

2017-2018
REALM High
School
Parent
And
Student
Handbook

Let's build an amazing REALM together

TABLE OF CONTENTS

Section	Page
GENERAL POLICIES AND PROCEDURES	5
1. Attendance	5
a. School hours	5
b. Closed campus policy	5
c. Absences	6
d. Tardiness	6
e. Appointments / early dismissal	6
f. Attendance Review	6
g. Credits	7
2. School Safety and Well-Being	7
a. Visitors	7
b. Search of student possessions	7
c. Medication	7
d. Immunizations	8
e. Student drivers and parking	8
COMMUNITY BEHAVIORAL POLICIES AND COMMITMENTS	9
1. Code of conduct	9
2. Disciplinary consequences	10
a. Process	10
b. School Principal's authority	10
c. Restorative practice	10
d. Suspension	10
e. Expulsion	11
f. Consequences for breaking school rules	11
g. Disciplinary Chart	12
h. Right to appeal the school director's determination	13
i. Policy Against Harassment	13
j. Information Technology Policy	13
k. Dress code	16
l. Cell phone policy	16

ACADEMIC POLICIES	17
1. Add/Drop Policy	17
2. AP Add/Drop Policy	17
3. AP Exam	17
4. Seniors – Open A period or open period at the end of day	17
5. REALM curriculum and transferability of credits	17
6. Grade requirements for core courses, sports, and extra-curricular activities	17
7. Code of academic integrity	17
REALM Support Services & Partnerships	18
1. Coordination of Services Team (COST)	18
2. Student Support Team (SST)	19
3. School Counseling	19
4. Community Partnerships	19
5. Crisis	19
6. Consent and Confidentiality	19
7. Child Abuse Reporting	19
8. Section 504 Plan	19
9. Special Education	19
10. Child Find Notification	19
11. McKinney – Vento Reauthorization of 2002	20
OTHER PROCEDURES AND POLICIES OF INTEREST	20
1. Intellectual property statement	20
2. Student and parent media release	21
3. Emergency procedures	21
4. Educational Rights and Privacy Act (FERPA)	21
5. Statement against unlawful discrimination	22
SIGNATURE PAGE	23

Dear Students and Families enrolled at REALM Charter Schools,

It is my pleasure to serve as the Director of REALM Charter School. We are working diligently to build a loving, safe, and rigorous environment. In order for us to achieve these principles, we must be able to provide clear expectations for parents, students, and staff. Our Parent and Student Handbook is our first attempt to creating this community. We know that this is an ongoing effort and that these expectations are only the beginning.

Please feel free to contact me with questions or comments. I look forward to a great year!

Together in Service,

Victor Diaz
Director

GENERAL POLICIES AND PROCEDURES

1. ATTENDANCE

a. School hours

The following are the school hours for REALM. Students must remain on campus during these hours unless on an approved field trip or participating in a school-sponsored event.

REALM High School Monday / Friday : 9:00 am -4:00 pm Tuesday / Wednesday: 9:00 am-3:35 pm Thursday: 9:00 -2:30 pm

Students must be on time and present for all of their classes.

b. Closed campus policy

Despite the open feeling in the schools, REALM is a closed campus in order to provide safe and secure schools. Students must remain within the immediate vicinity of their respective school during all school hours unless accompanied with a REALM staff member.

i. High School Students and Off Campus Lunch

A variety of restaurants and stores are within walking distance of REALM. REALM reserves the right to offer off-campus privilege to some or all of the student body solely at the discretion of the administration and without notice. This privilege may be extended for a single day and/or for an extended period of time.

ii. Students who abuse this privilege will be subject to progressive discipline that might include restorative justice and revocation of lunch privileges for the semester.

iii. Understanding that off campus lunch is a privilege, students are expected to model appropriate behavior while patronizing local business and restaurants.

c. Absences

- i. The project-based nature of the REALM program makes daily attendance extremely important. Significant absences, repeated unexcused absences or tardiness could lead to academic and disciplinary consequences. A student is absent if s/he is not present in class or misses so much of a class period (30 minutes or more) that the opportunity to effectively learn the lesson is lost. If a student is marked absent or tardy to a class, the school's automated attendance system will call home to notify parents of the absence or tardy.

