeks or months ahead.

RELEASE OF STUDENTS DURING SCHOOL HOURS POLICY

The Main Office will ensure that a person designated by the parents or guardians pick-up a student. If an individual other than the parent is picking up a student, she/he must show proper identification, be at least 18 years of age and must be listed as a designated emergency contact/ pick up individual in the student's emergency card. No student will be released to anyone who cannot fulfill described criteria.

Students should present a note to their teacher when parents are requesting permission to leave school early. The note should state the time being picked up and must be signed by the parent. This note will be sent to the office and kept on file. When a student leaves school during the day for an appointment, he/she must be signed out in the school office by the parent or designated adult.

HOMEWORK POLICY

Students will receive homework in the form of a weekly or daily assignment. Please check your child's backpack to ensure he/she is receiving the homework.

HOMEWORK MAKE UP POLICY

In the event a child misses school due to illness, a parent/guardian might request homework from the teacher.

TOYS, ELECTRONIC DEVICES, CELL PHONES AT SCHOOL

Students are not to bring any toys, electronic devices or other non-school related objects to school for any reason. CELL PHONES ARE PROHIBITED AT CPA. Students who have cell phones should keep them turned off and stored out of sight during school hours. Students are given the option and encouraged to turn their phones in to their teacher every morning. Cell phones are returned prior to dismissal. All cell phones will be immediately confiscated if used or visible during school hours.

Violations:

Toys and non-educational objects brought to school will be confiscated. The object will be returned to the student at the end of the school day on the first offense. Parents will be called immediately to pick up the object the second time an object is brought to school. Third offense objects may be picked up at the end of the semester.

HEALTHY FOOD CHOICES

Community Preparatory Academy supports student's health and well being by ensuring that students have access to wholesome nutritious food. However, many students bring unhealthy food and do not eat the food provides at school. Parents need to support CPA's Healthy Food Policy. **The following food and snacks are prohibited from the school and will be confiscated from the student:**

- Punch
- Soda
- Hot Cheetos/Hot Chips
- Candy
- Chocolate
- Donuts (beyond single servings)
- Cookies (beyond single servings)
- Pastries (beyond single servings)
- Gum
- Juice

Juice is not recommended due to high sugar content. If you would like your child to have juice with their snack, please make sure it is 100% fruit juice with no added sugar.

BIRTHDAY CELEBRATIONS

Due to its impact on instructional time, individual birthday celebrations are not permitted. **CPA birthdays are recognized during the monthly scholar assemblies. Please do not impose on teachers with requests for individual birthday celebrations. Likewise please do not send or bring food, pizza, ice cream, cake, cupcakes, sweets, etc. to school for that purpose.** Teachers may allow twenty minute monthly celebration of all students at the end of the day on the last Friday of the month if scheduled at least three weeks in advance.

SCHOOL PROCEDURES

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving (if applicable). Student records will be sent to the new school upon receiving a "Release of Student Records" from the new school. All pending fees from the after school program, lunch program, **MUST BE PAID** prior to the release of the student's records.

CIVILITY POLICY

At Community Preparatory Academy we are student oriented, therefore it is the expectation that communication between, students, faculty, staff, parents, guardians and all other members of the community shall be:

- Courteous and respectful at all times.
- Kind and assume best intentions.
- Cooperative and take responsibility for our own actions.
- Positive in nature and free of rumors and gossip.

A civil environment is free from abusive behavior. Abusive behavior is defined as the use of obscenities, yelling, defamatory language, or any threatening behavior in order to intimidate or otherwise berate someone.

The Civility Policy prohibits harassment of school employees. For purposes of this policy, harassment is defined as "willful behavior directed at a specific person which seriously alarms, annoys, or harasses the person and which serves no legitimate purpose".

The behavior must be such as would cause a reasonable person to suffer substantial emotional distress and actually causes such distress (California Code of Civil Procedure 527.6). Such behavior may include a pattern of conduct including but not limited to:

1. Following or stalking an individual;
2. Making harassing telephone calls to an individual;
3. Sending harassing correspondence to an individual by any means, including, but not limited to:
 - a. The use of private mails,

- b. Interoffice mail,
- c. Computer email, text messages, and instant messages,
- d. Facsimile (fax).

4. Threats - A civil environment is free from threat. Threat is defined as any act which disrupts or threatens to disrupt school or office operations, puts the health and safety of any individual at risk, willfully causes property damage, or uses loud or offensive language that could provoke a violent or negative reaction. Threat is also seen to exist if an individual exhibits a continued pattern of unauthorized entry onto district property.

Any parent/guardian or member of the public who is subjected to unacceptable conduct from school personnel, may file a written complaint to the School Principal or Administrator for appropriate follow up.

Should one encounter abusive or threatening behavior, he or she shall use the following protocol to address the situation:

1. In a quiet and civil manner, inform the offending party that CPA has an adopted civility policy and that their behavior is not consistent with that policy. An effort should be made to provide a written copy of the policy and this regulation to the offending party.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the administrator/employee/parent will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.
3. If the individual does not conform or correct the offending behavior, notify the abusing party that the meeting, conference or telephone conversation is terminated. Inform the administrator/supervisor of the incident and provide a written report.
4. If the meeting or conference is on school premises, the offending party may be directed to leave the area promptly.
5. If the offending party refuses to leave the school premises as requested, or returns before the applicable period of time, the Principal, Administrator or designee may notify law enforcement officials.
6. If the offending party re-enters any CPA facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian or a student attending a particular school, inform the offending party that he or she may be guilty of a misdemeanor in accordance with Education Code 44811 and Penal Codes 403-420 and 626.7.

7. Should a situation become violent or theft of property occur, promptly report the occurrence to the Principal, Administrator, designee or supervisor on site and notify law enforcement officers of any attack, assault or threat made.
8. Staff shall consult with the Principal, Administrator or designee concerning any additional legal remedies to pursue to protect staff, parents and/or students on the basis of specific facts and circumstances of the abusive incident or threat.

Copies of the adopted policy and administrative regulations shall be made available to all stakeholders. CPA's Civility Policy will be strictly enforced.

SEXUAL HARASSMENT POLICY

California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting.

Community Preparatory Academy is committed to maintaining a working and learning environment that is free from sexual harassment.

Definition: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when any of four conditions are met:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education.
2. Submission or rejection of the conduct or communication is used as a factor in decisions affecting that person's education.
3. The conduct or communication has the purpose or effect of "substantially interfering" with a person's education.
4. The conduct or communication creates a real or reasonably perceived "intimidating, hostile, or offensive" educational environment.

Complaint Procedure (for claims of harassment or discrimination)

Any employee or student may have a claim of harassment even if he or she has not lost a job, some economic benefit, or academic benefit in the case of students. The law prohibits any form of protected basis harassment that impairs an employee's or student's working ability or emotional well-being at work or school. Employees or students who think they are being harassed or discriminated against in the workplace or on campus because of their gender, race, national origin and/or other protected basis, should use the policy procedures to file a complaint.

