



# **PRENTICE HANDBOOK 2019-2020**



**Revised July 2019**

The Prentice School

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It is the parent's responsibility to read and understand all policies outlined in The Prentice Handbook. Parents and students need to sign and return to their homeroom the Acknowledgement Form, per the deadline set by Administration.

## TABLE OF CONTENTS

I.	Introduction to Prentice.....	3
II.	The Prentice Core Educational Program.....	4
III.	Additional School Resources (fee for use).....	8
IV.	Attendance.....	8
V.	Dress Code/Uniform Policy.....	12
VI.	Technology.....	15
VII.	General Operational Policies.....	21
VIII.	Prentice Positive Behavioral Plan.....	24
IX.	Health Services & Emergency.....	30
X.	Student Information & Records.....	33
XI.	Transportation.....	35
XII.	Parent Participation & Visitors.....	37
XIII.	Business Services.....	42
XIV.	Appendix.....	43

# INTRODUCTION TO PRENTICE

Prentice is an independent, nonprofit, nonpublic (NPS), co-educational school for children who learn differently from kindergarten through the 8<sup>th</sup> grade.

## **The Vision of The Prentice School is:**

To be a model of excellence for educating students who learn differently.

## **The Mission of The Prentice School is:**

To provide an innovative education, a nurturing environment, and a path to success for students who learn differently.

## **Prentice Schoolwide Learner Outcomes (SLOs):**

### **Be a good citizen**

- Follow all school rules
- Treat others with respect and kindness

### **Be a critical thinker**

- Think about your choices and make the best possible decisions
- Share your ideas through classroom participation and completing school work

### **Be a creator and innovator**

- Develop all of your skills including academic, physical, and artistic
- Think about better ways of solving problems

### **Be an effective communicator and collaborator**

- Use expected eye contact, facial expressions, personal space, and posture when talking or listening
- Use active listening skills that show that you are paying attention and understanding instruction/directions
- Develop writing skills to share your creativity, intellect, and understanding of concepts
- Work to help support others in teams

### **Be a self-directed learner**

- Show organizational skills
- Ask for help only after using different ways to solve a problem
- Tell others what you need to be successful
- Complete all work
- Come to school on time daily
- Use strategies taught to you that make learning easier for you

### **Be technologically proficient and responsible**

- Use technology to help you learn
- Practice Internet safety

The Prentice school is accredited by the Western Association of Schools and Colleges (WASC) and is also certified by the California Department of Education as a Nonpublic School (NPS). This means students eligible for an Individualized Education Program (IEP) may be placed at Prentice by their local public school district through the IEP team process and the district may assist with covering the cost of tuition.

# THE PRENTICE CORE EDUCATIONAL PROGRAM

## **Excellent Education:**

As an accredited and State certified program, The Prentice School follows California standards for the core curriculum. Prentice also offers a wide range of enrichment opportunities to develop and maximize each child's strengths and abilities; our programs allow for creative expression, socialization, hands-on learning, and physical activity. Subject areas include:

1. English *Language Arts*: Reading, Spelling, Handwriting, and Oral and Written Expression
2. Structured Literacy
3. Mathematics
4. Science
5. Social Studies/History
6. Educational Technology and Assistive Technology
7. Physical Education
8. Enrichment (Art, Music, Social Thinking, Social-Emotional Learning)

## **Accommodations & Modifications to Standards, including Modified Grades:**

Accommodations for students do not fundamentally change standards, but accommodations allow for equal access through alternative means to standards, curriculum, and instruction. Accommodations are built into our program. If a student requires substantial changes in instruction to access state curriculum standards, modified instruction will be used. Final grades may be modified to reflect accommodations and modified instruction. Parents will receive, in writing, a notification in the report card that instruction, content and grades were modified.



## **Curriculum:**

The Prentice School uses state-adopted, standards-based textbooks for our core curriculum. A listing of all textbooks is available for public review and reported annually to the California Department of Education.

## **Leveled Instruction & Classroom Placement:**

Multiple factors are considered in the placement of a student. These factors include a student's academic level, balancing class size, teacher input, assessment data, and the dynamics of a classroom. Prentice regroups students into small groups for instruction whenever possible in order to create more targeted instructional interventions. During small group leveled reading, math, and writing a student may receive instruction from a classroom teacher other than their regularly assigned homeroom teacher. Parents will

receive written notification by the classroom teacher when their child is assigned to a different teacher's classroom for leveled small group instruction.

Final classroom assignments are at the sole discretion of the Administration.

