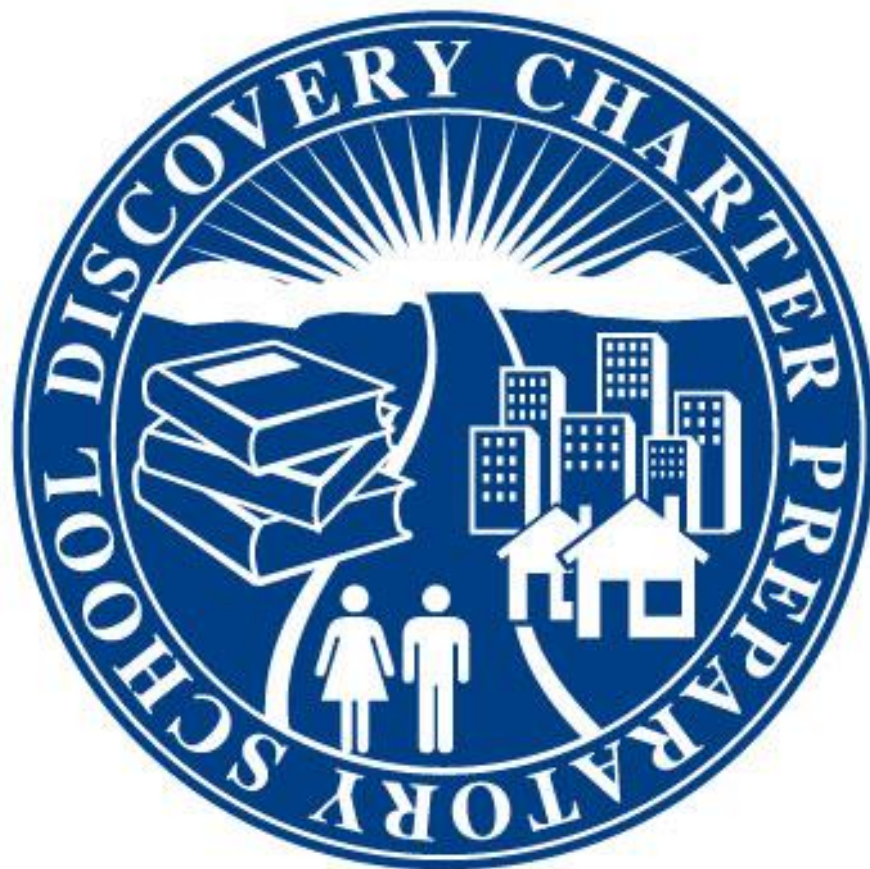


Parent/Student Handbook 2017 - 2018



Preparing Every Student to Succeed in College

www.DiscoveryPrep.org

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Mission Statement

The mission of Discovery Charter Preparatory School is to provide the necessary skills and support so that every student is prepared to attend college upon graduation from high school.

Vision Statement

We, the faculty, staff, and other stakeholders of Discovery Charter Preparatory School envision a safe and nurturing learning environment where instruction is rigorous and meaningful. We are dedicated to closing the achievement gap for our students by providing them with supportive, individualized attention and high expectations for academic success.

School-Wide Learning Outcomes (SLOs)

Over the course of the 2013-2014 year, the Discovery Prep community developed new School-Wide Learning Outcomes (SLOs) These are goals that establish what every student who graduates from Discovery Prep will be able to do. Graduates of Discovery Prep will be:

- **Effective Communicators who**
 - write and speak competently.
 - utilize technology skillfully.
 - articulate opinions with supporting evidence.
 - exchange ideas cooperatively.

- **Critical Thinkers who**
 - read and write with comprehension.
 - identify problems and use various strategies to reach solutions for academic challenges.
 - process, synthesize, and evaluate information.

- **Responsible Individuals who**
 - respect themselves, other people, and property.
 - contribute to their community.
 - exercise personal and academic self-discipline.
 - create plans, options, and opportunities for the future.

DISCOVERY PREP CALENDAR 2017-2018

July

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

4 - Independence Day

January

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

1 - New Year's Day
1-5 - Winter Recess
8 - Start Unit 5
15 - Martin Luther King Day
17 - Parent Meeting

August

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

7-11 Staff Development/Pupil Free
14 - First Day of Instruction
21 - Start Unit 1
30 - Parent Meeting

February

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |

12 - Start Unit 6
21 - Parent Meeting
16 - Staff Development/Pupil Free
19 - President's Day

September

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

4 - Labor Day
13 - Back to School Night
15 - Staff Development/Pupil Free
11 - Start Unit 2