- ii. In addition to school-wide attendance policies, individual teachers are permitted to uphold their own policies and consequences for consecutive or habitual absences. These consequences may include one or more drops in letter grades, additional classwork, parent meetings, after-school tutoring, Saturday School, etc.
- iii. Appointments and other activities should be scheduled during non-school hours whenever possible.
- iv. REALM requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two weeks of any semester are critical, as they culminate in the students' finals, presentations, and/or Design Challenges upon which faculty base their final assessments. If a student will be absent from school during final exams due to a family vacation, teachers may choose to allow students to take the final before leaving, however, the nature of some final exams or projects may make it impossible for students to reschedule; in this situation, the student may receive no credit for the final, and his/her grade may suffer as a result.
- v. In the event of a necessary absence, please call your school's main office to advise the staff that your child will be absent. While this alone will not excuse the absence under this policy, the call allows the school the opportunity to track your student's attendance. Student absences will be verified by a call home.
- vi. Any student who misses three (3) or more consecutive days for a reason other than illness may not pass any course they are enrolled in without having completed the instructor's missed assignments.
- vii. REALM reserves the right to drop any student from school who is absent for ten consecutive school days or more, and whose parents do not provide the school with a reasonable explanation for the absences.

d. Tardiness

- i. A tardy is defined by arriving to any instructional class period one second after the official start time.
- ii. In addition to school-wide attendance policies, individual teachers are permitted to uphold their own policies and consequences for consecutive or habitual tardies. These consequences may include one or more drops in letter grades, additional classwork, parent meetings, after-school tutoring, Saturday school, etc.
- iii. If a student will be late for school, a call from a parent is preferred but not required. This does not excuse the tardy.
- iv. Students who arrive late to school or who are returning from a mid-day appointment must check in with the school's front desk to receive a tardy slip/pass prior to proceeding to their classrooms.
- v. Two (2) or more tardies per class in one school week may result in a required restorative activity, including school cleaning, assisting teachers

or staff, attending Saturday School or similar tasks. The restorative activity may be assigned by the teacher, safety officer, counselor, or administration. A student's failure to complete this activity may result in a suspension until a parent-administrator conference is held. If a student violates this tardiness policy two or more times in a given semester, they may be recommended for expulsion under the school's disruption and defiance clause in the Disciplinary Consequences section of this document.

e. Appointments / early dismissal

- i. While we encourage families to schedule appointments before or after school, we understand that sometimes missing school cannot be helped.
- ii. However, students cannot leave campus during the school day without prior written consent from their parents or guardians.
- iii. If your student needs to be excused early, please provide the attendance office with advance notice before the appointment, either by a call or a note. Your student will be given an early dismissal slip to be excused from class. However, a parent/guardian must come into the school office and sign the student out of school at the front desk when students leave campus before the end of the school day. In addition, we ask that parents please provide us with a doctor's note, which can be brought in the following school day.
- iv. An early dismissal slip is required for students to leave school before the end of the day. The only exception to this rule applies to those students enrolled in a college course.

f. Attendance Review

- i. The school's local School Attendance Review Team (SART) and the REALM School Attendance Review Board (SARB) will work with families and students to resolve attendance and truancy problems. If, after repeated interventions, the student continues to be truant and does not follow the SART or SARB's directives, the matter may be referred to the District Attorney for prosecution and other appropriate action may be taken by the school up to, and including, a recommendation for disenrollment for the following academic year. A registered delivery confirmation letter must be sent to the parent or guardian informing them of this action. (Education Code §48260, 48261, 48262)

g. Credits

- i. REALM schools operate on a semester schedule. We offer 180 days of instruction per academic year. Our classes are assigned five credits per semester and 2.5 credits per semester for advisory. Traditionally, students are enrolled in thirty credits per semester. When a student transfers to REALM High School after the start of school, a variable credit

of fewer than five credits may be assigned at the discretion of the teacher, counselor, and/or administrator.

2. SCHOOL SAFETY AND WELL-BEING

a. Visitors

- i. In general, REALM does not permit students to have visitors on campus. REALM recognizes that there are certain events, such as dances and Design Challenges, where REALM students may want to invite non-REALM students and/or guests. In such cases, non-students or students from other schools may not enter REALM without prior approval of the Administration. Visitors permitted in these circumstances will be expected to abide by REALM policies and guidelines.

b. Search of student possessions

- i. REALM reserves the right to examine and/or search all student possessions when, in the judgment of REALM administrators and officials, there is cause to believe that the student may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any school policy, rule or law.

c. Medication

- i. REALM does not have a nurse on staff. Each school's main office staff will have first aid kits and will be your health center point of contact. Students may not self-medicate; all medication must be administered by the office. Students may not share medication with other students.
- ii. We can store a supply of prescription medicines for your son/daughter to keep on hand in case of an emergency. There is a form to complete that must be signed by a parent/guardian and physician and all medication must be in its original container clearly marked with the name of student, the name of medicine and appropriate dosage instructions as prescribed by your doctor. Students may keep inhalers for asthma conditions, over-the-counter medicines, i.e. Tylenol, Motrin, etc. and supplements like glucose tablets in their possession unless parents/guardians wish to make other arrangements.

