Math and Science College Preparatory

Family-Student Handbook

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MATH + SCIENCE COLLEGE PREPARATORY
A STEM PREP SCHOOL | 3202 W. Adams Blvd., Los Angeles, CA 90018
Follow Us @mscollegeprep | www.mscollegeprep.org

Dear Students and Parents,

Welcome to Math and Science College Prep! We are excited to welcome you to our school community. As a student at Math and Science College Prep (MSCP), you are joining an innovative and rigorous charter school dedicated to providing students in historically underserved communities throughout Los Angeles with access to an exceptional education and greater opportunities for the future. Our mission is to inspire and prepare students to pursue careers in science, technology, engineering, and mathematics (STEM), while increasing the representation of underrepresented communities in these fields.

Math and Science College Prep is an independent public charter school and part of STEM Prep Schools, a network of schools serving students from Transitional Kindergarten through 12th grade. Now entering our 13th year, MSCP proudly serves more than 500 students. While our school has grown over the years, our commitment has remained the same: to provide a personalized, high-quality educational experience that prepares every student for success in college, career, and life. We are thrilled to have you as part of our MSCP family and are confident that, through the partnership of our students, families, and staff, this will be a successful and rewarding school year.

My commitment to every family is that each student will receive the support, guidance, and opportunities needed to graduate on time and be well prepared for college and future success. My promise to every student is simple: if you bring dedication, perseverance, and effort to your education, our teachers and staff will match that commitment by providing the instruction, encouragement, and support you need to reach your full potential.

Together, we will continue building a school community where every student is challenged, supported, and empowered to achieve excellence.

Sincerely,

Megan Lopez
School Principal

Welcome to Math + Science College Prep!

Our Mission
The mission of STEM Prep Schools is
…to operate a small network of high performing schools, in a targeted area of Los Angeles
…and develop TK – 12th grade students into successful college graduates and professionals,
…through equal access and inspiration, rigorous curriculum, and a commitment to our Core Values.

Our Vision
The vision of STEM Prep Schools is to create a TK through college pipeline of individuals who will transform their community by closing the socio-economic, ethnic, and gender gaps in STEM fields, and serving as role models who exhibit scholarliness, advocacy, perseverance, and kindness.

Our Core Values

We Are Family

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

We are Agents of Change

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

We are STEM Thinkers

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

We are Family	We are Agents of Change	We are STEM Thinkers
Working together	Growth Mindset	Perserverant
Considerate of others	Leave things better than we found them	Problem Solvers
We hold each other accountable	Work towards equity & advocate for each other and self	Brave, risk takers, courageous

Students who embody the core values of STEM Prep will be eligible for incentives and rewards throughout the school year, including – but not limited to – Pizza with the Principal, College Gear, etc.

A Typical Day at Math + Science College Prep

Bell Schedule

A typical week of instruction at Math + Science College Prep will follow a structured bell schedule below. The school will communicate modified schedules in advance. Schedules will be provided prior to the first day of school.

Monday All Period Day		
STUDENTS		
8:30 AM - 9:20 AM	Period 1	*50 minutes*
9:23 AM - 10:13 AM	Period 2	*50 minutes*
10:16 AM - 11:16 AM	Period 3 + Homeroom	*60 minutes*
11:19 AM - 12:09 PM	Period 4	*50 minutes*
12:09 PM - 12:39 PM	Lunch	*30 minutes*
12:42 PM - 1:32 PM	Period 5	*50 minutes*
1:35 PM - 2:25 PM	Period 6	*50 minutes*
Tuesday-Friday Regular Block Schedule Day		
STUDENTS		
8:30 AM - 10:30 AM	Period 1/2	*120 minutes*
10:30 AM - 10:50 AM	Nutrition	*20 minutes*
10:55 AM - 1:05 PM	Period 3/4 + Homeroom	*130 minutes*
1:05 PM - 1:35 PM	Lunch	*30 minutes*
1:40 PM - 3:40 PM	Period 5/6	*120 minutes*

Important Dates

Holidays and Pupil-Free Days (no school)

- **Labor Day:** Monday, September 7, 2026
- **Pupil-Free Day:** September 21, 2026
- **Veteran's Day:** Wednesday, November 11, 2026
- **Fall Break:** Monday, November 23 - Friday, November 27th
- **Winter Break:** December 21, 2026 - January 8, 2027
- **MLK Jr. Day:** Monday, January 18, 2027
- **President's Day:** Monday, February 15, 2027
- **Pupil-Free Day:** Thursday, March 18 - Friday, March 19, 2027
- **Spring Break:** Monday, March 22 - Friday, March 26, 2027
- **Memorial Day:** Monday, May 31, 2027

Family Orientation Days
Monday, July 13 (9th)
Tuesday, July 14 (10th and 11th)
Friday, July 17 (Grade 12 only)

Parent Conferences (early dismissal of 2:25pm)
Tuesday-Wednesday, October 21-22
Tuesday-Wednesday, March 17-18

Testing Dates

- Benchmarks

	9th	10th	11th
Benchmark 1	August 24-26 (iReady, English and Math)		
Benchmark 2	December 7-9 (iReady, English and Math)		
Benchmark 3	April 26-28 (iReady, English and Math)		
			TBD (CAST Science Interim)

- Mock ELA CAASPP, ICA: January 19-22
- Mock Math CAASPP, ICA: TDB
- Summative ELPAC: TBD
- Physical Fitness Testing (9th): TBD
- AP Exams (depending on enrollment): TBD
- CAASPP ELA: May 24-27
- CAASPP Math: May 17-19
- CAST: May 20-21

School Calendar

STEM Prep Schools
2026-2027 Academic Calendar

July

Mo	Tu	We	Th	Fr	Sa	Su	
		1	2	3	4	5	
6	7	8	9	10	11	12	7/3 Independence Day - Holiday
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			7/31 New Teacher PD

August

Week	Mo	Tu	We	Th	Fr	Sa	Su	
	3	4	5	6	7	8	9	8/3-7 Staff Summer PD
1	10	11	12	13	14	15	16	8/12 First Day of School!
2	17	18	19	20	21	22	23	
3	24	25	26	27	28	29	30	
4	31							

14 Instructional Days

September

Week	Mo	Tu	We	Th	Fr	Sa	Su	
4		1	2	3	4	5	6	
5	7	8	9	10	11	12	13	9/7 Labor Day - Holiday
6	14	15	16	17	18	19	20	9/21 Pupil Free Day
7	21	22	23	24	25	26	27	
8	28	29	30					

20 Instructional Days

October

Week	Mo	Tu	We	Th	Fr	Sa	Su	
8				1	2	3	4	
9	5	6	7	8	9	10	11	
10	12	13	14	15	16	17	18	
11	19	20	21	22	23	24	25	
12	26	27	28	29	30	31		

22 Instructional Days

November

Week	Mo	Tu	We	Th	Fr	Sa	Su	
13	2	3	4	5	6	7	8	
14	9	10	11	12	13	14	15	11/11 Veteran's Day - Holiday
15	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	11/23-27 Thanksgiving Break
16	30							

15 Instructional Days

December

Week	Mo	Tu	We	Th	Fr	Sa	Su	
16		1	2	3	4	5	6	
17	7	8	9	10	11	12	13	
18	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	12/21-1/08 Winter Break
	28	29	30	31				

14 Instructional Days

January

Week	Mo	Tu	We	Th	Fr	Sa	Su	
					1	2	3	1/1 New Year's Day
	4	5	6	7	8	9	10	1/7-8 Pupil Free Day
19	11	12	13	14	15	16	17	1/11 First Day of 2nd Semester
20	18	19	20	21	22	23	24	1/18 MLK Jr. Day - Holiday
21	25	26	27	28	29	30	31	

14 Instructional Days

February

Week	Mo	Tu	We	Th	Fr	Sa	Su	
							1	
22	1	2	3	4	5	6	7	
23	8	9	10	11	12	13	14	
24	15	16	17	18	19	20	21	2/15 Presidents' Day - Holiday
25	22	23	24	25	26	27		

19 Instructional Days

MARCH

Week	Mo	Tu	We	Th	Fr	Sa	Su	
26	1	2	3	4	5	6	7	
27	8	9	10	11	12	13	14	
28	15	16	17	18	19	20	21	3/18 and 3/19 Pupil Free Day
	22	23	24	25	26	27	28	3/22-26 Spring Break
29	29	30	31					