Employees and students have the right of redress for unlawful harassment or discrimination. In

order to secure this right, individuals must submit a complaint, preferably but not necessarily in writing, to their own or any other supervisor or the School Administrator; or in the case of students, to the school Principal or Administrator, as soon as possible, but at least within six months of the date the alleged incident occurred or within six months of the date the employee or student first obtained knowledge regarding the alleged incident. The complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses.

Staff-to-Staff, Staff-to-Student, and Student-to-Staff Sexual Harassment Complaint

A staff-to-staff and student-to-staff sexual harassment/discrimination complaint will be referred to the school Principal or Administrator and the CPA Governing Board, along with the original copy of the complaint

Student-to-Student Sexual Harassment Complaint

The school Principal, Administrator or designee, following the school's guidelines on handling a sexual harassment complaint, will handle this type of complaint. The original copy of the complaint and disposition shall be forwarded to the CPA Governing Board.

Knowledge of Student-to-Student and Staff- to-Student Sexual Harassment

Staff having knowledge of any alleged sexual harassment activity will report that information to the school Principal or Administrator. It is the administration's responsibility to make sure that the proper process is used to respond to the complaint.

BULLYING AND HAZING

Bullying is defined as pervasive and deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be electronic, indirect, non-verbal, psychological, sexual, social, physical or verbal. Cyber bullying is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under Board jurisdiction.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not it is officially recognized by the educational institution. Parents and students are encouraged to work with CPA's Administrators to address any problems or concerns.

Community Preparatory Academy believes that all students, employees or guests are entitled to a safe, equitable and harassment-free school experience. Bullying hazing or harassment in any form will not be tolerated and shall be just cause for disciplinary action. When an incident is reported, CPA staff will conduct a thorough investigation into the matter. Consequences will be administered to offending party and services offered to the victim as necessary. These

proceedings will be completely confidential, meaning CPA will never share what consequences were administered nor what services were offered to anyone other than to the child's family. CPA prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. CPA's Governing Board is committed to protecting its students, employees and school guests from bullying or harassment of any type, for any reason.

A basic and uniform prevention curriculum is implemented at Community Preparatory Academy acquiring a foundation of prevention upon which to build a culture of safety and mutual respect. Such a culture is necessary for the creation of an effective learning and community environment. CPA aligns in accordance with Federal, State and California Education Code, requiring that all schools and all personnel promote mutual respect, tolerance, and acceptance among students and staff. All students and staff of public primary, elementary, junior and senior high have the inalienable right to attend campuses which are safe, secure and peaceful || [Article 1, Section 28(c) of the California State Constitution].

HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. The law requires the immediate enrollment of students who are homeless. Students are identified through the Student Residency Questionnaire that is included in every enrollment packet. Community Preparatory Academy will not delay or prevent the enrollment of a student due to the lack of school or immunization records. It is CPA's responsibility to request all necessary documents from the previous school, and refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring, preschool, before and after school services and any other services needed.

Community Preparatory Academy will ensure that students who are homeless are free from discrimination, segregation and harassment because of their homeless status. A student who is homeless is defined as a person between the ages of six to eighteen who lacks a fixed, regular, and adequate nighttime residence and may:

- ✓ Live in a emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- ✓ Live doubled-up with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- ✓ Live in a hotel or motel;
- ✓ Live in a trailer park or campsite with their family;
- ✓ Have been abandoned at a hospital;
- ✓ Be awaiting foster placement in limited circumstances;
- ✓ Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no

- other available living accommodations; or
- ✓ Be a migratory or abandoned, runaway, or pushed out youth that qualifies as homeless because he/she is living in circumstances described above.

For more information or assistance feel free to contact the Main Office.

WELLNESS POLICY

Community Preparatory Academy is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of CPA that:

- The school will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing CPA's nutrition and physical activity policies.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, CPA will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks]).
- The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

Goals for meals served through the National School Lunch and Breakfast Programs:

Meals will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;

- offer a variety of fruits and vegetables;
- no more than 30% of total calories from fat, averaged over a week;
- no more the 10% of total calories from saturated fat, averaged over a week;
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that half of the served grains are whole grain.

NO NIT POLICY

The National Pediculosis Association, recommends the “No Nit Policy” as the public health standard intended to keep children lice free, nit free, and in school. Pediculosis represents one of the most common communicable childhood diseases and whether or not we understand how this has evolved, it is important to acknowledge head lice as a problem when raising or caring for children.

The No Nit Policy will be implemented to minimize head lice infestations as a public health problem and to keep children in school lice and nit free.

CPA strategies that will make the No Nit Policy succeed

1. **Proactive Community Education:** The community is given a baseline understanding of the louse, modes of transmission and the importance of safe and effective control measures.
2. **Routine Screening and Early Detection:** Vigilant screening of children for head lice and nits plays a pivotal role in pediculosis management. Early detection offers the best opportunity to remove head lice and nits without harmful pesticide exposure.
3. **Temporary Dismissal of Children with Head Lice and/or Nits:** Administrators and health personnel must take all reasonable measures to help ensure that infested children do not join the group setting. It is more than fair to expect that uninfested children will be safeguarded while infested children will be cared for with sensitivity. **The main office will contact parents of infested children to be picked up within one hour and be treated as appropriate.**
4. **Removal of All Lice and Nits prior to school re-admittance:** There are no safe pesticides, "natural" or otherwise, scientifically proven to be 100% effective against head lice, nits or nit glue. Reliance on head lice treatment products that are ineffective promotes repeated use of potentially harmful chemicals and contributes to ongoing infestations, outbreaks, and resistant strains of head lice. **All lice and nits must be removed in order to be readmitted in school. Parent/guardian must obtain health clearance from the Main Office before 8:15am on the returning day.**

LUNCH/BREAKFAST PROGRAM

Scholars should receive a nutritious morning meal prior to arriving at school. Parents/Guardians may purchase a lunch for delivery. Orders may be placed online at least two weeks in advance for delivery. Scholars are not permitted to postmate, uber or otherwise order school lunch through any other outside delivery service.

DROP OFF AND PICK UP PROCEDURES

Los Angeles:

Families walking to school: You may use the gate entrance on Arlington Ave to enter the campus from 7:10 – 7:35 am. After 7:35 am, walk your child into the Main Office through the front entrance on Van Ness Ave. After 7:35 am your student will need to be signed in at CPA's Main Office to receive a Tardy Pass.

Families driving to school: Families driving to school may use the gate entrance on Arlington Ave. until 7:35 am. After that time you will need to park on Arlington Ave. or 73rd St. and walk your child into the Main Office through the front entrance on Van Ness Ave. After 7:35 am your student will need to be signed in at CPA's Main Office to receive a Tardy Pass.