d. Immunizations

- i. State law requires that, for unconditional admission to school, all students under 18 shall be fully immunized according to the requirements of the California Department of Public Health. All entering students must be up-to-date with immunizations according to the schedule provided by the California Department of Public Health. Students may be exempted from this requirement for medical reasons only. As of January 1, 2016, exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required for entry into school in California.

f. Student drivers and parking

i. Driving to school is considered a privilege. Students who drive their own vehicles to and from REALM High School must comply with all California Motor Vehicle Codes, in particular those pertaining to school zones. In addition, they must comply with the following expectations regarding student driver information and parking. Failure to follow these rules may result in an immediate disciplinary meeting and/or action.

ii. *Student Driver Information:* Students who drive to and from school may be asked to provide the following information to their school's front desk:

- a. Name of student and signature
- b. Student's Driver's License number
- c. Parent and/or Guardian name and signature
- d. Car make and model and license plate number of each vehicle the student may be driving
- e. Automobile Insurance Policy Number and expiration date

lii. *Parking:* We understand that parking in the area surrounding the school is limited. Please note that REALM shares a parking lot with La Quinta Hotel and they have reserved a few parking slots near the front of the school for staff. Students choosing to park in open spaces on their lot do so at their own risk. Students who drive to school and park elsewhere in the neighborhood should be mindful that their privilege to drive to school may be revoked if neighbors report disruptive and/or loud behavior. Students are also prohibited from parking in areas designated "Passenger Loading Area" located directly in front of the school during school hours. This space is strictly reserved for visitors. Failure to follow these rules will result in immediate and progressive discipline.

iv. *Student Passengers:* Students who drive to and from school may not drive other REALM students in their vehicle during the school day without written permission, in advance, from the parents of any student who may be a passenger.

vi. *Automobiles and Other Vehicles:* The following additional rules apply to cars and vehicles that are driven by students to school or on campus:

1. Students may not sit in vehicles or gather in the parking areas before school, during school hours, or after school.
2. When students enter and start their vehicles at the end of the school day, they must depart immediately. Students may not drive around the campus vicinity.
3. Students must observe all traffic rules and speed limits. There are many people who walk around campus. Traveling at greater speeds than allowed may endanger others.

4. While driving near campus, students may not play music in their cars at high volume.
5. Failure to follow these rules will result in immediate and progressive discipline.

COMMUNITY BEHAVIORAL POLICIES AND COMMITMENTS

1. CODE OF CONDUCT

- a. It is the firm conviction of REALM Charter School that good school discipline promotes equal educational opportunity and a safe and effective educational environment. The REALM Charter School's Board recognizes that a strong school community requires "a climate of safety, civility, respect and collaboration, "to ensure that every student in the school understands and demonstrates appropriate behavior."
- b. The REALM Charter School strives to develop and to implement programs and approaches to learning and discipline that will:
 - i. ensure parental confidence in the ability of REALM Charter School to provide a safe and orderly climate;
 - ii. help administrators, teachers, and other staff provide effective teaching and learning environments; and
 - iii. assure students that they can learn in a non-disruptive atmosphere and can be treated in a fair, consistent, and nondiscriminatory manner.
- c. Every classroom should provide a learning environment that encourages academic excellence, free exchange of ideas, and maximum personal growth. It should be understood that on entering the building or classroom, students do not divest themselves of their basic rights, e.g., the rights to due process, freedom of expression, orderly assembly, privacy of person, freedom from discrimination, and so forth. It also should be understood that students have the responsibility not to disrupt the educational process or impose upon, endanger, or deprive others of their rights to an education.
- d. It is the policy of REALM Charter School to attempt to resolve disciplinary problems by every means short of exclusion from school. Fair and reasonable procedures will be followed to assure students of their rights. According to established rules, regulations, and procedures, students may request and receive a fair hearing in any instance in which they believe they have been unfairly treated. In turn, students must recognize that, to maintain an atmosphere conducive to learning, it is necessary for school officials to exercise reasonable authority.
- e. The REALM Board of Directors and the administration expect all persons connected with the schools to demonstrate mutual respect for the rights of others; and they expect all involved in teaching and learning to fully accept and discharge their responsibilities toward others and toward the school system. The framework for these rights and responsibilities rests with federal and California state laws, California Education Code, local ordinances, Board policy, and the

goals of REALM Charter School. The Principal and the Board of Directors intend that the procedures outlined in the Code of Conduct will always be in compliance with and facilitate the implementation of those laws, ordinances, regulations, and policies, as to both their letter and spirit.