March

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

14 - Open House
19 - Start Unit 7
26-30 - Spring Recess

October

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

9 - Indigenous Peoples Day
11 - Parent Meeting
20 - Staff Development/Pupil Free
16 - 19 Midterms/Start Unit 3
31 - Halloween

April

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

1 - Easter
2 - Cesar E. Chavez Day Observed
11 - Parent Meeting
22 - Earth Day

November

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

6 - Start Unit 4
8 - Parent Meeting
10 - Veterans Day Observed
20-24 - Thanksgiving Recess

May

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

1 - Start Unit 8
9 - Parent Meeting
28 - Memorial Day
14-18 - State Testing

December

| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

13 - Parent Meeting
12-14 - Finals
15 - Pupil Free Day
18-31 - Winter Recess
25 - Christmas
31 - New Year's Eve

June

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

1-14 - Finals
8 - Pupil Free Day
8 - Graduation Mission College

Note: Fridays are minimum days

Holiday
 Pupil Free Day
 Staff Development/Pupil Free

DISCOVERY PREP BELL SCHEDULES

Monday, Tuesday, Wednesday, Thursday

| Period | Start Time | End Time |
|----------|------------|----------|
| Advisory | 8:00 AM | 8:45 AM |
| Period 1 | 8:50 AM | 9:43 AM |
| Break | 9:43 AM | 9:53 AM |
| Period 2 | 9:58 AM | 10:51 AM |
| Period 3 | 10:56 AM | 11:49 AM |
| Lunch | 11:49 AM | 12:19 PM |
| Period 4 | 12:24 PM | 1:17 PM |
| Period 5 | 1:22 PM | 2:15 PM |
| Period 6 | 2:20 PM | 3:13 PM |
| Advisory | 3:18 PM | 3:28 PM |

Friday

| Period | Start Time | End Time |
|----------|------------|----------|
| Advisory | 8:00 AM | 8:10 AM |
| Period 1 | 8:15 AM | 8:57 AM |
| Period 2 | 9:02 AM | 9:44 AM |
| Break | 9:44 AM | 9:54 AM |
| Period 3 | 9:59 AM | 10:41 AM |
| Period 4 | 10:46 AM | 11:28 AM |
| Lunch | 11:28 AM | 11:58 AM |
| Period 5 | 12:03 PM | 12:45 PM |
| Period 6 | 12:50 PM | 1:32 PM |
| Advisory | 1:37 PM | 1:47 PM |

Extended Lunch for Rallies and Assemblies

| Period | Start Time | End Time |
|----------|------------|----------|
| Advisory | 8:00 AM | 8:09 AM |
| Period 1 | 8:14 AM | 9:08 AM |
| Break | 9:08 AM | 9:18 AM |
| Period 2 | 9:23 AM | 10:17 AM |
| Period 3 | 10:22 AM | 11:16 AM |
| Lunch | 11:16 AM | 12:16 PM |
| Period 4 | 12:21 PM | 1:15 PM |
| Period 5 | 1:20 PM | 2:14 PM |
| Period 6 | 2:19 PM | 3:13 PM |
| Advisory | 3:18 PM | 3:28 PM |

Extended Advisory Schedule

| Period | Start Time | End Time |
|----------|------------|----------|
| Advisory | 8:00 AM | 8:10 AM |
| Period 1 | 8:15 AM | 9:05 AM |
| Break | 9:05 AM | 9:15 AM |
| Period 2 | 9:20 AM | 10:10 AM |
| Period 3 | 10:15 AM | 11:05 AM |
| Lunch | 11:05 AM | 11:35 AM |
| Period 4 | 11:40 AM | 12:30 PM |
| Period 5 | 12:35 PM | 1:25 PM |
| Period 6 | 1:30 PM | 2:20 PM |
| Advisory | 2:25 PM | 3:28 PM |

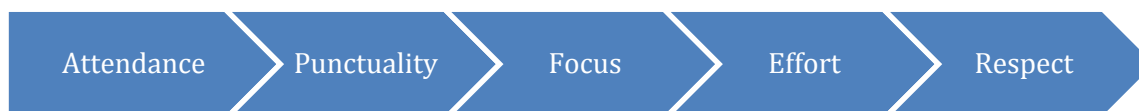
Campus Expectations



To produce the School-Wide Learning Outcomes (SLOs) Discovery Prep has created standards for a supportive school-wide atmosphere so that students feel safe and secure on campus and arrive ready to learn. The following are the elements of a safe and supportive school-wide atmosphere:

- **Be Safe:** At all times while on campus, students are required to be safe. This includes keeping hands and feet to themselves, waiting in line safely, and avoiding horseplay or fighting that will result in negative consequences.
- **Be Respectful:** At all times while on campus, students are required to show respect for themselves, their peers, teachers, administrators, and staff. This includes being respectful in their interactions with others, using respectful language at all times, and respecting opinions and property
- **Be Responsible:** At all times while on campus, students are required to be responsible for their words and actions. Students are taught to interact responsibly with teachers and peers, to help maintain a clean campus by putting trash and recyclables in proper containers, and to be responsible for completing classwork and homework and following through on school commitments.

