**ALLIANCE LEADERSHIP**



**MIDDLE ACADEMY**

**PARENT-STUDENT HANDBOOK**

**2015-2016**

**Principal Sheri Johnson**

**Assistant Principal Richard Moreno**

**Assistant Principal Valencia Smartt**

**Dean of Students Manuel Duenas**

**School Psychologist Patricia Arcese**

**School Psychologist Maria Del Toro**

**Counselor Kelly Faxon**

2941 W. 70th Street

Los Angeles, CA 90043

(323) 920-4388

**“Every student has the ability. We give them the opportunity.”**

*This book belongs to:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**TABLE OF CONTENTS**

2015-2016

**Local School**

Letter from the Principal………………………………………………………………………………………..pg. 4

School Calendar for the Year…………………………………………………………………………...….…pg. 5

**Introduction**

Bell Schedule ………………………………………………………………………………………………...….…pg. 6

Mission/Vision …………………………………………………………………………………………….………...pg. 7

Character Counts……………………………………………………………………………………….………...pg. 7

Expected Schoolwide Learning Results…………………………………………………………….……..….pg. 7

Blended Learning for Alliance School Transformation...……………………………………………..….pg. 8

CollegeYES and Stls………………………………………………………………………………………….….pg. 9

**Academic Expectations**

Absences……………………………………………………………………………………………....……...…….pg. 9

Classroom Attire ………………………………………………………………………….…………………......pg. 9

classroom Conduct…………………………………………………….………………………….…...….……..pg. 9

Homework ……………………………………………………………………………...………….…………….....pg. 10

Materials…………………………………………………………………………………………......………….....pg. 10

**School Policies And Procedures**

Agendas..…………………………………………………………………………………………….....…….......…pg. 10

Announcements… ………………………………………………………………………….…….……………......pg. 10

Disputes And Disagreements………………………………………….………………………….……….……..pg. 10

Hall Passes …….……………………………………………………………………...…………….…...….…......pg. 10

Restroom Use..……….……………………………………………………………………………....………….....pg. 10

**School choice provision**……………………………………………..…………………….……………………...……...…..pg. 10

**Uniform Policy**

Uniform Policy……………………………………………………………..……………………...……..……..…..pg. 11

Out-of-Uniform Consequences………………………………………………………………………..………...pg. 11

free dress guidelines………………………………………………………………...…………………..….…….pg. 12

College and Club Wear Friday guidelines……..………………………………...……………………...…….pg. 12

Physical education uniform…………………………………………………………………………………..…..pg. 12

**Attendance policy**

School Hours / Schedule………………….………………………….…………………….…………………….pg. 13

Parent Notification of Student Absence………………………….……………………….………………..…pg. 13

Procedure for Clearing Absences…………………………………………………………...….…...…...……pg. 13

Excused Absences………………………………………………………………………..……..…………...……..pg. 14

School-Related Absences………………………………………………………………..…………….…..….....pg. 14

Unexcused Absences…………………………………………………………………….………………..………..pg. 14

Protocol For Excessive Absences……………………………………………….….………..….……………..pg. 14

Long-Term Absences…………………………………………………………………..…………..….………..…..pg. 14

Make-Up Assignments………………………………………………………………..……………..….………......pg. 14

**Tardiness Policy**

Morning Tardies…………………………………………………………………………………...…….…………..pg. 15

Between Class Tardies ………………………………………………………………..……………………….…..pg. 15

**Graduation Requirements**…………………………………………………………………………….……...…………..……pg. 15

**Advisory**…………………………………………………………………………………………………..……..…..……..….….pg. 16

**Grades**

Academic Grades……………………………………………………………………......……………………...……pg. 16

academic honesty policy……………………………………………………………………………...………….....pg. 17

academic Dishonesty Consequences…………………………………………………………….…....................pg. 17

Life Skill Grades………………………………………………………………………………............................…pg. 17

Incomplete Grades……………………………………………………………………….…………………….……pg. 17

Progress Reports………………………………………………………………………….……………….…….....pg. 17

Keeping Track of my Child’s Progress…….……………………………………………………………....……..pg. 18

**School Accountability and Data Results**

School Testing and API Data………………………..……………………………………………………..…...…..pg. 18

School Accountability Report Card .……………………………………………………………..………….…..pg. 18

**School-Home Communication**

Teachers contacting parents……………………………………………………………………………….….…..pg. 18

Teleparent...………………………………………………………………………..………………………………..…pg. 18

School correspondence…………………………………………………………………………..…………..….....pg. 18

**Home-School Communication**

Change of Contact Information…………………………………………………………………………...………pg. 18

Parents contacting teachers…………………………………………………………………………...…………pg. 19

messages and deliveries to students……………………………………………….…………………..…….…..pg. 19

Visitors………………………………………………………………………………………………..………………..pg. 19

**Suspensions and Expulsions**

Nondiscrimination Policy…………………………………………………………………………………..………..pg. 19

Sexual Harassment Policy…………………………………………………………………………………..….…...pg. 19

Discipline Policy………………………………………………………………….…………………..………..….......pg. 20

Code Of Conduct…………………………………………………………………………………..……...............….pg. 20

Suspension and Expulsion……….………………………………………………………..………………….….......pg. 20 Alternatives to Suspensions.……………………………………………………………………..………..........….pg. 21

Reasons for Suspension……………………………………………………………..………………..………........pg. 21

Reasons for Expulsion………………………………………………………………..………………..………........pg. 21

Process for Suspension and/or Expulsion…………………………………...…………………………............pg. 21

Appeal of Suspension or Expulsion……………………………………………..………………………….....…..pg. 22

Rehabilitation Plan…………………………………………………………………..………………………..……...pg. 23

Readmission Plan………………………………………………………………………………………………..….....pg. 23

Data Collection and Reporting- Special education………………………………………………………….…pg. 23

**Meals**……………………………………..……………………………………………………….…………..…………….……….pg. 23

Outside Food & Drink…….………………………………………………………………………………….………..pg. 23

**Health services**……………………………………………………….…………………………………..…………………...…..pg. 23

**Administrative Supervision**…………………………………………………………………………………………………...….pg. 24

**Personal Property**

Cellular Phones……………………………………………………………………………..……………….…….….pg. 24

Skateboards and bicycles……………………………………………………………………...……………....….…pg. 24

Lost and Found…………………………………………………………………………………...………...………......pg. 25

**Textbooks**……………………………………………………………………………………………………..…………...………...pg.25

**School Activities**

Field Trips………………………………………………………………………………………………………..………pg. 25

Associated Student Body……………………………………………………………………………………..….......pg. 25

Dances and school sponsored events……………………………………………….….………………………….pg. 25

Clubs……………………………………….……………………………………………….……………………..………pg. 26

Afterschool all-stars………………….……………………………………………….……………………..………pg. 26

**Parent engagement**

Parent/Student/Staff School Compact…..…………………………………………………………………….…..pg. 26

Parents as Partners (parent Engagement Policy)………..……………………………………......……….……pg. 26

Tips to Help My Child Succeed……………….………………………………………………………….……….…...pg. 26

Volunteering……………………………………………………….……………………………………...………..……pg. 27

Leadership Opportunities for parents…………………………………………………………….............….…....pg. 27

Educational workshops for parents……………………………………………..………………..………....……..pg. 28

Parent/Teacher Conferences………………………………………………………….……………………....…..…pg. 28

parent Rights……………………………………………………………………………..…………………...…...….....pg. 28

**Technology and Internet Usage**

Acceptable Use of the Internet…………………………………………………….………………………...……….pg. 29

Unacceptable use of the Internet…………………………………………………….……………………………….pg. 29

Internet safety……………………………………………………………..…………………..………………….……...pg. 30

Privacy Policy………………………………………………………………………………………….………….………pg. 30

penalties for improper use of Alliance Internet Account………………………..………….…………….…….pg. 30

Disclaimer…………………………………………………………………………….………………………………....….pg. 31

**Alliance Leadership Middle Academy progressive Discipline Matrix**……..……..……………..…………………….…..pg. 32-34

**Alliance Leadership Middle Academy progressive iPad Matrix**………..…………..……..………………………..….…..pg. 35-36

**Community Service Verification Form…………………**……………………………….……………..…………………….……pg. 37

**1:1 ipad Policies and Procedures…………………**………………………………..……………..…………………….…………pg. 38-46

**Parent/Guardian Acknowledgment and Agreement…………………**………………………………..……………..………..pg. 47

**Message from the desk of your principal**

**Sheri Johnson**



Welcome to Alliance Leadership Middle Academy for the 2015-2016 school year. We would like to thank you for letting us be a part of your student’s education. I hope you will find our staff warm, caring and responsive to your needs. If we, in the office, can help solve any problems - small or large - please do not hesitate to involve us. You can count on the fact that our entire staff; teachers, administration, office staff and custodians are committed to helping all of our students have a productive and enjoyable year.

As a student at Alliance Leadership Middle Academy you have the power to determine how successful your middle school career will be during your 6th – 8th grade years. The teaching staff and administration will provide you with an almost limitless number of opportunities to get involved in pursuits both academic and extracurricular. You will find that one of our primary goals at Alliance Leadership Middle Academy is to help you develop your talents and abilities as far as you are willing to take them. The ultimate decision about how successful you will be in middle school is in your hands. You can make the difference between a mediocre experience and a truly successful, satisfying one.

This handbook provides information about our school, your responsibilities and the staff's expectations of you. In compiling the information, care has been taken to include items which will help you to determine the choices you make and to realize the consequences of these choices. Please take the time to read through this material as a family. As you read through the material, please pay close attention to the attendance and tardy policy, as well as the electronics policy.

On behalf of the entire Alliance Leadership Middle Academy Team and Family we look forward to working with you and your son/daughter. We are all looking forward to having a fabulous year!

Sincerely,

Sheri Johnson, M.Ed.