1. **DISCIPLINARY CONSEQUENCES**

1. **Process**

- i. The purpose of disciplinary action at REALM is to ensure that individual students, their parents/guardians and the REALM community stay focused on growth and learning. Prompt resolution of the problem or issue is expected. Initial forms of discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion:
 1. Verbal and/or written warning to the student
 2. Loss of privileges or removal from extra-curricular activities
 3. Parent/guardian notification
 4. A written commitment by the student to improve his/her behavior and/or performance (contract)
 5. A meeting with the Principal or some other school administrator or faculty member
 6. School detention
 7. Academic Consequences
 8. Suspension
 9. Expulsion
 10. Denial of readmission
 11. Other forms of discipline that the school may determine appropriate

1. **School Principal's authority**

- i. **The School Principal has the authority to impose suspensions and expulsions.**
 1. The School Principal or his/her designee will conduct an investigation of the circumstances presented, including consulting the student and affected parties. The School Director will consider whether alternatives to suspension or expulsion may be appropriate.
- ii. **Restorative Practice:**
 1. The philosophy behind our restorative practice is to allow the student to reflect on their behavior, in a non-punitive manner, and to be part of the problem-solving that is needed in order to make sure that the behavior is not repeated.
- iii. **Suspension:**

1. The School Principal has the discretion and may impose a suspension directly if he/she determines it is appropriate. If the School Principal determines that a student is to be suspended, the School Principal shall provide written notice to the student's parents and/or guardians of his/her determination in writing, including reasons for the suspension and the time period for the suspension. Academic make-up work is required and returning to school may be contingent upon a behavior contract that outlines steps for the student to repair the harm committed to the school community.

1. Expulsion

- i. If the School Principal determines that consideration of expulsion is warranted, the School Principal shall impose a suspension pending an expulsion hearing. The School Principal shall provide written notice to the student's parents and/or guardians of the suspension, the reasons for the suspension and the expulsion hearing, give notice of the expulsion hearing and provide information regarding the School's expulsion procedures. The School Principal will hold an expulsion hearing where the School Principal shall serve as the hearing officer. The student shall have the right to representation and the right to present evidence at the expulsion hearing. The School Principal will consider evidence and/or testimony as appropriate and will render a decision that shall be in the best interests of the student and the School.
- ii. If a School Principal determines that a student is to be expelled, the School Principal shall inform the student's parents and/or guardians of his/her determination in writing including the reasons for expulsion. The School Director's written notification to the parents/guardians shall also include information about due process rights in regard to the School Principal's determination.

2. Consequences for breaking school rules.

- i. Other behaviors in violation of this handbook, other school rules, or local laws are subject to possible suspension or expulsion at the discretion of the school principal. A student may receive consequences for those acts listed below at any time, including, but not limited to, (a) while on school grounds; (b) while going to or from school; (c) during lunch period, on or off campus; (d) during, or while going to or from, a school sponsored activity. If a student is arrested off campus, he/she may be suspended at that time or upon return to campus.
- ii. Suspension & Expulsion of special education & 504 students (Manifestation Determination): If a student with a disability (IDEA or Section 504 qualified) is suspended for ten or more school days or is recommended for expulsion, procedural safeguards for the student require a team to convene. The team "Manifestation Determination" IEP

or 504 Meeting will review all relevant information and determine whether the misconduct was directly caused by the student's disability and/or whether the IEP or 504 plan was being properly implemented. If it is determined at the meeting that the disability had no direct causal effect on the misconduct, and the IEP/504 was being properly implemented, then the student may be disciplined in the same manner as a non-disabled student.

3. Disciplinary Chart:

- i. Tier 1 – Student behavior is addressed by either the teacher, advisor, other staff member or a combination thereof. Examples would include but are not limited to:
 1. Not following class or school rules
 2. Sleeping in class
 3. Disrespecting property (i.e) littering, refusing to clean up, throwing things, tagging)
 4. Using electronic devices, including cell phones
 5. Talking back to teacher (non-hostile manner)
 6. Cheating
 7. Not listening to directions
 8. Refusing to participate in class activities
 9. Wandering the hallways
 10. Disruptive behavior that interferes with the learning environment of others.

