



*Preparing Scholars for the Future of Work*

# Scholar and Family Handbook 2022-2023

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*AMA Quick Links*

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## INTRODUCTION

Dear Scholars and Families,

Welcome to Academy of Media Arts (AMA)! You are joining the AMA team in embarking on an adventure to co-create a school that honors what is at the heart of ***preparing scholars for the future of work***. We will do this by offering an innovative curriculum which fosters meaningful growth in each scholar through personalized, relevant, authentic and structured learning experiences.

We are a professional community who serves with ***creativity, honesty, opportunity, integrity, collaboration, and enthusiasm***. These core values of *CHOICE* are the driving *core values* that will inspire and influence our decision making as we co-create our school culture, transitions, and experiences. As the world changes and becomes increasingly more complex, you, as global citizens will need to be equipped with skills that allow you to be complex problem solvers, critical thinkers, creative producers, collaborators who embrace emotional intelligence, have service orientation, and embody cognitive flexibility as identified by the World Economic Forum.

Our program develops you into critical thinkers and creative innovators, with the capacity for self-growth by adopting a ***growth mindset, embracing curiosity***, and developing ***self-efficacy***. We provide you with the tools and educational foundation to become tomorrow's global citizens, and we strive to teach you how your choices impact the world around you. By using the core values as a lens for instruction, we provide a context in which to explore ideas and observations, to practice inquiry, and to actively problem solve. Throughout your academic career, you will build core skills across all disciplines, and then actively apply these skills to support the impact of learning. To provide this program, we rely heavily on our team to delve into content and provide authentic opportunities to engage in learning through the "Gold Standard" of Project Based Learning (PBL). We embody a service driven approach toward your achievement, and align all professional practices to our guiding principles, core values, expanded definition of success and mission/vision.

We invite you to read about the procedures and policies that will be in place to support our mission and vision. We offer this Scholar and Family Handbook to support you in understanding our guiding principles, instructional guidance system, policies and procedures, and overall approach to the educational experience.

Please note that attendance is required to continue your enrollment. Failure to come to school on the first day could result in your spot being given to a scholar on the waiting list.

Your role within our community is an important part of the educational process. We respect your contribution and voice in ensuring a collaborative community. Our goal is to provide you with the highest quality of education and learning experiences as we prepare scholars for the future of work!

Welcome to Academy of Media Arts

***We are excited to have you join us on this journey to transform education and make history!***

## ADMINISTRATIVE DIRECTORY

### ACADEMY OF MEDIA ARTS ADMINISTRATION

Dana Hammond, Chief Executive Officer and Founder  
[dana.h@academyofmediaarts.org](mailto:dana.h@academyofmediaarts.org)

Treisha Chanman, Director of Operations  
[treisha.c@academyofmediaarts.org](mailto:treisha.c@academyofmediaarts.org)

Christie Akins, Principal  
[christie.a@academyofmediaarts.org](mailto:christie.a@academyofmediaarts.org)

Mary Williams, Dean of Culture  
[mary.w@academyofmediaarts.org](mailto:mary.w@academyofmediaarts.org)

Elizabeth Gonzalez, Assistant Principal/Resource Specialist  
[elizabeth.g@academyofmediaarts.org](mailto:elizabeth.g@academyofmediaarts.org)

Rebeca Segoviano, Office Manager/Admissions Coordinator  
[rebecca.s@academyofmediaarts.org](mailto:rebecca.s@academyofmediaarts.org)

### BOARD OF DIRECTORS

Dr. John L. White, Board Chairperson  
 Jenny Vinopal, Secretary  
 Chelsea Staebell  
 Afeez Tijani  
 Dr. Lula Ballton

### STAFF DIRECTORY

First Name	Last Name	Location	Email	Title	Course/Role
Dana	Hammond	2 <sup>nd</sup> Floor	<a href="mailto:Dana.h@academyofmediaarts.org">Dana.h@academyofmediaarts.org</a>	CEO & Founder	Admin Team
Christie	Akins	1 <sup>st</sup> Floor	<a href="mailto:Christie.a@academyofmediaarts.org">Christie.a@academyofmediaarts.org</a>	Director/Principal	Admin Team
Elizabeth	Gonzalez	1 <sup>st</sup> Floor	<a href="mailto:Elizabeth.g@academyofmediaarts.org">Elizabeth.g@academyofmediaarts.org</a>	Assistant Principal/Resource Specialist/ Case Manager	Admin Team
Mary	Williams	2 <sup>nd</sup> Floor	<a href="mailto:Mary.w@academyofmediaarts.org">Mary.w@academyofmediaarts.org</a>	Interim Principal / Dean of Culture	Admin Team
Treisha	Chanman	2 <sup>nd</sup> Floor	<a href="mailto:Treisha.c@academyofmediaarts.org">Treisha.c@academyofmediaarts.org</a>	Operation/Facility Director	Admin Team
Rebeca	Segoviano	1 <sup>st</sup> Floor	<a href="mailto:Rebeca.s@academyofmediaarts.org">Rebeca.s@academyofmediaarts.org</a>	Office Manager / Admissions Coordinator	Admin Team
Karen	Brambila	1 <sup>st</sup> Floor	<a href="mailto:Karen.b@academyofmediaarts.org">Karen.b@academyofmediaarts.org</a>	Admission/Physical Activity	Admin Team/ Physical Activity
Tj	Olson	All Floors	<a href="mailto:Tj.o@academyofmediaarts.org">Tj.o@academyofmediaarts.org</a>	Data Compliance analyst/Data Coordinator	Admin Team
Rodrigo	Moreno	1 <sup>st</sup> Floor	<a href="mailto:Rodrigo.m@academyofmediaarts.org">Rodrigo.m@academyofmediaarts.org</a>	Health & Wellness / Resource Coordinator	Push-In/Pull-Out Health & Wellness
Haykanush	Hovsepan	2 <sup>nd</sup> Floor	<a href="mailto:Haykanush.h@academyofmediaarts.org">Haykanush.h@academyofmediaarts.org</a>	Media Arts Instructor	Instructor
Carlos	Serrano	1 <sup>st</sup> 2 <sup>nd</sup> Basement	<a href="mailto:Carlos.s@academyofmediaarts.org">Carlos.s@academyofmediaarts.org</a>	Founding NMA Instructor/ Instructional Aide	Media Arts Instructional Aid
Zarbab	Alli	1 <sup>st</sup> Floor	<a href="mailto:Zarbab.a@academyofmediaarts.org">Zarbab.a@academyofmediaarts.org</a>	Math Instructor	Instructor
Mykiea	Russell	1 <sup>st</sup> Floor	<a href="mailto:Mykiea.r@academyofmediaarts.org">Mykiea.r@academyofmediaarts.org</a>	Music Teacher	Instructor
Parker	Le	2 <sup>nd</sup> Floor	<a href="mailto:Parker.l@academyofmediaarts.org">Parker.l@academyofmediaarts.org</a>	Math Instructor	Instructor
Keith	Blackwell	Basement	<a href="mailto:K.b@academyofmediaarts.org">K.b@academyofmediaarts.org</a>	Chef	Instructor