Classroom Expectations



The classroom expectations help lead students toward the School-Wide Learning Outcomes (SLOs), by creating an optimal in-class learning environment. The following are the standards of a successful and fully engaged classroom experience:

- **Attendance:** Students are expected to come to class on a regular basis. Absences negatively affect a student's academic and social progress.
- **Punctuality:** Students are expected to come to class on time and be in their assigned seats and working on the daily Review and Preview (RAP) before the second bell has rung.
- **Focus:** Students are expected to come to class focused. This includes focusing ahead of time on bringing the appropriate materials to class and maintaining a positive and focused attitude toward achieving the learning goals in class.
- **Effort:** Students are expected to give their best effort in class by answering, questioning, commenting, and striving to give a good faith and honest effort to achieve the daily learning goals.
- **Respect:** Students are expected to be respectful of others, themselves, class rules, and property. Students should strive to be cooperative, helpful, and active participants in class.

Rewards

Teachers will implement rewards, including a token system, to support students who display exemplary behaviors. Tokens will be distributed monthly and students will receive rewards.

- **Students with “A” for participation (one month):** Students who receive “A” points for exemplary participation (attendance, punctuality, focus, effort, respect) receive a Gold token.
- **Students with “B” for participation (one month):** Students who receive “B” points for exemplary participation (attendance, punctuality, focus, effort, respect) receive a Silver token.
- **Students with “C” for participation (one month):** Students who receive “C” points for exemplary participation (attendance, punctuality, focus, effort, respect) receive a Bronze token.
- **Students who improve academically:** Teachers can reward students with a token of their choice for students who improve academically.
- **Students who improve behaviorally:** Teachers can reward students with a token of their choice for students who improve behaviorally.
- **Anti-bullying Upstanders:** Teachers can reward students with a token of their choice for those who demonstrate supportive behaviors (Standing up for other students, helping to mediate disputes, etc.)
- **Focus:** Teachers can reward students with a token of their choice for those who demonstrate outstanding focus in class.
- **Effort:** Teachers can reward students with a token of their choice for those who demonstrate outstanding effort in class.
- **Respect:** Teachers can reward students with a token of their choice for those who demonstrate values of respectful behavior.
- **Safe Student Reward:** Teachers can reward students with a token of their choice for those who demonstrate values of safe behavior.
- **Responsible Student Reward:** Teachers can reward students with a token of their choice for those who demonstrate values of responsibility.
- **Perfect Attendance:** Teachers can reward students with a token of their choice for those who have perfect attendance.
- **Perfect Punctuality:** Teachers can reward students with a token of their choice for those who are punctual to class daily.

Academics

Academic Honesty:

Students shall not copy examination materials, research materials, class work, and/or homework assignments and submit as their own, the work of someone else. Copying the work of another student or allowing work to be copied is academic dishonesty. Copied work from published sources and/or from the Internet without proper citation constitutes academic theft, known as plagiarism. If a student plagiarizes:

- He/she will receive an **irreplaceable zero** on the assignment followed by a parent conference.
- The student will have 2 weeks to submit a new assignment; it must be submitted to turnitin.com by 8:00am the day it is due, and a hardcopy must be submitted to Dr. Smith's office.
- The highest grade a student can receive on the new assignment is an 89%. The student is not allowed to get an A on the new assignment.
- Until the student graduates or leaves Discovery Prep, the student is required to submit all papers through turnitin.com, regardless of teacher or subject matter.

Academic Performance:

Students who do not make satisfactory academic progress may be retained. Students must repeat the failed grade and earn a passing grade C or better either at Discovery Prep or at another school.

Graduation Requirements

Important Note: Students need to apply to, at least, two colleges. Students who meet the Discovery Charter Preparatory School graduation requirements will have met the minimum course requirements necessary to attend a college or university after graduation. This, however, does not mean that the student will be admitted to the college or university of his or her choice. Discovery Prep therefore encourages all students to exceed these minimum requirements if they wish to gain admittance to the college or university of their choice.