- ii. Tier 2 – Grounds for suspension from class by a teacher or for the day by an administrator include all offenses marked with an asterisk (*). Any offense marked with an asterisk requires immediate suspension. ***In order to support students, a behavior contract and/or parent conference is mandatory upon returning to school. If the behavior continues despite the intervention, then the student will be recommended for expulsion.***
 1. Disrespectful / derogatory language, racial slurs
 2. Bullying / harassing (cyber, sexually, physically, verbally, emotionally) of another student*
 3. Threatening another person in class*
 4. Suspicion of drug or substance use*
 5. Theft*
 6. Emotional outbursts (screaming, yelling, cussing someone out)*
 7. Significantly interfering with other's ability to participate or engage in class

- iii. Tier 3 – At the minimum, these offenses are grounds for suspension. Offenses with two asterisks (**), require mandatory expulsion.
 1. Repeated bullying / harassing (cyber, sexually, verbally, socially or physically) with potential for imminent harm*

2. Fighting or attempted fighting*
 3. **Physical assault to another student or staff member resulting in serious bodily harm****
 4. Robbery or extortion*
 5. Repeated incidents of theft*
 6. Vandalism (destroying school property / graffiti)*
 7. Bringing gang activity to REALM (or to REALM students)*
 8. Hate violence
 9. **Bringing a weapon to school****
 10. Bringing an imitation firearm to school*
 11. **Bomb threat****
 12. Explosive device*
 13. Pulled Fire Alarm*
 14. Disruption / Defiance during actual or emergency drills
 15. Drug use or possession*
 16. **Unlawful sale or offer of any narcotic or other controlled substance****
 17. Verbal or sexual harassment*
 18. **Sexual Battery****
 19. Total disengagement / detachment from all class activities, despite ongoing interventions
4. Other behaviors in violation of this handbook, other school rules, or local laws are subject to possible suspension or expulsion at the discretion of the school principal. A student may receive consequences for those acts listed above at any time, including, but not limited to, (a) while on school grounds; (b) while going to or from school; (c) during lunch period, on or off campus; (d) during, or while going to or from, a school sponsored activity. If a student is arrested off campus, he/she may be suspended at that time or upon return to campus.
 5. Suspension & Expulsion of special education & 504 students (Manifestation Determination): If a student with a disability (IDEA or Section 504 qualified) is suspended for ten or more school days or is recommended for expulsion, procedural safeguards for the student require a team to convene. The team "Manifestation Determination" IEP or 504 Meeting will review all relevant information and determine whether the misconduct was directly caused by the student's disability and/or whether the IEP or 504 plan was being properly implemented. If it is determined at the meeting that the disability had no direct causal effect on the misconduct, and the IEP/504 was being properly implemented, then the student may be disciplined in the same manner as a non-disabled student.
 6. **Right to appeal the school principal's determination**
 - i. The parents and/or guardians (or, if at least 18 years of age, the student) shall have ten (10) days from the School Principal's written expulsion determination to submit a written request of appeal to the Chair of the REALM Board of Directors.

- ii. In response to the written request for an appeal, the Chair of the REALM Board of Directors shall convene a committee consisting of one member of the REALM Board of Directors, one member of the School's administration and one REALM staff person. The committee members appointed will be knowledgeable about the School's bases for expulsion and the procedures regarding expulsion. The committee shall have the right to rescind or modify the expulsion.
- iii. The committee shall convene a hearing on the appeal within ten (10) days of receipt of a timely written request for an appeal.
- iv. At the hearing on the appeal, the student shall have the right to counsel and the right to present evidence. The committee will consider evidence and/or testimony as appropriate and will render a written decision that shall be in the best interests of the student and the School. That decision shall be final.

1. Policy against harassment

- i. REALM maintains that it is critical that all members of the REALM community respect each others' rights, individuality, and differences. Courtesy, tolerance and mutual respect provide the platform for sharing, learning, innovation and personal development. Accordingly, it is the policy of REALM to prohibit harassment of any kind, including harassment based on gender, race, color, creed, religion, national origin, age, disability, sexual orientation or of a sexual nature.
- ii. *Sexual Harassment Defined:* Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment includes any unwelcome verbal, physical, visual or electronic conduct that has the purpose and/or effect of creating or contributing to an intimidating, hostile or offensive environment or that unreasonably interferes with the recipient's educational progress or personal security.
- iii. Any person who believes that he/she has been subject to harassment or who believes that they have observed the same, should immediately inform the person engaging in the offensive conduct that the behavior is unwelcome and must stop. A student who believes that he/she has been subject to harassment or who believes that they have observed the same, should advise the Director of his/her school immediately.
- iv. Behavior constituting harassment as defined by this policy is subject to disciplinary action including the possibility of suspension and expulsion proceedings. Likewise, because a false report of harassment can have damaging effects on the reputations of innocent individuals, false accusations are also subject to the same form of disciplinary action.