16 Instructional Days

APRIL

Week	Mo	Tu	We	Th	Fr	Sa	Su	
				1	2	3	4	
30	5	6	7	8	9	10	11	
31	12	13	14	15	16	17	18	
32	19	20	21	22	23	24	25	
33	26	27	28	29	30			

22 Instructional Days

MAY

Week	Mo	Tu	We	Th	Fr	Sa	Su	
34	3	4	5	6	7	8	9	
35	10	11	12	13	14	15	16	
36	17	18	19	20	21	22	23	
37	24	25	26	27	28	29	30	
	31							5/31 Memorial Day Holiday

20 Instructional Days

JUNE

Week	Mo	Tu	We	Th	Fr	Sa	Su	
38		1	2	3	4	5	6	6/4 Last Day of School
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	6/18 Juneteenth - Holiday
	21	22	23	24	25	26	27	
	28	29	30					

4 Instructional Days

LEGEND

Total Instruction Days	180
Holidays (all schools and offices closed)	8
School Breaks (Thanksgiving, Winter, and Spring)	22
Summer Teacher PD	6
Pupil Free Days - Staff PD	5
LAUSD Unassigned Day, STEM Prep in Session	2

Arrival and Dismissal

In consideration of our residential neighbors, please abide by the following guidelines:

- No u-turns or turns into surrounding driveways on Adams Blvd.
- No jaywalking across W. Adams Blvd.
- Students are not allowed to drive themselves (no parking at MSCP and no street parking).

Visitors

STEM Prep welcomes parents, guardians, and community members to visit our schools to support and observe the educational environment. To maintain a safe and productive atmosphere for students and staff, all visitors must:

- Schedule visits with the principal and teacher at least 24 hours in advance (excluding weekends and holidays).
- Sign in at the main office upon arrival and present a valid ID.
- Wear a visible visitor badge at all times while on campus.
- Follow all school policies, including current health and safety protocols (e.g., masks, symptom screening).
- Refrain from disrupting instruction or engaging with staff or students unless permitted.

Classroom visits are limited to 30 minutes and no more than once per classroom per month, unless otherwise arranged. Use of recording devices is prohibited without written permission.

Volunteers must:

- Complete an application and required health or background checks.
- Follow all school rules, including confidentiality and safety protocols.
- Work under staff supervision and avoid disciplining students.

Violations of these guidelines may result in denial of access. For more information, see the full Visitor Policy or Volunteer Handbook.

Meals

All students are provided with breakfast and lunch each school day at no cost. Students who participate in the after-school program are also provided with supper at no cost.

Importance of Healthy Foods

STEM Preparatory Schools is committed to the optimal development of every student. We believe that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes.

To support healthy food choices and improve student health and well-being, we encourage all foods and beverages brought onto campus, including for celebrations, are nutritious. Please only send your child to school with healthy snacks, beverages, and lunches.

After School Program

MSCP partners with Think Together to provide structured after school academic and enrichment activities. Think Together's curriculum is focused on English Language Arts, Math, STEM, Youth Development, and Arts & Enrichment. Students who wish to participate will be provided with a snack.

The school campus will remain open until 6:00 PM each school day for students who wish to participate in the afterschool program. Students are held to the same behavioral expectations during the after-school program as they are during the school day. Failure to observe the rules during the after-school program may result in removal from the after school program along with school-based consequences at the discretion of school administration.

Information on how to sign up for the afterschool program will be provided to those interested. Applications will be made available at the Main Office.

School Activities

Field Trips

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

Student Council

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

Dances and School-sponsored Events

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

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

Sports Teams

MSCP will create after school sports and athletic teams. The sports in which the school will field a team will depend on student and staff interest. All students who participate on a team must meet specific rules for academic eligibility, which require a minimum grade point average of 2.5 and no grades of "NP." Coaches may implement a higher GPA requirement. Additionally, students must meet behavioral and attendance requirements and must be present at school on game days in order to compete.

Clubs

The school will have a variety of clubs and will consider adding new ones each year in response to students' interests and faculty sponsorship. All students who participate in a club meet behavioral and attendance requirements.

Administrative Supervision

Supervision is provided for all school sponsored programs, activities, and meals during the instructional day. Unless otherwise noted for a specific school sponsored program or activity, hours of supervision at school begins 15 minutes before and after school ends. To ensure the safety of our students, it is important that students do not arrive before their appropriate start time and that they leave promptly at the conclusion of their school day. Students who linger on or near campus will be sent home. Should any student create a disturbance before or after school, disciplinary action may be taken. School administration, staff, and parent volunteers are available to help ensure our campus remains safe and students are following traffic laws when crossing the street. Students are to obey all directions from supervisory staff and parent volunteers.

Culture at Math + Science College Prep

School-Wide Behavioral Expectations

	Demonstration of Expectations
We will respect…	• The property of the school and of others • Every person on campus • The beliefs, ideas, lifestyles, and opinions of others
We will be responsible by…	• Being on time to every class • Attending school every day • Completing homework/extra practice when assigned • Attending tutoring when we are failing or are in danger of failing • Acknowledging personal misconduct and taking responsibility for making amends
We will be ready to learn by…	• Having all materials needed for class • Completing all in-class and out of class assignments • Studying at home
We will be caring individuals by…	• Tutoring our peers • Helping others in need • Always considering the personal safety of others

Discipline Policy

MSCP has developed a comprehensive student discipline policy; it will be maintained and implemented. The discipline policy will not be discriminatory, arbitrary, or capricious, and follows the general principles of due process. The due process will adhere to the policy and procedures described in the California Education Code. The school intends to follow

all procedures of the Education Code related to student discipline. The policy adapts as needed in regard to the discipline of a student with special needs as determined by the provisions of the IDEA. The school will follow STEM Prep as stated in the charter policy and the law regarding the discipline of special education students and will notify the appropriate LAUSD office responsible for student discipline proceedings if it expels any student whose home school is an LAUSD school. The school reviews the discipline policy with students and parents upon admission to the school and signing of the Family-Student Compact. By signing the Family-Student Compact, students and parents acknowledge their understanding of and their responsibility toward the standards set forth in the Code of Conduct.

Student & Parent Synopsis of STEM Prep's Student Incident Practices & Protocols

STEM Prep embraces the values of Restorative Practices in order to build community, promote a culture of care, and foster a sense of belonging to empower our students to close ethnic and gender gaps and serve as role models within the community. When conflict occurs in our community, we hold each other accountable by inviting responsibility, repairing harm, reconciling and reintegrating to maintain positive relationships.

Restorative Practices are always predicated on the basis of positive relationships. STEM Prep encourages teachers to build positive relationships with their students as it is the key to maintaining a positive, welcoming school environment. Then, when harm has occurred, Restorative Practices helps us to identify root causes of misbehavior and places responsibility on the harm doer to **understand the impact** of their behavior and take steps to **make things better** rather than simply punishing the behavior in the hopes that it won't happen again. Research shows that behavioral interventions are most effective when students reflect on their mistakes and actively take responsibility through repairing the harm that they caused.