### **Health Curriculum:**

Kindergarten through 8th grade students participate in the state-adopted health curriculum. The curriculum is taught during Physical Education, Science, and special assemblies. All curriculums are available for parent review. A parent may preview the curriculum by submitting a request in writing to the Director of Program. Parents will receive prior notification and must provide written consent for their student to participate in curriculum related to puberty and/or reproduction (5<sup>th</sup>-8<sup>th</sup> grades only). Students whose parents decline consent will participate in an alternate activity and/or assignment. The health curriculum will cover the following grade level specific themes:

<i>Kindergarten through 8<sup>th</sup> Grade:</i>	Hygiene, Nutrition, and Character Development
<i>5<sup>th</sup> Grade Female Students:</i>	Puberty including menstruation (not reproduction)
<i>6<sup>th</sup>-8<sup>th</sup> Grade:</i>	Puberty including reproduction, STIS, HIV and AIDS

### **Co-curricular Community Service & Field Trips:**

Prentice offers regular opportunities for all students to participate in community service projects. As part of our Schoolwide Learner Outcomes leading to the development of good citizens, our student leadership group offers social action projects. These projects typically benefit local nonprofit organizations. Please note that these service opportunities often involve requests for donations and occasionally involve off-campus field trips.

In order to enrich classroom studies, classes may take field trips to locations related to the instructional program. All field trips and assemblies coincide with the classroom curriculum. Additionally, Junior High students participate in outdoor education camps that primarily focus on science and nature. Off-site field trips and overnight camps help students make connections between what they are doing in the classroom and everyday life.

Social skills development and leadership opportunities gained through these field trips strengthen self-awareness and encourage healthy decision-making strategies.

### **Homework Policy:**

All homework at The Prentice School will be assigned at the student's independent reading and math levels. The purpose of homework is to reinforce skills learned at school by providing practice at home. This helps families understand the learning that's happening in school. The ultimate goal of homework at Prentice is to foster executive function skills.

### **Parent Homework Responsibilities:**

- Create and establish homework routines (time, place, etc.) and help student with time management/weekly planning

- Allow child to work as independently as possible
- Communicate to teacher if child needs extra support or if they are able to complete homework (either email or a note)
- Know your students homework expectations

#### **Student Homework Responsibilities:**

- Show effective effort and attempt challenges
- Complete it as independently as possible
- Hand-in work you are proud of and communicate with teacher if it is unfinished or missing
- Try first and persevere even if it's hard

#### **Teacher Homework Responsibilities:**

- Communicate homework expectations to students and parents
- Assign homework that reinforces and practices already taught skills
- Modify homework for individual students

Homework completion is expected and factored into report card grades as well as consideration for awards and other forms of recognition.

- Homework may be excused up to three times per semester with parental written communication provided to the teacher at the time the assignment is due.
- Unfinished classwork may be assigned as additional homework.
- Throughout the year, additional projects will be assigned and may serve as a substitute for the regularly assigned homework.
- If any additional accommodations or modifications need to be made to homework, please schedule a meeting with your teacher and the Director of Program.

The amount and type of homework varies by grade level.

#### **Nightly Homework Guidelines (Monday-Friday):**

Grades 1, 2, & 3	30 minutes
Grades 4, 5 & 6	45 minutes
Grades 7 & 8	60 minutes

#### **Testing & Grading:**

Standardized, criterion-referenced, teacher-made and curriculum-based measurements are used for the purposes of grouping students, determining mastery of subject and compiling report card grades.

#### **Consent for Assessment:**

Parents are hereby notified that enrollment into The Prentice School constitutes full consent to participate in all regular assessments and evaluations. Parents are informed that assessment findings will be included in their son/daughter's cumulative record, are available to parents, and may be used without student personal identification for public posting of archival data, compliance reporting, and research analysis.

**Testing Accommodations:**

Students will be assessed in conformity with the individual test's published directions to allow for consistent and objective data, unless otherwise noted in a student's current IEP. If your child has specific testing accommodations written into their IEP, please contact the Director of Program to make the appropriate arrangements. All testing accommodations must be discussed and agreed upon no less than two weeks prior to the beginning of a testing window. Please refer to the school calendar for those dates.

**Progress Reports & Conferences:**

The Prentice School is on a semester reporting system. Student progress can be tracked and viewed anytime through PowerSchool. There will be two parent conferences held throughout the year. Additional conferences may be arranged with your child's teacher. Teachers may be reached by telephone before 8:00 a.m. and after 3:30 p.m. at (714) 538-4511 or by email.