## **VISION & MISSION**

### **VISION**

Academy of Media Arts (AMA) will expose youth to real world opportunities through project-based learning by providing educational and career development tools. More specifically, the inherent talent, potential, and enthusiasm of our youth will be nurtured through the infusion of new media arts and Common Core State Standards-based education that includes the key subject areas of science, technology, engineering, arts and math, serving as a vehicle to greater success in life.

### **MISSION**

AMA is committed to creating an environment that merges science, technology, engineering, arts and math (STEAM) into a cultivating bridge for new media arts and related areas of career development opportunities within the digital age.

## **GOALS & CORE VALUES**

Academy of Media Arts is driven by one overarching goal for scholars who attend its school and that is to prepare scholars for the future of work. AMA will prepare scholars for the future of work by creating an environment of innovative thinkers, who will be able to tackle the careers that are yet unknown.

AMA creates the environment of innovative thinkers through **C.H.O.I.C.E.**, which is the acronym for:

### **CREATIVITY HONESTY OPPORTUNITY INTEGRITY COLLABORATION ENTHUSIASM**

#### **Creativity**

AMA defines creativity by its ability to peak a scholars' curiosity. AMA believes that anything innovative begins with creativity. This creativity must be protected at all times in an effort to be a conduit for innovation to flow. AMA understands creativity is not limited to the creative industry. AMA understands creativity is the main ingredient needed to drive scholar-centered learning. The foundation of creating a scholar-centered learning environment is the mentality of an always flexible/always adjusting approach to connecting with scholars' different learning styles, gifts, and abilities. AMA understands creativity is not limited to the scholars but to all the entities that impact the scholar's ability to learn. Therefore, AMA believes it is essential to receive "buy in" about its definition of creativity from its instructional team, administrative team, parents, and community stakeholders.

#### **Honesty**

AMA defines honesty through being authentic to oneself. AMA believes there is purpose behind each person having a unique fingerprint. By establishing an environment of being okay to be authentic, AMA promotes a growth mindset that allows individuals to see that society views mistakes as growing opportunities. AMA is redefining the status quo of hiding a weakness through building a support team around opportunity for growth.

#### **Opportunity**

AMA defines opportunity as the ability to create your own. AMA scholars will develop their leadership and entrepreneurial skillsets. AMA believes the ability to create your own opportunity lies within a scholar's resilience, exposure, persistence, and commitment.

#### **Integrity**

AMA defines integrity through its "We over I" philosophy. AMA believes that placing another person's needs before one's own creates a culture that promotes transparency, trust, sacrifice, and community.

### **Collaboration**

A collaborative mindset is the ability to adapt to unfamiliar environments without ego so that curiosity and openness will rise in the course of dealing with uncomfortable circumstances. AMA scholars achieve this by having an investigative mentality when entering these circumstances. By doing so scholars are present to add value while learning from the unfamiliar.

### **Enthusiasm**

AMA defines enthusiasm by a scholar's ability to view the process of becoming an innovative thinker as exciting. As a result, we embrace the stages of comfort and discomfort (cognitive dissonance) not as negative or positive, but as building blocks celebrating each milestone achievement. AMA uses scholars' ability to celebrate building block achievements as fuel for creating lifelong learners.

AMA firmly believes that through the embodiment of these values combined with the how learning best occurs with the acquisition of 21<sup>st</sup> century learning skills, our scholars will become and remain self-motivated, competent, lifelong learners and entrepreneurs.



# School Information & Policies

## ACADEMIC CALENDAR & BELL SCHEDULE



- KEY:**
- ADA School Day - (All Staff Present, regular school day)
  - non-ADA day/Holiday (Staff off, NO School)
  - No School, ALL Staff present
  - Teachers off - Vacation
  - non-ADA day (Staff off, no School)
  - Minimum Day
- School Days: 180**



Academy of Media Arts will operate on an extended day calendar, offering the needed supports to ensure that all students are ready for success in college and career. The school year consists of at least 180 calendar days. For entering 9<sup>th</sup> grade students and new students, we will have a mandatory orientation scheduled each August, in order to acculturate them to AMA. Furthermore, academic recovery courses (i.e., National University Virtual High School) during July may be required for students who do not meet grade level standards and/or promotion requirements at the end of the regular academic year or those incoming 9<sup>th</sup> grade students who need additional assistance as determined by placement tests.