2015 – 2016 CALENDAR

|  |  |  |
| --- | --- | --- |
| **August** |  | **February** |
| 8/03 - First Day of School |  | 2/12- Coffee w/ the Principal: Town Hall Meeting (8:00-9:00) |
| 8/14- Coffee w/ the Principal: Town Hall Meeting (8:00-9:00) |  | 2/12- Winter Formal Dance (5pm-8pm) |
| 8/17- Town Hall Meeting Make-Up (5:00 pm) |  | 2/12 - End of 2nd Semester – 1st Grading Cycle |
| 8/20- Parent Workshop (6-8pm) |  | 2/15 - Presidents Day Holiday (Pupil Free Day) |
| 8/26 – Back to School Night (5:30 – 7:30 pm) |  | 2/17 - Parent Conferences/ Progress Report Card Distribution |
| 8/28 – Back to School Dance (4:30 – 6:30 pm) |  | 2/22- Town Hall Meeting Make Up (Parent Specialist- 5pm) |
| **September** |  | 2/25 – Parent Workshop |
| 9/4 - End of 1st-5 Week Grading Cycle  9/7 - Labor Day Holiday (Pupil Free Day) |  | **March** |
| 9/9 – Parent/Teacher Conferences (2:00- 4:00 pm) |  | 3/11- Coffee w/ the Principal: Town Hall Meeting (8:00-9:00) |
| 9/11 – Coffee w/ the Principal: Town Hall Meeting (8:00 – 9:00) |  | 3/14- Town Hall Meeting Make Up (5:00 pm) |
| 9/14 – Town Hall Meeting Make-Up (5:00 pm) |  | 3/18 - End of 2nd Semester – 2nd Grading Cycle |
| 9/15 – Picture Day (8:00 – 10:00 am) |  | 3/19 – School Beautification (8:00–11:00)= 3 Volunteer Hours |
| 9/19 – School Beautification (8:00 – 11:00) = 3 Volunteer Hours |  | 3/19 - Saturday Parent Workshop (9am- 11am) |
| 9/24 – Parent Workshop (6:00 – 8:00 pm) |  | 3/21 – 3/25 – Spring Break |
| 9/25 – Club Rush |  | 3/28 – 4/1- Q3 Benchmark Exams |
| 9/28 – 9/30 – Quarter 1 Benchmark Testing |  | 3/30 - Parent Conferences/ Progress Report Card Distribution |
|  |  |  |
| **October** |  | **April** |
| 10/1 – 10/2 – Quarter 1 Benchmark Testing |  | 4/1 – Spring Dance (4:30 – 6:30 pm) |
| 10/9 – Coffee w/the Principal: Town Hall Meeting (8:00 – 9:00) |  | 4/1 – Q3 Benchmark Exams |
| 10/9 – End of 2nd 5 Week Grading Cycle |  | 4/11 – Alliance Professional Development Day (Pupil Free Day) |
| 10/12 – 10/13 – Pupil Free Days |  | 4/15 - Coffee w/ the Principal Town Hall Meeting (8:00-9:00) |
| 10/14 – Parent/Teacher Conferences (2:00 – 4:00) |  | **4/11 – 5/13 – CST Science Window – 8th grade** |
| 10/14 – 10/16 – Re-teaching Standards |  | 4/18 – Town Hall Meeting Make Up (5:00 pm) |
| 10/19 – 10/23 - Character Counts Week |  | 4/20 – Celebration of Learning/Open House (5:30 – 7:30 pm) |
| 10/19 – Town Hall Meeting Make Up (5:00 pm) |  | 4/29 – End of 2nd Semester - 3rd Grading Cycle |
| 10/19 – 10/30 – CELDT Administration |  | **May** |
| 10/29 – Parent Workshop (6-8 pm) |  | ***Dates TBD- SBAC Testing*** |
| 10/30 – Halloween Dance (4:30 - 7:00 pm) |  | 5/4- Targeted Parent Conferences (Pick up Progress Report Cards) |
|  |  | 5/13 - Brunch w/ the Principal- **End of the Year Pot Luck Celebration Town Hall Meeting** (8:00 am) |
|  |  | 5/16- Town Hall Meeting Make Up (Parent Specialist- 5pm) |
|  |  | 5/19 - Parent Workshop (6-8pm) |
| **November** |  | 5/21 – School Beautification (8:00-11:00)= 3 Volunteer Hours |
| 11/11 – Veteran’s Day Holiday (Pupil Free Day) |  | 5/27 – Annual Parent Volunteer Hours due |
| 11/13- Coffee w/the Principal: Town Hall Meeting (8:00 – 9:00) |  | 5/27 - End of the Year Luau Dance (4:30 – 7pm) |
| 11/13 - End of 3rd Grading Cycle |  | 5/30 – Memorial Day Holiday |
| 11/16 – Town Hall Meeting Make Up (5:00 pm) |  |  |
| 11/18 – Progress Report Distribution (2:00 – 4:00 pm) |  |  |
| 11/19 - Targeted Grade Level Parent Conferences (4:00 – 6:00) |  | **June** |
| 11/21 - School Beautification (8:00–11:00)= 3 Volunteer Hours |  | 6/2 – 1st Annual 8th Grade Awards Night |
| 11/21- Saturday Parent Workshop (9am-11am) |  | 6/6 – 6/10 – Finals Week (Grades 6 & 7) |
| 11/23 – 11/27 - Thanksgiving Holiday (No School) |  | 6/6 - 6/10- 8th Grade Activities Week |
|  |  | 6/10 - 8th Grade Promotion Ceremony |
| **December** |  | 6/13 - 8th Grade Diploma Distribution (8-12pm) |
| 12/7 - 12/11 - Q2 Benchmark Exams |  | 6/8-6/10 - Early Dismissal @ 12:00pm |
| **12/11**- ***Brunch w/ the Principal- Pot Luck End of the Semester Celebration*** (Town Hall Meeting- 8:00 am) |  | 6/10 - End of (4th Grading Cycle) Spring Semester |
| 12/14 – 12/19 – Semester Finals |  | 6/13-6/17 – Parent Pick Up 2nd Semester Report Cards |
| 12/19 - End of Fall Semester |  |  |
| 12/22 -12/26- Semester 1 Report Card Pick-Up |  |  |
| 12/25- Office Closed |  |  |
| 12/22 - 1/13 Winter Break (Modified Office Hours) |  |  |
| **January** |  |  |
| 1/11 – 1/12 – Pupil Free Days 1/19 - Town Hall Make Up (5pm) |  |  |
| 1/13 - 2nd Semester Begins 1/23 - School Beautification |  |
| 1/13 – 1/15 – Reteaching Standards 1/28 – Parent Workshop |  |
| 1/15 - Coffee w/ the Principal (Town Hall Meeting- 8:00-9:00) |  |
| 1/18 - MLK Birthday Holiday (No School) |  |
|  |  |

Alliance Leadership Middle Academy — Bell Schedules

Regular Day Bell Schedule

*Monday and Thursday are Periods 1,3,5*

*Tuesday and Friday are Periods 2,4,6*

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Start Time** | **End Time** | **Length** |
| Advisory | 8:00 AM | 8:07 AM | 7 min |
| Per 1/Per 2 | 8:10 AM | 10:10 AM | 120 min |
| Nutrition | 10:10 AM | 10:25 AM | 15 min |
| Per 3/Per 4 | 10:30 AM | 12:30 PM | 120 min |
| Lunch | 12:30 PM | 1:00 PM | 30 min |
| Per 5/Per 6 | 1:05 PM | 3:08 PM | 120 min |
| Advisory | 3:08 PM | 3:45PM | 37 min |

Wednesday Minimum Day Bell Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Start Time** | **End Time** | **Length** |
| Per 1 | 8:00 AM | 8:50 AM | 50 min |
| Per 2 | 8:53 AM | 9:43 AM | 50 min |
| Per 3 | 9:46 AM | 10:36 AM | 50 min |
| Per 4 | 10:39 AM | 11:29 AM | 50 min |
| Lunch | 11:29 AM | 11:59 AM | 30 min |
| Per 5 | 12:03 PM | 12:53 PM | 50 min |
| Per 6 | 12:56 PM | 1:45 PM | 49 min |

Holiday Return Schedule (All Periods)

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Start Time** | **End Time** | **Length** |
| Per 1 | 8:00 AM | 9:05 AM | 65 min |
| Per 2 | 9:10 AM | 10:15 AM | 65 min |
| Nutrition | 10:15 AM | 10:35 AM | 20 min |
| Per 3 | 10:40 AM | 11:45 AM | 65 min |
| Per 4 | 11:50 AM | 12:55 PM | 65 min |
| Lunch | 12:55 PM | 1:25 PM | 30 min |
| Per 5 | 1:30 PM | 2:35 PM | 65 min |
| Per 6 | 2:40 PM | 3:45 PM | 65 min |

12:30 Dismissal

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Start Time** | **End Time** | **Length** |
| Per 1 | 8:00 AM | 8:37 AM | 37 min |
| Per 2 | 8:40 AM | 9:17 AM | 37 min |
| Per 3 | 9:20 AM | 9:57 AM | 37 min |
| Nutrition | 9:57 AM | 10:15 AM | 18 min |
| Per 4 | 10:18 AM | 10:55 AM | 37 min |
| Per 5 | 10:58 AM | 11:35 AM | 37 min |
| Per 6 | 11:38 AM | 12:15 PM | 37 min |

Introduction

Welcome to Alliance Leadership Middle Academy! You are part of an innovative and challenging charter school designed to provide students in some of the most underserved communities in Los Angeles a choice for a better education and future.

**Alliance Leadership Middle Academy is an independent start-up charter school researched and developed by *Alliance College-Ready Public Schools, a nonprofit charter management organization, is to open and operate a network of small high-performing 9-12 and 6-8 public schools in historically underachieving, low income, communities in California that will annually demonstrate student academic achievement growth and graduate students ready for success in college.***

Each year Alliance Leadership Middle Academy is committed to publishing a new Alliance Parent Student Handbook to keep families informed regarding how the school operates and expectations for the new school year. *Please read the handbook with your child, sign the receipt of notification and return it to the school.*

Mission/ Vision

The mission of Alliance Leadership Middle Academy is to operate a small high performance school to prepare each student to enter and succeed in college. The primary strength of Alliance Leadership Middle Academy is the highly accountable educational model guided by our five Alliance core values, which include:

1. High expectations for all students
2. Small personalized schools and classrooms
3. Increased instructional time
4. Highly qualified principals and teachers
5. Parents as partners

The Alliance educational model is based on what research has shown to be best educational practices and will serve as a research and development model for other public schools.

To achieve this mission, parents must remain actively involved in their child’s education and work partnership with the school. At Alliance Leadership Middle Academy, “every student has the ability, and together, we give them the opportunity.”

Character Counts

Character Counts has become an integral part of our school climate and culture. We believe that we need to teach students to be well rounded academically, personally, and socially. We are providing our students with the tools to make better choices to make everyone’s lives better. We do this by working on universal values that are called the Six Pillars of Character. The Six Pillars of Character are trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Expected School-wide Learning Results

Upon Graduation, Alliance Leadership Middle Academy students will be:

**Alliance Leadership Middle Academy Students will be Effective Communicators who**

* have the ability to verbally resolve conflicts.
* are advocates for themselves and others.
* can effectively demonstrate their understanding of material with both written and oral academic language.
* can differentiate and modify their behavior and language base on the given environment.

**Alliance Leadership Middle Academy Students will be Critical Thinkers who**

* participate in the learning process and accept responsibility for their own learning.
* can relate topics across the content areas.
* effectively analyze information to solve real- life scenarios.
* can independently manage resources to maximize learning opportunities.

**Alliance Leadership Middle Academy Students will be Deep Reflectors who**

* participate in setting goals for their own learning.
* self assess their own learning.
* effectively reflect on their learning processes.

**Alliance Leadership Middle Academy Students will be Intentional Learners who**

* takes advantage of the learning going on in the classroom environments.
* appreciates the learning happening.
* is intrinsically motivated.

**Alliance Leadership Middle Academy Students will be Responsible Citizens who**

* respect, appreciate, embrace and advocate for diverse cultures, languages, and people.
* exemplify the six character pillars (Respect, Trustworthiness, Citizenship, Caring, Fairness, Responsibility).
* contribute time and energy to improve their school and community.
* work collaboratively to enhance and support fellow peers across proficiency levels.

Blended Learning for Alliance School Transformation

The Blended Learning for Alliance School Transformation (BLAST) is an integrated technology educational model that builds upon Alliance’s successful college prep curriculum. This new way of learning truly integrates technology into the classroom, making learning more relevant, personalized, and dynamic.

In Leadership Middle Academy BLAST classrooms, students are divided into three rotational groups-- independent (computer supported instruction using adaptive digital content), collaborative (group work based activities) and direct (differentiated small group instruction with the teacher). It is this method of individualized content delivery that we achieve high levels of student engagement focused on learning.

The online digital content addresses individual student needs, ensuring that students are neither held back nor left behind. Students work collaboratively in small groups, creating presentations, videos, and other media that demonstrate understanding of real world issues, while encouraging peer-to-peer cooperation.