1. Information Technology policy

i. Usage policy

1. We are pleased to offer REALM students access to certain elements of school computer equipment, computer network and systems, electronic mail service and user accounts, and Google Drive or any other shared/public server space. Google Drive is provided for students to conduct research and communicate with others.
2. Access to Google Drive and shared server space is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Students are expected to adhere to the following guidelines and policies applicable to the use of Google Drive. Students who violate these policies may be subject to disciplinary action.
3. Google Drive is shared and available to the REALM community. These resources may not be used in any way that disrupts or interferes with use by others.
4. Students must respect all copyrights and licenses to software and other on-line information, and may not upload, download, or copy software or other material through Google Drive.
5. The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion.
 - a. Damage, vandalism or theft of equipment, systems or networks;
 - b. Use of the computer equipment, networks and systems for unlawful purposes, commercial purposes or personal gain;
 - c. Violations of copyright law;
 - d. Plagiarism;
 - e. Theft, piracy, improper downloading or modification of software
 - f. Transmitting computer viruses;
 - g. Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar, racist, sexist, abusive, harassing, offensive or attacking;
 - h. Any attempt to guess passwords, use another's password, break into other accounts, or gain unauthorized access to administrator accounts;
 - i. Trespassing in another's portfolio, folders, work or files;
 - j. Concealing or misrepresenting one's identity while using the system;
 - k. Intentionally wasting limited resources;

boards while exchanging messages with Internet users throughout the world. Families are reminded, however, that REALM does not control the content of the Internet.

Accordingly, REALM does not have control over the type of information accessible to students or the quality of the same. REALM cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

- b. REALM believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, REALM supports and respects each family's right to decide if their child should not have Internet access, and relies on the family to inform us of that choice. Ultimately, appropriate use of this resource is the responsibility of the user.

1. **Dress code**

- i. The purpose of the REALM dress code is to foster individuality and expression while maintaining a strong learning environment. While REALM does not have a formal dress code (i.e., uniform) the entire REALM staff and administration reserves the right to approach a student about his or her dress when it is disruptive to the school's mission, vision, and/or philosophy.
- ii. The dress code applies to field trips, site visits, academic internships and other school-related activities, unless the supervising adult informs the students otherwise. The dress code applies equally to students and staff. The following are prohibited:
 - iii. Hoodies or hats on the head during class time.
 - iv. Text that promotes explicit language, violence, alcohol, tobacco or drugs is prohibited on any article of clothing.
 - v. House slippers and pajamas are not allowed.
 - vi. Exposed midsections are not allowed.
 - vii. Pants must be worn on the waist. Exposure of undergarments is prohibited at all times.
 - viii. Sheer or see-through tops are not allowed.

2. *Consequences for Dress Code Violation*

- i. Students may be asked to return home to change and/or asked to cover the inappropriate clothing article. A student may be suspended for these actions at the discretion of the Principal.

1. Cell phone policy

- i. Cell phones may only be used before school, during lunch, and after school. Phones must be turned off while classes are in session and during passing periods. REALM is not responsible for lost or stolen cell phones and/or other electronic devices. In case of emergency, guardians must contact the main office if they need to speak with their child. Violation of this policy will result in the following consequences: 1st time: Teacher/staff warning. 2nd time: Phone will be confiscated for the period. 3rd time: Phone will be confiscated for the day and a parent must come to the school to pick up the phone. 4th time: Student will be suspended and a family meeting may be required.

ACADEMIC POLICIES

1. ADD/DROP POLICY:

- a. Students may request to change or drop a class by submitting a “Request Form” to their school counselor within the first week of school. Requests will only be granted if there was an error on the part of the school. Changes will not be made due to teacher preference. Students cannot request any class changes after the 3rd day of school, including AP Classes.

1. AP Exam Policy:

- a. Students taking an AP class must take the AP exam.

1. SENIORS:

- a. If seniors have met all of their graduation requirements, they may request to have an open period at the beginning or end of the day. During this time, seniors must remain off campus and not loitering on or near campus, this includes the parking lot. They will be subject to progressive consequences if they fail to abide by this policy.
- b. Senior Portfolio: Beginning in the 2017-2018 Academic School year, all seniors will complete a Digital Senior Portfolio as part of their graduation requirement. Senior advisory has specifically been set aside to support and guide students in this process and it is therefore of the utmost importance that seniors take responsibility for attending advisory and managing their time.
 - i. This is a year long journey of self-discovery with the primary purpose to connect your high school experience to your future goals and demonstrates your readiness to meet your future goals. Furthermore, this

portfolio provides an opportunity for self-reflection and growth as you prepare to embark on your journey.

- ii. This portfolio is not an assignment one can complete in a day, a week or a month. Its purpose is designed to challenge your thinking and preparation so that, in the end, you are able to successfully defend your portfolio to a panel of adults. Only a grade of “C” or 70% will suffice to receive a passing grade for the portfolio. You are a leader and the driver of this project!