<b>Semester 1 Important Dates</b>	<b>Semester 2 Important Dates</b>
Summer PD Institute (All Staff) – July 18 - August 15, 2022, Student-Parent Orientations – August 1 / 3 / 5 / 6, 2022, First Day of School/Semester 1 Begins – Monday, August 15, 2022, Holidays (No School) – September 2/ 5/ 26, 2022, Minimum Day – September 15, 2022, Progress Report – Friday, September 16, 2022, Holiday (No School) – October 5, 2022, Minimum Day/Back-to-School – Thursday, October 20, 2022, Progress Report – Friday, October 21, 2022 Holiday (No School) – November 11, 2022, Fall Break/Holidays – November 21-25, 2022, Progress Report – Friday, December 3, 2021 Minimum Day/Exhibition of Learning – Friday, December 16, 2022, Winter Break/Holidays – December 19, 2022 – January 10, 2022, No School Day – Monday, January 10, 2022 Holiday (No School) – January 16, 2022, Minimum Day – January 23, 2021 Semester 1 Report Card – January 24, 2022 (90 days of instruction)	Semester 2 Begins – Wednesday, January 25, 2023, Holiday (No School) – Friday, February 17, 2023, Holiday (No School) – Monday, February 20, 2023 Minimum Day – Thursday, March 2, 2023, Progress Report – Friday, March 3, 2023, No School - Wednesday, March 15, 2023 Holiday (No School)-Friday, March 31, 2023 Spring Break – April 3-8, 2023 Minimum Day – Thursday, April 20, 2023, Progress Report – Friday, April 21, 2023, Holiday (No School)-Monday, April 24, 2023, Holiday (No School)- Friday, May 19, 2023, Minimum Day – Thursday, May 25, 2023, Progress Report – Friday, May 26, 2023, Holiday (No School) – Monday, May 29, 2023, Minimum Day/ Exhibition of Learning/Last Day of School –Thursday, June 15, 2023 Semester 2 Report Card – Thursday, June 15, 2022 (90 days of instruction) End of Year Professional Development (All Staff) – June 16-23, 2023 (180 Total Instructional Days)

## BELL SCHEDULE

<b>Regular Day Schedule</b> (Mondays and Wednesdays)	<b>Regular Day Schedule</b> (Tuesdays and Thursday)	<b>“Flex Friday” Schedule</b> (Fridays)	<b>Minimum Day Schedule*</b>
<b>Check in</b> 8:15-8:30	<b>Check in</b> 8:15-8:30	<b>Check in</b> 8:15-8:30	<b>Check in</b> 8:15-8:30
<b>Advisory</b> 8:30-9:40 (70 min)	<b>Advisory</b> 8:30-9:40 (70 min)	<b>Advisory</b> 8:30-9:40 (70 min)	<b>Advisory</b> 8:30-9:00 (30 min)
<b>Break</b> 9:45-10:00 (15 min)	<b>Break</b> 9:45-10:00 (15 min)	<b>Innovation Lab</b> 9:45-10:55 (70 min)	<b>Period 1</b> 9:05-9:30 (30 min)
<b>Period 1</b> 10:05-11:15 (70 min)	<b>Period 2</b> 10:05-11:15 (70 min)	<u>Lunch 1 11<sup>th</sup>/12<sup>th</sup></u> (Incubator 9 <sup>th</sup> /10 <sup>th</sup> ) 11:00-11:30 (30 min)	<b>Break</b> 9:40-9:55 (15 min)
<b>Period 3</b> 11:20-12:30 (70 min)	<b>Period 4</b> 11:20-12:30 (70 min)	<u>Lunch 2 9<sup>th</sup>/10<sup>th</sup></u> (Incubator 11 <sup>th</sup> /12 <sup>th</sup> ) 11:35-12:05 (30 min)	<b>Period 2</b> 10:00-10:30 (30 min)
<u>Lunch 1 11<sup>th</sup>/12<sup>th</sup></u> (Incubator 9 <sup>th</sup> /10 <sup>th</sup> ) 12:35-1:10 (45 min)	<u>Lunch 1 11<sup>th</sup>/12<sup>th</sup></u> (Incubator 9 <sup>th</sup> /10 <sup>th</sup> ) 12:35-1:10 (45 min)	<b>CLUBS</b> 12:10-1:20 (70 min)	<b>Period 3</b> 10:35-11:05 (30 min)
<u>Lunch 2 9<sup>th</sup>/10<sup>th</sup></u> (Incubator 11 <sup>th</sup> /12 <sup>th</sup> ) 1:15-2:00 (45 min)	<u>Lunch 2 9<sup>th</sup>/10<sup>th</sup></u> (Incubator 11 <sup>th</sup> /12 <sup>th</sup> ) 1:15-2:00 (45 min)		<b>Period 4</b> 11:10-11:40 (30 min)
<b>Period 5</b> 2:05-3:15 (70 min)	<b>Period 6</b> 2:05-3:15 (70 min)		<u>Lunch 1 11<sup>th</sup>/12<sup>th</sup></u> (Incubator 9 <sup>th</sup> /10 <sup>th</sup> ) 11:45-12:15 (30 min)
			<u>Lunch 2 9<sup>th</sup>/10<sup>th</sup></u> (Incubator 11 <sup>th</sup> /12 <sup>th</sup> ) 12:20-12:50 (30 min)
			<b>Period 5</b> 12:55-1:25 (30 min)
			<b>Period 6</b> 1:30-2:00 (30 min)
<i>370 total instructional minutes</i>	<i>370 total instructional minutes</i>	<i>370 total instructional minutes</i>	<i>270 total instructional minutes</i>

## ADULT VISITORS/VOLUNTEERS

All adult visitors/volunteers must sign in at the Main campus. All visitors/volunteers must wear visitor's badge at all times while on school premises.