When students are not initially following the set expectations of the classroom, teachers should rely on restorative practices as the least intrusive and more relationship driven way to correct behavior, and pair it with a consequence that makes sense to harm that was done. Some examples of next steps in these cases would be:

Restorative Practices	Consequences
● Engage the student(s) in Restorative Conversations ● Follow up with the student after class ● Full class restorative conversation or class circle ● Peace path with students (SPES) ● Have the student create an apology letter ● Provide student with reflection document	● Phone call home ● Phone call home where student talks to their parent about what happened ● Time owed back to teacher/class before school, during lunch/nutrition, or after school ● Move seats ● Cell phone check in system ● Classroom cleaning

At times, however, there will be instances when a pattern has emerged or a more serious action is taken by a student. In these cases the teacher and the school's Restorative Practices Team (administrators and Restorative Justice Coordinator) will work together in ensuring that relationships are restored after harm is done and learning opportunities are provided to the student to help correct the behavior. Some examples of next steps in these cases would be:

Restorative Practices	Consequences
1. The Restorative Justice Coordinator will come to the classroom to escort the student to a different space 2. The Restorative Justice Coordinator will help the student to calm and reflect 3. The Restorative Justice Coordinator will make the decision on: a. involving the administration team b. the timing for a restorative conversation c. who the participants in the restorative conversation should be d. consequences to be paired with the restorative conversation 4. The Restorative Justice Coordinator or admin will call home	• Parent meeting with the student and the Restorative Justice Coordinator • Parent meeting with the student and the Assistant Principal • Parent meeting with the student and the Principal • Behavior contract • Campus beautification • Lunch reflection • Loss of activities/extracurriculars • Daily check ins with the Restorative Justice Coordinator at the beginning of the day

When there is a serious escalation or a concern of physical harm, immediate steps must be taken on the part of the school and all California Education Codes must be followed to ensure the safety of all students. STEM Prep schools will employ "other means of correction" as opposed to suspension if believed to be effective in preventing further incidences. When this happens, a student will be provided with an Individualized Restorative Plan that outlines the restorative supports the student will engage in, how the student will repair the harm, and the disciplinary actions the school will pair with the restorative practices. The Restorative Practices team will hold a meeting to share the plan with the student and their parent/guardian. Some example next steps for incidents that may be suspendable would be:

Restorative Practices	Consequences
• Reflection time • Individual counseling referral • Group counseling referral • Daily check ins with school counselor • Daily check ins with the Restorative Justice Coordinator • Referral to external learning opportunities (sex education, drug awareness, etc.) • Apology Letter • Community service • Completion of a reflection form • School Beautification • Project based assignment • Peace Path • Individual restorative circle • Small group restorative circle • Fundraising • Other: _____	• Student escort • Direct student supervision during lunch & nutrition • Student searches • Loss of activities/extracurriculars • Schedule change • Saturday school • Structured days • Behavior Contract • Parent shadowing • Reassignment • Parent meeting with the student and the Principal or Assistant Principal

If, and only if, all other means of correction have been exhausted and the behavior persists OR if the behavior falls into ED Code Section 48915 (c), then the school may proceed with a suspension or expulsion.

Rules and Expectations

Unacceptable student behavior includes, but is not limited to:

- Stealing
- Fighting
- Bullying
- Tagging
- Cheating
- Not following dress code
- Classroom disturbance
- Horseplay/pushing/running/yelling
- Using phones, music players, video games, or any other electronic device during instruction or other inappropriate times
- Use, possession or sale of alcohol, tobacco or a controlled substance.
- Possession of a knife, gun, explosive or other dangerous objects.
- Destruction of school property
- Violation of any other state/federal law or California Ed Code

At MSCP, we practice restorative justice. Students who violate the Code of Conduct or Behavioral expectations are subject, but not limited to:

- Restorative meeting
- Verbal warning
- Loss of privileges (e.g., detention, not participating in extracurricular activities)
- A notice to parents
- Conference with student/parent

Restorative Practices

At Math + Science College Prep we believe in Restorative Practices, a philosophy and approach to discipline that moves away from punishment and instead works on restoring a sense of harmony and well-being for all those affected by a hurtful act. We will use Restorative Practices as a framework for building community and for responding to challenging behavior through authentic dialogue, coming to an understanding, and making things right. Essentially, Restorative Practices will allow us to:

- Provide ways to effectively address behavior and other complex school issues.
- Offer a supportive environment that can improve learning, as well as socio-emotional learning
- Improve safety by preventing future harm.
- Offer alternatives to suspension and expulsion.

What is Restorative Practice?

Restorative Practice is guided by an ethic of care and justice. Restorative Practice is an approach to build community, promote a culture of care, foster a sense of belonging, and invite responsibility and provide accountability, reparation,

reconciliation and reintegration where harm has occurred.

- **Accountability -** Restorative Practice strategies provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the extent possible.
- **Community -** Restorative Practice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
- **Competency Development -** Restorative Practice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person.

Bullying/Harassment

Math + Science College Prep takes a proactive stance when addressing bullying and cyberbullying issues. We believe that every student has the right to attend school without fear of threat or intimidation by other students. Bullying is a form of harassment and may take the form of verbal or written taunts, threats or intimidation. Students who experience threats, harassment/bullying by a student or students or an adult in school or on the way to or from school, are expected to report these incidents to a school guidance counselor and/or school administrator. Students who witness or have knowledge of another student's mistreatment are asked to report this to a school counselor, a trusted adult or staff member, and/or school administrator. Students may report the incident verbally or in writing, through a referral form or email. Retaliation against a person, who reports bullying and/or cyber-bullying, provides information during an investigation of bullying and/or cyber- bullying or witnesses or has reliable information about bullying and/or cyber-bullying is prohibited. A person who retaliates will be subject to disciplinary consequences.

Dress Code

Students at MSCP adhere to a dress code. MSCP students are expected to dress appropriately for a school setting everyday they are on campus.

The following clothing items are expressly prohibited for all students in order to model a STEM professional setting:

- Violent language or images (weapons)
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Hate speech, profanity, pornography
- Crop tops, no midriff can be showing
- Shorts above fingertip level (exception would be shorts made of athletic material to be worn during PE class or athletics participation only)
- Jeans with excessive rips
- Images and/or language that create a hostile or intimidating environment based on any protected class
- Visible underwear or bathing suits of similar design – visible waistbands or straps on undergarments worn under other clothing are not a violation
- Helmets, masks the cover the whole face

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

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

Out-of-Dress Code Consequences

Students who do not adhere to the school dress code will be subject to individual consequences and the parent/guardian of that student will be notified. Potential consequences include,

- Students will be provided loaners (when possible)
- Parents/guardians will be asked to bring appropriate attire for school (students in inappropriate attire will not be allowed to return to class)
- Students will be given in-house suspension
- Students will be assigned detention

Academic Integrity

Students at MSCP pledge to be honest with their efforts in the classroom. If a student demonstrates a lack of academic integrity they will be referred to the administration, parents/guardians will be notified, and there will be an appropriate consequence. The student will still be responsible for completion of an alternate version of the assignment or test, at the discretion of the administration and the teacher.

Cheating is one act of academic dishonesty; it includes, but is not limited to, the following list:

- Copying someone else's work
- Allowing someone else to copy your work
- Checking your answers with a classmate during a test
- Using materials that the teacher has not explicitly allowed during an assignment, quiz, or assessment.
- Plagiarism
- Using AI tools, such as ChatGPT

Plagiarizing is when you take someone else's published work, words, or ideas and present them as your own. This includes formally published work as well as work other students have written. Often incidents of plagiarism happen not as a result of malicious intent on the part of the student, but from students not understanding what plagiarism is or how to avoid it. You can avoid plagiarism by summarizing ideas in your own words, by paraphrasing and citing an author, or by quoting and referencing the author.

Parent/Guardian and Family Involvement

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

The school believes:

- Parents/Guardians and families are partners and are encouraged to take an active and meaningful role to ensure the success of the school.
- Parents/Guardians and families must be meaningfully and actively engaged in their child's education and

responsible for supporting their child's learning at home.

- Parents/Guardians and families will have the opportunity to understand what it will take to prepare their child for college.
- Parents/Guardians and families are encouraged to support the goals of the school through their voice and through volunteering throughout the year.
- Parents/Guardians and families are encouraged to attend Parent Workshops and events throughout the year.

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

Family-School Compact

The school firmly believes that all students can and will achieve at high levels when administrators, teachers, staff and parents work in collaboration with each other. As stated in the Family-Student-School Compact, each partner accepts responsibility for the successful education and college preparation of each student. This document is part of each student's enrollment packet and is explained to all new families during orientation. New and continuing parents and students are asked to sign the compact at the beginning of each school year.

Tips to Help Your Child Succeed

1. Encourage your child to be an active and responsible learner who completes and turns in assignments when they are due and seeks assistance when needed.
2. Ensure that your child arrives at school on time each day and supports school policies such as discipline, safety, proper school attire, text book care, etc.
3. Review your child's agenda and encourage your child to use it on a regular basis to keep track of homework assignments, projects, exams and other important school events.
4. Monitor your child's overall progress on a regular basis. Do not wait until progress reports and report cards are issued to find out how your child is doing in school. You may check your child's grades and missing assignments online at stem.powerschool.com (see page 23 for more info.)
5. If your child is struggling with their school work or needs help, speak with your child's counselor and/or teachers and ensure that your child attends afterschool tutoring.
6. Help your child establish a regular time and place to study and to complete their homework and school projects. Make sure your child's study area is well-lit and is stocked with necessary school supplies.
7. Talk to your child about what is happening at school and what they are learning.
8. Encourage your child to read for pleasure and limit TV, video game and Internet usage.
9. Attend all scheduled parent/teacher conferences, school activities and parent educational workshops.
10. Support your child's school by volunteering in the school.