Pick up procedures for children leaving at dismissal: All students leaving at dismissal are picked up from the playground entrance on Arlington Ave. Any students left after 3:15 p.m. will automatically be enrolled in the afterschool program for the day, and parents will need to pay any related fees.

Pick up procedures for Children enrolled in the Afterschool Program: Parents picking up students from the afterschool program must park and come in to sign their student out. Students will not be allowed to leave on their own or without being signed out by a registered adult.

At Carson:

Students should enter and exit through the parking lot in the manner designated by CPA Staff, cones or signs. Students arriving after 7:35 am should check in the office to receive a tardy pass before going to class. Students will be dismissed from the playground entrance. The procedures for both sites are the same.

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody occurs, it is the responsibility of the parent(s) to provide the main office with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with parent/guardian is essential. Custodial parents should identify in writing other adults who may have access to information regarding their child. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education record contains information on more than one student, the parents are limited to specific information about their child only.

VOLUNTEER POLICY

It is understood that families choose CPA because the school culture and environment to provide a choice different than what is provided by a traditional public school. Parents understand by choosing CPA for their child, they are choosing to be a member of the CPA community. Since charter schools try to direct as much state money as possible to the classrooms, Community Preparatory Academy does not have the staff to fully support all the school activities and events that make the school unique. Thus, the school relies on parent help to bridge that gap. Parents are asked to support CPA as volunteers at school or from home. It is understood that all families lead busy lives and have different ideas about how they might help the school. Parent volunteering is not a condition of enrollment and/or continued enrollment.

There are many ways for parents to be involved with their child's education and provide additional support to the school. Community Preparatory Academy seeks to create a variety of opportunities for parents to participate so they may choose those options that best suit them.

Classroom Support: Every class and teacher has a myriad of ways for families to be involved. These include, but are not limited to:

- Preparing classroom materials
- Acting as Room Parent
- Chaperoning Field Trips
- Assisting with Special Activities

- Donating Supplies
- Participating in the phone tree
- Working in the classroom

School Support: There are many opportunities for parents to be involved in day-to-day operations of the school including but not limited to:

- Volunteering in the office
- Assisting in monitoring valet during student arrival and dismissal
- Participating in all-school meetings
- Coordinating, volunteering or participating in school events etc.

Parents are encouraged to complete 40 hours of volunteer time throughout the school year. Proof of Tuberculosis clearance is needed if volunteer time will be conducted in a classroom. Only persons over the age of 18 may volunteer. CPA will provide various opportunities and options to accommodate working families but please understand these hours are not mandatory and will not affect your child’s standing with the school. They are intended to offer support to the classroom teachers and staff and to facilitate meaningful moments for families to be involved in the school’s instructional program. If you plan to donate school supplies or other items, please first check with the Main Office to see the school’s current “wish list”.

Community Preparatory Academy Family Association (CPAFA)

The CPAFA is the primary forum for parents to become involved in school-wide committees. The CPAFA works hand in hand with teachers and school administration to develop innovative programs and provide monetary support for those programs. CPAFA continues to investigate other ways to build community and bring parents together. CPAFA committees may include but are not limited to:

- Arts Committee- focus to support learning in and through the arts with programs and classroom support
- Nutrition & Garden Committee- focus is on supporting our fitness and wellness charter component
- Fundraising Committee- organizes the various fundraising events throughout the year to support student learning programs
- Community Building Committee- organizes events to build community
- Facilities/Maintenance Committee- supports campus beautification

School Governance

Parents are represented on the Governing Board and on ad hoc and standing committees of the board. Parent representatives are elected by the parent community to the Governing Board, however, the Governing Board must confirm each parent representative’s position on the Board. Parent representatives use the CPAFA as their primary forum for communicating board business to the parents and for gathering information from parents to present to the

Board. Other methods of communication may be utilized as well such as parent surveys, the parent newsletter, phone trees, email lists, town hall meetings and take home flyers. Opportunities for participation in the decision-making process includes but is not limited to:

- Parent Board Representative
- Parent Liason to a Standing Committee
- Parent Member of an ad hoc Committee
- Survey and Evaluation Participant

Community Outreach and Advocacy

Parents with strong community ties help build and strengthen our partnerships with community resources. The resources may be utilized for financial support, educational opportunities, sponsorships, and service-learning options for students. In addition, there is an activity at the local, state and federal level that may require parent advocacy in order to preserve the interests of CPA and the charter movement as a whole.

Additional Opportunities

Parents add to the learning environment of Community Preparatory Academy in many informal ways. They are the source of innovative ideas. They provide insight into the functioning of the school through their own observations. They help the school assess its strengths and areas for improvement through open and ongoing communication with teachers, school administration and other parents.

CHILD ABUSE REPORTING

Any school employee who has a reasonable suspicion that child abuse has occurred or is occurring is required by law to file a suspected child abuse report with an appropriate child protective services agency: either the local police or sheriff's department, or the Department of Children and Family Services.

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the CPA Main Office immediately upon entering school grounds to sign in/out in the visitor's log and provide proper identification. All visitors must wear an identification tag when visiting the school.

HOME-SCHOOL COMMUNICATION

Consistent communication between home and school is essential. Parent Newsletters and other flyers will be sent home periodically. In addition, emails, phone messages and text alerts may also be used to share important information. Parents should regularly ask their child whether anything has been sent home from their classroom. School-wide announcements can always be found in the school's Main Office and on the CPA website www.cpacharter.org.

PHOTOS AND OTHER MEDIA

Parents have the right to forbid their children from participating in videotaping, audio recording, school pictures, other photography, and/or participation involving the Internet. Please complete the Media Authorization and Release Form (enclosed with the new enrollment packet). Parents can request the Media Authorization and Release Form in the Main Office to make any changes during the school year.

STUDENT USE OF COMPUTERS AND INTERNET ACCESS

Technology/internet access for students is available through Community Preparatory Academy's computers and networks. Servers are regulated and comply with CPA's Acceptable Use Policy (AUP). Access to the Internet and the network resources, including email accounts, are privileges, not rights. Access is free to actively enrolled students, active CPA employees and parents. The purpose of providing access to the Internet and other network resources is intended for instructional or business activity, or to compile data necessary for educational research.

Student, faculty, staff, parent or other's downloading of music, photographs and/or video must comply with all applicable copyright laws. Furthermore, any music, photographs and/or video should only be downloaded for CPA, and not personal purposes. Personal downloads, particularly if they are of copyright protected materials in violation of public AUP is forbidden and students are subject to discipline for unapproved and/or unlawful downloading activities. It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives, policies, and educational mission of Community Preparatory Academy as well as to adherence to any city, state and federal laws. It is expected that users will not use the Internet to access to threaten, demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex and sexual orientation or other reason. Any statement of personal belief in email or other posted material is understood to be the author's individual point of view and not that of Community Preparatory Academy.