## ASSEMBLIES

From time to time, special assemblies are scheduled and Scholars are expected to sit in these assemblies in courteous and attentive manner. Scholars may face disciplinary action such as being removed from an assembly if they fail to cooperate.

## ATTENDANCE POLICIES & PROCEDURES

Scholars must attend school regularly in order to benefit fully from the Academy of Media Arts instructional program and make progress toward graduation. Regular attendance and punctuality are critical to overall school success. Parents/guardians are encouraged to work with Academy of Media Arts in supporting their scholar's regular and timely attendance. Parents/guardians may call the school's main office at (323) 903-5927 during school hours to check on their scholar's tardy and absence record.

## ATTENDANCE REQUIREMENTS

State law requires that all minors attend school full time, therefore, Academy of Media Arts scholars are expected to attend school regularly. Academic success and achievement begin with a commitment to being punctual and prepared for the rigors of school.

*"Excused" absences are defined in California Education Code (EC 48205) as an absence that is:*

- 1) *Due to the pupil's illness.*
- 2) *Due to quarantine under the direction of a county or city health officer.*
- 3) *For the purpose of having medical, dental, optometrical, or chiropractic services rendered.*
- 4) *For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.*
- 5) *For the purpose of jury duty in the manner provided for by law.*
- 6) *Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.*
- 7) *For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.*
- 8) *For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.*
- 9) *For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.*
- 10) *For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.*
- 11) *Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.*
  - a. *A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.*
  - b. *For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.*
  - c. *Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.*
  - d. *"Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. (Amended by Stats. 2018, Ch. 942, Sec. 5.5. (AB 2289) Effective January 1, 2019.)*

Attendance Counts!



## **UNEXCUSED ABSENCE POLICY**

Any absence from school that does not meet the definition of an excused absence shall be considered “unexcused” and may result in disciplinary action.

## **TARDY POLICY**

Successful, productive scholars develop positive habits of punctuality. These habits contribute to academic success, and career success later in life. In order to develop habits of punctuality and to prevent excessive or chronic tardiness from creating disruptions to the educational process, AMA scholars will be held accountable for being in every class and expected to adhere to the following tardy policy:

- All scholars are expected to be in class by the time the bell finishes ringing. If they are not, they are considered tardy unless they have an excused tardy readmit signed by an AMA staff member.
- Scholars who enter the classroom after the tardy bell need an excused tardy readmit to be admitted to class without penalty.
- Excused tardy readmits will only be issued for valid reasons (i.e. medical/dental appointments verified with a physician’s note).
- Scholars who are on time to class daily with NO tardies are eligible for positive incentives.

**YOUR ATTENDANCE MATTERS EVERY DAY!**

## **BICYCLES/SKATEBOARDS/SCOOTERS**

Bicycles must be parked and locked in the area designated for bicycle storage. Scholars leaving the school campus on bicycles or scooters are advised that they must come to a complete stop at the edge of the campus when entering the city streets. State law requires that scholars under 18 years of age wear helmets when riding bikes to and from school. Bicycles, skateboards, and scooters may not be ridden on the school campus at any time. Academy of Media Arts is not responsible for unlocked bicycles/scooters or for bicycles/scooters left overnight at the site. Academy of Media Arts prohibits the use of skateboards, wheelies, roller skates, in-line skates, or similar devices on school property, including parking lots and walkways.

Scholars who use skateboards as a means of transportation to and from school must keep the skateboards with them at all times. During class, they are to place the skateboards under their desks or in an area designated by the teacher for skateboard storage. As stated above, scholars may not ride skateboards on campus at any time. This includes after school hours and on weekends. Academy of Media Arts is not responsible for lost, stolen, or damaged skateboards.


## **CHANGE OF ADDRESS**

Parents/guardians are to notify the Main Office immediately of any change of address, telephone number, or guardianship. Proof of residence (such as a utility bill) is required to verify the new home address.

## **CLASSROOM VISITS**

Occasionally parents need or want to observe a class. Visitors to AMA must make arrangements with the classroom teacher by making a request at least 24 hours in advance. Visitors must sign in at the front desk before entering campus. Office staff must verify all classroom visits upon a visitor’s arrival. When visiting to observe classroom instruction, parents must sit in an assigned area and enter and exit as pre-arranged. Parents may not take any time directly before, during or after that class period to talk with the classroom teacher. Arrangements for a parent-teacher conference must be made to discuss any concerns at a later time. All visitors are required to wear a “Visitor” badge while on campus. This is for the safety and protection of all scholars (Penal Code 626.8). All visitors must check out with the front office when leaving.