1. **Deadlines and Assignments:** The totality of all of the following projects will represent your Senior Portfolio. Each assignment will have a separate grade, and the average will equal your final grade for design AND advisory at REALM Charter High School
 - a. What Comes Next? College Applications and/or Completed Resume- due November 15th
 - b. Attend at least 3 College Events/ Presentations- due November 17th
 - c. Your Biography/Personal Statement (1 page)- due December 1
 - d. How I've Impacted my Community- November 24th
 - e. Complete Government Course- due December 15th

1. REALM CURRICULUM AND TRANSFERABILITY OF CREDITS

- a. All REALM core courses are in the process of being approved by the University of California. We have seen that courses offered at REALM are as transferable as those of a traditional district high school to other schools, and are recognized as such by colleges and universities.
- b. REALM does not offer the same courses or the same sequence of courses as do many other schools. In some instances, this has caused 11th and 12th grade students transferring to other schools to need to make-up courses that were not offered in the traditional sequence, or at all, at REALM.
- c. Students and parents/guardians are advised to take REALM unique academic program into account when making decisions to enroll at REALM and to transfer to other schools.

1. MINIMUM GRADE REQUIREMENTS FOR CORE COURSES, SPORTS, AND EXTRA-CURRICULAR ACTIVITIES

- a. REALM High School programs all students into the courses they need to be eligible to apply for the University of California or California State University Schools (A-G requirements). However, students who intend to apply to these types of institutions will need to pass all A-G designated classes with a grade of C- or higher.
- b. Moreover, all students interested in participating in sports and/or extra-curricular activities, must maintain a minimum GPA of C+ or higher (2.5).

1. CODE OF ACADEMIC INTEGRITY

- a. The students of REALM, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedures in this Code of Academic Integrity.
- b. *Violations of the Code of Academic Integrity:* Violations of the Code of Academic Integrity may take several forms. Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of another's work without full acknowledgment of the debt to the original source, however, it also includes any of the following:
 - i. direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, Web site, another student's assignment, etc.;
 - ii. duplication in any manner of another's work during an exam;
 - iii. paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
 - iv. piecing together sections of the work of others into a new whole;
 - v. submitting one's own work which has already been submitted for assessment purposes in another subject;
 - vi. producing assignments in conjunction with other people (e.g. another student, a tutor) which should be your own independent work
- c. Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, suspension and/or expulsion from school.
- d. Cheating results in a loss of integrity on the part of the individual committing the act and on the educational process that is undermined by the act of cheating. It is a violation of the Code of Academic Integrity for any student to attempt to gain or gain an unfair advantage over another student by unfair or dishonest means. If you are unclear about an assignment, the methodology for the same or the permissible bounds of assistance for completing your work, please speak to your teacher(s) and ask for clarification. Violations of the Code of Academic Integrity include receiving a zero on the assignment, failing the course, suspension and/or expulsion from school.

REALM SUPPORT SERVICES

1. The REALM Student Support Staff has created and is continuing to build the infrastructure and programs that promote the healthy social- emotional development of all students and address behavioral health- related barriers to learning. Our team of social workers and therapists are working with the school community to provide support and create/maintain systems of care. We are in partnership with the Alameda County

Center for Healthy Schools and Communities to build these systems. We provide the following services towards building a healthy REALM community and school culture.

- a. Individual, group and family counseling
- b. Student support and mentorship
- c. Community referrals
- d. Health education & sensitive services
- e. Parent support
- f. Support for homeless students & families
- g. Teacher & classroom support

The Coordination of Services Team (COST)

1. The Coordination of Services Team (COST) is a strategy for coordinating learning supports and resources for students. COST referrals are the starting place for all follow up support actions, and COST referrals are triaged weekly. COST referrals come from teachers, administrators, families and students to address around emotional, academic and/or behavioral student needs. At COST we discuss each referral and assign follow up to different members of the support team. COST members can include school support staff, counselors, community partners, principal and teachers. (see COST referral sheet in document section)

Student Support Team (SST)

1. Student Support Team meetings are one of the follow up actions that may come from a COST meeting. SST meetings are designed to get the student, teachers, parents and support team together in a meeting that highlights the student strengths, challenges and areas of improvement. We work together collaboratively to set goals that address the student support need and give the student steps and options to use in order to feel supported and obtain academic success.

School Counseling

1. REALM counseling staff and interns provide mental health support to students referred by the COST process and are supervised by a licensed clinician. School counselors work with students focuses on issues that are present during the school day, specifically working to ameliorate presenting problems' impact on a student's educational achievement. Counseling services are not guaranteed and students referred for services may be placed on a waiting list until such time as the counseling staff has an opening. Students may be moved on the wait-list based on school discretion and applicable State and Federal laws. There is no charge for school based counseling support.
2. Community Partnerships: We are dedicated to working with our families to identify resources outside of the REALM community when necessary. The counseling department maintains relationships with a number of community partners to which parents and students can be referred for services as necessary.
3. Crisis: Social-emotional crisis includes, but is not limited to, times when a student discloses or expresses homicidal or suicidal ideation, desire to hurt self or others

(including self-injury) and instances of child abuse. In these instances, REALM staff follow a crisis protocol that may include a student being evaluated by county mental health or other crisis response agency. REALM will make every effort to contact parents during crisis as appropriate, but must follow crisis protocols to protect the safety of all students and staff. (see Crisis response protocol for staff in document section)

4. Consent and Confidentiality: REALM complies with state and federal laws around consent and confidentiality for school based counseling services.