Technology Policy

Technology is used to support learning and enhance instruction and is vital to our 21st Century scholars. One of the most powerful tools of technology is the Internet, which is a network of networks that allows millions of people, organizations, and businesses to interact. Access to the Internet is an educational benefit to the students, but the school, staff, and students do not have control over the content of the information found on the Internet. In order to provide the optimum learning experience and still safeguard all students from inappropriate content, we have established the following policy:

CPA Responsibility

All laptops are secured with firewalls to prevent student access to inappropriate information or

websites. While these are not fail-proof, we utilize every method to ensure the safety of all scholars. Teachers and staff have access to all Internet content through use of a secure password.

Parent and Scholar Responsibility

Parents are encouraged to monitor computer use at home and support the school's technology policy as outlined in the attached Student Internet Use and Policy Form. If at any time your scholar notifies you of a questionable situation, we request that parents notify the school as soon as possible in order to eliminate any escalating problems. By working as a team, we can promote the maximum technological benefit in the classroom.

Student Responsibility

If a student discovers a secure password, it is his/her responsibility to inform a staff member. If the password is used or shared, disciplinary action will be taken.

If repeated attempts to access inappropriate websites are discovered, then disciplinary action will be taken.

Teachers will instruct students as to their personal responsibility to avoid questionable websites. Specific instructions will be given about what to do if they accidentally find themselves at an inappropriate website.

Students should not give out any personal information over the Internet. Students should not use the computer to perform any inappropriate action.

Failure to follow this policy may result in, but is not limited to the following disciplinary action:

- Parental notification
- Student's computer privileges revoked
- Suspension
- School privileges/activities revoked
- Expulsion

Parents are required to sign the technology policy use agreement.

PARENT COMPLAINTS AND DUE PROCESS

TYPES OF CONCERNS ADDRESSED BY THIS POLICY

This process will be followed by Community Preparatory Academy when a student or parent has a concern about school policy or decisions made by CPA teachers, or other personnel. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying do not fall under this policy and

should instead be addressed to CPA's Complaint Procedure detailed elsewhere in this document.

INFORMAL RESOLUTION OF FAMILY CONCERNS

Parents and students are encourage to resolve concerns and disputes about school policy and decisions made by teachers, staff and administration in an informal manner by requesting a conference to discuss the issues. If concerns are not remedied in a manner satisfactory to the parent or student, then they may elect to pursue a formal resolution of family concerns by activating the process described below.

FORMAL RESOLUTION OF FAMILY CONCERN

1. **LEVEL ONE** A parent or student whose concern has not been satisfactorily remedied by informal conference may file a written concern on a CPA Family Concern Form within fourteen (14) calendar days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the concern

The campus Principal or other appropriate administrator will investigate the concern as necessary and hold a conference with the student or parent within ten (10) days after receipt of the Form or as soon thereafter as is practicable. The administrator may set reasonable time limits for the conference. The administrator may provide the student or parent a written response within ten (10) days following the following the conference which may explain the basis of any decision by the campus Principal or other appropriate administrator to resolve the concern. In reaching a decision to resolve the concern the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the concern.

1. **LEVEL TWO** If the student or parent did not receive a satisfactory response at Level One, or if the time for a response by the appropriate administrator has expired, the student or parent may request a conference with the Executive Director or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by CPA, within ten (10) calendar days of the date of the written Level One response or, if no response was received, within twenty (20) calendar days of the Level One conference. After receiving notice of an appeal, the campus Principal or other appropriate administrator shall prepare and forward a record of the Level One record to the Executive Director. The student or parent may also request a copy of the Level One record.

The Level One record will include:

- a. The original form and any attachments
- b. All other documents submitted by the student or parent at Level One.
- c. Any written response issues at Level One and any attachments.
- d. Any other documents relied upon by the campus Principal or other appropriate administrator in reaching the Level One decision.

The Executive Director or designee shall hold a conference with the student or parent within ten (10) calendar days after the appeal notice is filed or as soon thereafter as is practicable. The conference shall be limited to the issues presented by the student or parent at Level One and identified in the Level Two appeal notice. At the conference, the student or parent may provide information concerning any

documents or information relied upon by the administration for the Level One decision.

The Executive Director or designee may set reasonable time limits for the conference. The Executive Director or designee may provide the student or parent a written response within ten (10) calendar days following the Level Two conference, which may explain the basis of any decision by the Executive Director or designee to resolve the concern. In reaching a decision, the Executive Director or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Executive Director or designee believes will help resolve the concern.

3. **LEVEL THREE** If the student or parent did not receive the relief requested at level Two, or if the time for a response by the Executive Director has expired, the student or parent may appeal to the CPA Governing Board.

The appeal noticed must be filed in writing, on a form provided by CPA, within ten (10) calendar days of the date of the written Level Two response or if no response was received, within twenty (20) calendar days of the Level Two conference.

Upon receipt of a Level Three appeal to the CPA Governing Board:

- The Board President will determine whether the issue meets criteria for placement on the agenda at the next regularly scheduled meeting of the board.
- The Board President will inform the student or parent of the date, time, and place of the Board Meeting at which the concern will be on the agenda for presentation to the Board.
- The Board President will determine whether the concern will be presented in an open or closed meeting in accordance with the Brown Act, and will set reasonable time limits for the board to hear the concern.
- The Executive Director will provide the Board the record of the Level Two appeal.
- The Executive Director will provide a copy of the Level Two appeal if requested by the student or parent.

The CPA Governing Board will not:

- Address a complaint based on hearsay or made on behalf of another parent or family.
- Address a complaint if resolution with the appropriate individuals in Level 1 and Level 2 has not yet been attempted.
- Address specific complaints about the performance of individual school employees in a public meeting. If such a complaint is brought at a public meeting, the Board will take the complaint under advisement and will provide an appropriate response at a later time.

The Governing Board reserves the right not to address a complaint that is made anonymously. The Governing Board also reserves the right to notify individual school employees about complaints brought against them. Parents may request that they are not personally identified as the party bringing the complaint.

This Grievance Policy is not designed to supersede or supplant federal law and parent rights under The Individuals with Disabilities Education Improvement Act of 2004 and the Family Educational Rights and Privacy Act (FERPA) as amended, 1996.

PROCESS FOR SUSPENSION AND/OR EXPULSION

The Principal or school Administrator has the authority to suspend students. At the time of suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person, to be followed up with a written notification. This notice will state the specific offense committed by the student. In addition, the notice may also state the date and time the student may return to school. If the Principal or Administrator wishes to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may note that the parents are required to respond to this request without delay.

Suspension Conference

Suspension shall be preceded by a suspension conference conducted by the Principal or Administrator with the student and his/her parents. The conference may be omitted if the Principal or Administrator determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety, or health of students or school personnel. If the student is suspended without a conference, the parent/guardian shall be notified of the suspension and school personnel will request a conference as soon as possible.

Length of Suspension

The length of suspension for students may not exceed a period of 5 school days. If a student is recommended for a period of suspension exceeding 5 school days, a second conference will be scheduled between the parent/guardian and school personnel to discuss the progress of the suspension. Any student who is suspended will receive daily class assignments and homework for the duration of the suspension. The maximum number of days of suspension for the year is 15 school days.