## CODE OF CONDUCT

	<b><i>Be Safe!</i></b>	<b><i>Be Respectful!</i></b>	<b><i>Be Responsible!</i></b>	<b><i>BE YOUR BEST!</i></b>
<b>Classrooms &amp; Study Areas</b>	<ul style="list-style-type: none"> <li>Follow teacher's directions</li> <li>Use classroom items properly (lab stations, books, equipment, Chromebooks, materials etc.)</li> <li>Keep backpacks/bags out of walkways/aisles</li> <li>Immediately report any unsafe behavior to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Optimize instructional time</li> <li>Adhere to the electronic device policy</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time and prepared to work</li> <li>Take accountability for your own work and actions</li> <li>Seek help in a timely manner (schedule appointment with teacher, attend tutoring, form peer study groups, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Take academic risks</li> <li>Demonstrate grit and determination</li> <li>Advocate for yourself and peer(s)</li> <li>Maintain academic integrity</li> </ul>
<b>Common Areas</b>	<ul style="list-style-type: none"> <li>Stay in designated areas</li> <li>Follow the flow of foot traffic during passing period</li> <li>Promptly clean up spills</li> <li>Immediately report any unsafe behavior to the nearest adult</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and patient with others (waiting in line or walking behind someone)</li> <li>Return to class promptly</li> <li>Lower voice when passing classrooms</li> <li>Be mindful of others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>Pick up trash &amp; recycle</li> <li>Go to and from destination in a timely manner</li> <li>Display hall pass at all time</li> </ul>	<ul style="list-style-type: none"> <li>Keep campus clean</li> <li>Appreciate all staff members</li> <li>Interact maturely with peers and staff</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Keep water in sink/fountain</li> <li>Keep cell phones turned off and put away</li> <li>Immediately report any unsafe behavior to the nearest adult</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a clean environment</li> <li>Be courteous to others (quietly wait your turn)</li> <li>Respect others' privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use sinks, towels, and toilets correctly                             <ul style="list-style-type: none"> <li>Flush toilet</li> </ul> </li> <li>Enter and exit the area in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Keep the area you use clean, free from litter and writing</li> </ul>
<b>Assembly &amp; School Events</b>	<ul style="list-style-type: none"> <li>Be aware of others' personal space</li> <li>Remain in supervised areas</li> <li>Follow the directions of all staff members</li> <li>Immediately report any unsafe behavior to the nearest adult</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to start and end times</li> <li>Be an active participant</li> <li>Support presenters, athletes, performers, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Carry your ID card</li> <li>Follow school rules</li> <li>Think before you act and speak</li> </ul>	<ul style="list-style-type: none"> <li>Show school spirit and pride                             <ul style="list-style-type: none"> <li>Do the right thing</li> <li>Turn in lost items</li> </ul> </li> <li>Maintain a healthy balance between school and extracurricular activities</li> </ul>

## DRESS CODE

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. However, as an educational entity, Academy of Media Arts has the responsibility to establish and maintain standards of dress and grooming that *foster*:

- o *a sense of self-respect,*
- o *support a positive, appropriate, and safe learning and teaching environment where scholars can be leaders/innovators,*
- o *maintain a serious commitment to academics/professionalism, and*
- o *promotes sense of belonging within a safe community.*

The purpose of a dress and grooming code is to facilitate education, not to inhibit any person's taste in attire or appearance. Scholars should be clean and neatly dressed in a manner that will be appropriate to the school setting, not hazardous to the health and safety of the scholars, and not disruptive or distracting from the educational program of the school. In addition, no articles of clothing, apparel or school materials, including hats, backpacks, and binders, may have pictures, printing, or writing that is crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, that contain images of weapons, tobacco, drugs and/or alcohol, or which the school's administration reasonably predicts will disrupt the learning environment.

Specifically, Academy of Media Arts scholars expected to abide by the following uniform dress code with a firm understanding of our core values (CHOICE):

**GENERAL**

- Scholars may wear articles of clothing and accessories that exclude the promotion of violence, weapons, alcohol, tobacco or drugs.
- Clothing items and accessories should reflect culturally responsiveness and respect by ensuring there is no discrimination against race, ethnicity, religion, political views, sexual identity, and social class.
- Clothing items and accessories should reflect our core values (CHOICE) by ensuring the following representations are excluded: foul/profane/sexually suggestive language or symbols, and promotion of gang affiliation.
- Technology items (earbuds, headphones, phones and other devices) use will be utilized effectively based on the teacher’s lesson plan and expectation in a given time.
- Closed toe shoes must be worn at all times.

**TOPS, SHIRTS, BLOUSES:**

- Scholars will wear white button-down shirts and blazers that have visible school logo on it.
- Garment (top) must be at or above hipbone when scholar is standing up.

**PANTS, SHORTS, SKIRTS:**

- Appropriate school attire includes long khaki pants (excluding jeans), skorts or skirts worn with the waistband at the waist.
- Excessively baggy pants, athletic wear and sweatpants are excluded.
- Clothing that do not cover below the knee (such as skirts and skorts), must be of appropriate length and cover the mid-thigh while seated.

**Physical Activity Uniform:**

Scholars are required to wear a Physical Activity (PA) Uniform during their PA course. Since scholars may be exiting the campus building to participate in physical activities, scholars must wear an AMA shirt, shorts or pants for identification and safety.

**GRADUATION/A-G REQUIREMENTS**

All scholars who graduate from AMA must meet the graduation requirements, as set out on the chart below. They must earn a total of 220 semester periods of credit in grades 9 through 12 in order to graduate and receive a high school diploma.

Scholars must receive at least a “C” to receive credit for high school graduation. Grades of “C” or higher will earn 5 credits per semester.