**Report Card Grades:**

The Prentice School has adopted an Anchor Standards based report card system. To ensure all students are ready for success after high school, the College and Career Ready Anchor Standards establish clear, consistent guidelines for what every student should know and be able to do in math and English language arts from kindergarten through 12th grade. These Anchor Standards were drafted by experts and teachers from across the country and are designed to ensure students are prepared for today's entry-level careers, freshman-level college courses, and workforce training programs. These anchor standards are supported by Common Core standards for each grade level that focus on developing the critical-thinking, problem-solving, and analytical skills students will need to be successful. The standards also provide a way for teachers to measure student progress throughout the school year and ensure that students are on the pathway to success in their academic careers. A Standards-Based Report Card reflects the student's:

- Current proficiency level of standards taught during that semester.
- Work in relation to the standards that apply to his/her grade level.
- Work habits and behaviors reflecting student skills necessary to be a successful learner.

Because students are working on different areas of the standards throughout the year, and because expectations increase over time, students' grades may vary from grading period to grading period.

The most important thing that all parents, educators, and community members can do is help students master the standards so that students can continue to progress at an appropriate pace, ensuring preparation and success for the future.



A new student who begins at Prentice with less than 20 days remaining in a grading period will not receive a report card for that grading period. Parents and students can access real-time feedback on grades and homework through PowerSchool. Parents should check PowerSchool regularly to obtain uploaded grade information, missing assignments and discipline report information. A number of workshops are available on PowerSchool to help parents and students navigate this upgraded platform.

## **ADDITIONAL SCHOOL RESOURCES (FEE FOR SERVICE)**

### **Tutoring Services:**

The Prentice School offers tutoring for Prentice and Non-Prentice students on campus during after school hours of 3:30-5:30 p.m. To receive more information on the Tutoring Program, please contact Pam Gordon, Tutoring Coordinator at 714-244-4600.

### **Individual Assessment:**

Parents may submit a request in writing to the Director of Program for individual testing by the Speech/Language Pathologist or Occupational Therapist. The fee for individualized assessments beyond what is offered through the core program can be obtained through the Business Office. The parents of a student participating in an individualized assessment will receive a written assessment plan for parent review input and consent prior to the start of any individual assessment.

### **Support Services:**

The Prentice School is committed to supporting students in the classroom and with additional services. We have a robust support services program including counseling, speech and language services, occupational therapy, educational assistive technology and parent workshops. Fee schedules for individual or group sessions are available through the Business Office.



## **ATTENDANCE**

### **Compulsory Attendance:**

The Prentice School complies with California Education Code for full-time compulsory education. It is the legal responsibility of parents or guardians to see that their school-age children are enrolled and attending school every weekday. The following absences will be excused with notification from parents:

1. Illness

- a. In collaboration with the Orange County Department of Education, The Prentice School would like to provide families with clear educational guidelines as to when to keep children home from school. For more details visit [www.ocde.us](http://www.ocde.us).
2. Funeral service of a member of the immediate family
3. Medical or dental services
4. Any testing, IEP related activity, or visitations connected to placement in another school

### **Reporting Absences:**

When a student is absent for any reason, the parent/guardian is required to call the absence hotline at 714-538-4511 before 9:00 a.m. Please leave your name, your child's name, grade, teacher and reason for absence. If Prentice has not been notified by 9:00 a.m. on the day of the absence, the parent/guardian will be contacted by Prentice to verify the absence. After 24 hours, all un-cleared absences will be recorded as unexcused.

Parents are asked to please notify the school if a child has a communicable disease such as head lice, measles, mumps, chicken pox, pink eye, etc.

### **Returning to School after an Absence:**

Students with temperatures, colds, viruses, or other communicable diseases should remain at home until they are fully recovered. Parents are responsible for:

1. Immediately notifying the school if a student has a communicable disease.
2. Keeping the student at home until he/she is free from fever, diarrhea, vomiting and other contagious symptoms for 24 hours prior to returning to school.
3. Providing the school with a physician's note releasing the child to attend school after surgery or to go to the playground at recess with an injury requiring a cast, crutches or other similar medical supports.
4. Providing written clearance to return to school from the treated medical professional when a student has been absent five or more days.

Students will have the equal amount of days to make up any school work missed as a result of an excused absence (e.g. 2 days out = 2 days to make up the work). Parents should notify the teacher to request make-up work, or check PowerSchool for assignments if the child is missing multiple days.

### **Unexcused Absences:**

All un-cleared absences are unexcused absences. Five or more unexcused absences within a month may result in a letter to parents/guardian. Continual absences could result in a parent conference with Administration and an attendance contract may be developed. If a student has consecutive unexcused absences of 5 or more days, without contacting the school and without responding to the school's emails, texts or phone calls to inquire about the student's status, Prentice has the right to initiate a withdrawal procedure, terminating the enrollment contract. If a student has 10 or more absences in a semester and these absences are negatively impacting the student's learning Prentice reserves the right to initiate a withdrawal procedure.