Diploma Requirements

In order to receive a high school diploma from Discovery Charter Preparatory School, a student must provide written proof that he or she has:

- (passed the required classes with a grade of “C” or better).
 - 4 years of English
 - 3 years of Math, up to and including Algebra II
 - 2 years of Lab Science, including 1 year of physical science and 1 year of biological science
 - 2 years of Social Science, including 1 year of World History and 1 year of U.S. History
 - 2 years of a Language other than English (both years must be in the same language)
 - 1 year of a College Prep Elective
 - 1 year of a Visual or Performing Art
 - 1 semester of Government and 1 semester of Economics
 - 1 year of PE
- Passed every semester of Advisory with a “P” or completed 60 hours of community service for each semester of Advisory not passed.

Graduation Ceremony Requirements

In order to participate in the graduation ceremony in June and receive a diploma from Discovery Charter Preparatory School, a student must provide written proof that he or she has:

- Met all of the requirements listed above.
- Taken the SAT Reasoning Test or the ACT (should be taken prior to January of senior year)
- Students must have good attendance: a student is allowed 10 absences per school year, in combination of excused or unexcused absences, unless the student can provide written documentation only from a U.S. medical doctor that he or she has a medical condition.

Reminder: Even if you do not want to participate in the graduation ceremony, you must take the SAT Reasoning Test or the ACT if you want to attend a four-year university.

Attendance

Under the compulsory education laws of the State of California, parents and guardians of minor children are responsible for their children's attendance at school. **Attendance is mandatory.** All students between the ages of 6 and 18 must, unless legally exempt, attend school daily [E.C. Section 48200].

Attendance Matters

When students attend school regularly, they improve their grades, they improve on standardized tests scores, and they are more likely to attend college. It is our responsibility to teach students the importance of attendance now so they are prepared for the future.

Parents Influence Attendance - Get Involved!

Plan family vacations for non-school days only; schedule non-emergency medical and dental appointments after school hours; make sure your child's school has your accurate daytime contact information; including cell phones and or/email address; make the school aware of any problems that may be causing your child to miss school.

Every student is expected to attend school on a daily basis, unless there is a valid justification for his/her absence. Please do not allow students to have "parent permitted trancies." These trancies are described as absences for reasons other than the law allows, such as: personal business, car problems, no clean clothes, walk outs/demonstrations.

Truancy

EC Section 48260 (a): Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days, or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

Truancy can lead to severe consequences; parents may be guilty of infractions, such as fines and criminal prosecutions.

The school reserves the right in cases of continuing trancies to impose escalating consequences, including, but not limited to suspension or removal from the school, should a student's attendance not improve.

Reporting Absences

Absences must be cleared within 48 hours of the absence. The Attendance Office requires that the parent/guardian write a note to explain all absences. All notes are filed and kept in the Attendance Office as proof that the absence is excused. Notes may be written in English or Spanish.

In cases where a student must leave school during the school day, the following procedures must be followed:

1. The parent or guardian must send a note to school on the day of the early dismissal explaining the reason, time and date the student is to be released.
2. Parent or guardian must come into the school administration office before the student is dismissed and sign the student out on the daily log.
3. Should an authorized person of a student's Emergency Card arrive at the School during the day to pick up a student early, student's parent or guardian still is required to provide the School with a written note explaining the reason, date and time of the early dismissal.
4. A school official shall then call for the student.
5. **It is the responsibility of the student to turn in their assigned computer to the front desk before exiting the premises.**

***Students are not to leave on their own.**

Excessive Absence

Discovery Prep is a college preparatory school and, as such, it is vital that students attend class each day, on time and for the duration of the entire period. Any absence, even excused ones, has a detrimental effect on student performance. Students who have more than 10 absences will be referred to the Administration.

Tardy Policy

If a student is tardy more than five times per semester during first period, the student will be held for lunch detention (lunch will be provided during this time). Every tardy, after the fifth tardy, will result in a lunch detention. Tardy detention is implemented in order to prepare students for the future and show students the importance of punctuality. Thus, for each tardy, the teacher will deduct participation points for the day. Teachers may also ask students to stay for detention if the student is tardy twice in a week.

Attendance Intervention

After a student has 10 absences during a school year, the student shall meet with an Attendance Counselor to discuss importance of regularly attending classes.

For students with *unexcused* absences, the following consequences will result:

- First Offense (7 unexcused absences): Student meets with Administration and is issued a warning. Parents will be contacted.
- Second Offense (10 unexcused absences): Administration will contact student's parent and notify them of the recurring problem.
- Third Offense (13 unexcused absences): Administration will hold a parent conference to provide interventions including, but not limited to, the following:

-The school will have the Student Attendance Review Team (SART) meet to discuss interventions. At this meeting, the team, including the parents and the student, will develop strategies to improve attendance.

-The student's attendance will be monitored and then evaluated in two weeks, at which time the SART will reconvene and review progress, if any, to determine whether an attendance probationary period (attendance agreement) is necessary or not. The goal of the attendance agreement is to help both the parent and the student take attendance seriously and ultimately improve the student's attendance, which will lead to academic achievement.