AMA's Graduation Requirements			
Subject	Academy of Media Arts (AMA)	CA Graduation Requirements	UC Entry
English (40 credits)	<u>4 years</u> : English 1, English 2, English 3, AP English Literature and Composition, AP English Language and Composition	3 years	4 years
Math (30 credits)	<u>3 years</u> : Algebra I, Geometry, Algebra 2/Trigonometry, Pre-Calculus, Applied Mathematics, AP Calculus A/B, AP Statistics	2 years	3 years
Laboratory Science (30 credits)	<u>3 Years</u> : Conceptual Physics, Biology, Chemistry, AP Physics, AP Environmental Science, AP Biology, AP Chemistry	2 years	2 years
Social Studies (30 credits)	<u>3 years</u> : World History and Cultures/Geography, U.S. History, U.S Government/Economics, AP U.S. History, AP U.S. Government/AP Economics	3 years	2 years
Foreign Language (20 credits)	<u>2 years</u> : Spanish 1, Spanish 2, Spanish 3, Spanish for Heritage Speakers 1, Spanish for Heritage Speakers 2, AP Spanish Literature and Culture, AP Spanish Language and Culture, Rosetta Stone Spanish Level 1, Rosetta Stone Spanish Level 2	1 year of either	2 years
Visual & Performing Arts / New Media Arts (40 credits)	<u>4 years</u> : Introduction to New Media Arts, Intermediate 3D Design, Computer Science Intermediate Music Production, Advanced 3D Design, Computer Science, Advanced Music Production, Advanced Level Design/Architecture, 2.0 3D Game Design, 2.0 Level Design/Architecture, 2.0 Music Production, Computer Science		1 year
Electives (30 credits)	<u>30 credits</u> : May be taken in any core or non-core area of study	N/A	1 year
Total credits required for AMA graduation: 220 credits			

## **IDENTIFICATION CARDS**

At the beginning of each year, scholar ID photos are taken at school and scholars are issued personal ID cards. These ID cards include a bar-code label. It is important that the bar code label not be damaged or tampered with in any way. Replacement ID cards are available for \$20 at the Main Office. **SCHOLARS ARE EXPECTED TO CARRY THEIR ID CARDS WITH THEM ON CAMPUS AND PRESENT TO STAFF WHEN REQUESTED.** These measures enhance safety for all scholars.

## **ILLNESS AT SCHOOL**

If a scholar becomes ill at school, he/she is to report to the Main Office. Scholars must first obtain a pass from their teacher. A scholar is not to call parent from a cell phone or the classroom phone. A staff member will contact the scholar's parent to inform them of the illness or injury. Parent will then pick scholar up from the Main Office and sign them out of school.

All health information must be updated annually. ANY CHANGES IN ADDRESS, PARENT HOME AND WORK PHONE NUMBERS, AND EMERGENCY CONTACT NAMES AND PHONE NUMBERS SHOULD BE REPORTED IMMEDIATELY TO THE MAIN OFFICE.

## **LOST & FOUND**

The Main Office is the place to take "found items" or see if "lost items" have been turned in. Since Academy of Media Arts does not assume responsibility of loss or missing articles on campus, scholars are asked to keep close track of their belongings and not carry valuable or large sums of money with them at school. Items from Lost and Found that are not picked up will be donated to charity on a periodic basis.

## **MEDICATION**

No medication (prescription or nonprescription) will be dispensed to scholars or allowed on the school site without the appropriate form being completed and on file in the Main Office. Parents and scholars may obtain the form from the Main Office. Scholars requiring medication at school shall be identified to the school by the parent/guardian and physician. All scholar medication must be in the original container and will be kept securely locked in the Main Office. Scholars found in possession of prescription (or over-the-counter) medications are subject to disciplinary consequences.

## **SPECIAL OCCASIONS - FLOWERS, BALLOONS, ETC.**

Flowers, balloons, candy, etc., other than those available at school sponsored events, may not be delivered to a scholar during the school day to acknowledge a special occasion. Scholars may not carry balloons, flowers, etc., on campus during the school day because they are disruptive to the educational process. If these items are delivered to school, they will be kept in the Main Office until the end of the school day. Additionally, we ask that parents who wish to celebrate special occasions with their son/daughter do so outside of the school day. Specifically, both scholars and parents will not be permitted to bring outside food and beverages onto the campus in celebration for their scholar's special occasion, nor will parents be permitted to "have lunch" with their scholar on the campus other than special days established by Academy of Media Arts.

## **SCHOLARS WITH DISABILITIES**

Academy of Media Arts welcomes those with disabilities to participate fully in the programs, services and activities offered to scholars, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, please contact the Main Office at (000) 000-0000 and AMA will make every reasonable effort to accommodate you. [Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132)]

## **TECHNOLOGY**

### **TERMS AND CONDITIONS FOR TECHNOLOGY AND INTERNET ACCESS**

Access to technology and the Internet is achieved and coordinated through a complex association of government agencies, regional, state, and site decision makers. The smooth operation of technology and our computer networks rely upon the proper conduct of the end user whom must adhere to strict guidelines. These guidelines are provided in this document so that you are aware of the responsibilities, acceptable use, and consequences of technology violations. Users of technology at Academy of Media Arts agree to use all types of technology resources in an efficient, ethical and legal manner. If a user violates any of the provisions stated below, education code guidelines will be enforced.

#### **What is ACCEPTABLE USE?**

##### ***Appropriate Educational use ONLY!***

The use of technology must be in support of education and research and consistent with the educational objectives of your school, department, or teacher.

#### **What is UNACCEPTABLE USE?**

- Using the Internet to play non-educational games
- Downloading music or other media without permission
- Accessing Instant Messaging during school hours
- Emailing friends and relatives for non-curricular purposes
- Accessing of threatening or obscene material
- Transmission of any material in violation of any US or state law or regulation
- Copying of copyrighted material
- Accessing of material protected by trade secret
- The use of network access for commercial activities



- Using access for product advertisement or political lobbying
- The visiting of inappropriate sites such as:
  - any sites with pornographic material both hard porn and soft porn (swimsuit sites)
  - any sites which promote violence including hate sites
  - any sites with obscene language
  - any sites which promote alcohol and drug use
  - any sites with inappropriate music lyrics
  - any sites that do NOT relate directly to the educational objectives of your school or teacher.