Volunteering

There are a number of ways you can volunteer and demonstrate your commitment. Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically.

Possible volunteer activities to support the school include, but are not limited to:

- Office support

- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Visitor's supervision
- Take-home assignments
- Initiating phone trees
- Participation in the School Site Council (SSC)
- Participation in the English Learner Advisory Committee (ELAC)
- Attendance at Parent Town Hall Meetings
- Campus beautification projects

Possible volunteer activities to support your child academically include, but are not limited to:

- Participation in Parent Workshops
- Classroom visits
- Classroom support
- Tutoring support
- Serving as a parent mentor
- Assisting with the development and dissemination of the school newsletter

We truly appreciate your participation as a parent volunteer, and we will make every attempt to match your interests and skills with projects or tasks with which you are comfortable.

How to Volunteer

At the beginning of each month, a parent newsletter will be sent home with opportunities to volunteer at the school and will be posted in the Parent Center and on school bulletin boards. Feel free to call the school at the beginning of the school year or any time thereafter to volunteer.

Parent Conferences

Parent Conferences will be scheduled within the first 10 weeks of each semester. At this event, parents have the opportunity to meet with their child's teachers or the entire instructional team to discuss progress and areas students need to strengthen.

Teachers are available for parent conferences by appointment, as well. If you have concerns regarding your child's grades, please contact the school to schedule a conference during the teacher's conference period.

Parent/Guardian Rights

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

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

- Meet with their child's teacher(s) and the Principal.
- Volunteer under the supervision of school employees
- Be notified if their child is absent from school without permission.
- Receive results of their child's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their child that is safe and conducive for learning.
- Examine curriculum materials of the class(es) in which their child is enrolled.
- Be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise.
- Have access to the school records of their child and question anything that they feel is inaccurate, misleading, or is in violation of the student's privacy.
- Receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
- Receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- Participate as a member of the school advisory committee, school site council, or site-based management leadership group in accordance with any rules and regulations governing membership in these groups.

School-Wide Policies, Procedures, and Resources

Attendance Policy

Student success has a direct correlation with consistent and punctual attendance in class and school related events. Students with good attendance records achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school.

California law states that every student shall attend school punctually and regularly and conform to the regulations of the school. It is MSCP policy that students attend class regularly; that work missed because of school related activities or illness must be promptly made-up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible.

Attendance-Based Reward System

In order for our students to achieve a higher level of academic success, consistent and punctual attendance is required. With this in mind, Math and Science College Preparatory (MSCP) has developed the following attendance based reward system for the school year in an attempt to further the successes of our student body.

Requirement / Standard	Reward
Students have zero (0) absences and zero (0) tardies for	Students with 95% attendance or higher each month will

the month. *Note: Tardies include tardies accrued between class periods throughout each day.	receive pizza. Students with 100% perfect attendance will also receive one raffle ticket for the end of each month which may include prizes such as electronics, amusement park tickets, etc.

Attendance Intervention System

Unexcused Absences / Excessive Tardiness	Procedures
(3) unexcused absences at any point in a semester. and/or (9) or more tardies of 30 or more minutes (T30) at any point in a semester.	• Student & Parent/Guardian will receive an informational letter in the mail. The letter will be placed in the students' cumulative file to show an official warning for habitual truancies.
(8) unexcused absences at any point in a semester. and/or (16) or more tardies of 30 or more minutes (T30) at any point in a semester.	• Student & Parent/Guardian will receive an informational letter in the mail. The letter will be placed in the students' cumulative file to show an official warning for habitual truancies. • Student and Parent/Guardian will meet with the Assistant Principal and student will be required to attend one (1) lunch detention.
(12) unexcused absences at any point in a semester. and/or (21) or more tardies of 30 or more minutes (T30) at any point in a semester.	• Student & Parent/Guardian will receive an informational letter in the mail. The letter will be placed in the students' cumulative file to show an official warning for habitual truancies. • Student and Parent/Guardian will meet with the Assistant Principal and student will be required to attend five (5) lunch detentions. • A home visit will be scheduled upon any additional absences.
(16) unexcused absences at any point in a semester. and/or (26) or more tardies of 30 or more minutes (T30) at any point in a semester.	• Student and Parent/Guardian will receive a letter of reprimand in the mail. The letter will be placed in the students' cumulative file to show an additional warning for habitual truancies. • Student and Parent/Guardian will meet with the Principal and student will be required to attend five (5) lunch detentions. • Student will be placed on an attendance contract to be signed by the student and parent/guardian. • Home visits will continue to be scheduled upon any additional

	absences.

Absences

MSCP strives to achieve a 100% attendance rate each month and for the year, students with unexcused absences or excessive absences may be subject to loss of privileges, reflection, or other disciplinary action. Parents/Guardians may also be required to attend a meeting and/ or workshop with an administrator for students with unexcused absences or excessive absences.

Notification of Absence

A staff member will call home in the morning if a student is not present. Parents should call the school to explain the reason for the student's absence, if possible, before the school day begins.

Procedure for Clearing Absences

When a student returns to school after being absent, he/she must provide the MSCP Main Office with a dated note from a parent/guardian explaining the reason for the absence and the duration. Absences longer than three consecutive days due to illness require a doctor's note to excuse the absence. The note must be submitted within ten (10) school days of the student's return to school. Notes received after this deadline may not be accepted for attendance correction purposes. A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.

Excused Absences

The following absences are those that are recognized by the State of California as legal excused absences:

- If a student is personally ill, and his/her attendance in school would endanger his/her health or the health of others
- Serious illness or death in the student's immediate family necessitates absence
- Special/recognized religious holiday observed by student's faith
- A required appearance in a court of law
- School-related absences, including – but not limited to – field trips, office appointments, suspension, academic events, etc.

Unexcused Absences

The following absences are unexcused absences and subject to consequences outlined in the Attendance Policy included above:

- Unverified absence or Truancy
- Tardy of fifteen minutes or more
- Absence due to taking an early vacation or extending a vacation
- All absences that do not fall under the "Excused Absences" listed above

Long-Term Absences

Although occasional absences are unavoidable, long-term absences pose a special challenge to learning. Class participation and group projects are vital components of the educational program, and a student's long-term absence will seriously impact his/her mastery of important course concepts and skills. Parents/guardians of a student who is absent for an extended period due to illness, injury, or family emergency should contact the MSCP Main Office with an

estimate of how long the student will be absent. Periodic updates would be appreciated. Faculty and staff will work on a case-by-case basis with parents/guardians to help keep a student who is on a long-term absence from falling behind. The student and his/her family must obtain a long-term absence study contract from teachers if he/she leaves the school for an extended period. Upon return from a long-term absence, the student may require supplemental tutoring and/or remediation beyond the instructional day to attain proficiency.

Make-Up Assignments
Students must make up all assignments, tests, and quizzes upon returning to school. Students should always try to get his/her assignment(s) from their classmates while they are absent to prevent them from falling behind. Upon the first day of his/her return to school, it is the student's responsibility to check in with the teacher about missed work and due dates.

Students who will be absent for more than a day are encouraged to get the assignments by contacting his/her teachers or emailing the office manager. When requesting assignments, please keep in mind that teachers will submit the assignment(s) within 24-48 hours of the request.

Tardy Policy

The instructional day begins with the ringing of the warning bell. Students are expected to be in their seats ready to engage in the instructional program by then. A student who does not meet this expectation is considered tardy. To provide our students with the best possible education, MSCP will be tracking tardies and holding students accountable for missing instructional time. All tardy students should report to the Main Office first. A tardy may be excused only with written verification from a parent/guardian upon the student's arrival at school or if a parent accompanies his/her child into the school building to sign him/her in with a valid excuse.