BLAST School Signature Practices:

* **Rotation model**
* **Digital agenda/ lesson plans**
* **Standards based rubric bulletin boards**
* **PBL at the collaboration station**
* **Data wall**
* **Student mentors per station**
* **Writing posted and graded with a rubric**
* **Use of the interactive SMART board**
* **Student Real Time Data Accountability**

College YES and STLs

The Alliance College YES project is a new and innovative initiative aimed to increase student achievement in science and increase student awareness of College and Career readiness. This newly implemented College YES project emphasizes the use of project-based learning and technology-infused instruction in science and Advisory classes. The College YES project is funded by a federal grant known as the Investing in Innovation (i3) grant.

Through the use of technology and project-based learning, students are required to develop two projects; one to be created in their appropriate grade level science course and one to be completed in their Advisory class. Students use technology to construct their projects as well as to share their projects with the community outside of the classroom. Upon completion of each project, students share their projects with the school and parents.

One of the unique components of the College YES project is the selected group of students know as Student Technology Leaders (STLs). STLs are a unique group of students who demonstrate a sincere and vested interest in our school’s mission to integrate technology into the school’s learning environment. Student Technology Leaders collaborate with their College YES Advisors to help develop and enhance their school’s technology program. They serve as peer mentors for their classmates and also serve their entire school community as IT support. STLs are a motivated group of students who provide support to the College YES project and successfully model the skills students need to be exceptional students of the 21st Century.

Academic Expectations

Each teacher expects that students will come to class fully prepared, ready, willing, and able to participate in the lessons of the day. The following expectations more clearly explain how students should approach their studies.

Absences

If students are absent, they must contact the teacher to receive assignments for classes they have missed, or follow classroom procedures for obtaining the missed assignment. In the case of a prolonged absence, a student’s parents should contact the office for assistance.

Classroom Attire

Learning deserves an environment of respect and freedom from distraction. All students are required to be in compliance with the dress guidelines.

Classroom Conduct

Students are expected to be on time for each class and not to miss class except in the case of illness or other serious reason. Students are expected to participate in all class activities. Further, they are expected to assist in maintaining order by refraining from disruptive conduct.

Homework

The homework assignments are a major portion of the grade. Homework may be a combination of written assignments, reading, study, and long-term projects or papers. At least two hours should be spent doing homework, in study, and reading each evening. Assignments should be neat, complete and on time.

Students are expected to complete all assignments in accordance with the student’s ability. Any student who habitually does not complete a homework assignment on time will be assigned to an academic intervention program.

Materials

Students are required to bring all necessary materials to class. This includes all textbooks, workbooks, notebooks, pens and pencils, **Alliance Leadership Middle Academy Agenda/Planner,** binder paper, backpack or book bag, and any other materials required by the teacher in a particular class. Each grade level will provide more specific guidelines for materials at the start of the year.

**Student Policies And Procedures**

Agendas

The school is providing all students with an agenda in which they are required to write down their daily homework and other important instructional notes. Students are expected to maintain their agendas in pristine condition. Lost or damaged agendas will have to be replaced for a $10 fee.

Announcements

Every day in advisory student announcements are made to share important updates and information regarding student events. All students should listen carefully and take notes when needed. Announcements can also be found on bulletin boards in the hallways.

Disputes And Disagreements

Students should attempt to resolve any issues with one another in a calm and rational way. If the problem escalates, please consult an objective person, such as the counselor, to mediate for you and help resolve the conflict.

Hall Passes

If it becomes necessary for a student to leave the classroom, he or she ***must*** have both their agenda and a hall pass with them. The hall pass must be accurately filled out in ink. Hall passes are integrated within the student agenda. The number of passes issued to each student will be predetermined by his/her teacher. No more than one student should be out of class at any given time. **There will be no passes during the first and last 30 minutes of the period (M-T-Th-F) or 10 minutes (W).**

Restroom Use

Students should use the restroom before school, after school, and during nutrition and lunch. In ***extreme emergencies***, teachers will give student’s permission to use the restroom during class time.

**School of Choice Provision**

*Each Alliance campus is a school of choice. No student is required to attend, and no employee is required to work at the charter school.*

*Alliance* students living within the attendance area of *Alliance* who do not desire to attend the charter school may attend another school in *Alliance*. Alternatives to the school for these students living within the *Alliance* attendance area who opt not to attend the charter school will be the same as those offered to all other students currently residing in the district. These students may attend other district schools or pursue an inter-district transfer in accordance with existing enrollment and transfer policies of the district or county of residence.

**Uniform Policy**

In the 2015 - 2016 school year, each grade level will be wearing a different color shirt; the colors will be as follows: 6th grade will be in burgundy/maroon, 7th grade will be in dark heather grey, and 8th grade in navy blue.

In order to be in compliance with the Alliance Uniform Policy, only sweatshirts and jackets students will be able to wear will be purchased at the school. Students will not be able to wear their own outerwear for the 2015-2016 school year. In addition, all accessories including but not limited to belts, t-shirts, shoelaces, and shoes must be black, white or grey. Students at each Alliance campus must adhere to a strict uniform policy.

The specific uniform required for Alliance Leadership Middle Academy is as follows and applies to all students:

* **Tops**: Every student must wear a short sleeve or long sleeve Alliance Leadership Middle Academy logo polo shirt.
* **Bottoms**: Solid black dress pants/slacks, or black shorts at knee-length
* **Tucked in Shirts**:All uniform shirts will be tucked in for the entire day, while on school grounds and/or school activities.
* **Shorts**: Shorts must be at or below knee level length.
* **Clothing Size**: Uniform items, including pants, shorts, and shirts, must be no larger than one size of the student’s regular clothing size
* **Undershirts**: Only black, white or grey solid undershirts will be permitted
* **Footwear**: Black, white or gray dress shoes or tennis shoes. All footwear must have closed toes and heel straps. No house shoes, slippers, or sandals of any kind are allowed
* **Accessories**: Scarfs, head/hair wear such as ribbons, headbands, and clips must be black, white or gray

The following clothing items are expressly ***prohibited*** for all students:

* Any pants other than dress pants/slacks
* Inappropriately tight and/or short clothing as determined by administration
* Low-rise and/or hip-hugger pants
* Tights as pants
* Hoop earrings are to be no larger than a nickel
* Spiked accessories
* Clothing with holes, especially if they reveal flesh
* Open-toed shoes, sandals, slippers, house shoes
* Caps, hats, bandanas, hoods, and beanies
* Cut off shorts
* Pull-over sweaters regardless of color
* Clothing worn inside out
* Any clothing that does not properly cover the body
* Any clothing that may be construed as having gang –affiliation (colored shoelaces, initialed belt buckles, cut-out belts, “sagging”/oversized clothing, solid colors of red, royal blue, orange, and purple, etc.)
* Any attire that may be a distraction will be confiscated. Distracting attire includes but is not limited to accessories such as extra clothing pieces, and excessive and/or large pieces of jewelry.

**Out-Of Uniform Consequences**

Parents will be contacted immediately when their student is not adhering to the uniform policy described above. If a student is out of uniform, parents will be asked to bring the student a change of clothes before the student may return to class.

In the event that the parent is unavailable, the student will receive a dress code violation slip and assigned an automatic after school detention. Students with dress code violation slips are expected to be responsible and show slip to teacher upon request.

Students are expected to be responsible for coming to school in uniform prepared to learn and to check their own attire. Please be aware that, all staff will conduct uniform checks routinely. Students who are not in compliance with the uniform policy will be dealt with on an individual basis by the administration.

All students whose attire is in violation of Dress Code policy face disciplinary action and depending on the severity of the violation, students may not be permitted to return to class until they have changed.

**Free Dress Guidelines**

1. Boys and girls are permitted to wear casual pants, including clean and ***un-torn*** ***or frayed*** jeans.
2. Boys and girls are permitted to wear T-shirts, sweatshirts or other casual shirts/blouses provided they are modest and do not make reference to drugs, alcoholic beverages, taverns, offensive activities or sexual content, etc. “Double meaning” T-shirts are not permitted.
3. Bare midriffs and clothing that is sexually suggestive or fails to conceal undergarments, back, abdomen, and cleavage will not be allowed. This includes, but is not limited to, halter tops, short shorts/skirts, bathing suits, tank tops, low-cut tops/dresses, or muscle shirts.
4. Gang attire of any kind will not be allowed. This includes gang-related clothing, solid colors of red or blue clothing or accessories, including but not limited to bandannas, or other symbols, emblems, or insignia are prohibited. Gang-related web belts with or without punched out metal buckles are prohibited. Dangerous clothing accessories are prohibited (i.e., spiked jewelry, studded collars, studded belts).
5. Girls may wear casual pants, skirts, shorts and skorts and appropriate blouses. Skirts and skorts must be the appropriate size and must fall just above the student’s kneecaps.
6. Sandals are not permitted for either boys or girls.
7. Neither boys nor girls are permitted to wear caps or hats. Hats are not to be worn during any school time.
8. Any student, who has doubt about what to wear, should simply not wear it.

**College and Club Wear Friday Guidelines**

In order to promote College-Readiness and school spirit, students are allowed to wear “college gear” and Alliance Leadership Middle Academy Club T-shirts on Fridays. Students must abide by the following guidelines:

* Boys and girls are permitted to wear college shirts with uniform policy pants, shoes and accessories.
* Boys and girls are permitted to wear college sweaters, pullovers, and jackets along with uniform shirt, pants, shoes and accessories.
* Boys and girls are permitted to wear Alliance Leadership Middle Academy Club shirts with uniform policy pants, shoes and accessories.

**Physical Education Uniform**

All students taking physical education courses are required to “dress” for physical education every day. A supervised changing area with separate areas for males and females will be available. The physical education uniform required for Alliance Leadership Middle Academy School is:

* **An Alliance Leadership Middle Academy t-shirt with school logo**
* **Alliance Leadership Middle Academy shorts or solid black sweatpants**
* Tennis shoes

**The physical education uniform is only to be worn for P.E**. Students will be required to change back into the school uniform when the class ends each day.

**Attendance Policy**

Classroom attendance is essential to the learning process and is required by the CALIFORNIA EDUCATION CODE and Alliance Public Charter Schools. Student success has a direct correlation with consistent and punctual attendance in class and school related events. Students with good attendance records achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school.

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

Alliance schools strive to achieve at least a 97% attendance rate each month and for the year. The following guidelines have been adopted and will be enforced at Alliance Leadership Middle Academy.

**School Hours / Schedule**

Alliance Leadership Middle Academy will be open from 7:30am – 4:00pm throughout the school year. If you would like to speak with any staff member, including teachers, or an administrative designee, please call to make an appointment. You can reach us at (323) 920-4388.

The school day begins at 8:00 am daily and ends at 3:45 pm on Monday, Tuesday, Thursday, and Friday. On Wednesdays, school is out at 1:45 pm. Classes are two-hour blocks and follow and even/odd schedule: Even periods on Monday and Thursday, and odd periods on Tuesday and Friday. Students go to all classes on Wednesday and are dismissed early so that teachers may attend professional development activities.

**Parent notification of student absence**

A staff member will call home within the first forty-five minutes of the start of the instructional day if a student is not present. If possible, parents should call the school to explain the reason for the student absence, before 8:00 a.m.

**Procedure for clearing absences**

The Alliance Leadership Middle Academy attendance policy allows students a maximum of two (2) days to excuse an absence. When a student returns to school after being absent, he/she must provide the Main Office with a dated note with contact information from a parent/guardian explaining the reason for the absence and the duration. After office staff has verified the letter, the student will receive an “Admit Slip” to return to class.

Admit slips will only be issued with an ink/type written note that includes:

1. Student's name

2. The reason for absence

3. The date(s) the student was absent

4. Valid telephone number

5. A parent/guardian signature

The student must keep the admit Slip in a safe place and present it to each teacher at the beginning of each period until ALL periods have “cleared” the absence(s). Students will not be admitted to class without an Admit Slip.