#### E-Mail/Social Network Access Terms and Conditions

- Accessing private email, Facebook, or equivalent communication/social media service without permission will be considered unacceptable use
- Instant Messaging is not to be conducted during the school day for any purposes
- Instant Messaging is considered unacceptable use

#### Vandalism

- Corrupting a computer system, accessing unacceptable sites, defacing the hardware, theft, and other destructive violations of the computer will result in serious consequence
- Corrupting a computer system or destroying applications or data (including the copying or installation of unauthorized software or attempts to break computer or network security) will be considered vandalism and will carry the consequences of any school vandalism

#### Security

- If you can identify a network security problem, notify the Main Office or any AMA staff member immediately
- Do not use another individual's account
- Attempts to log on to any network server as a system administrator may result in cancellation of user privileges

#### Network Etiquette

Scholars are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited) to the following:

- Be polite, respectful and brief (sarcasm and humor may be offensive to others)
- Use appropriate language
- Do not reveal your personal address or phone numbers or those of scholars

## ELECTRONIC DEVICES

Personal electronic devices include such things cell phones, iPods, MP3 players, cameras, laptop computers, iPads, tablets, and personal gaming systems. Scholars are permitted to have these devices on the campus, but only under certain conditions.

The following are the conditions pertaining to the possession and use of personal electronic devices. These devices are permitted to be used:

- Before and after school
- During the scholar's assigned lunch period
- In the classroom during school hours ONLY when given specific permission by the teacher for educational purposes that are directly related to the course content for that particular class.
- These devices are **NOT** permitted to be used:
  - During passing periods
  - In classrooms during school hours
  - In classrooms during ANY quiz, test, or exam even if it for "educational purposes" as described above
  - In any restroom or locker room

Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited.

Scholars violating the Electronic Device Policy are subject to disciplinary consequences including, but not limited to, confiscation of the device. Devices that have been confiscated can ONLY be picked up by the parent/guardian at the administration office during normal hours of operation. The parent will be asked to provide a valid photo ID to ensure that they are the parent of record as noted in the school's Scholar Information System.

### **TELEPHONE USE**

The office and classroom telephones are business phones to be used by scholars for emergencies only, and only with permission from staff. Scholars may use personal cell phones before and after school and during their lunch period, but must remain powered off, including vibrate or silent mode, during school hours.

### **TRANSCRIPT REQUESTS**

Transcripts may be requested through the Main Office.

### **VIDEO POLICY**

It is the policy of the Academy of Media Arts to provide for scholar visual materials which are appropriate to scholar viewing and which support the instructional program. Parents will be informed if controversial media, such as Family Life Media or films rated "R" will be used in the classroom. Parents may elect the option of restricting their child from viewing such films for the entire year or may ask that the child be given an alternative assignment in lieu of watching a particular film. Information regarding the use of controversial media will be communicated in course syllabus

distributed at the beginning of the school year. In addition, letters allowing parents to remove their child from watching particular films will be sent home prior to the film viewing.

### **WEBSITE**

If at any time a scholar or parent would like additional information about Academy of Media Arts they are encouraged to visit the website at: [www.academyofmediaarts.org](http://www.academyofmediaarts.org)

### **WITHDRAWALS - TRANSFERS**

Any scholar withdrawing or transferring from Academy of Media Arts must report to the Main Office for a clearance sheet. A parent/guardian must either accompany the scholar or notify the Main Office to request the scholar be withdrawn from school. The clearance sheet must be signed and approved by all teachers before the scholar returns it to the Main Office for final processing. The scholar must return all textbooks and other school materials and pay all fines/fees prior to withdrawal. The scholar must turn in his/her ID card.

## Academics

### **COURSE SYLLABUS**

During the first week of each class, scholars will receive a course syllabus from their assigned teachers. Course content, requirements, grading, etc. will be outlined in each course syllabus.

### **GRADING POLICY**

To remain consistent with the institutional expectations of grade point average, report card grades will follow the A-F (0-100%) standard manner of grading (A=100-90%, B=89-80%, C=79-70%). AMA will only use grades of "C" or above; therefore, if a scholar earns anything below 70%, scholar will receive an Incomplete.

## Behavior Expectations & School Safety

### **BEHAVIOR EXPECTATIONS**

Academy of Media Arts expects the highest standards of positive behavior from all scholars and expects all scholars to adhere to the Code of Conduct.

### **BULLYING**

In order for AMA to create a safe, non-threatening, trusting learning environment, where exemplary learning standards are the focus, administrators, teachers, scholars, and parents need to appropriately respond to any bullying incidents. Understanding the definition of bullying will assist with this process and result in improving peer relations, school environment, and create future generations of productive citizens.

**BULLYING** – This is when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying has three major components:

1. It is aggressive behavior that involves unwanted; negative actions
2. Typically, it involves a pattern of behavior repeated over time
3. It involves an imbalance of power or strength

### **CAFETERIA BEHAVIOR**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Free and reduced lunch applications are available from the Main Office. Scholars are asked to abide by the following cafeteria behavior:

- Deposit all trash and litter into wastebaskets
- Leave tables and floors in a clean condition for others
- Respect that all classrooms and hallways are off limits during nutrition and lunch, except for scholars under the supervision of a teacher
- Enter a nutrition or lunch line only to pick up a food tray

### **DISCIPLINARY CONSEQUENCES**

Good citizenship and respectful behavior are expected of all Academy of Media Arts scholars. AMA recognizes that the best discipline is self-imposed and requires that scholars take responsibility for their actions.

The most important purpose of discipline policies and procedures at AMA is to create a safe and comfortable teaching and learning environment. Failure to follow the school's rules of conduct may lead to the subsequent consequences in alignment with the California Education Code.