Unexcused tardies will result in disciplinary action. Disciplinary action may include, but is not limited to:

- Lunch and/or after-school detention
- Community service
- Limiting extra curricular activities and school privileges/rewards
- Student conference
- Parent conference
- SARB recommendation (legal action)

Parents will be notified as students accumulate tardies. Students with habitual tardiness will require parents/guardians to attend a meeting with an administrator to discuss a plan to have the student arrive on time to school.

Early Release

Appointments for students should be scheduled outside of school hours or on vacations and weekends. In the event this is not possible, students may be released early from school if the parent or legal guardian signs out the student from the front office (ID required). In the event of an emergency and a parent/legal guardian is unable to pick the student up, a student may be released to someone on the student's emergency card (ID required).

Grading Policy

Academic Grades

Math and Science College Prep graduation requirements and grading policies are in alignment with University of California (UC) and California State University (CSU), undergraduate admissions requirements. Like the UC, CSU and other accredited colleges and universities throughout the United States, MSCP students may earn passing grades of "A", "B", and "C." MSCP does not issue the letter grade of "D," since colleges & universities do not accept "Ds" for college admission. Students who do not demonstrate proficiency in a course earning a grade of fail, "NP", are required to retake the course to earn credit. Students who have "D" grades on transcripts prior to this policy receive unit credit but not UC/CSU "A-G" course completion.

Grading Periods, Progress Reports, and Final Report Cards

The school year at MSCP is divided into two semesters. The table below provides dates for the end of each quarter and each semester, as well as dates when official progress reports and final report cards will be mailed home:

2026-2027	Semester 1	Semester 2
Term	August 12, 2026 - December 18, 2026	January 11, 2027 - June 4, 2027
Progress Report	Every 5 Weeks	Every 5 Weeks
Final Report Card	December 21, 2026	June 7, 2027

Course Credit from Institutions Outside Math and Science College Prep

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

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

<u>Transfer Grades and Credits</u>

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

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

school administrator or counselor prior to enrollment to ensure the equivalency of the college class.

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

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

Graduation Requirements

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

- Earn a total of **200** credits with a grade of C or higher.
- Take the UC/CSU "A-G" College Preparatory Coursework and pass all A-G courses with a grade of C or higher. Of the credits required to graduate, **150** are required "A-G: credits.
- Core Courses offered may be Standard Core, Honors or Advanced Placement.
- Advanced Placement Courses and Exams may be on site or online through University of California College Prep (UCCP).
- All courses are transferable to other schools or universities to meet graduation requirements.
- Participate in **40** hours or more of enrichment activities.
- Take the state exams in English Language Arts, Mathematics & Science.
- Apply to a minimum of 5 colleges/universities from 2 different systems (University of California, California State University, Private and Out-of-State Colleges/Universities, and Community College) and the financial aid application (FAFSA or CA Dream Act App) (California Education Code (CEC) § 51225.) the student is eligible for.

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

Subject Area	A-G UC / CSU Requirements	MSCP Grad Requirements
(a) History / Social Science	- 2 yrs - 20 credits	- additional 1.5 yr - 15 credits
(b) English / Language Arts	- 4 yrs required - 40 credits	Same as A-G UC/CSU Req.
(c) Math	- 3 yrs required (4 yrs recommended) - 30 credits	
(d) Laboratory Science	- 2 yrs required (3 recommended) - 20 credits	
(e) Language other than English (LOTE)	- 2 yrs required (3 yrs recommended) or Level 2 - 20 credits	
(f) Visual / Performing Arts	- 1 yr required - 10 credits	
(g) College Prep Elective	- 1 yr - 10 credits (g) OR additional (a-f) course	- additional 3.5 year-long courses - 35 credits
Other Electives		

Physical Education/Health		- 1 yr - 10 credits
Total Credits	**150 credits**	**215-200 credits**

Subject Area	Grade 9 [60 credits]	Grade 10 [60 credits]	Grade 11 [60 credits]	Grade 12 [605 credits]
(a) History / Social Science	**(a)** Ethnic Studies [5]	**(a)** World History [10]	**(a)** U.S. History [10]	**(a)** U.S. Government (sem.) [5] & Economics (sem.) [5]
(b) English / Language Arts	**(b)** English 9 [10]	**(b)** English 10 [10]	**(b)** English 11 [10] AP English Language & Composition .	**(b)** English 12 [10] AP English Literature & Composition English 101X + English 102
(c) Math	**(c)** Integrated Math I [10]	**(c)** Integrated Math I/II [10]	**(c)** Integrated Math II/III [10] **(c)** Math 245: College Algebra + Math 245S Precalculus with Support	**(c)** Integrated Math III or **(c)** Data Science or **(c)** AP Calculus [10]
(d) Science	**(d)** Physics in the Universe or The Living Earth [10] **(d)** STEM Elective	**(d)** Chemistry of the Earth [10] **(d)** STEM Elective	**(d)** The Living Earth or Physic in the Universe s [10] **(d)** STEM Elective	(**d**) STEM Elective
(e) Language other than English (LOTE)	**(e)** Spanish 1 / 2 [10] AP Spanish Language & Culture	**(e)** Spanish 2 [10] AP Spanish Language & Culture	(**e**) AP Spanish Literature & Culture	
(f) Visual / Performing Arts			**(f)** Web Design [10]	**(f)** Art [10]
(g) College Prep Elective			**(g)** Learning Lab 3	
Other Electives	Physical Education / Health [10] Academic Support Elective [10]	Academic Support Elective [10]	Academic Support Elective [10]	

11th graders are advised to complete these lessons

Students in grade 11 are encouraged to complete the financial aid lessons using the CAColleges website as part of their college and career readiness preparation. These lessons provide valuable resources and tools to support students in exploring post-secondary opportunities. While completion of these lessons is not mandatory, school counselors will incorporate them into their guidance programs and strongly advise students to engage with the platform to maximize its benefits.

PowerSchool – Keeping Track Of My Child's Progress

Parents/Guardians can follow their student's progress online. Parents/Guardians can access the PowerSchool parent portal to check their student's attendance and current grades. Parents/Guardians can also use PowerSchool to email teachers directly. Parents/Guardians can also visit the Parent Center to access the PowerSchool website on campus.

PowerSchool Parent and Student Portal

To access student's information online, parents/guardians and students will need the following account information:

1. The PowerSchool website address: **stem.powerschool.com**
2. School-issued username
3. School-issued password

If a parent/guardian or student misplaces their PowerSchool account information, they may contact the Main Office.

School-Home Communication

Contacting Teachers, Counselors and Administrators

If you would like to talk to a teacher, counselor, or administrator you may call the office to set up an appointment or email them directly. All teachers and staff members have email accounts where they can be easily contacted. On our school website, **www.mscollegeprep.org/contact-us**, emails can be found by following the "Staff Contact Lists" button. You may also contact teachers by leaving a message with the main office.

Expect regular phone calls from teachers regarding your child's progress. If you do not hear from one of your child's teachers, do not assume your child is doing satisfactory work. The only way to assure your child is on track is to communicate with your child's teachers by phone, email or by setting up an appointment. If you have a concern you can fill out a Parent/Guardian Concern Form located on our website or in the main office.

School Correspondence

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

All school bulletins, calendars, flyers and letters from the Principal will be sent home via email and text message. All hard copies are available upon request, please call the school's Main Office.

Phone / Text / Email Blasts

The school uses an automated system that can email, call, or text to remind parents/guardians of schedule changes, holidays, or other important announcements. Please make sure that you provide the office with the phone number and email that is best for receiving such messages. Should you wish to change this contact number during the school year, please let the office know.

Change of Contact Information

Parents will be asked at the beginning of each school year to provide the school with current contact and emergency

information. If your contact information changes during the school year (including all telephone numbers), it is the responsibility of each parent/guardian to provide the Main Office with this new information in writing. The school cannot assume responsibility for missed communications in the event that the contact information is misreported or not updated by the parent or guardian.

Messages and Deliveries to Students

In an effort to limit classroom disturbances, staff will only deliver urgent messages to students during the instructional periods and any items will be held until the next break in instruction. For the safety of our students and staff, food delivery services like UberEats, DoorDash, or other similar apps, will not be accepted on campus. Any food dropped off by families will be held in the office until nutrition, lunch, or the end of the day.