Appeal of Suspension

Parents can appeal a suspension within 3 calendar days to the Community Preparatory Academy Governing Board who will make a determination about whether to grant the appeal for the suspension within 10 calendar days. The decision of the Governing Board is final. If the Governing Board grants the appeal the suspension will not appear on the student's record.

Recommendations for Expulsion

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

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

Expulsion Conference

Students who are recommended for expulsion are suspended from school until the Governing Board has come to an expulsion determination. Prior to expulsion, a mandatory meeting with parents/guardians is held to explain the expulsion process, the timelines and interim assignments. CPA will provide assignments to the student while the expulsion hearing is pending.

Expulsion Hearing

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing will be held within 30 calendar days after the school Principal or Administrator determines that an act subject to expulsion has occurred. The hearing may be presided over by the Governing Board. Expulsion appeals will be presided over by an impartial administrative hearing panel appointed by the Governing Board.

Written notice of the hearing will be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. This notice will include:

- The date, time, and place of the hearing.
- A statement of the specific facts, charges and offense upon which the proposed expulsion is based.
- A copy of the CPA discipline policy that relates to the alleged violation.
- The opportunity for the student or the student's parent/guardian to appear in person at the hearing.
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question all witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Expulsion Hearing Procedures

Record of Hearing

A record of the expulsion hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be

admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A decision by the Board to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public. If the Board decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

Expulsion Notice

If the Board decides to expel, written notice to expel a student will be sent by the school Principal or Administrator to the parent/guardian of any student who is expelled within 10 calendar days of the expulsion decision. This notice will include a copy of the Findings of Fact and the following:

- The specific offense committed by the student for any of the acts listed in “Reasons for Suspension and/or Expulsion.”
- Notice of the student or parent/guardian’s obligation to inform any new district in which the student seeks to enroll of the student’s status with CPA.
- The reinstatement eligibility review date and procedures.
- A copy of the rehabilitation plan.
- The appeals process
- Type of educational placement during expulsion

Appeal of Expulsion

The Board of Directors will decide upon the expulsion of a student. However, an expulsion may be appealed within five calendar days. The student will be considered suspended until a meeting is convened to hear the appeal (within 10 calendar days) at which time the parent(s) must attend to present their appeal. The appeal will be heard by a fair and impartial panel of representatives assigned by the CPA Governing Board. The Administrative Panel consists of 3 Principals or Administrators from other charter schools. The administrative panel will consider the original expulsion proceedings, evidence, the parent’s appeal and make a decision within 10 calendar days of the appeal. The decision of the Administrative panel will be final.

In the event of a decision to expel a student from Community Preparatory Academy, the school will work cooperatively with the district of residence, county, and/or private schools to assist with the appropriate educational placement of the student who has been expelled. Any incident of violent and/or serious student behavior shall be communicated to the district/school to which the student matriculates.

COMMUNITY PREPARATORY ACADEMY BOARD MEETINGS

Board meetings occur every six weeks, with special meetings as necessary. Meetings are held on the school site. For regularly scheduled meetings, notice will be posted in the school office and technology allowing, on the school's website 72 hours in advance. Special meetings will be posted 24 hours in advance.

Meetings are open to the public. Should there be need to contact a board member, please call the school office at 323-751-1460 (LA Site), 424-329-3610 (Carson Site), or send an email to info@cpacharter.org

MIDDLE SCHOOL STUDENT CODE OF CONDUCT

The Code of Conduct is designed to group and define the main objectives of the rules at Community Preparatory Academy and the method for achieving those objectives for Middle School Students.

Attendance

The following rules are to allow all students the opportunity to grow academically without disruption:

1. Arrive to school on time everyday.
2. Arrive to each and every class on time.
3. Students are not permitted to leave class except for medical emergencies, office summons, or behavioral referrals. Passing periods, nutrition, and lunch are to be used to take care of personal needs.
4. Every effort should be made to be in school for a full day every day. Students must bring a note to the Main Office including the student's name, dates and reasons of absence, and parent signature when returning from an absence. Students are to report to their Advisory Teacher upon arrival at school so that they are ready for Morning Circle at 8:15am.

California Attendance Rules

Education is a partnership between parents and the school. We will work with you to address issues or concerns, which may be preventing your child from regularly attending school. By law, education is a parental responsibility. According to the California Education Code:

Each person between the ages of 6 to 18 years not exempted is subject to compulsory full-time education.

Students who are absent from school without valid excuse on three occasions or tardy for more than 30 minutes in a school day on three occasions in one school year are truant and will be reported to the attendance supervisor or the superintendent of the school district. The consequences can be severe if you fail to comply with the Education Code:

- You may be referred to the School Attendance Review Team (SART) and/or School Attendance Review Board (SARB).
- Your case may be referred to the District or City Attorney.
- Cal Works or TANF may reduce your monthly allowance per child.
- You may be fined up to \$2,500 per child.

Student Discipline

The following provides a summary of the general approach and variety of methods used at Community Preparatory to address student behavior. When these measures prove insufficient, other means of enforcing consequences will be used. CPA reserves the right to determine the method to be used for each student based on the circumstances.

- Emphasize Behavioral Expectations
- Reemphasize behavioral expectations at the time the student misbehaves.
- Employ behavior contracts to establish and reinforce behavioral expectations.
- Collaborate with Parents/Guardians
- Create a protocol for involving parents in discipline issues.
- Hold a meeting with a student and his or her parent/guardian to provide feedback on misbehavior.
- Model Constructive Conflict Resolution
- Mediate conflicts between students and/or students and staff.
- Use restorative justice circles to resolve disputes.
- Address the Root Cause of Misbehavior
- Require students to attend workshops on anger management or building self-esteem.
- Refer misbehaving students to a counselor, social worker, or behavior interventionist and/or arrange for students to receive services from a counseling, mental health, or mentoring agency.

Keep Students in Schools

- Require students to attend in-school suspension during lunchtime, after-school, or on selected Saturdays, during which time they work on homework.
- Attempt to avoid removing students from class as punishment for being tardy or misbehaving.
- Adjust the student's class schedule or placement to maximize academic and behavioral improvement.

Keep Students Accountable

- Match at-risk students with an adult mentor at school with whom they can check in at the beginning and end of each school day.
- Require daily or weekly check-ins with an administrator for a set period of time.
- Use Alternatives that Teach Good Behavior
- Require students to perform community service.
- Require students to engage in a reflective activity, such as writing an essay about his/her misbehavior and how it affected others and/or the school community, and work with students to choose an appropriate way for him/her to apologize and make amends to those harmed or offended.