### **FIRE DRILL & EVACUATION INSTRUCTIONS**

When the fire signal sounds at any time during the school day, scholars are to do the following:

1. Evacuate all buildings with their class and move quickly to the area designated on the evacuation map
2. Remain with their class under their teacher's direction (Roll will be taken by the teacher to account for all

- scholars)
- 3. Stay at least 50 feet away from all buildings
- 4. When the “all clear” signal is given, return to class immediately

## **GRAFFITI**

Graffiti, tagging, or otherwise marking on school or private property is strictly prohibited. Violators are subject to administrative disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges. Parent(s)/guardian(s) and the scholar will be charged for any costs related to the repair and/or cleanup of any damage caused by their child.

## **HATE SPEECH/DEROGATORY LANGUAGE, ACTS & BEHAVIOR**

Acts and behavior that are intended to insult, offend, or intimidate a person or group on the basis of race, religion, sexual orientation, gender, ethnic origin, or disability are not tolerated at AMA.

Any racially charged language toward any individual will not be tolerated at any time at AMA.

Parents, scholars and staff should immediately report incidents of hate speech, acts, behavior, or harassment to the Principal. Scholars, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal.

No one shall be retaliated against for reporting any incident of alleged hate speech, acts, behavior, or harassment discrimination or harassment, and complainants’ identities will be kept confidential to the extent practical in the course of investigating the incidents.

**All incidents are taken seriously, investigated thoroughly, and parents will be notified at the conclusion of the investigation.**

## **LIGHTERS**

Scholars are prohibited from use of, and being in possession of, matches, lighters, or any other incendiary device. Scholars found in possession of this type of device may be subject to disciplinary consequences.

## **LOCK DOWN INSTRUCTIONS**

When the Lock Down alert is given, scholars and teachers are to do the following:

1. Remain in the classroom away from doors and windows
2. Lock classroom doors; close windows and blinds
3. Reserve classroom phone for emergency use only and refrain from use of cell phones
4. If outside, go immediately to the nearest classroom or building
5. Calmly await further

**During a Lock Down, scholars will not be released to parents/guardians at the school site. Parents are asked to stay away from the school and from roads leading to the school to allow access to emergency and law enforcement personnel. A reunification area will be established and parents will be notified.**

## **PREVENTING SUSPENSION & EXPULSION**

Scholars and parents are advised that in order to maintain a safe, violence-free environment, no scholar is allowed to hit another scholar. If a scholar is hit by another scholar, he/she should immediately leave the area and seek help from a teacher or other staff member and report it as soon as possible to school administration.

To prevent incidents that may lead to suspension or expulsion, scholars should:

1. Practice strategies to calm down when angry
2. Ignore or walk away from challenges to fight or bully
3. Seek help from school staff members
4. Talk to their parents or staff members about any problems they’re having at school

## **PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION & BULLYING, & RELATED COMPLAINT PROCEDURES**

AMA programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a scholar's actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. AMA has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any scholar or by anyone in or from the AMA.

Parents, scholars and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or school staff member. Scholars, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal.

No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants' identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

## **PROHIBITION ON POSSESSION & USE OF TOBACCO & NICOTINE PRODUCTS**

AMA and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. AMA defines "tobacco and nicotine products" as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. "Electronic cigarettes" are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, and hookah pens.

Scholars determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under AMA's policy, Education Code 48900(h), and/or other applicable laws.

Scholars determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to "electronic cigarettes" as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under AMA's policy, Education Code 48900(k) (1), and/or other applicable laws. [E.C. 48901]

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not appropriate to a school setting and are therefore not allowed. Inappropriate displays of affection shall be defined as heavy kissing, petting, prolonged hugging, and/or hugging in a suggestive manner with body touching, rubbing etc.

## **SCHOOL PROPERTY**

It is everyone's responsibility to help maintain a clean and safe campus. Scholars are expected to assist in keeping the buildings clean by not throwing papers, sunflower seeds, etc., on the floors and in hallways. Writing or carving on walls, desks and chairs is destructive and is inconsiderate of the many other scholars who use the facilities. Scholars/parents will be charged for all damages or losses that occur to school buildings, books, or equipment.

## **SCISSORS**

According to California Education Code 48900b, a scholar must not carry in their possession any "dangerous object." A typical pair of home scissors with sharp points and blade lengths in excess of 3 inches shall be considered by administration as a "dangerous object."

In order to maximize scholar safety, scholars are not allowed to carry scissors with them on their person, in their backpacks or lockers. If a class assignment requires scholars to use scissors, they will be provided by the classroom

teacher and collected prior to the end of the class period. Any scholar found in possession of scissors is subject to disciplinary consequences.

## **UNIFORM COMPLAINT PROCEDURES**

Academy of Media Arts has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, complaints alleging violation of state or federal laws governing educational programs, and complaints alleging the district's failure to comply with the prohibition against requiring scholars to pay fees, deposits, or other charges for participation in educational activities.

AMA shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring scholars to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, homeless education, foster youth services, rights of certain juvenile court school transfer scholars, reasonable accommodation for a lactating scholar on a school campus, assignment of a scholar to a course without educational content for more than a week in one semester or to a course the scholar has previously completed, noncompliance with the physical education instructional minutes for scholars in elementary school, alleged retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy, and noncompliance with the Local Control and Accountability Plan (LCAP).

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, can be found at the Main Office or on the school's website.

## **WILLIAMS CASE NOTICE**

Pursuant to California Education Code section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional material, or both, to use in the class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. A complaint form may be obtained at the Main Office or downloaded off the school's website.