On-Campus Services

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

Non-Prescription & Prescription Drug Policy

Only MSCP's main office employees (including the School Operations Manager, the School Site Coordinator, and the school nurse) may distribute non-prescription medication with prior parent consent and signature. Students may NOT carry, consume, or distribute any non-prescription medication for pain relief (or for any other reason) to anyone. Students may not carry, consume or distribute any prescription medication. Prescribed medication may only be administered by the parent or guardian.

Counseling Services

MSCP Counselors are here to provide support to our students and their parents in academic achievement, college and career development, and personal/social development. Counselors meet with students during classroom guidance lessons, workshops, individual and group counseling sessions.

The relationship between a student and his/her counselor carries communication privileges and rights to confidentiality. Any information shared by your son/daughter will be kept confidential. When there are times when students divulge information that should be shared with parents, the counselors will encourage them to do so or request permission to discuss the matter with a parent/guardian. There are also several situations in which the counselors are required by law to share details of a counseling session with the appropriate authorities. These situations include:

- If a student reports neglect, physical, or sexual abuse of a child or someone who cannot otherwise protect themselves
- If an individual threatens to harm himself/herself or others
- If records are subpoenaed by the courts for purposes of litigation
- If parent/guardian grants permission to release records to another professional

Personal Property

Students will be solely responsible for bringing items to school and must watch their belongings carefully. The school is

not responsible for any loss or damage to personal items. It is best for items that are not related to the instructional program (i.e. cell phones, gaming devices, headphones, etc.) to be kept at home.

Cellular Phones and Other Devices

Students are allowed to bring cellular phones to school in case of the need for parent contact during an emergency situation outside of the supervised instructional day. If you want your child to carry a cellular phone to school, students must turn in their cell phones at the beginning of class, and they will be returned by the teacher when the bell rings. No AirPods and/or other tech should be visible throughout the entire period.

Students may not use their personal phones to call for a parent/guardian pick-up during instructional time for any reason other than a school emergency. If a student needs to go home because of an illness during instructional time, he/she must go to the main office and parents will be contacted using the school phone. Parents who need to contact their child during the day must call the main office.

Cellular Phone Misuse Consequences

- Offense 1: Teacher will confiscate the device and keep it until the end of the period. Teacher will call home and log the incident internally.
- Offense 2: Teacher will ask for support from administration. An administrator will confiscate the device and keep it until the end of the day. Admin will call home and log the incident.
- Offense 3: Teacher will ask for support from administration by emailing MSCPAdmin@stem-prep.org. An administrator will confiscate the device and keep it until the end of the day. If the student has a previous record of having an administrator confiscate and keep their phone for the whole day, an administrator will call home and a parent or guardian must come to school to pick up the device.
- Offense 4: Student will engage in a daily check-in/check-out system of their cell phone with an administrator.

Skateboards, Bicycles, and Scooters

Students may ride a skateboard, bicycle, or scooter to school. Upon arriving on campus, students must store their skateboard, bicycle, or scooter in a designated storage area. Students may not ride their skateboard, bike, or scooter during the school day or on school grounds. Skateboards, bicycles, and scooters may not have any inappropriate content on them. Students who do not adhere to these conditions will have their skateboard/bicycle/scooter confiscated. Only the parent/guardian may retrieve the confiscated item. The school is not responsible for any loss or damage to equipment.

Lost-and-Found

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

Course Materials

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

books. Report lost books immediately. A replacement fee will be charged and must be paid by the end of the semester. Withdrawing or transferring students must have returned all school materials, books, and equipment before any transfer records will be released.

Lost book …….. Full textbook price
Damaged textbook…….. $25 or more (depending on the damage)
Damaged computer……. $50 or more (depending on the damage)

Technology and Internet Usage

Device Care and Replacement

Students are expected to take reasonable care of their school-issued Chromebook and any other technology devices assigned to them. Each student may be issued **no more than to two replacement devices** if a Chromebook is lost, stolen, or damaged. If a student requires a third replacement device, they will transition to the Chromebook loaner program. A parent/guardian will be notified each time a replacement device is issued. Damage or loss resulting from negligence, misuse, or intentional misconduct may result in financial responsibility and/or additional disciplinary or accountability measures in accordance with school policy.

Acceptable Uses of the Computer or the Internet

Internet accounts and computers/technology devices provided by MSCP must be used only for school purposes. Students may not use the Internet or school computers/technology for personal use or entertainment purposes.

If a student is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher or supervisor.

Unacceptable Uses of the Computer or the Internet

The following uses of the account provided by STEM Prep are unacceptable:

- Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
    - Selling or purchasing any illegal substance
    - Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law
    - Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency, or other related authority
- Uses that involve obtaining and or using anonymous email sites.
- Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
    - Deleting, copying, modifying, or forging other users' emails, files, or data
    - Accessing another User’s email without their permission, and as a result of that access, reading or forwarding the other User's emails or files without that User's permission
    - Damaging computer equipment, files, data, or the network

- Using profane, abusive, or impolite language;
- Disguising one's identity, impersonating other users, or sending anonymous e-mail messages
- Threatening, harassing, or making defamatory or false statements about others
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials
- Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
- Using any school computer to pursue “hacking,” internal or external to STEM Prep, or attempting to access information that is protected by privacy laws

- Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Using other users' account passwords or identifiers
  - Disclosing one's account password to other users or allowing other users to use one's accounts
  - Getting unauthorized access into other users' accounts or other computer networks
  - Interfering with other users' ability to access their accounts.
- Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Selling or buying anything over the Internet for personal financial gain
  - Using the Internet for advertising, promotion, or financial gain
  - Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes

Internet Safety

- In compliance with the Children's Internet Protection Act ("CIPA"), STEM Prep will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that STEM Prep determine which words or concepts are objectionable.] However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.
- In compliance with CIPA, STEM Prep and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discovery a user has violated or may be violating this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board, local educational agency or other related authority. STEM Prep reserves the right to monitor other users' (e.g., employees, students 17 years or older) online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.
- If a student under the age of eighteen accesses his/her STEM Prep account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school if they desire

more detailed information about the software.

- Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted.
- STEM Prep provides students with G Suite for Education accounts which allow students to access and use "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html) and may allow students to access additional services (described at https://support.google.com/a/answer/181865). Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html
- STEM Prep schools utilize third party educational software providers to manage learning resources and student information within our network of schools. Through these tools, students provide some information (for example: name and login information) and are able to complete assignments, communicate with their teachers, sign into their computers, and learn 21st century digital citizenship skills.
- As a parent or guardian, if you wish to stop any further collection or use of your child's information, you may request that we use the service controls available to limit your child's access to third party educational software provider features or services, or delete your child's account entirely.
- Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.
- Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.
- Account users will abide by all STEM Prep security policies.

Privacy Policy

The System Administrator has the authority to monitor all Accounts, including email and other materials transmitted or received via the Accounts. All such materials are the property of the STEM Prep. Account users do not have any right to or expectation of privacy regarding such materials.

Penalties for Improper Use of STEM Prep Account

The use of the Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion, or criminal prosecution by government authorities. MSCP will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Disclaimer

- MSCP makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. MSCP also denies any responsibility for the accuracy or quality of the information obtained through the Account.
- Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of MSCP, its affiliates, or employees.
- Account users are responsible for any losses sustained by MSCP or its affiliates, resulting from the Account users' intentional misuse of the Accounts.

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Health & Safety

Child Abuse Mandated Reporting

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

Suicide Prevention Policy

Recognizing that it is the duty of our school to protect the health, safety, and welfare of students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. As it is known that the emotional wellness of students greatly impacts school attendance and educational success, this policy shall be paired with other policies that support the emotional and behavioral wellness of students. For a psychiatric emergency, contact the Department of Mental Health 24-hour ACCESS Center at (800) 854-7771. Students and family members can also call the Suicide Prevention Lifeline 24/7 at 1-800-273-TALK (8255) for free and confidential support for themselves or for loved ones. Please visit our website at **www.stem-prep.org/governance/notices** for the complete Suicide Prevention Policy.

School Safety Plan

Emergency Drills

Emergency drills, such as earthquake and fire drills, are conducted during the school year. Drills are serious practice so that everyone will be prepared should an emergency occur. Procedures are reviewed with staff members who in turn teach them to students.