Disciplinary Action

The following are some of the consequences for failing to abide by to the Code of Conduct:

1. Lunch-time detention may be assigned by the Dean of Students or school administrative staff.
2. After school detention may be assigned for one hour on Wednesdays. Students and parents will be notified in advance of the date, time, and place of detention.
3. School clean-up, after school on selected Wednesdays and lunch and/or nutrition/break clean-up on any day.
4. Marked as Unsatisfactory for work habits on the report card for 3 tardies to any class in any grading period.
5. Extended school detention may be assigned for up to three hours on selected Saturdays.
6. "In-house" suspension from classes.
7. School suspension.

Other facts to know about how Community Preparatory Academy handles discipline:

- CPA establishes and follows discipline plans when used as a form of intervention.
- We want to be proactive in addressing bullying and other problems. We encourage students to speak up and report any instances of bullying and harassment to the Dean of Students.
- Detention classes are given on Wednesdays for some discipline situations. Most situations are handled during the regular school day. In general, the administrators look to alternatives to sending students home or issuing suspension. The goal is to keep kids in school.
- Community Preparatory Academy does not tolerate any harassment, racial or ethnic bigotry, hate crime or discrimination on the basis of gender, handicap, religion or sexual orientation.
- The California Ed Code gives schools the authority to suspend students who participate in cyber-bullying (using social networking websites, email, instant messaging, or other technologies for deliberate, repeated, and hostile acts toward others). Contact the Main Office (Room 35) if you know of any cyber-bullying.

Environment

The following rules are designed to enhance learning and leisure by creating a clean and beautiful environment:

1. Put trash and recyclable items in appropriate containers.
2. Do not deface or damage school property.
3. Food and drink may be consumed only in the lunch area. There is no eating or drinking in class.
4. Do not throw food or other objects.
5. Candy (outside of classroom celebrations), gum, soda and caffeine drinks are not permitted on campus.
6. Glass containers are not permitted
7. The following items are forbidden at school: Skateboards, roller skates or rollerblades, tennis shoes with wheels, MP3 players, iPods, music players including those with earphones (unless for approved purposes), electronic games, toys or collectibles, pagers, cameras, phones, or electronic signaling devices.

8. Students are to turn off all cellular phones and store them in a backpack, purse, or other place where they are not visible during normal school hours or school activities. Phones may not be used at ANY time during school hours. Students may be referred to the school office to make emergency calls home. Students must comply anytime a request is made by school personnel to cease the use of a cellular phone, or electronic signaling device on campus before and after school. If such a device is observed by staff during school hours or activities, it shall be confiscated until redeemed by a parent or guardian after school hours from 3:15pm to 4:00pm.

Personal items of value should not be brought to school since loss, theft, or damage is possible. Also such items can be distracting to the educational process and may be confiscated by school personnel. Community Preparatory Academy is not responsible for any lost or stolen items.

Ethical Behavior/Respect for Persons or Property

The following rules are designed to create an atmosphere of mutual friendliness, trust and respect among students and all staff at Community Preparatory Academy:

1. Be attentive and follow the directions of all staff at CPA.
2. Show respect towards substitute teachers.
3. Maintain a friendly attitude towards fellow students and staff.
4. Show respect at school assemblies with applause only.
5. Do not use profanities, slurs or epithets.
6. Do not represent as your own work that which is not your own, including but not limited to copying from any source. Copying the work of others is also unacceptable. No plagiarism from any source.
7. Do not forge notes or signatures.

Health and Safety

The following rules are designed to allow Community Preparatory Academy students to enjoy a safe, secure environment for learning:

1. Do not use language that insults or put-downs; other students because of their race, religion, ethnicity, disability, size, sex or sexual orientation. This includes activities taking place on the Internet or over the phone, text or social media.
2. Keep your hands, elbows, feet, etc. to yourself. This includes "play fighting; and wrestling.
3. Fighting or threatening to do physical harm to others is not allowed.
4. Dress appropriately for school by wearing your uniform everyday.
5. Do not wear or display gang-related clothing or symbols. Do not wear or display attire that: promotes or advertises alcohol, drugs, or tobacco; has demeaning language (such as language about race or sexual orientation), promotes violence, or that is disruptive to the educational process.
6. Large chains, large watches, large earrings or other distracting jewelry or accessories are not permitted.

7. Do not leave school grounds without permission.
8. Medications may not be brought to school unless approved by a doctor. Forms are available from the Main Office.. Approved medications must be kept in the Main Office.
9. Emergency card information must be kept up to date.
10. Gambling is forbidden.
11. Student visitors are not permitted.
12. Students are not allowed to congregate in the Main Office or Main Building before school and should report to the quad or lunch area. After school dismissal, students may not loiter in front of the school. If students stay after school they must be in their program area, or on the yard where there is supervision.
13. The following items are forbidden at school: Large chains, alcohol, tobacco, or unapproved prescription or over-the-counter drugs, pepper spray, tear gas, weapons, matches, lighters, explosive devices, shock pens, shock gum, laser devices, spray paint containers, Sharpies and other marking devices.
14. Personal selling of food, drinks or candy is prohibited at school.
15. Be mindful of the snacks and foods for lunch the students bring to school. We discourage unhealthy items, including soda, hot chips, and candy. Certain foods will be confiscated.
16. Students are not allowed to have food microwaved. Facilities are not available for cooking or heating food for students.
17. To ensure student safety valid picture identification is required when you pick up your child.

Student Dress Code

The dress standards are designed to maintain a positive atmosphere for learning:

1. The school uniform must be worn everyday and visible (meaning not underneath another shirt, jacket or top).
2. Middle School students are required to dress for Physical Education with a CPA athletic shirt, black or grey athletic shorts, socks, necessary undergarments and tennis shoes.
3. No hats, hoods, headscarves, headbands, wave caps or caps of any kind are permitted in the buildings or in the classroom. In keeping with what is necessary for the weather, such hats, or scarves are only permitted outside during nutrition/break,lunch and physical education.
4. Pants must fit the waist and be worn there.
5. Pajama pants, above the knee shorts, thigh high skirts, leggings, jeggings, tights or other similar items are not appropriate uniform bottoms.
6. Closed heel and toe shoes must be worn at all times.
7. Hair rollers and curlers are not permitted.
8. Sunglasses are not permitted in the buildings or classrooms.

Cell Phones and Electronic Devices

Cell phones and other electronic devices are prohibited. Phones may not be used at ANY time during school hours. Students may be referred to the school office to make emergency calls home. A student who possesses a cell phone or electronic device assumes all responsibility for its care. At no time shall Community Preparatory Academy staff or volunteers be responsible for preventing theft, loss, or damage to cell phones or electronic devices brought onto school property. Any device used or revealed during school will be confiscated.

9. Filming and photography on campus is prohibited unless authorized in writing by the school administration.

CPA MS Locker Policy 2017-18

The entire CPA community, comprised of students, parents, teachers, and administrators, supports the concept of creating and protecting a strong academic environment conducive to learning. This community believes that one way to support an appropriate academic learning environment is by regulating how students use their assigned lockers.