Every absence due to illness requires a doctor’s note to excuse the absence. A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.

**Excused absences**

Absences are those that are recognized by the state as legal excused absences:

* If a student is personally ill, and his/her attendance in school would endanger his/her health or the health of others;
* Health (with documentation provided by medical professional);
* Serious illness or death in the student's immediate family necessitates absence; Funerals (for immediate family, with program and/or obituary provided, & max three (3) days if not local);
* Special/recognized religious holiday observed by student's faith;
* A required appearance in a court of law;
* Any other state / federal legal obligations.

**School-related absences**

* Field Trips
* Academic Events
* School Office Appointments
* Suspension

**Unexcused absences**

Absences not defined above as “excused” are unexcused absences, also included are:

* Unverified absence
* Truancy
* Tardy
* Absence due to taking an early vacation or extending a vacation.

***Ten (10) absences will result in the student losing his/her enrollment.***

**Protocol for Excessive absences**

Poor attendance in school is considered a characteristic of a student who is not college-ready. When absences become excessive the following measures will be implemented on a semester basis:

* 2 unexcused absences = Parent Conference
* 3 unexcused absences = Parent Conference & Probationary Status Contract Placement
* 5 unexcused absences = Voluntary WITHDRAWAL from the 6-8 Learning Community

**Long-term absences**

Learning works best when each student attends every day. Although occasional absences are unavoidable, long-term absences pose a special challenge to learning. Class participation and group projects are vital components of the educational program, and a student’s long-term absence will seriously impact his/her mastery of important course concepts and skills. Parents/guardians of a student who is absent for an extended period due to illness, injury, or family emergency should contact the Main Office in advance with an estimate of how long the student will be absent. Periodic updates would be appreciated.

Faculty and staff will work on a case-by-case basis with parents/guardians to help keep an extended-absent student from falling behind. A student must obtain a long-term absence study contract from their teachers if leaving the school for an extended period. A student returning from an extended absence may require supplemental tutoring and/or remediation beyond the school to attain proficiency.

**Make-up Assignments**

Teachers will set their own class policies for submitting assignments when absent. Please note teachers may have a no late work policy. Additionally, missing due dates will result in Non Passing grades (NPs). Students must make-up all assignments, and may be allowed to make-up tests, and quizzes upon returning to school. Students should always try to get his/her assignment(s) from their classmates or teachers while they are absent to prevent them from falling behind. Upon the first day of his/her return to school, it is the student’s responsibility to check in with the teacher about missed work and due dates.

A student who will be absent for three consecutive school days may get his/her assignments by contacting the Office or emailing the office manager in advance. When requesting assignments, please keep the following in mind:

1. Upon a request for missed work, teachers will submit the assignment to the student office within 24 hours of the request.
2. Please do not request assignments for students who have been or will be absent fewer than three consecutive school days.

**Tardiness Policy**

The instructional day begins at 7:55 a.m. with the ringing of the warning bell. Students are expected to be in seats ready to engage in the instructional program by 8:00 a.m. Tardiness to school is considered a characteristic of a student who is not college-ready.

To provide our students with the best possible education, each Alliance campus has adopted a***Tolerate No Tardies******(TNT) Policy.*** The Parent/Student/Staff School Compact states “students can and will achieve when there is a collaborative effort between staff, administrators, parents and students…” students and parents are expected to plan their time effectively in order for students to arrive to class on time at 7:45 a.m. It is our belief that each child should be entitled to maximum instructional time each day, each period; therefore a tardy policy will be implemented which supports and reinforces our school’s mission. Unexcused tardies to school are cumulative for the duration of one semester with the following consequences in place for tardiness:

Morning Tardies

1-3 days tardy = Detention

4-5 days tardy = Parent Phone Conference

6 or more days tardy = Parent Conference & Alternate Academic Plan

Between Class Tardies

1 = Warning

3 = Break and/or Lunch Detention with the Teacher

4 = Afterschool Detention (30 Minutes)

5 = Parent Conference & Daily Behavior Plan

Under the *Tolerate No Tardies Policy* a student who arrives at school after the 8:00 a.m. bell is considered tardy. All tardy students should report directly to the office with their parent. A tardy may be excused if a parent calls before arrival or accompanies his/her child into the school building to sign him/her in with a valid excuse as determined by administration.

**Graduation Requirements**

To successfully be promoted from an Alliance College-Ready Middle School, each student must:

* Take and pass **all** courses with a grade of C or higher.
* Comply with Academic Probation Contracts (if applicable).

Promotion Ceremony Requirements

To participate in the Alliance Leadership Middle Academy promotional ceremony each student must:

* Return all school textbooks, technology and/or paid fines.
* Pass all classes (including Advisory and Physical Education) with a “C” or better.
* 8th grade dues paid in full.

Advisory

Providing a personalized learning environment in our schools through Student Advisory is a core value in the Alliance educational model.

Students learn best in small learning communities where their education is personalized, where they know their teachers, where their teachers and all adults in the school know them, where advisory structures connect each student with a personal learning team, and where there is student voice in all aspects of the school that directly affect them.

Student voice is essential in all aspects of the school, that directly affect student learning, interests and needs through structures such as advisory groups that connect each student with a personal learning team. In the advisory period no student is allowed to “fall through the cracks” of anonymity.

The advisory focuses on four primary areas: 1) Personal Development, 2) Social Responsibility, 3) College and Career, 4) Community Building. The Advisory Teacher serves as the students’ counselor for three years so that students are connected to a consistent adult for guidance with studies, student relationships, and planning for High School. All students will be well known and supported through small advisory groups of 20-25 students. A credentialed teacher will serve as advisor and will work with the same students through graduation. The advisory structure will provide a small focused support group to motivate and support each individual student’s progress.

Grades

Academic Grades

Alliance graduation requirements and grading policies are in alignment with University of California (UC) and California State University (CSU), undergraduate admissions requirements. Like the UC, CSU and other accredited colleges and universities throughout the United States, Alliance students may earn passing grades of “A”, “B”, and “C.” The Alliance does not issue the letter grade of “D,” since colleges & universities do not accept “Ds” for college admission. Students who do not demonstrate proficiency in a course will earn a grade of Not Proficient, “NP. Alliance Leadership Middle Academy follows the Alliance Grading Scale:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Scoring Rubric** | | **Description of Performance** |
| **A** | **4.00** |  | **ADVANCED**- Student has advanced and detailed understanding beyond expectations of the standard and can apply complex ideas & processes for the standard. |
|  | 3.40 | Student understands all the skills and concepts important to, and beyond the expectations of the standard. |
| **B** | **3.39** |  | **PROFICIENT**- Student has a complete and detailed understanding of all information important to expectations for the standard. |
|  | 2.70 | Student understands the skills and concepts important to the standard with no significant errors. |
| **C** | **2.69** |  | **BASIC**- Student has a complete understanding of the information important to the standard but not in great detail. |
|  | 2.00 | Student has an incomplete understanding of the standard and/or misconceptions about some of the information important to the standard. |
| **NP** | **1.99** | Below | **BELOW / FAR BELOW BASIC**- even with help, student demonstrates no understanding or skill. Or, insufficient student work to judge higher. |
|  | **X** |  | Missed Assignment. Student not present or not enrolled when assignment given. Not included in calculating grade. |
|  | **Z** |  | Assignment not submitted. Would count as a 0 in calculating the grade. |

Academic Honesty Policy

The Alliance Leadership Middle Academy faculty and administration believe in academic integrity, and the principle of the honor code. Students are expected to do their own homework, to test without external resources, and to submit original work for all assignments.

* Plagiarism—submitting another person’s work as your own.
* Submission of falsified dates, written or oral.
* Copying another student’s work during an exam.
* Aiding other with acts of plagiarism and/or copying.
* Theft or unauthorized access to an exam.
* Use of a proxy (substitute student) or agreeing to be a proxy during an exam or activity.
* Use of unauthorized materials or equipment, including electronic devices, during an exam.
* Changing, altering or fabricating a grade, score, or any other academic record.
* Unauthorized communication with any other person during an exam.
* Stealing, tampering with, or damaging school computer files, disks, materials or any other school property.
* Stealing or destroying the work of another student.

Academic Dishonesty Consequences

*1st Offense*: "NP" on assignment/test. Teacher notifies parent. Consequences assigned. Incident reported to administration via referral. Consequences shall include 10 hours of community service. Notice entered into student’s central file and all teachers on student’s schedule notified.

*2nd Offense:* "NP" on assignment/test. Teacher holds conference with parent. Student shall be assigned an additional 20 service hours and notice entered into student’s central file. Administration may assign further consequences.

*3rd Offense:* Further consequences, including a mandatory parent conference with assigned administrator, in addition to student behavior contract will be assigned.

**ANY STUDENT THAT IS FOUND TO BE IN VIOLATION OF THE ACADEMIC HONESTY POLICY AT ANY POINT DURING HIS/HER CAREER AT COMA WILL NO LONGER BE ELIGIBLE FOR THE ACADEMIC VALEDICTORIAN OR SALUTATORIAN HONORS DURING GRADUATION.**

**Life Skills**

Life skill grades are based on four primary areas: Participation in class, Behavior, Working in groups, and Classwork/Homework completion. Students will be graded on a 4-1 scale.

4 - Advanced

3 – Proficient

2 - Basic

1 - Below Basic

Incomplete Grades

A teacher may determine that a student shall have more time to complete required coursework due to an extended illness, death or illness in the family, or other reason deemed to be of an extenuating nature. The teacher may assign the student an Incomplete (“I”), with a deadline to make up the assigned work. Upon completion of the assigned work or by the deadline, the teacher will submit a grade change form to officially change the “I” to a letter grade. If a student does not complete the work by the deadline, they risk failing the class.

**Progress Reports**

Official progress reports are distributed at parent conferences according to the following schedule:

* 5-Week Fall Progress Report (9/4/15)
* 10-Week Fall Progress Report (10/9/15)
* 15-Week Fall Progress Report (11/13/15)
* Report Card- Final Fall Semester (mailed by Dec. 24)
* 5-Week Spring Progress Report (2/12/16)
* 10-Week Spring Progress Report (3/18/16)
* 15-Week Spring Progress Report (4/29/16)
* Report Card- Final Spring Semester (mailed by June 17)

***\*\*\*If parents/guardians are not able to attend parent conferences, the progress reports and/or report cards need to be personally picked up from the main office following the conference date. If the parent/guardian cannot personally pick-up the progress reports and/or report cards, an official request can be made in writing along with a self-addressed, stamped envelope.\*\*\****

Keeping Track Of My Child’s Progress

To access your child's information on the Internet, you will need the following information:  
1. The website location:

Pinnacle Excelsior: [https://laalliance.gradebook.net/pinnacle/piv](http://mail.laalliance.org/exchweb/bin/redir.asp?URL=https://laalliance.gradebook.net/pinnacle/piv" \t "_blank)  
2. Your Username  
3. Your Password  
This information is distributed to parents by Friday of the second week of school. It is also available in person by contacting the Office Manager.

California Assessment of Student Performance and Progress (CAASPP)

The California Assessment of Student Performance and Progress is a mix of online and paper-pencil assessments given by the State of California. The online component contains the Smarter Balanced English language arts/literacy (ELA) and mathematics tests. The paper-pencil component includes CST/CMA/CAPA science tests and the options STS for RLA. All students in grades 3 – 8 and grade 11 take the online Smarter Balanced portion of the test, and grades 5, 8 and 10 take the CST in science.