CHILD ABUSE REPORTING

1. Any staff who suspects that a student has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, is mandated by the Child Abuse Reporting Law to notify the proper authorities. For additional information about California's child abuse reporting requirements for teachers and other school staff, please contact the front office. All staff are trained in mandated reporting annually.

SECTION 504 PLAN

1. Section 504 of the Rehabilitation Act of 1973, states that no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (29 USC 794). Public schools are obligated to provide a "free appropriate public education" (FAPE) to children with a disability. Section 504 prohibits discrimination while ensuring that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. If you would like to know more about 504 Plans or other types of assistance available to your student, please contact the main office.

SPECIAL EDUCATION

1. REALM Charter school serves all students, regardless of disability status, and provides Special Education services to students who are found eligible under the Individuals with Disabilities Education Act. Public schools are obligated to provide a "free appropriate public education" (FAPE) in the least restrictive environment (LRE). Referral for special education eligibility and services may come from teachers, parents, agencies, appropriate professional persons, and/or other members of the public. Special Education referrals will be coordinated with school site procedures for referral of students with needs that cannot be met with supports of the regular instructional program, including referrals from student success teams (SST). A student shall be referred for special education and services after the resources of the regular education program have been considered and, where appropriate, utilized. Further information can be obtained by contacting the special education office at (510) 670-1474.
2. Child find notification: Pursuant to the Individuals with Disabilities Education Improvement Act (20 U.S.C. §§ 1400 et. seq) and relevant state law, REALM is responsible for identifying, locating, and evaluating children enrolled at REALM Charter

School with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or are wards of the State. To ensure that eligible students are receiving the services to which they are entitled, we maintain close communication with families and community partners. If any REALM family has questions or concerns with regard to an enrolled student receiving special education services, you have the right to request assistance in addition to copies of policies, procedures, evaluations, plans and reports by contacting the Special Education office at (510) 670-1474. Please note: The parent, legal guardian, or surrogate parent retains the right to refuse services and other procedural safeguards under federal and state law.

MCKINNEY-VENTO REAUTHORIZATION OF 2002

1. As required by Federal law (McKinney-Vento), REALM ensures that homeless children and youth are provided equal access to the same free, appropriate public education as provided to other children and youth.

OTHER PROCEDURES AND POLICIES OF INTEREST

1. INTELLECTUAL PROPERTY STATEMENT

- a. Students have the rights to intellectual property they have created, unless the property is also owned by others in the school, or if that creation arose out of, or in the course of, class-work, and/or if it was developed with funds and facilities administered by REALM.

1. STUDENT AND PARENT MEDIA RELEASE

- a. REALM is frequently approached with requests for interviews and pictures by print and broadcast media outlets.
- b. REALM reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities. A REALM media release is distributed annually for parent consent.

1. EMERGENCY PROCEDURES

- a. REALM staff receive training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness includes fire and earthquake drills which happen at regular times during the school year.
- b. All alarms are treated as real at REALM. In the event of a false alarm, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

- c. Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at REALM is grounds for severe consequences, including possible suspension and expulsion.
- d. In the case of a major emergency (such as a significant earthquake or fire), parents/guardians and families should contact the REALM main number (510) 809-9800 for more information. During such an emergency, REALM staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases.

1. **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

- a. 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:
 - i. 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 principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - ii. 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 principal [or appropriate official], 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.
 - iii. 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.

- iv. 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

1. **STATEMENT AGAINST UNLAWFUL DISCRIMINATION**

- a. REALM is a group of public charter schools operated by a non-profit corporation and are chartered by the Berkeley Unified School District and the California State Board of Education. REALM does not discriminate in its procedures and programs or employment determinations on the basis of race, ethnicity, gender, sexual orientation, creed, religion, national origin or on the basis of any other protected classification as defined by applicable state and federal law.

REALM Parent and Student Handbook Signature Page

We, _____ (student) and _____ (parent/guardian)

have received and reviewed the REALM Parent and Student Handbook, and understand our expectations and responsibilities to the REALM school community.

Signature (student)

Print Name (student)

Date

Signature (parent/guardian)

Print Name (parent/guardian)

Date