The following guidelines apply to **ALL** students at CPA:

- All lockers are the property of CPA. **The school reserves the right to open any locker at any time for any reason.**
- Students are not allowed to put their own locks on the lockers. Students need only use the locker combination to lock their lockers.
- In order to ensure that only the authorized student can access a particular locker, **students are required to keep confidential their locker combinations.** Sharing of combinations with other students compromises the security of the lockers. The only way to guarantee that no one can enter your locker without your permission is by keeping your locker combination completely private.
- Students who do not clean out their lockers on a daily basis and allow food to rot will have their locker privileges removed.
- Only one student is allowed to occupy a locker at any given time unless you were assigned a sharing locker. Shared lockers can only be assigned and used by two students.
- No writing is permitted inside or outside of the lockers. Defacing the lockers in any way will immediately result in the loss of locker privileges and/or a fine. Only the use of tape is allowed as a way of affixing items inside lockers. No glue or other adhesive is allowed.

Any violation of the above stated guidelines may result in the total loss of locker privileges. **CPA is NOT responsible for any lost, stolen, or damaged items.**

COMMUNITY PREPARATORY ACADEMY PARENT AGREEMENT

Parents are responsible for agreeing to follow and abiding by CPA's EDUCATIONAL PHILOSOPHY AND PARENT AGREEMENT IN THE FOLLOWING WAYS:

- Parents are responsible for ensuring that their children attend school daily and on time. **Students are to be at school by 7:20am in preparation for Morning Circle and the start of the school day at 7:30am. Any student not lined up for the start of Morning Circle at 7:40 am is marked as tardy.** Chronic absences or tardies can result to possible referral to the District Attorney by the SART committee.
- Parents are required to notify the main office as soon as possible about any changes in address, telephone number, emergency contacts, legal matters, medication and any other important information pertaining to the student.
- Parents will participate in CPA's **Back to School** and **Parent Nights** and other educational structured activities that support student achievement.
- Parents are encouraged to complete **40 hours of volunteer time** thought the school year. Proof of Tuberculosis clearance will be submitted upon request. I understand that CPA will provide various opportunities and options to accommodate any required volunteer assignment.
- Parents will abide by CPA's Uniform Policy. **Students must wear the proper uniform daily.**
- Parents are encourage to talk to their child about his/her daily school experience, ensure homework is completed, and provide a quiet place at home to do homework.
- Parents will abide by the following school policies: Healthy Food Policy, Attendance and Tardy Policy, Toy Policy, and Civility Policy at all times.
- Parents will participate in **Parent Conferences and Parent Nights**. Parents who participate in their child's education help their child to achieve better grades, score higher on standardized tests and increase their likelihood of going to college.
- Parents understand that students with excessive unexcused absences/tardiness might face **retention**.
- Parents will ensure their student(s) abide by **CPA's Creed and Positive Behavior Support Plan**.

The success of the year will depend on our mutual cooperation, commitment to our creed, and genuine concern and support of one another. Community Preparatory Academy strives to serve you and your children. Please let us know how we can be of further service.



COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK

PARENT/STUDENT COMPACT FORM

Dear Parent/Guardian:

Education Code 48980(a) states that Schools are required by law to notify parents of their rights to services and programs offered by their district school/schools. Parents/Guardians must sign a notification form and return it to their children's schools acknowledging that they have been informed of their rights.

Please read the new Parent Student Handbook and return the signed form below to your child's teacher on the assigned day. Your signature does not constitute consent to take part in any particular program.

Tear-Off

COMMUNITY PREPARATORY ACADEMY CHARTER SCHOOL

RECEIPT OF ANNUAL NOTIFICATION OF COMMUNITY HANDBOOK

2017-18 COMMUNITY HANDBOOK

I acknowledge, with my signature below, there receipt of the required annual notification of Parent/Student Rights on behalf of my son/daughter.

STUDENT'S NAME: _____

BIRTHDAY: _____ GRADE: _____

NAME OF PARENT/GUARDIAN _____

PARENT/GUARDIAN SIGNATURE _____



COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK

UNIFORM POLICY

ALL STUDENTS ARE TO WEAR THE FOLLOWING DAILY:

Grades K-5

- CPA polo in teal, orange, grey or yellow (may be purchased from office)
- Uniform grey pants, long shorts, skorts or skirts with grey leggings. NO DENIM (may be purchased at Michael's, JC Penney, The Children's Place or Target)
- CPA T Shirt for field trips (may be purchased from office)
- CPA Hooded Jacket with logo (may be purchased from office)
- Black, white or grey shoes (no lights, sandals or wheels)

Grades 6-8

- White button down shirt
- CPA Polo in Teal only for Field Trips (may only be purchased in office)
- Uniform grey pants, long shorts, or skorts. NO JEANS, JEGGINGS, DENIM, or TIGHTS (may be purchased at Michael's, JC Penney, The Children's Place or Target)
- Uniform grey cardigan or vest with logo (MUST be purchased at Michael's)
- CPA PE Shirt (Must be purchased in office)
- Grey or Black athletic shorts
- CPA Tie (Must be purchased in office)
- CPA Hooded Jacket (may purchase in office)

Only CPA outerwear with logo is acceptable. Uniform Policy is subject to change at the discretion of Administration or Governing Board and will be strictly enforced.

Parent/Guardian Section

My signature below certifies that I have read the Community Preparatory Academy Uniform Policy and that I will ensure that my child follows the rules and procedures it describes.

Parent/Guardian Signature

Date: _____

*This form must be signed and on file prior to enrollment.



COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK

Absence/Truancy Agreement

Student Section

Student Name: _____ (please print)

Community Preparatory Academy is committed to educate students and families about its policies and to teach the skills necessary for each student's future success in education and beyond.

My signature below certifies that I have read the Community Preparatory Academy tardy/absence policy and that I will ensure that my child follows the rules and procedures in which it describes.

Student Signature

Date

Parent/Guardian Section

My signature below certifies that I have read the Community Preparatory Academy tardy/absence policy and that I will ensure that my child follows the rules and procedures in which it describes.

Parent/Guardian

Date

Parent/Guardian

Date

*This form must be signed and on file prior to enrollment.



COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK

Media Release Form

Student Name: _____ **Grade:** _____

CONSENT

I, _____, parent or guardian of above named student do hereby give consent to Community Preparatory Academy (CPA) to photograph and/or video my child or myself for use in school publications, newsletters, websites, social media, calendars or any other school broadcast including but not limited to online, print or publication media. I understand that images, video/audio recordings, films will not be used for commercial gain and will not be sold to anyone for commercial use.

My signature below represents my consent for one calendar year from the date of signature unless revoked in writing prior to.

Parent/Guardian Signature

Date: _____

DO NOT CONSENT

I, _____, parent or guardian of above named student hereby refuse consent for CPA to use my image or my child's image in any way.

This consent will be valid for one calendar year from the date of signature unless revoked in writing prior to.