School- Home Communication

Teachers Contacting Parents by Phone

Expect regular phone calls from teachers regarding your child’s progress. If you do not hear from one of your child’s teachers, do not assume your child is doing satisfactory work. The only way to assure your child is on track is to communicate with your child’s teachers by phone, email or by setting up an appointment.

Teleparent

Staff members and/or parent volunteers call home on a regular basis to inform parents of school events and to discuss specific issues regarding individual students. The school also uses a “Teleparent” system to remind parents of schedule changes, holidays, or other important announcements. Please make sure that you provide the office with the phone number that is best for receiving such calls. Should you wish to change this contact number during the school year, please provide the office with the change in writing.

**School correspondence**

School bulletins (*sent home each Thursday*), monthly calendars, flyers and letters from the Principal are sent home with students on a regular basis. Please ask your child or check your child’s backpack for school correspondence in order to keep abreast of what is happening at school**.\*\*\* Note: Parents can earn parent involvement hours for reading and signing correspondence, upon teacher verification.\*\*\***

Home- School Communication

**Change of Contact Information**

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

**Parents Contacting Teachers**

All teachers and staff members have email accounts where they can be easily contacted. From the school website, you may click on the teacher’s name and contact at the bottom of the page, to send an email. You may also contact teachers by leaving a message with the main office.

**Messages and deliveries to students**

Students may not use the office telephones except for school business or emergencies approved by the administration. In an effort to limit classroom disturbances, staff will only deliver urgent messages to students during the instructional periods.

**Visitors**

Parents/guardians of current students are welcome to visit the school. All visitors must enter and sign-in at the Main Office. Students may not have friends, siblings, or other relatives visit them at school at any time.

Prospective students, who would like visit the school, can do so if accompanied by a parent or guardian on a scheduled tour accompanied by a school administrator.

**Suspensions and Expulsions**

**Nondiscrimination Policy**

The Alliance Leadership Middle Academy is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. Alliance Leadership Middle Academy prohibits discrimination and harassment based on an individual's actual or perceived sex (including pregnancy, childbirth, or related medical condition), sexual orientation, gender (including gender identity), ethnic group identification, race, ancestry, national origin, religion (including religious accommodation), color, mental or physical disability, age, marital status, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by any ACRPS. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating. This nondiscrimination policy covers admission or access to, or treatment or employment in, all school programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in school programs or activities.

**Sexual Harassment Policy**

The Alliance Leadership Middle Academy is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, or persons doing business for the school is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy. Alliance Leadership Middle Academy considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Any student or employee of the school who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator so that appropriate action may be taken to resolve the problem.

**Discipline Policy**

Each Alliance campus will develop, maintain, and implement a comprehensive student discipline policy. The discipline policy will not be discriminatory, arbitrary, or capricious, and will follow the general principles of due process. The policy will be adapted as needed in regard to the discipline of a student with special needs as determined by the provisions of the IDEA. The school will follow Alliance policy and the law regarding the discipline of special education students and will notify the appropriate Alliance office responsible for student discipline proceedings if it expels any student whose home school is a Alliance school.

The discipline policy will be reviewed with students and parents upon admission to the school and signing of the parent/student/staff compact. By signing the Parent/Student/Staff School Compact, students and parents acknowledge their understanding of and their responsibility to the standards set forth in the discipline policy. The discipline policy will define student responsibilities, unacceptable behavior, and the consequences for noncompliance.

**Code of Conduct**

*Student responsibilities will include, but not be limited to:*

* Following all rules of behavior and conduct
* Respecting fellow students and school personnel
* Attending classes regularly and on time
* Completing all assigned work (to the best of the student’s ability)
* Being prepared for class (bring materials e.g. books, homework)
* Participating in all assessment measures (e.g. tests)
* Respecting the property of the school and others
* Keeping the campus clean
* Wearing school uniform

*Unacceptable student behavior includes, but is not limited to:*

* Excessive talking unrelated to instruction
* Classroom disturbance
* Eating in class
* Horseplay/pushing/throwing/running/yelling
* Bringing i-pods, cell phones, video games, etc.
* Cheating
* Inappropriate use of technology and telecommunications
* Use, possession or sale of alcohol, tobacco or a controlled substance.
* Fighting
* Possession of a knife, gun, explosive or other dangerous objects.
* Destruction of school property
* Theft
* Failure to follow school determined of lawful directions of staff members.

*Students who violate the school rules are subject, but not limited to:*

* Verbal warning
* Loss of privileges (e.g., detention)
* A notice to parents
* Conference with student/parent
* Suspension

Any student who engages in repeated violations of behavior will be required to attend a meeting with the school’s staff and the student’s parent. The school will prepare a specific, written remediation agreement outlining future student conduct expectations, timelines, and consequences for failure to meet the expectations.

**Suspension and Expulsion**

Students who present an immediate threat to the health and safety of others may be suspended or expelled. A written remediation plan will be prepared that clearly describes progressive discipline measures, grounds for suspension and expulsion, minimum/maximum number of consecutive days of suspension, notification process to parents of suspension, reasons for suspension, appeal process, length of suspension, and provision for student’s education while suspended.

A student may be suspended or expelled for any of the acts enumerated in this section and related to school activity or school attendance that occur at any time, including, but not limited to, any if the following:

* While on school grounds.
* While going to or coming from school.
* During the lunch period whether on or off the campus.
* During, or while going to or coming from, a school-sponsored activity.

**Alternatives to suspension**

The Alliance Leadership Middle Academy is committed to following LAUSD Bulletins 5655.1 and 6231.0. These Bulletins outline LAUSD’s Guidelines for Student Suspension (5655.1) and Discipline Foundation Policy (6231.0). These Bulletins require school administrators to utilize positive behavior support and interventions for violations, prior to or in lieu of suspension, to solve disciplinary issues. Ouchi-O’Donovan is committed to developing a Positive Behavior Support Matrix, as well as utilizing Alternatives to Suspension, except in instances where LAUSD Board Policy requires suspension.

**Reasons for suspension**

The school may suspend a student for any of the following reasons as specified in the California Education Code section 48900:

1. Possessing, selling, or furnishing a firearm (E.C. 48915(c)(1); 48900(b)
2. Brandishing a knife at another person (E.C. 48915(c)(2); 48900(a)(1) and 48900(b)
3. Unlawfully selling a controlled substance (E.C. 48915(c)(3); 48900(c)
4. Committing or attempting to commit a sexual assault or committing a sexual (as defined in 48900[n]) E.C. 48915(c)(4); 48900(n)
5. Possession of an explosive E.C. 48915(c)(5); 48900(b)

**Reasons for Expulsion**

Students may be expelled from school for any of the following reasons as specified in the California Education Code section 48915:

* Possession, selling or furnishing of any firearm, knife, explosive, or other dangerous object.
* Brandishing a knife at another person
* Committing or attempting to commit a sexual assault or committing a sexual battery.
* Unlawful possession or selling of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
* Possession of an explosive.

**Process for Suspension and/or Expulsion**

*Informal Conference*

Suspension will be preceded by an informal conference conducted by the administrative staff, with the student and the student’s parent. The conference may be omitted if the administrative staff determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or school personnel. If the student is suspended without a conference, the parent will be notified of the suspension, a request for a conference will be made and conducted as soon as possible.

*Notice to Parents*

At the time of suspension, a school employee will make a reasonable effort to contact the parent by telephone or in person to be followed up with a written notification. This notice will state the specific offense committed by the student. In addition, the notice may also state the date and time the student may return to school. If the school officials wish to ask the parent to confer regarding matters pertinent to the suspension, the notice may note that the parents are required to respond to this request without delay and that student violations of school rules can result in student expulsion from the school.

*Length of Suspension*

The length of suspension for students may not exceed a period of 10 continuous days unless an administrative recommendation has been made and agreed to by the student’s parent. If a student is recommended for a period of suspension exceeding 10 continuous days, a second conference will be scheduled with the parent to discuss the progress of the suspension upon the completion of the 10th day of suspension. All reasonable arrangements will be made to provide the student with classroom material and current assignments to be completed at home during the length of the suspension.

*Recommendations for Expulsion*

Students will be recommended for expulsion if the administrative staff finds that at least one of the following findings may be substantiated:

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

*Expulsion Hearing*

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing will be held within 30 days after the administrative staff determines that the student committee an act subject to expulsion. The hearing may be presided over by the School Board of Directors or an administrative hearing panel appointed by the Board.

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

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based.
3. A copy of the school’s disciplinary rules that relate to the alleged violation.
4. The opportunity for the student or the student’s parent to appear in person at the hearing.
5. Parent has a right to be represented by an attorney.
6. Parent has a right to bring witness, written statements, written documents

Written notice to expel a student will be sent by the administrative staff to the parent of any student who is expelled. This notice will include the following:

1. The specific offense committed by the student for any of the acts listed above in “Reasons for Suspension and/or Expulsion.”
2. Notice of the student’s or parent’s obligation to inform any new district in which the student seeks to enroll of the student’s status with the school

**Appeal of Suspension or Expulsion**

The suspension or expulsion of a student will be at the discretion of the school administrative staff (or the administrative staff designee). Parents will be notified in advance to enactment of the suspension or expulsion and can appeal a student’s suspension or expulsion. A suspension appeal will be heard by the administrative staff, and upon consideration, the administrative staff’s decision is final. An expulsion may be appealed within five working days. The student will be considered suspended until a meeting is convened to hear the appeal (within ten working days) at which time the student’s parent must attend to present their appeal. The appeal will be heard by a fair and impartial panel of representatives, assigned by the School Board of Directors. The decision of the panel of representatives of School Board of Directors will be final.

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

**Rehabilitation Plan**

Pupils who are expelled from the school shall be given a rehabilitation plan upon expulsion as developed by the school governance council at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan will include a date not later than one year from the date of expulsion when the pupil may reapply to the charter school for readmission.

**Readmission Plan**

The decision to readmit a pupil or to admit a previously expelled pupil from another Alliance or charter school shall be at the sole discretion of the school’s governance and the pupil, parent or guardian, or representative, to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The pupil’s admission or readmission is also contingent upon the capacity of the school at the time the pupil seeks admission or readmission.

**Data Collection and Reporting – Special Education**

The school will collect and produce data regarding the suspension and expulsion of special education students as required by the Special Education Modified Consent Decree.

Discipline procedures for students with special needs will include positive behavioral interventions.

**Meals**

All students are provided with both nutrition and lunch during the school day.  Nutrition will be served four days a week and is 15 minutes long.  Lunch is served everyday and is 30 minutes long. Students in the lunch line are identified using a student ID scanner, using the barcode on the student’s school ID card.

Each student is asked to submit an eligibility form, available in the main office, to determine eligibility for free or reduced-price lunch.  Students who qualify for free lunch receive one nutrition meal and one lunch meal each day free of charge.  Students qualifying for reduced-price lunch will be charged ***$0.30*** for nutrition and ***$0.40*** for lunch.  Students who do not qualify for free or reduced-price lunch will be charged the full price of ***$2.00*** for nutrition and ***$3.00*** for lunch.  Second meals, regardless of student eligibility, cost ***$ 2.00*** for nutrition and **$3.00** for lunch.  Students may prepay by submitting deposits to the school’s office manager in the main office (no payments are accepted in the lunch line).  Students with outstanding balances will receive a billing statement from the school each month.  Please pay the indicated amount promptly. Students may bring a packed snack/lunch provided by their parent/guardian that may only be eaten during Nutrition or Lunch.

**outside Food & Drink**

Students are not permitted to bring any outside food or drink on to campus. This includes but is not limited to: chips, soda, sports drinks, ice tea, coffee, candy, gum, sunflower seeds. Outside food and drink items will be confiscated. Repeat offenders will require a parent conference.