If an emergency occurs during regular school hours, students are to report to their regularly scheduled class. If at break, lunch-time, or at the end of the day, students are to report to their next period classroom.

If an emergency occurs when not on the school campus, students are to report to their supervising teacher. Supervising personnel will call the school to report any problem.

If the emergency extends beyond the end of the school day, students will not be released until it has been determined that it is safe to do so. Before students are released, parents must sign them out in the Main Office.

Fire Drills

Fire drills will be held at least once a month. Office personnel will maintain a record of fire drills held and total required time for complete evacuation. When the fire drill signal sounds, teachers will lead the students in their room along the route indicated on the evacuation map posted for that purpose. Before leaving the room, teachers will see that all windows and doors are closed and that they have their class attendance roster with them. Students who are not in a classroom at the time the fire drill signal is given will attach themselves to the nearest teacher exiting the building for

purposes of getting to the designated evacuation site.

Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers. Teachers will then take roll to ensure that all students are accounted for. The names of any missing students will be given to the office personnel and the administrative staff will attempt to locate missing students. Students will remain with their teachers at the designated evacuation site until the administrative staff gives the "all clear" signal.

Disaster Drills

Disaster drills will be conducted at least twice a year. Students will be made familiar with the "duck and cover" routine. A disaster drill commencing with the "duck and cover" routine, will be initiated by an announcement over the intercom. Staff and students will hear "This is an emergency drill. Duck and cover." During the "duck and cover" routine in the classroom, teachers will turn off the lights and have students get under a desk or table or against the wall away from the windows. Students must remain quiet and orderly so they will be able to hear additional instructions when given. All drills will be concluded with an "all clear" announcement on the intercom, or a visible signal from the administrative staff.

In the event of a real earthquake, everyone must engage in the "duck and cover" routine immediately and remain in position until the teacher determines that it is safe to leave the building. If remaining in the room becomes dangerous, or when the shaking stops, teachers will proceed with their students to the evacuation site or another safety zone. If students are on the playground or other outdoor area when a disaster drill is called or during an actual earthquake, students are to drop immediately to the ground, away from trees and power lines, and cover their heads with their hands. They are to remain in that position until given additional instructions.

In the event of disasters other than earthquakes, the administrative staff will contact each room, advise staff of potential dangers, and give further directions or orders. Teachers and students will remain in their classrooms until instructions are received for an all clear or an evacuation. For safety purposes, no one is to leave the rooms. If there has been a chemical spill, the teacher must make sure that all doors, windows, and vents remain closed. The school site maintenance staff will turn off the gas. All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

Teachers will stay with their classes for the duration of the emergency. In the event of an earthquake or other national disaster, all school employees are immediately designated "Civil Defense Workers" and are not allowed to leave school until they are given official clearance to do so by the administrative staff

Bomb Threats

The person receiving the call or letter will note the time of day, wording of the message, background noises, and quality of the voice to try to determine if it is a young child or an adult. This person will delay the caller as long as possible, while they alert another adult to the crisis. That adult will immediately notify the telephone company to trace the call and immediately thereafter, notify the police using 911.

Based on the information at hand, the administrative staff will make a decision whether an immediate evacuation is warranted. If so, the evacuation code word "safe school drill" will be given over the intercom and evacuation procedures will be followed. The office personnel will coordinate information requests to and/or from law enforcement, the telephone company, and parents.

If an immediate evacuation is not warranted, the administrative staff will notify teachers to inspect their room for any suspicious materials or unknown packages, without alarming students. All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

Evacuation Plan

A disaster of a significant nature may require the evacuation of the school. Immediately upon notification by outside authorities that the school must be evacuated, the administrative staff will verify the name and position of the person placing the alert. Once the source is confirmed, the administrative staff will give the evacuation code word "safe school drill" over the intercom. Teachers will proceed with their students to the nearest school exit indicated on the evacuation map posted for this purpose. Before leaving the room, teachers will make sure they have their class attendance roster with them. Students who are not in a classroom at the time the intercom signal is given will attach themselves to the nearest teacher exiting the building for purposes of getting to the designated evacuation site.

Prior to evacuation, offices, bathrooms, and all other common areas, (including outdoor facilities) will be searched by unassigned staff members designated by the principal.

Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers. Teachers will then take roll to ensure that all students are accounted for. The names of any missing students will be given to the office personnel and an individual will be assigned the task of finding any missing students. Teachers will work together to take care of students with injuries, respiratory problems, or other medical conditions.

Teachers will stay with their classes for the duration of the emergency. In the event of an evacuation, all school employees are immediately designated "Civil Defense Workers" and are not allowed to leave school until they are given official clearance to do so by the administrative staff.

Students will remain with their teachers at the designated evacuation site until the administrative staff gives the "all clear" signal. In the event students cannot return to the school site, the administrative staff will notify parents and/or the media as to where students can be picked up. The office personnel will sign out students as they are being picked up by a parent or other adult listed on the emergency information card. Parents will be asked to remain in a designated area, and students will be escorted to the designated area for release.

Immunization Policy

Under California Health and Safety Code, Sections 120325-120375, children in California are required to receive certain immunizations in order to attend public and private elementary and secondary schools. Schools, and pre-kindergarten facilities are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports. See shotsforschool.org for more information.

The COVID-19 shot is not required to attend our school at this time.

Suspension and Expulsion

General Provisions

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

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

MSCP shall ensure that its staff is knowledgeable about and complies with the District's Discipline Foundation Policy and/or current equivalent policy, as required by the Modified Consent Decree. MSCP shall comply with the terms of the School. Discipline Policy and School Climate Bill of Rights resolution adopted by the LAUSD Board of Education on May 6, 2013.

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

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

Students with Disabilities

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

In the case of a student who has an Individualized Education Program ("IEP"), or a student who has a 504 Plan, MSCP shall ensure that it follows correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and MSCP, an IEP team will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Special Education Policies and Procedures Manual.

Prior to recommending expulsion for a student with a 504 Plan, MSCP's administrator will convene a Link Determination meeting to ask the following two questions:

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

Notification of the District

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

- Completed "Notification of Charter School Expulsion" [form available from the CSD website or office], including attachments as required on the form
- Documentation of the expulsion proceeding, including statement of specific facts supporting the expulsion and

documentation that MSCP's policies and procedures were followed

- Copy of parental notice of expulsion hearing
- Copy of expulsion notice provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process, and options for enrollment
- If the student is eligible for Special Education, documentation related to expulsion in compliance with IDEA and the MCD, including the Expulsion Analysis page of the pre-expulsion IEP
- If the student is eligible for Section 504 accommodations, documentation that MSCP conducted a Link Determination meeting to address two questions:
    a. Was the misconduct caused by, or directly and substantially related to the student's disability?
    b. Was the misconduct a direct result of Charter School's failure to implement 504 Plan?

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

Outcome Data

The School shall gather and maintain all data, involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to the District upon request.

Data Collection and Reporting – Special Education

The school will collect and produce data regarding the suspension and expulsion of special education students as required by the Special Education Modified Consent Decree. Discipline procedures for students with special needs will include positive behavioral interventions.

Rehabilitation Plans

Pupils who are expelled from MSCP shall be given a rehabilitation plan upon expulsion as developed by MSCP's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to MSCP for readmission.

The school shall inform parents in writing of its processes for reinstatement and applying for expungement of the expulsion record.

Readmission

Math and Science College Prep's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, MCSP's governing board shall readmit the pupil, unless MSCP's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at

the time the expulsion order is entered and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

Reinstatement

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

Notices & Policies

Complete notices, policies and relevant forms are available on the STEM prep website at:
www.stem-prep.org/governance/notices

Such notices include:

- Transparency
- STEM Prep Schools Complaint Notice
- Homeless Youth and Families
- Mathematics Placement Policy
- Parental Involvement Policy
- Student Interaction Policy
- Suicide Prevention
- Testing Performance Data (SARC)
- Title IX Rights
- Wellness

Annual Notices

A complete copy of our annual notices document can be accessed here, via our website here, or a physical copy is available at the main office.