Parent/Guardian Signature

Date

*This form must be signed and on file prior to enrollment.



COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK

Home/School Contract
Behavior Expectations, Student Discipline and Consequences

Student Section

Student Name: _____ (Please Print)

My signature below certifies that I have read the Community Preparatory Academy Behavior Expectations, Student Discipline and Consequences of Bullying/Harassment, and Middle School Code of Conduct (if applicable) sections of the Community Handbook and that I understand and agree to follow the rules and procedures described therein.

Student Signature: _____ Date: _____

Parent/Guardian Section

My signature below certifies that I have read the Community Preparatory Academy Behavior Expectations, Student Discipline and Consequences of Bullying/Harassment, and Middle School Code of Conduct (if applicable) sections of the Community Handbook and that I understand and agree to the policy and will ensure my child follows the rules and procedures described therein.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

*This form must be signed and on file prior to enrollment.



COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK

Technology Policy Agreement & Permission Form

Student Name: _____ Grade: _____

CPA strictly enforces the following Rules for Internet usage. Your signature below solidifies your permission for student use as well as takes full liability in the event there is any damage or destruction of hardware.

1. Students may use the Internet only with and under supervision of a teacher or authorized staff member.
2. Students may not share any personal information (passwords, name, address, phone number, date of birth etc.) with anyone over the Internet.
3. Students may use the Internet ONLY for school related activities. They MAY NOT send or receive personal emails, instant messages, use social media sites, chat rooms or any similar type of site.
4. Students may not copy, download, or install any software programs from the Internet.
5. Students may not send or receive, download or display any of the following material such as, but not limited to, obscene, threatening, harassing, or otherwise harmful messages or pictures.
6. Students may not change settings of the computer including but not limited to the display, file names, files, computer name or passwords.
7. Parents/Guardians accept liability for any damage or destruction by their child to any CPA owned technology and agree to pay up to the replacement cost to repair or replace.

I have read and understand the Technology Policy and Agreement and agree to the terms that are stated in the policy above. I understand failure to adhere to the policy will result in loss of Internet and computer privileges and may result in other disciplinary actions deemed appropriate by school administration. I further agree to assume financial liability for any hardware (computer, laptop etc.), software (programs, discs etc.), and peripherals (keyboards, headsets, etc.) that my child named above destroys or damages.

This agreement is in effect for one year from the date signed.

_____ Parent/Guardian Name	_____ Parent/Guardian Signature	_____ Date
_____ Parent/Guardian Name	_____ Parent/Guardian Signature	_____ Date

*This form must be signed and on file prior to enrollment.



COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK

Automated Communication Consent Form

Student Name: _____

Grade: _____

I consent to receive automatically dialed calls/messages from Community Preparatory Academy for emergency alerts (and other information that is deemed important) at the phone numbers I have provided, including my wireless/cell phone number(s).

Phone Number	Phone Type	Text Messages (yes or no)

I understand that these calls/messages are treated by my telephone service provider/carrier the same as other general calls/messages I receive for billing purposes according to the phone service plan I maintain with my service provider.

Parent Name

Parent Signature

Date

*This form must be signed and on file prior to enrollment.



COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK

Student Absence Form

Today's Date: _____

Student Information

Name: _____ Grade: _____

Date(s) of Absence: _____

Type of Absence (circle one):

Illness/Medical

Bereavement

Religious Holiday

Other: _____

Parent/Guardian Contact Information:

Name: _____

Phone Number: _____

Email Address: _____

Parent Signature: _____ Date: _____

Please attach all applicable documentation.



**COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK
MEDICAL AUTHORIZATION/OTC FORM**

_____/_____/_____/_____
Student's Last Name, First Name DOB Grade

We understand that we must provide any over-the-counter (OTC) prescription or (RX) medications as prescribed by doctor:

- In its original container with proper labels; over-the-counter or prescription
- As an updated doctor's order if there is a change in dosage, schedule or health status
- Student may not carry OTC or RX medications
- Parent must pick up unused medications by last day of school, if not; the medications will be disposed of properly.

Allergies: _____

Severe Allergies: _____

Asthma Yes/ No (please circle)

Triggers of Asthma: _____

**I consent to CPA Staff communicating as needed with physician.
I consent to CPA Staff administering medication to my child.**

_____/_____/_____/_____
Parent Name Parent Signature Date Phone Number

Section II. TO BE COMPLETED BY PHYSICIAN

Medication	Purpose/Diagnosis	Dosage	Time of School or Frequency	End Date

Special Instructions/Side Effects: _____

Physician Stamp Required

_____ May repeat rescue inhaler every 20 minutes (____), call parent, then 911 if needed.

Yes _____ No _____ I agree this student may carry inhaler, is capable and responsible.

_____/_____/_____
Parent Name Parent Signature Date

This request expires at the end of the school year in which it is made. New doctor orders are required each year.



COMMUNITY PREPARATORY ACADEMY
2017-18 COMMUNITY HANDBOOK

CPA MS Locker Policy

Student Name: _____ **Grade:** _____

_____ **I intend** to use a locker at CPA for the 2017-18 school year.

_____ **I DO NOT INTEND** to use a locker for the 2017-18 school year.

_____ **I intend to share** a locker at CPA with _____. (List student name)

The use of a CPA locker is a privilege. Any student wishing to use a locker during the academic year will be assigned one by a CPA administrator. By signing the CPA Locker Policy, students agree to abide by the terms and conditions stated. **Please make sure you read and initial the following rules as they apply to all students.**

_____ Students are responsible for the lock assigned to their locker. If lost, students are responsible for paying a \$20 replacement fee. **Students will have access to their lockers before morning classes, between passing periods and after school. No locker access will be permitted during nutrition, lunch or after school dismissal.**

_____ All lockers are the property of CPA. **The school reserves the right to open any locker at any time for any reason.**

_____ In order to ensure that only the authorized student can access a particular locker, **students are required to keep their locker combination confidential.** The sharing of locker combinations with other students compromises the security of the lockers. The only way to guarantee that no one can enter your locker without your permission is by keeping your combination completely private. This includes lockers that are being shared. Only the two students that were assigned a shared locker are to share their combination.

_____ Students who do not clean out their lockers on a daily basis and allow food to rot will have their locker privileges removed.

_____ Only one student is allowed to occupy a locker at any given time unless you were assigned a sharing locker. Shared lockers can only be assigned and used by two students.

_____ No writing is permitted inside or outside of the lockers. Defacing the lockers in any way will immediately result in the loss of locker privileges and/or a fine. Only the use of tape is allowed as a way of affixing items inside lockers. No glue or other adhesive is allowed.

Any violation of the above stated guidelines may result in the total loss of locker privileges. **CPA is NOT responsible for any lost, stolen, or damaged items. I have read, initialed and completely understand the locker policy.**

Parent/Guardian Signature _____ **Date:** _____

Student Signature: _____ **Date:** _____