-If the SART decides to institute a probationary period (attendance agreement) for the student due to minimal or no progress, the student will be required to improve absences and/or tardies in order to continue attending Discovery Charter Preparatory School.

-If the terms and conditions of the agreement are subsequently violated, the student will be asked to leave DP subject to the student's due process rights concerning disciplinary removals.

Note: Students must have good attendance: a student is allowed 10 absences per school year, in combination of excused or unexcused absences, unless student can provide written documentation from a U.S. based medical doctor that he or she has a medical condition.

Student Behavior and Guidelines

Note: Please be advised that a camera surveillance system is active to monitor student safety.

Dress Code

The uniform is mandatory for all students at Discovery Prep:

- Pants/shorts/skirts – must be khaki or tan colored. Pants must be worn at the waist, not below. No low-hanging pants allowed. Skirts and shorts must be no shorter than 4 inches above the knee.
- Shirts-white or navy blue collared polo shirts.
- Sweaters/sweatshirts/jackets- solid color with the exception of college, university or DP logo attire.
- Hats- not allowed on campus at any time, except for officially approved DP hats. DP hats and hoods are not to be worn in the hallways or in the classroom.
- Shoes- students must wear closed-toed, appropriate shoes.
- Student IDs must be worn at all times. Replacements can be purchased for

Dress Code Violations

Students not in the school uniform will be sent to the Main Office by security or any teacher. Parents will be contacted to bring the appropriate clothing to school and/or the school will provide loaners, which must be worn on the outside of the students garment. Students who accumulate 2 dress code violations in one week will be assigned detention.

Detentions

Teachers and the school administration may require students to serve detention during breaks, lunch and before or after school for up to one hour. If a student does not attend a teacher's detention, the student will be required to attend Friday detention from 1:52pm-3:22pm. Students must attend the assigned Friday detention unless the Administration excuses it for extraordinary circumstances or illness. No student will be excused from detention for any school activity, including sports. If a student does not attend the assigned Friday detention or is tardy for Friday detention, students will be required to serve a Saturday detention from 8:00 am to 12:00pm or later. If the student does not attend Saturday Detention, it is mandatory for the parent to attend every class with the student upon their return to school. Depending on the frequency and severity of incidents, administration has the option to require repeat offenders to attend other programs and/or to create individualized academic and behavioral contracts.

In lieu of a Saturday detention, Discovery Prep will initiate individualized support programs to support students. Administration, teachers, and Discovery Prep staff will closely monitor these individualized programs.

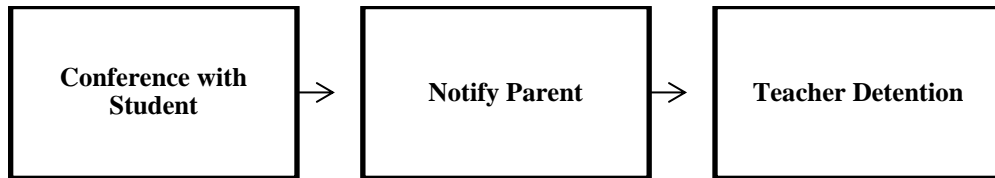
Progressive Discipline

Consequences for Violating School-wide and Classroom Expectations

Interventions BEFORE an Office Referral:

If a student is off-task or disruptive, or engages in a Tier 1 Offense, a teacher will do the following *before* sending a student to the office.

- **Conference with Student:** Students may be asked to stay after class, come after school or during lunch to talk with the teacher regarding expectations.
- **Notify Parent:** Parents should be notified of the student's academic/behavioral progress in class.
- **Hold Teacher Detention:** Students may be asked to come to an academic or behavioral detention (lunch or after school).



Incidents requiring an Office Referral:

A student REPEATEDLY exhibits Tier 1 Offenses

A Tier 2 Offense occurs

- **Office Referral # 1:**
 - 1) Meeting with student and administrator.
 - 2) Mandatory lunch or after school detention.
 - 3) Loss of privileges for two school days, including any athletic event, afterschool event or field trip.
 - 4) Possible further actions: administrator's discretion.
- **Office Referral # 2:**
 - 1) Meeting with student, administrator, and teacher(s).
 - 2) Mandatory lunch or after school detention.

3) Loss of privileges for five school days including any athletic event, afterschool event or field trip.

4) Possible further actions: administrator's discretion.

- ***Office Referral # 3:***

1) Meeting with student, administrator, and parent/guardian.

2) Student is placed on a written academic and behavioral contract.

3) Mandatory lunch or after school detention.

4) Loss of privileges for ten school days, including any athletic event, afterschool event or field trip.