**Health Services**

Basic health services are offered in the Main Office. Although the school does not have a health specialist on staff, a school staff member is available to provide assistance during school hours.

**Procedures:** Students in need of health services during class time must obtain a Health Referral from their teacher. A student must then report directly to the Office where a staff member will determine the student’s needs and take appropriate action.

**Non-prescription Drug Policy:** School employees ***may NOT*** distribute any non-prescription medication. Students may NOT carry, consume, or distribute any non-prescription medication for pain relief (or for any other reason) to anyone.

**Prescription Drug Policy:** Students ***may NOT*** carry or distribute any prescription medication for any other reason. If a student has been directed by a physician to consume prescribed medication, it must be submitted to the office, in order to be log-in and secured. All medication must be in its original packaging, labeled with the students’ name, physicians contact information and accompanied by administration factsheet.

**Administrative Supervision**

Supervision is provided for all school sponsored programs, activities, and meals during the instructional day. Unless otherwise noted for a specific school sponsored program or activity, hours of supervision at school begins 30 minutes before and after school ends.

On a regular-schedule day, supervision will begin at 7:30 a.m. and conclude at 4:00 p.m. On Wednesdays supervision will be from 7:30 a.m. to 2:00 p.m. For students that participate in the Afterschool ALL-Stars supervision will conclude at 6:00pm (Mon - Fri).

To insure the safety of our students, it is important that students do not arrive before their appropriate start time and that they leave promptly at the conclusion of his/her school day. Students who linger on or near campus will be sent home. Should any student create a disturbance by lingering before or after school, disciplinary action may be taken.

School administration, staff, and parent volunteers are available to help insure our campus remains safe and students are following traffic laws when crossing the street. Students are to obey all directions from supervisory staff and parent volunteers.

***\*\*\*\*Alliance Leadership Middle Academy is a closed campus. This means that once a student arrives at school he/she is not allowed to leave and return without proper documentation.***

**Personal property**

Students will be solely responsible for bringing items to school and must watch their belongings carefully. The school is not responsible for any loss or damage to personal items. It is best for items that are not related to the instructional program (i.e. iPods, PSPs, Cell Phones, etc.) to be kept at home.

**Cellular Phones**

Alliance Leadership Middle Academy does not recommend that students bring any electronic devices to school. Students are ***only*** allowed to bring cellular phones to school in case of the need for parent contact during an emergency situation outside of the supervised instructional day. If you want your child to carry a cellular phone to school, the device must be off and put away for the entire instructional day.

Students ***may NOT*** call or text on their personal phones for a parent/guardian pick-up during the instructional day for any reason other than a school emergency as determined by administration. Students who do not follow this rule will have their phones confiscated. ***Only*** a parent or guardian may collect any item confiscated from a student.

***Parents who need to contact their child during the day must call the main office, 323-920-4388.***

**Skateboards and Bicycles**

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

**Lost and Found**

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

**Textbooks**

Textbooks will be issued for all courses. The clerk will check out textbooks directly to the student. Students are responsible for the textbooks in which are issued to them. Charges will be applied for books that are lost or damaged. The school is not responsible for stolen, lost, or damaged books. Report lost books immediately. A replacement fee will be charged and must be paid by the end of the semester. Withdrawing or transferring students must have returned all school materials, books, and equipment before any transfer records will be released.

Lost book…………………………. Full textbook price

Damaged………………………….. $50 or more (depending on amount of damage)

Fines may be paid by cash or by money order. Personal checks will not be accepted.

**School Activities**

(Please note that students may be prevented from participating in school activities if there is an existing school debt)

Field Trips

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

**Associated Student Body (ASB)**

Student council is an important key to what happens at each Alliance campus. Students, with the help of faculty, plan and carry out the many activities and events in which make the school great. There are many opportunities for students to become involved. The purpose of Student Council is to promote positive student morale and to plan, fund and sponsor events throughout the year. Students can participate in a variety of roles on Student Council from Executive and Class Officers.

**Dances and School-sponsored Events**

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

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

***Dancing:***  
All dancing should be done with dignity and self-respect. This is your warning!!  
This includes, but is not limited to: MOSHING, SLAM, BODY/CROWD SURFING and BUMP/GRIND. Any chaperone seeing any of the mentioned types of dancing or the like, will ask the student(s) to call home and he/she will be removed from the dance. If you are removed from the dance – you will not be allowed to attend the next scheduled dance.

***Additional Items:***  
Glow Sticks are not allowed at any dance. Students with glow sticks will be asked to dispose of them. Dances are for dancing and not running around the MPR. Chaperones should not have to address this issue.

**Clubs**

The school will have a variety of clubs and will consider adding new ones each year in response to students’ interests and faculty sponsorship.

**AFTERSCHOOL ALL-STARS**

ALMA received a grant that currently funds our after school program. Through All-Stars students can participate in activities that are centered around health and fitness, the visual and performing arts, youth leadership, and community service and preparation. These activities are free of charge to the students.

**Parent Engagement**

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

**Parent/Student/Staff School Compact**

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

**Parents as Partners (Parent Engagement Policy)**

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

The school believes:

* Parents are partners and are needed to take active and meaningful role to insure the success of the school.
* Parents must be meaningfully and actively engaged in their child’s education and responsible for supporting their child’s learning at home.
* Parents must also understand what it will take to prepare their child for college.
* Parents are encouraged to support the goals of the school through their voice and through volunteering a minimum of 40 hours per year.
* Attend at least 4 Parent Education Academy Sessions each year
* Complete an annual parent satisfaction survey

**Tips To Help Your Child Succeed**

Research shows that effective and consistent parent participation leads to student success. Below are some suggestions to help your child succeed academically.

***Tips to Help Your Child Succeed***

1.  **Encourage your child to be an active and responsible learner who completes and turns in assignments and homework when they are due and seeks assistance when needed.**

2.  **Ensure that your child arrives to school on time each day and supports school policies such as discipline, safety, proper school attire, textbook care, etc.**

3.   **Review your child’s agenda and encourage your child to use it on a regular basis to keep track of homework assignments, projects, exams and other important school events.**

4. **Monitor your child’s overall progress on a regular basis.  Do not wait until progress reports and report cards are issued to find out how your child is doing in school.**

5.   **If your child is struggling with their schoolwork or needs help, speak with your child’s advisor and/or teachers and ensure that your child attends after school tutoring.**

6.  **Help your child establish a regular time and place to study and to complete their homework and school projects.  Make sure your child’s study area is well-lit and is stocked with necessary school supplies.**

7.   **Talk to your child about what is happening at school and what they are learning.**

8.   **Encourage your child to read for pleasure and limit TV, video game and Internet usage.**

9.   **Attend all scheduled parent/teacher conferences, school activities and parent educational workshops.**

10. **Support your child’s school by volunteering a minimum of 40 hours each year.  Contact the school for more information.**

**Volunteering**

There are a number of ways you can volunteer and demonstrate your commitment. Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically. Each family is encouraged to volunteer 40 hours per school year. Twenty hours should be applied to supporting the school and 20 hours should be applied to supporting your child academically. (For more information, refer to the Volunteer Policy and Guidelines.)

*Possible volunteer activities to support the school include:*

* Office support
* Fundraising activities
* Breakfast and lunch distribution
* Field trip assistance and supervision
* Special events assistance
* Arrival and dismissal supervision
* Yard supervision
* Visitor’s supervision
* Volunteering in our parent center
* Take-home assignments
* Initiating phone trees
* Leadership activities such as serving as the parent representative for your child’s advisory class, participation in the parent advisory committee, school board of directors, or participating in other school committees

*Possible volunteer activities to support your child academically include:*

* Saturday parent workshop participation
* Classroom visits
* PE Supervision
* Classroom support
* Tutoring support
* Serving as a parent mentor
* Assisting with the development and dissemination of the school newsletter

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

*How to volunteer*

Review the descriptions of possible volunteer activities and sign-up for a specific volunteer activity at the Parent Orientation or during Back to School Night. A schedule will be developed based on your interests and availability. At the beginning of each month the parent volunteer schedule will be sent home with students and will be posted in the parent center or school bulletin board. Feel free to call the school at the beginning of the school year or any time thereafter to volunteer.

**Leadership Opportunities for Parents**

Volunteers who serve as parent leaders on a school committee or special activity for the entire school year or for the duration of a particular project will automatically earn 20 hours of service credit.

Leadership opportunities for parents include participation in the following committees:

* Advisory Committee
* School Board of Directors
* Welcome Week Committee
* Communications Committee/Parent Representative for your child’s advisory class
* Teacher Appreciation Committee.
* School Beautification Committee
* Recruitment Committee

**Educational Workshops for parents**

***Parents are encouraged to attend four educational workshops each year.*** This will count towards the annual 40-hour volunteer service commitment. To participate in a workshop or special training for parents, refer to the schedule of parent workshops for the year.

**Parent/Teacher Conferences**

Parent/teacher conferences are held every 5 weeks. At this time parents have the opportunity to meet with some of their child’s teachers or the entire instructional team to discuss progress and areas students need to strengthen. (For more information, refer to Parent/Teacher Conference Tips.)

Teachers are available for parent conferences every day except Wednesdays. If you have concerns regarding your child’s grades, please contact the school to schedule a conference during the teacher’s conference period.

Attending parent/teacher conferences is highly encouraged and can be applied to your parent volunteer commitment of 40 hours.

**Parent Rights**

Parents are guaranteed certain rights within each Alliance campus. Parents have the right to:

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

**Technology and Internet Usage**

**Acceptable Uses of the Computer, iPad, or the Internet**

The account provided by the Alliance should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental and occurs during their duty-free time.

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

**Unacceptable Uses of the Computer, iPad or the Internet**

The following uses of the account provided by the Alliance are unacceptable:

* Uses that violate any state or federal law or municipal ordinance are unacceptable.

Unacceptable uses include, but are not limited to the following:

* 1. Selling or purchasing any illegal substance;
  2. Accessing, transmitting, or downloading pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;

3. Transmitting or downloading confidential information or copyrighted materials.

* Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority
* Uses that involve obtaining and or using anonymous email sites.
* Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
  1. Deleting, copying, modifying, or forging other users' e-mails, files, or data;
  2. Accessing another User’s email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
  3. Damaging computer equipment, files, data or the network;
  4. Using profane, abusive, or impolite language;
  5. Disguising one's identity, impersonating other users, or sending anonymous e-mail messages;
  6. Threatening, harassing, or making defamatory or false statements about others;
  7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  8. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
  9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
  10. Using any district computer to pursue “hacking,” internal or external to the district, or attempting to access information that is protected by privacy laws.
* Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
  1. Using other users' account passwords or identifiers;
  2. Disclosing one's account password to other users or allowing other users to use one's accounts;
  3. Getting unauthorized access into other users' accounts or other computer networks; or
  4. Interfering with other users' ability to access their accounts.
* Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
  1. Selling or buying anything over the Internet for personal financial gain; or
  2. Using the Internet for advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

**Internet Safety**

* In compliance with the Children's Internet Protection Act ("CIPA"), the Alliance will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the Alliance determine which words or concepts are objectionable.] However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.
* In compliance with CIPA, Alliance and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to the violation of this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board, local educational agency or other related authority. Alliance reserves the right to monitor other users' (e.g., employees, students 17 years or older) online activities, and to access review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.
* If a student under the age of eighteen accesses his/her Alliance account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the Account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or district if they desire more detailed information about the software.
* Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted
* Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.
* Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.
* Account users will abide by all Alliance security policies.