Civility: Conduct of School Employees, Parents, and the Public

It is the intent of the Board of Directors of STEM Preparatory Schools (Board) to promote mutual respect, civility and orderly conduct among school employees, parents and the public. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain a safe and orderly workplace for teachers, students, administrators, staff, parents and other members of the community. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds.

In the interest of presenting school administrators, teachers and other employees as positive role models, the Board encourages positive communications and discourages volatile, hostile or aggressive communications or actions. This policy seeks to promote a school and workplace culture of mutual respect, civility and orderly conduct. One of the primary goals of this policy is to ensure a learning environment that is safe, productive and nurturing for all students and staff. STEM Prep seeks public cooperation with this endeavor.

1. Expected level of behavior:
    a. School personnel will treat parents, students and other members of the public with courtesy and respect.

b. Parents, students and visitors will treat teachers, administrators, other school employees, and site visitors with courtesy and respect.

2. Unacceptable/disruptive behavior: Disruptive behavior includes, but is not necessarily limited to:
    a. Behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facilities open to parents/guardians and the general public or a school sponsored event away from the school site. It also covers areas of a school or facilities which are not open to parents/guardians and the general public;
    b. Using loud and/or offensive language, swearing, cursing or display of temper;
    c. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, student, or visitor to the site regardless of whether the behavior constitutes or may constitute a criminal violation;
    d. Damaging or destroying school property;
    e. Abusive, threatening or obscene e-mail or voice mail messages;
    f. Taunting, jeering, or inciting others to taunt or jeer at a person;
    g. Using epithets referring to one's ethnicity/race, religion, gender, color, sexuality, or disability;
    h. Invading the personal space of a person after being directed to move away;
    i. Repeatedly and aggressively interrupting another person who is speaking at an appropriate time and place; or
    j. Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility.
3. Parent recourse:
    Any parent who believes he/she or his/her student was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor or appropriate director. The parent may report verbally or in writing using the school's uniform complaint form. Parents are encouraged to work out issues of concern promptly. No retaliation will be permitted against persons for working in good faith under this policy to resolve conflicts.
4. Authority of school personnel:
    a. Any individual who
        i. disrupts or threatens to disrupt school operations;
        ii. threatens or attempts to do or does physical harm to school personnel, students or others on school premises;
        iii. threatens the health or safety of students, school personnel or others on a school premises;
        iv. intentionally causes damage to school property or the property of others on a school campus;
        v. uses loud and/or offensive language, which would provide a violent reaction; or
        vi. comes on a school without authorization or otherwise establishes a continued pattern of unauthorized entry on school grounds

        may be directed to leave the school premises by the Principal or designee, or in their absence a person who is in charge of the school or any administrator.
    b. 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 calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the employee 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.

c. When an individual is directed to leave under the above circumstances, the appropriate administrator or designee may inform the person that they may be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Code 415.5 and 626.7, if they re-enter any STEM Prep facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school.

d. If an individual refuses to leave upon request or returns before the applicable period of time, the appropriate administrator or designee may notify law enforcement officials. An incident report should be completed for these situations.

5. Appeal procedure

a. Any person who is asked to leave a school building or grounds may appeal to the CEO. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the CEO or designee shall render their decision within 24 hours after the appeal is made, and this decision shall be binding.

b. The decision of the CEO or designee may be appealed to the Board. Such an appeal shall be made no later than the second school day after the CEO or designee has rendered their decision. The Board shall consider and decide the appeal at its next scheduled regular public meeting. The Board's decision shall be final.

6. Documentation

a. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions at the time of occurrence.

b. Following any violation of this policy the supervisor shall complete an incident report, which shall be forwarded to the CEO or Designee. The CEO or Designee, after consulting with the site based supervisor, may develop and submit a letter to the offending individual informing them that he/she may be guilty of a misdemeanor and that he/she is prohibited from entering any STEM Prep facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. This letter shall also inform the offending member of the public that any violation of this re-entering order may result in the school filing a formal complaint with the Police Department.

Legal Reference:

<u>EDUCATION CODE</u>

32210 Disturbing School

44014 Assault on Personnel

44810 Person on School Grounds

44811 Insults and Abuses

<u>PENAL CODE</u>

243.5 Arrest on School Grounds

415.5 Fighting on School Grounds
626.8 Entry of School by Person Not on Lawful Business
627.7 Refusal to Leave School Grounds

Parent Right to Know

The Federal No Child Left Behind Act of 2001 requires districts /schools that receive Title I funding to notify parents of their right to know the professional qualifications of the teachers who instruct their children.

As a recipient of these funds, STEM Prep Schools will provide you with this information in a timely manner, if you request it. Specifically, you have the right to know the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria in the grades and subjects he/she teaches.
- Whether the teacher is teaching under an emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification of degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

STEM Prep Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, you may contact Susana Enriquez, Director of Human Resources, at 323-795-0684 or by email at HR@stem-prep.org.

School of Choice Provision

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

Gun-Free Schools Act

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

School Testing Data

Information regarding Math and Science College Prep's CAASPP data is located at **www.caschooldashboard.org.** Additional school data can be found at **www.cde.ca.gov.** This information is also available from the school site.

Earned Income Tax Credit - Information for Parents

We'd like to draw your attention to an important resource – the Earned Income Tax Credit (EITC). In 2015, California adopted a state EITC to accompany the federal EITC. These are cash back tax refunds that you, or someone you know, may be eligible to receive. If you worked last year, received a 1099 Form or W-2, and made $30,000 or less, you may eligible to receive the Cal EITC.

Both credits are available this tax season and may provide you with a refund or reduce the amount of money you might

owe. Californians that qualify for the Cal EITC will likely also qualify for the federal EITC. This will significantly boost household income for eligible families and individuals. For the first time, taxpayers with an ITIN — Individual Taxpayer Identification Number — are eligible for the CalEITC and the YCTC when paying their taxes.

Visit CalEITC4Me.org to check your eligibility and use the refund calculator to estimate your potential refund. This year, an estimated 1.7 million Californians will be eligible to receive the Cal EITC and you may be one of them! If you have any questions, please visit www.caleitc4me.org.

SB 1104 Notification: Commercial Sexual Exploitation of Children and Youth

On average, early adolescence, between ages 11-14 years, is the most common time for female children to fall victim to commercial sexual exploitation. While many of these children are girls, there is a rising population of boys who may become involved in sex trafficking for different reasons.

Charter schools with children in grades 6-12 are required to inform parents and guardians of human trafficking prevention resources. For more information on identifying and preventing human trafficking, please visit: https://dmh.lacounty.gov/our-services/transition-age-youth/csecy/

Other Resources:
Child Abuse Hotline: 1-800-540-4000
LA Metro Task Force: 800-655-4095
National Human Trafficking Hotline: 888-373-7888

If you or a student have any questions or need additional support or resources please contact Jessica Miramontes via email jmiramontes@stem-prep.org or by phone (323)795-0695.

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

Smarter Balanced Assessment Consortium Assessments
The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Science Tests (CAST)
The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

California Alternate Assessments (CAAs)
Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California
The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test
The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

Sexual Harassment Policy

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

STEM Prep considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. However, students enrolled in Kindergarten and grades one through three may be subject to other disciplinary actions.

Any student or employee of STEM Prep who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. STEM Prep prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for

sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

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

Sexual harassment may include, but is not limited to:

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

For inquiries about policies and procedures related to sexual harassment, including how to file a complaint of sexual harassment involving students, contact:

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

Federal Educational Rights And Privacy Act (FERPA) Directory Information "Opt-Out" Notice

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

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

Notification of Rights under FERPA

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

These rights are:

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

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

Family-Student Handbook Acknowledgement and Agreement

This is to acknowledge that my student and I have received a copy of the Math and Science College Preparatory Family-Student Handbook for the 2026-27 school year. We understand that it sets forth the terms and conditions of student enrollment, as well as the duties, responsibilities, and obligations of students. We understand and agree that it is our responsibility to read the Family-Student Handbook and to abide by the rules, policies, standards set forth within. We further understand that the Family-Student Handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

Student's Name: _____ **Student's Grade:** _____

Date: _____ /_____ /_____ **Preferred Language:** _____

Parent/Guardian's Signature Parent/Guardian's Name (Printed)

Megan Lopez

Megan Lopez

Principal's Signature

Principal's Name (Printed)