5) Possible further actions: administrator's discretion.

- ***Office Referral # 4:***

1) Meeting with student, administrator, parent/guardian, and advisor.

2) Revision of written academic and behavioral contract.

3) Mandatory lunch or after school detention.

4) Loss of privileges for fifteen school days, including any athletic event, afterschool event or field trip.

5) Possible further actions: administrator's discretion.

- ***Office Referral # 5 +:***

1) Student is referred to a Student Study Team (SST) for evaluation.

2) SST Meeting, to include administrator, parent/guardian, teacher(s), advisor and other support staff.

3) SST will come up with a plan to help the student achieve success.

4) Mandatory lunch or after school detention.

5) Loss of privileges to be determined by the SST.

6) Consideration of Suspension

Immediate Removal from the Classroom + Office Referral

There are certain criteria that allow a teacher to send a student to the office immediately, even before parents have been notified of academic and behavioral issues. The following is a list of examples of behaviors that warrant an immediate referral to the office. If a student is engaged in any of the following, in class or out of class, teachers must send a student to the office with an office referral. In these instances, the student loses the right to proceed through the progressive disciplinary procedures. Severe misbehavior requires immediate removal from the classroom. Please be advised that this is not a comprehensive list.

- **Alcohol/Drugs:** It is unlawful for any pupil to possess, use, sell or otherwise furnish or be under the influence of any drug, alcoholic beverage, or an intoxicant of any kind or arranged to sell a “look-alike” controlled substance.
- **Bullying:** Students shall not bully, intimidate, or harass other students or school employees. DP will not tolerate any behavior that infringes on the safety of any student. A student shall not intimidate or harass another student or school employee through words or actions.
- **Repeated Defiance of Authority:** All pupils shall comply with regulations, pursue the required course of study and submit to the authority of school personnel. This includes repeated refusal to obey instructions. This includes verbal and gestural acts, such as verbally attacking, degrading a teacher, habitual sarcasm, defiance where a student refuses to acknowledge a teacher’s authority in the classroom or refuses to obey requests.
- **Drug Paraphernalia:** It is unlawful to possess, offer, arrange or negotiate to sell any drug paraphernalia.
- **Extortion:** Any person who obtains property from another by wrongful use of force or fear is guilty of extortion.
- **Fighting/Threatening:** No student shall cause, attempt to cause or threaten to cause physical injury to another person. This includes wrestling, pushing, roughhousing in class.
- **Harassment:** No student shall harass, intimidate, or threaten another student who is a complaining witness or a witness in a school disciplinary action, or intentionally harass, threaten or intimidate student(s) to the extent of disrupting class work, creating disorder or creating a hostile environment. This includes

harassing, threatening, intimidating other students, teachers, school personnel, and school visitors. This includes verbal and gestural acts, such as verbally attacking, degrading a teacher, habitual sarcasm, defiance where a student refuses to acknowledge a teacher's authority in the classroom or refuses to obey requests.

- **Hate Violence/Hate Motivated Behavior:** No pupil shall cause, attempt to cause, threaten to cause, or participate in an act of hate violence against another person because of race, ethnic background, national origin, religious belief, disability, economic disadvantage, sex or sexual orientation.
- **Hazing:** Any student engaged in hazing is subject to suspension, expulsion, and prosecution for a misdemeanor punishable by a fine between \$100 and \$500, or imprisonment in county jail for up to one year, or both.
- **Imitation Firearms:** Imitation firearms include: BB devices within the definition of imitation firearms. Penal Code 12556 makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.
- **Injurious Object:** Any employee of a school district may take from the personal possession of any pupil under that authority of school personnel any injurious object in the possession of a pupil. This includes throwing objects with flagrant disregard to student safety.
- **Sexual Assault/Battery:** A pupil may not sexually assault or commit sexual battery against another person.
- **Sexual Harassment:** A pupil may not sexually harass or intimidate another student.

Student Suspensions and Expulsions

Below is a list of examples of actions that may result in the student's immediate suspension and possible expulsion from Discovery Prep. In addition, the student may be reported to the local police. Local authorities may conduct any investigation needed. Please be advised that this is not a comprehensive list.

- Having a weapon or perceived weapon
- Willfully using force or violence upon another person
- Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object
- Offering, furnishing or selling any substitute substance represented as a controlled substance or an intoxicant
- Committing or attempting to commit robbery or extortion
- Stealing or attempting to steal school or private property
- Committing sexual harassment or sexual assault
- Threatening or menacing to cause physical injury to a student, staff member or any other persons
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Possession of any replica or "look alike" weapon
- False fire alarm/fire setting
- Harassment or slurs against race, religion, ethnicity, gender or disability

Repeated Non-compliance or Violation of School Rules

Students who have been referred to the Administration repeatedly for non-compliance or violation of school rules will be referred to the Coordination of Services Team (COST) for more supportive interventions and/or the Student Services Team (SST) for the most intensive interventions, or placed on contract in order to continue at Discovery Charter Preparatory School. Discovery Prep utilizes academic and behavioral contracts with positive interventions and supports.