**Privacy Policy**

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

**Penalties for Improper Use of Technology and/or Alliance Account**

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

**Disclaimer**

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

**ALMA Progressive Discipline Matrix**

|  |  |  |
| --- | --- | --- |
| Tier I: Teacher Intervention | | |
| **Student Behavior** | **Intervention Options** | **Follow-up** |
| Lack of materials, supplies | Counsel student regarding behavior at appropriate time during class. | Establish a good rapport with student and parent contact is crucial to intervening in behavior problems. |
| Submission of incomplete assignment/no assignments | Change seating arrangement | Set up a conference with the parent. During the conference let the parent/student know the classroom rules and expectations and establish monitoring system. |
| Not sitting in assigned seat/ consistently gets up from assigned seat | Call parent regarding student academics or behavior (non-Teleparent). | Call parents to follow up with student behvior after the initial parent meeting/phone call. |
| Lack of classroom participation/pattern of fails beginning to emerge. | Keep log of intervention attemps - Google doc/PowerSchool | Provide positive reinforcement/incentives (when applicable) |
| Poor attendance | Set up parent conference | Collaboration with case carrier (as needed) |
| Tardiness | Assign in class detention | Periodic monitoring (academically or behaviorally. |
| Dress code violations/PE non-suits | Apology letter to other student/staff | Feedback with student/positive feedback (when applicable) |
| Not following classroom rules | Provide materials and supplies |  |
| Mild defiance and/or Disrespect | Behavior/Academic contract |  |
| Chewing gum | Invite parent to class to observed student |  |
| Cheating (set class policy) | Teacher places a tele-parent |  |
| Using or having cell phone, iPod, MP3, PSP, etc. | Student completes a reflection sheet regarding behavior |  |
| Disrupting Class | Student sent to Buddy Teacher with academic work. |  |
| Throwing non-dangerous items | In class community service (gum scraping, cleaning or desk, etc.) |  |
| Mild horseplay | Confiscation of electronic material. Teacher will submit confiscated materials to office at next break. |  |
| Harrassment (singular event) | Notification of student attendance/tardiness to attendance clerk |  |
|  | Send to student main office for dress pass |  |
|  | Request a student SST |  |
|  | Community service |  |
| **When intervention options in Tier I have been exhausted and the student has not made progress within a reasonable amount of time, refer to Tier II:** | | |
| Tier II: Counselor/Administrative Intervention | | |
| **Student Behavior** | **Intervention Options** | **Follow-up** |
| Multiple referrals from singular/multiple teachers | Counsel students | Continue counseling with student(s) |
| Patterns of underachievement in academics through multiple courses | Call parent | Continue phone contact with parent |
| Possible learning problems observed and evident | Recommend change seating arrangement in student classroom | Continue conferencing parents |
| Personal health related problems affects academic/ student behavior | Set up parent conferences | Consult with teachers |
| Pattern of defiance observed and evident | Referral of student to an outside agency (drug rehabilitation, counseling outside services, etc.) | Keep log on the interventions and progress |
| Patterns of poor attendance/tardies/truancy | Correct programming errors | Conduct class visits/observation |
| Social/Emotional circumstance affects academic and student behavior | Daily attendance checks | Collaboration with case carrier (as needed) |
| Repeated bullying | Place student on student contract | Periodic monitoring |
| Repeated harrassement | Place student on weekly/daily contract | Feedback with student (Positive reinforcement) |
|  | Consider 504 plan if a medical condition interferes with learning | Follow-Up SST meeting. |
|  | Assign detention |  |
|  | Behavior/academic contract |  |
|  | Conduct an SST |  |
|  | Invite parent for classroom observation |  |
|  | Community Service |  |
|  | Crisis team |  |
| **When intervention options in Tier II have been exhausted and the student has not made progress within a reasonable amount of time, refer to Tier III:** | | |
| Tier III: Administrative Intervention | | |
| **Student Behavior** | **Intervention Options** | **Follow-up** |
| Multiple referrals from teachers/counselors for chronic problems: defiance, poor attendance, tardiness, fighting, verbal confrontations, bullying, harassment, cheating | Refer students to school counseling. | Continuous counseling with student(s) |
| Call parent (Non-Teleparent) | Continue phone contact with parent |
| Place student in student contract with parent present. | Continue conferencing parents |
| Change seating arrangement/ Class schedule | Consult with teachers |
| Dangerous situations | Set up parent conference | Consult with security |
| Social/Emotional | Suspension | Consult with school police |
| Illegal activities | Daily attendance checks | Consult with administration |
| Vandalism | Referral of student to an outside agency (drug rehabilitation, counseling outside services, etc.) | Feedback with student (positive reinforcement) |
| Weapons | Weekly/Daily progress reports | Keep log on the interventions and progress (PowerSchool) |
|  | Consider 504 plan if a medical condition interferes with learning | Collaboration with case carrier as needed |
|  | Assign detention | Periodic monitoring |
|  | Suspension |  |
|  | Invite parent for classroom observation (Parent to School Suspenion) |  |
|  | In school suspension - Student provided academic work/ student reflection sheet. |  |
|  | Referral for SST |  |

|  |  |
| --- | --- |
| **TIER 1 – TEACHER - CLASSROOM OFFENSE** | |
| - Improper use of iPad during instructional time (using the iPad for something other than what the teacher is instructing) | * Teachers will use the following disciplinary consequences when addressing **classroom** offenses, while taking into consideration the nature of the incident and the student’s prior technology offenses: * 1st time - Warning/Conference; parent contact * 2nd and 3rd - Classroom restriction of iPad (for the remainder of the class period), **LUNCH DETENTION**, and parent contact (2 times; 4th time you are addressed by a teacher about your iPad, referral to administration) * 4th - administrative restriction of iPad (1 week, 5 school days, administrative detention, and parent contact) |
| - Unauthorized use of iPad during instructional time (using the iPad without teacher’s permission) |
| - Using iPad to play non-educational games |
|  |

Alliance Leadership Middle Academy Progressive iPad Matrix

|  |  |
| --- | --- |
| **TIER 2 – IT COORDINATOR/ADMINISTRATION – MINOR OFFENSE** | |
| - Illegal installation or transmission of copyrighted materials | * Administration can use any of the following disciplinary consequences, if applicable, when addressing minor offenses, while taking into consideration the nature of the incident and the student’s prior technology offenses:   + Student Conference and Parent Conference   + Administrative restriction of iPad (1 week, 5 school days)   + Community Service Hours – Up to 20 hours |
| - Deleting district loaded apps: Pages, Numbers, iMovie, GarageBand, Keynote) |
| - Violating the Alliance Acceptable Use Policy |
| - Giving out personal information, for any reason, over the Internet |
| - Leaving iPad unattended |

|  |  |
| --- | --- |
| **TIER 3 – ADMINISTRATION – MAJOR OFFENSE** | |
| - Bypassing the Alliance web filter (deleting Profiles, etc.) | * **First Offense** – 20 Community Service hours and parent conference * **Second Offense** –30 Community Service hours and parent conference * **Third Offense** – possible recommendation for expulsion and appropriate law enforcement intervention, if applicable * All of these consequences are based on the ***severity*** of the offense; a first time offense may result in expulsion and law enforcement involvement. |
| - Action violating existing board policy or public law |
| - Deleting district system applications and changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.) |
| - Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials |
| - Use of chat rooms or sites selling term papers, book reports and other forms of student work |
| - Spamming (email used as a way of messaging) |
| - Gaining access to another student’s accounts, files and/or data |
| - Use of the school’s Internet or email accounts for financial gain, commercial gain or any illegal activity |
| - Vandalism (any malicious attempt to harm or destroy iPad) |
| - Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean |

**ALLIANCE LEADERSHIP MIDDLE ACADEMY**

**COMMUNITY SERVICE VERIFICATION FORM**

*For instructions, please see reverse side of form (****The front portion of this form must be complete****.)*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: 6 7 8

Name of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Site Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting date of service at agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOG ENTRIES

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Brief description of job/activity** | **Hours Completed** | **Signature of Supervisor** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total Hours Served** |  |  |

*\*\*\*For each signature per activity, the supervisor certifies that the activity being signed off is a true statement of performance and hours worked; that the work was performed in a satisfactory manner and was not performed during scheduled classes.*

**Policies and Procedures for 1:1 iPad Program**

**Introduction**

The Alliance Leadership Middle Academy is proud to offer our 6-8 students Apple iPad devices for use at school. The 1:1 iPad Program, which provides mobile computing and wireless technology to the 6-8 students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

* Students will receive instruction from school staff on the proper use of the iPad.
* Students are expected to treat the iPad as a valuable piece of equipment.
* Students must take all precautions to prevent theft; for example, do not leave the iPad unattended at any time.
* Students must take precautions to prevent damage to the iPad; for example, do no leave the iPad where there is danger of coming in contact with moisture or excessive heat. This would include protecting the iPad from inclement weather.
* The iPad comes with preloaded profiles and applications that must not be removed.
* Students are to use the iPad to access only educationally appropriate materials and websites.
* Students must not use the iPad to purchase goods and services via the Internet (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad).
* Students are to use the iPad in accordance with the Alliance Leadership Middle Academy Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
* Students are expected to adhere to any additional requirements set forth by the classroom teachers.
* iPads are the property of Alliance Leadership Middle Academy and must be returned at the end of the academic year, upon withdrawal from Alliance Leadership Middle Academy, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
* Since iPads are the property of Alliance Leadership Middle Academy, officials of the school have the right to review all material stored on or accessed by an iPad. School officials may revoke a student’s iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by Alliance Leadership Middle Academy, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

**Table of Contents**

Policies and Procedures for 1:1 iPad Program Introduction ………………………………………………pg.38

1. Receiving Your iPad & iPad Check-In ……………………………………………………………………pg.40
   1. Receiving Your iPad …………………………………………………………………………………pg.40
   2. iPad Check Out & In …………………………………………………………………………………pg.40
2. Taking Care of Your iPad……………………………………………………………..……………………pg.40
   1. General Precautions………………………………….……………..…………………………………pg.40
   2. Carrying iPads…………………………………………….…………..………………………………pg.40
   3. Screen Care …………………………………………………………..………………………………pg.40
3. Using Your iPad at School ……………………………………………………………..…………………..pg.41
   1. iPad Undergoing Repair…………………………………………..………………………..…………pg.41
   2. Charging You iPad’s Battery…………………………….……..……………..………………………pg.41
   3. Screensavers and Backgrounds………………………………..………………………………………pg.41
   4. Sound, Music, Games or Programs …………………………………………...………………………pg.41
   5. Printing…………………………………………………..…………………………………….………pg.41
4. Managing Your Files and Saving Your Work…………………………….…………………………………pg.41
   1. Saving Your Work………………………………………………..……………………………………pg.41
   2. Network Connectivity…………………………………………..……..……………………………….pg.42
5. Software on iPads………………………………………………..…………..……………………………….pg.42
   1. Originally Installed Software ………………………………………..………..….……………………pg.42
   2. Additional Software……………………………………..………………………..……………………pg.42
   3. Inspection………………………………………………..…………………………………..…………pg.42
   4. Procedure for Re-loading Software …………………………………….…………………………...…pg.42
   5. Software Upgrades ………………………………………………..……………………………………pg.42
6. Acceptable Use…………………………………………………………..…………………………………...pg.42
   1. Parent/Guardian Responsibilities………………………………..………………………………...……pg.42
   2. School Responsibilities…………………………………………..…………...………………………...pg.43
   3. Student .Responsibilities…………………………………………..………….………………………...pg.43
   4. Student Activities Strictly Prohibited…………………………..…………….…………………………pg.43
   5. Integrity and Civility…………………………………………..……………...………………………...pg.44
   6. iPad Care………………………………………………………..……………………….……………...pg.44
   7. Integrity and Civility…………………………………………..…………...…………………………...pg.44
   8. Student Discipline……………………………………………..………………...……………………...pg.45
7. Protecting and Storing Your iPad …………………………………..….…………………………………….pg.45
   1. iPad Identification ……………………………………………………………………………………...pg.45
   2. Storing Your iPad……………………………………………..……..…………………………………pg..45
   3. iPads Left in Unsupervised Areas …………………………..……………………………………..…...pg.45
8. Repairing or Replacing Your iPad………………………………..…………………………...……………...pg.45

Student Pledge for Computing Device Use……………………………..………………………………………...pg.46

1. **Receiving Your iPad & Check-out/Check-in**
   1. Receiving Your iPad

iPads will be distributed at the end of Summer Bridge to all incoming 6th grade students. Parents and students must attend an Information Session. Before receiving an iPad, students and parents/guardians must sign and return copies of the following documents:

* Student Pledge for iPad Use
* Acceptable Use Policy
  1. iPad Check-out/Check-in

iPads will be checked-out and checked-in on a daily basis. Students will check-out iPads on Monday, Tuesday, Thursday and Friday during their morning Advisory class. Students will then check-in their iPads during their afternoon Advisory class. If a students transfers out of the Alliance Leadership Middle Academy during the school year, their iPad will be returned at that time.