Discipline Decisions

All decisions regarding disciplinary action will be made by the Discovery Prep Administration in accordance with stated school rules and California Education Code. Any appeals of disciplinary action may be presented to the Discovery Prep Board of Directors.

Campus Policies

Skateboards and Bicycles

Skateboards, bicycles, roller blades and in-line skates are not to be ridden on campus at any time.

Cell Phones

The use of a cell phone is prohibited during class hours. If students need to contact a parent during school hours, they should call from the telephone in the Main Office. Cell phones that ring, vibrate, or are in view in the classroom will be confiscated until parent pick up.

Felt Markers, Spray Cans, etc.

No felt tip markers, spray paint cans, grease pencils or other marking devices that could be used for graffiti are allowed on campus.

Personal Property

The school is not responsible for lost or stolen items and any personal property brought onto the campus remains the responsibility of the student.

School Procedures

Breakfast and Lunch on Campus

Students must submit the required lunch application at the beginning of the school year. Breakfast and lunch will be available to all students daily as well as a snack provided during the afterschool program. The cost of food services to each student is determined by the state according to the information submitted by each family on the lunch application.

Emergency Cards

Students must have a signed emergency card on file at the school. In the event of a change, emergency information should be updated in a timely fashion.

Change of Address

If, at any time during the school year, it becomes necessary for parents/guardians to change their home address, mailing address or telephone numbers, parents/guardians are asked to report these changes immediately to the Attendance Office.

Transferred-Out Procedure

A student who wishes to transfer out of Discovery Prep must obtain the Student Withdrawal Form from the Office. Parents/guardians must present themselves, with a valid identification card, to officially complete the checkout procedure, regardless of the student's age. Students must return all schoolbooks, materials, and athletic uniform (if applicable) before checking out.

Pregnant Students

Students involved with a pregnancy have changed their lives and also some of their obligations and priorities. The prospective parents must take on new responsibilities and act accordingly. The school will respond with a required program of counseling based on the circumstances of each case. There will be no discrimination in the manner in which young men and women are considered in the issue of pregnancy. Every effort will be made to assist the pregnant student to complete his/her education. The time at which the student leaves the school, for maternity leave, will be determined after the parties have considered the needs of the student and the common good of the school. Any pregnant student attending school must have a doctor's medical approval on file at the school. A new mother can return to classes only after meeting with the Principal and any other parties deemed necessary.

Students Not Living with Parents/Guardians

Discovery Charter Prep believes that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. If the student is 18 years old, the student may be able to make his/her educational decisions but parents/ guardians will still be contacted.

Field Trips

Before participating in any field trip, students must have their parent/guardian sign a permission slip and return it to the staff member in charge. Students on field trips are expected to conform to all school rules of conduct and are subject to all school disciplinary procedures.

Fire and Disaster Drills

Fire and disaster drills at regular intervals are required by law and are an important safety precaution. Teachers will instruct students on what to do in the event of a drill or emergency. Classes will assemble on the field.

Flyers and Advertisements

Flyers or advertisements may not be distributed on campus without the approval of the school administration. Unauthorized flyers will be confiscated and the student(s) may be subject to disciplinary action.

Parent Pick-up

An authorized person per the Emergency Card must sign out students who need to leave school during the day. Parents must notify the school, in writing, if the student is leaving unaccompanied (only if student is 18 years of age) or if an individual not authorized by the Emergency Card is picking him/her up.

School Supplies, Equipment and Materials

Students and their parents are responsible for all textbooks, assigned computer, supplies, equipment, uniforms and instructional materials supplied by the school. All items must be returned to the school or paid for if lost, stolen or damaged. Parents are responsible to pay any fines incurred.

Visitors/Pets

The school is a place for learning. It is not acceptable for students to have friends, relatives or pets attend class with them during the school day. All visitors must check in with the Main Office.

Work Permits

According to state law, no student under 18 years of age is permitted to work without a permit. This permit may be obtained from the Main Office. If, at any time, the work that a student is doing outside of school interferes with his/her health, school attendance or schoolwork, the permit may be revoked. Students are required to have a minimum of a 2.0 GPA in order to be considered for the permit.

Parent Participation

The participation of the parents/guardians at Discovery Prep in support of their child's education and academic achievement is an important component of our school community. Parents should be available to attend parent conferences and to meet with teachers and administrators as needed. In addition, each family is expected to participate approximately 30 hours each year. The hours may be acquired by the following activities: 2 hours each month by attending the monthly Parent Meetings, participation in annual celebrations in December and May, occasional Saturday campus beautification projects and other activities as planned throughout the school year. There will be no monetary penalties. Parents are encouraged to join PAC (Parent Advisory Committee), School Site Council, Special Education Committee, English Learner Advisory Committee, etc.

Nondiscrimination Statement

Discovery Prep prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or family status. Concerns may be directed to the Discovery Prep Board of Directors.

Sex Education Disclosure

Discovery Prep may, throughout the year, provide sexual health education. Per the California Healthy Youth Act, Ed Code 51938(a), permission slips are not required for comprehensive sexual health education and HIV prevention education. As a parent, you have the option to exclude your student from these activities, class sessions and/or presentations. Please contact the office at (818) 897-1187 to request your student be excluded from activities/presentations and/or class sessions with sexual health education.

****Sign and Return this Document****

Parent/Student School Contract Acceptance Form

Parents and students are required to sign this document.

By signing the document, parents and students are acknowledging that they have read, understood and will adhere to the Discovery Charter Preparatory School Handbook policies. All concerns or questions regarding the Discovery Charter Preparatory School Handbook should be directed to Administration.

Parent/Guardian:

I have read, understood and will adhere to all of the Discovery Charter Preparatory School Handbook policies.

Parent Name (please print): _____

Parent Signature: _____

Date: _____

Student:

I have read, understood and will adhere to all of the Discovery Charter Preparatory School Handbook policies.

Student Name (please print): _____

Student Signature: _____

Date: _____

****Sign and Return this Document****

Internet and Electronics Responsible Use Policy Form

Student

I understand and will abide by the provisions and conditions of the Acceptable Use Policy. I understand that any violations of these provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to a teacher or administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. All the rules of conduct described in the School's Code of Conduct apply when I am on the network and/or using Electronics at school.

Student Name (please print): _____

Student Signature: _____

Date: _____

Parent or Guardian

Students must have the signature of a parent or guardian who has read this contract. As the parent or guardian of the student, I have read the contract in this handbook and understand that it is designed for educational purposes. I understand that it is impossible for Discovery Charter Preparatory School to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to my child's teacher or to administration. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/ Guardian Name (please print): _____

Parent/ Guardian Signature: _____

Date: _____

****Sign and Return this Document****

Media Release Form

Student Name: _____

- YES, I give permission for my child's first and last name to be released and for my child to be photographed or videotaped while in school or during school-related activities outside the classroom.**

By checking "yes" and signing this consent form, I give permission for my child's **first and last name and/or photograph** to be used in publications, presentations, videos, or Web pages, or news releases produced by Discovery Charter Preparatory School, or by agencies working with the school. My child's first and last name and/or photograph may be included in news releases distributed to newspapers and other news media.

NOTE: No payment will be made to a child photographed under terms of this release or to his/her family if and when the photographs are used in school publications, presentations, video productions, or websites. Parents/guardians waive the right to preview or approve the finished photographs or video.

OR

- NO, I do NOT want my child's first and last name released, nor my child to be photographed or videotaped while in school or during school-related activities outside the classroom.**

Checking "no" and signing this form means that my child's name and/or photograph may NOT appear in any school publication, presentation, video, website, or news release produced by Discovery Charter Preparatory School or by agencies working with the school that gets distributed outside of the school community. (Annual school yearbooks are considered internal school publications and are not subject to these restrictions. If you wish your child's name/photo not be included in the annual school yearbook, please notify the principal in writing.)

It also means that my child's name and/or photograph may NOT be included in news releases distributed to newspapers and other news media.

Parent/ Guardian Name (please print): _____

Parent/ Guardian Signature: _____

Date: _____

****Sign and Return this Document****

Permission to View Form

Dear Parent / Guardian,

In certain courses, students will be viewing film/video selections. Films selected will be used to enhance your child’s learning and to meet listening/viewing curriculum goals outlined in the Common Core State Standards. Some of the film/video selections students will be viewing are rated R by the Motion Picture Association of America. Your child is not required to view these videos. If you do not grant permission for your child to watch them, alternate assignments related to the learning objectives will be provided.

If you have any questions or concerns about the above information, please contact school administration.

YES, I (parent/legal guardian) grant permission for my child, _____, to view film/video selections as outlined above.

OR

NO, I (parent/legal guardian) do not grant permission for my child, _____, to view film/video selections that are rated above PG-13.

Parent/ Guardian Name (please print): _____

Parent/ Guardian Signature: _____

Date: _____