1. **Taking Care of Your iPad**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Principal’s office for an evaluation of the equipment.

2.1 General Precautions

* The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
* Only use a clean, soft cloth to clean the screen, no cleansers of any type.
* Cord and cables must be inserted carefully into the iPad to prevent damage.
* iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of Ouchi-O’Donovan 6-12 Complex.
* iPads must never be left in an unattended or unsupervised area.
* Students are responsible for keeping their iPad’s battery charged for school each day.
* Students must keep their iPad in the protective case, provided by the school, at all times.

2.2 Carrying iPads

The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

* iPads must always be within the protective case.
* Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
* Avoid bumping the iPad against any surface.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

* Do not lean on top of the iPad at any time.
* Do not place anything near the iPad that could put pressure on the screen.
* Do not place anything in your backpack that will press against the screen.
* Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
* Do not “bump” the iPad against tables, chairs, walls, floors, etc. as it will eventually break the screen.

1. **Using your iPad at School**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible to bring their iPads to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of Alliance Leadership Middle Academy. Therefore, school staff and administration have the right to check any material stored on a student’s iPad at anytime.

3.1 iPad Undergoing Repair

If a student’s iPad is in need of repair, they are to immediately turn in their iPad to the IT Coordinator or Main Office. If a student’s iPad is undergoing repair, they may be issued a loner iPad for specific classes if one is available.

3.2 Charging Your iPad’s Battery

iPads must be plugged in when you are checking it in at the end of the day. Students need to make sure they are charging their iPad each evening.

3.3 Screensavers and Backgrounds

* Inappropriate media may not be used as a screensaver or background photo.
* Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
* Passwords are not to be changed.

3.4 Sound, Music, Games or Programs

* Sound must be muted at all times unless permission is obtained from the teacher from instructional purposes.
* Music is not allowed on the iPad.
* Internet games are not allowed on the iPads. Installation of game applications will result in disciplinary action.
* All software/applications/profiles set up and provided by Alliance Leadership Middle Academy, must remain on the iPad.

3.5 Printing

Printing will not be available from the iPad. If students need to print anything from their iPad, they will need to email the document to themselves or their teachers to print from the email.

1. **Managing Your Files and Saving Your Work**

4.1 Saving Your Work

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive. Storage space will be available on the iPad – but it will not be backed up in case of re-imaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

Alliance Leadership Middle Academy makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

1. **Software on iPads**

5.1 Originally Installed Software

The software/applications/profiles originally installed by Alliance Leadership Middle Academy must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software required that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required applications or profiles.

5.2 Additional Software

Students are not allowed to load any additional software or applications onto their iPads. Ouchi-O’Donovan 6-12 Complex will synchronize the iPads to update school approved applications.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all materials saved on the iPad.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Alliance Leadership Middle Academy installed applications are discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/applications will be available from time to time. Students will be required to leave their iPads with the IT Coordinator for periodic updates and syncing.

1. **Acceptable Use**

The use of Alliance Leadership Middle Academy technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Complex is not transferrable or extendible by students to people or groups outside the Complex and terminates when a student is no longer enrolled in the Alliance Leadership Middle Academy. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violated any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the complex technology resources may be denied, and the appropriate disciplinary action shall be applied. The Alliance Leadership Middle Academy Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

* Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
* Should you want your student to opt out of having an iPad, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your students is still responsible for meeting the course requirements.

6.2 School Responsibilities

* School will provide Internet and email access to its students.
* School will provide Internet blocking of inappropriate materials as available.
* School will provide network data storage areas. Alliance Leadership Middle Academy reserves the rights to review, monitor, and restrict information stored on or transmitted via Alliance Leadership Middle Academy owned equipment and to investigate inappropriate use of resources.
* School will provide training on how to appropriately use the iPad.
* School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

* Students will use iPads/computers in a responsible and ethical manner.
* Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
* Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” include, but is not limited to, the load of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Alliance Leadership Middle Academy’s designated Internet system is at your own risk. Alliance Leadership Middle Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
* Students will help Alliance Leadership Middle Academy protect its computer system/devices by contacting an administrator about any security problems they may encounter.
* Students will monitor all activity on their account(s).
* Students should always turn off and secure their iPad after they are done working to protect their work and information.
* If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it in to administration.
* Students will return their iPad to the cart in their Advisory classroom at the end of each school day, or prior to leaving campus for the day. If there is a substitute in their Advisory classroom, and the student leaves campus before the end of the day, they are to return their iPad to the main office.
* Students who withdraw, are expelled, or terminate enrollment at Alliance Leadership Middle Academy for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited

* Illegal installation or transmission of copyright materials.
* Any action that violates existing Board policy or public law.
* Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
* Use of chat rooms, sites selling term papers, book reports and other forms of student work.
* Messaging services (i.e. MSN Messenger, ICQ, etc.)
* Internet/computer games
* Use of outside data disks or external attachments without prior approval from the administration.
* Changing of iPad setting (exceptions include personal setting such as font size, brightness, etc.)
* Downloading applications
* Spamming – sending mass or inappropriate emails
* Gaining access to another student’s accounts, files and/or data
* Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity
* Use of anonymous and/or false communications such as MSM messenger, Yahoo Messenger
* Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
* Participation in credit card fraud, electronic forgery or other forms of illegal behavior
* Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
* Transmission of accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
* Use of the iPad camera to take and/or distribute inappropriate or unethical material
* Bypassing the Alliance Leadership Middle Academy web filter through a web proxy

6.5 Integrity and Civility

In addition to any standard or rules established by Alliance Leadership Middle Academy, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

* Cheating
* Plagiarizing
* Falsifying Information
* Violating Copyright Law
* Hacking
* Gaining unauthorized access to any network or iPad

6.6 iPad Care

Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students will be responsible for damages to their iPads.

* iPad batteries must be charged and ready for school each day. Students are responsible for plugging in their iPad in the iPad cart at the end of each day.
* Only labels or stickers applied to by Alliance Leadership Middle Academy may be applied to the iPads.
* iPad cases furnished by Alliance Leadership Middle Academy must be returned with normal wear and no alterations to avoid paying a sleeve replacement fee.
* iPads that malfunction or are damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.
* iPads that are stolen or lost must be reported immediately to the office so that a police report can be filed.

6.7 Legal Propriety

* Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
* Plagiarism is viewed as a form of cheating thus is a violation of the Alliance Leadership Middle Academy Parent/Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
* Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by Alliance Leadership Middle Academy.

6.8 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Alliance Leadership Middle Academy Parent/Student Handbook.

1. **Protecting and Storing Your iPad**

7.1 iPad Identification

Student iPads will be labeled in the manner specified by Alliance Leadership Middle Academy; iPads can be identified in the following ways:

* Record of serial numbers and correlated asset tag.
* Alliance Leadership Middle Academy school labels

7.2 Storing Your iPad

When students are not using their iPads they should be stored in their backpacks, and kept with the students. Nothing should be placed on top of the iPad when stored. Students are required to return their iPads to the iPad cart in their Advisory class at the end of each school day. iPads should not be taken home.

***Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. in your backpack in the sun). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.***

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, patio, PE rooms, MPR, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

1. **Repairing or Replacing Your iPad**

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, Alliance Leadership Middle Academy would determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

|  |  |
| --- | --- |
| **Claims** | **Cost** |
| Lost iPad | Full Replacement Cost ($700) |
| Destroyed iPad (total loss) | Full Replacement Cost ($700) |
| Stolen iPad (Police Report Required) | Full Replacement Cost ($700) |
| iPad Repairs – Less than $100 | Full Repair Cost |
| iPad Repairs – More than $100 | Full Repair Cost |
| \* Power adapter, cover or any school-owned accessories are not included. These items require a full replacement cost with the exact same item. | |

**Alliance College Ready Public Schools**

**Student Pledge for Computing Device Use**

**• I will use my tablet in ways that are appropriate, meet Alliance Schools expectations and are educational.**

**• I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.**

* **I understand that my tablet is subject to inspection at any time without notice and remains the property of the Alliance School.**
* **I will take good care of my tablet.**
* **I will never leave the tablet unattended and I will know where it is at all times.**
* **I will protect my tablet by only carrying it while in the case provided.**
* **I will never loan out my tablet or give my password to other individuals.**
* **I will not let anyone else use my tablet.**
* **I will keep food and beverages away from my tablet since they may cause damage to the device.**
* **Clean the screen with a soft, antistatic cloth ONLY; no cleaner.**
* **I will not disassemble any part of my tablet or attempt any repairs.**
* **I will not place decorations (such as stickers, markers, etc.) on the tablet or tablet cover or do anything to permanently alter the tablet in anyway.**
* **I will not remove or deface the serial number or other identification on any tablet.**
* **I will inform my advisory teacher and school office if I experience theft, vandalism, and other acts covered by insurance.**
* **I will be responsible for all damage or loss caused by neglect or abuse.**
* **I agree to return the tablet, case and power cords in good working condition.**

**Technology & Internet Usage Acknowledgement and Agreement**

This is to acknowledge that my student and I have attentively read the Technology and Internet Usage portion of the Alliance Leadership Middle Academy Student/Parent Handbook, as support by Alliance Public Charter Schools. We understand that it sets forth the duties, responsibilities, and obligations of students in regards to the use of technology and Internet at school. We understand and agree that it is our responsibility to read the policy found in the student/parent handbook, pages 33-35 and to abide by the rules and standards set forth. We further understand that the Technology and Internet Usage Policy may be amended during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies. I understand that I am responsible for any damage my student may cause to any school Technology (including but not limited to laptops, desktops, keyboards, headphones, tablets, projectors, smartboards).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Parent Name Printed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Student Name Printed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature

**PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT**

This is to acknowledge that my student and I have received a copy of the Alliance Leadership Middle Academy Student/Parent Handbook. We understand that it sets forth the terms and conditions of student enrollment, as well as the duties, responsibilities, and obligations of students. We understand and agree that it is our responsibility to read the Student/Parent Handbook and to abide by the rules, policies, standards set forth within including the dress code and the school-family compact signed during the initial orientation process. We further understand that the student/parent handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Parent Name Printed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Student Name Printed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature

Advisory Teacher Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_