**Tardies:**

Students entering class tardy are disruptive to the entire class, so we ask all parents to arrive at campus to drop off their students at least 10 minutes prior to the start of school. A tardy is defined as not being in your assigned seat when classroom instruction begins.

Students will have a three minute line up bell at the start of the day to assist them in arriving to class on time. The first bell rings at 8:07 a.m. and school begins promptly at 8:10 a.m. When a student arrives to school late, the student must report to the front desk to obtain an admit slip before proceeding to class. A student who is tardy in excess of 30 minutes must present the Front Desk Receptionist with a written note signed by his/her parent/guardian stating the reason for tardiness.

According to California State Law, any student who is tardy in excess of 30 minutes daily for four or more days in one school year is considered truant and can be reported to the Attendance Office of the local school district. . A student may be exited from The Prentice School if tardies exceed more than 10 in one semester

**Request for Independent Study:**

Family vacations are classified as unexcused absences. A request for Independent Study during a family vacation must be made in writing to the Director of Program at least *five school days before* the first day of the absence. If a written request is not made with a full five day notice, Prentice reserves the right to decline a request for Independent Study. All work must be completed and turned in upon student's return to school in order to be given credit for the work and absences to become excused. When an Independent Study contract is developed and not completed, the work will be considered incomplete and assigned a failing grade unless the grades are cleared by the end of the semester.

**Incomplete Grades Due to Habitual Truancy:**

A student who is absent for ten or more days per semester will receive an incomplete grade on a report card, unless tutoring has been implemented or other arrangements have been made in writing and approved by the Director of Program. The student will have up to one semester immediately following the semester in which they received an incomplete to make up the equivalent of missed work through tutoring or summer school. The classroom teacher will determine which make-up work is required to assign the final grade. All incomplete grades that are not cleared at the conclusion of the following semester will result in a final grade of an "F." A student who fails a class may be required to retake the class prior to enrolling in future classes. It shall be the responsibility of the parent and student to contact the teacher of record, coordinate missing assignments, and ensure that all required assignments are submitted before the final grade deadline. The teacher of record who issued the incomplete grade will support the student in this effort by determining the required make up assignments needed to issue a final grade. Prentice offers parent-funded tutoring to support the student so that the student can be successful in completing any missing work.

**Early Student Checkout:**

Students are not allowed to leave campus at any time during school hours unless signed out by an individual listed on the emergency contact form. If an early student checkout is required, the authorized individual must present himself/herself in the front office (not the classroom) to “sign out” the student before he/she can be released. If someone other than the individual listed on the emergency contact form is picking up the student, he/she must present a signed note from the parent or guardian and present valid photo identification before the student will be released.



Early pick-up is NOT to be used as a way to circumvent the carpool line. If a parent needs to pick up their child earlier than Prentices designated dismissal time for an excused reason, please park the car, go to the front office, and sign out the student. The student will not be called from the classroom until the individual who is authorized to pick up the student arrives in the front office. Early student checkouts will either be considered excused (medical or dental appointment with doctor note) or unexcused (other).

Frequent absences from the classroom for any reason negatively affect your student's schoolwork. Please keep early departures to a minimum to avoid your child missing school work and to minimize class disruptions.

*The school assumes no liability in cases where students leave the premises in violation of the above policy.*

**Medical or Dental Appointments:**

Medical and dental appointments should be arranged after school whenever possible. A written note from a parent/guardian is required for a student to be excused for a medical or dental appointment, and must be presented to the Front Office Receptionist on or before the day of the appointment. The Front Office Receptionist will then notify the teacher that the student is leaving early due to a medical or dental appointment. In order to be excused from the time away from school, the student must submit official verification from the doctor's office when returning to school after an appointment. Otherwise, the time away from school will be considered unexcused.

**Truancy:**

Truancy is defined as “unexcused absence” from school without the knowledge and consent of parent/guardian and proper Prentice School representatives for part or all of any school day. Failure to present verification of absence within 24 hours will result in consequences for unexcused absence.

# DRESS CODE/UNIFORM POLICY

All students are expected to wear proper school uniforms. It is the responsibility of the parents to ensure the student is in compliance with dress code. If a student is not in compliance, Prentice faculty or staff may send the student to the Front Office to call their parent to bring a proper uniform. In addition, repeated violations can result in a disciplinary referral and will be noted in the student's disciplinary record. If a student requires accommodations to the uniform, please contact the Head of School or Director of Program.

## **Uniforms:**

The Prentice School is contracted with Vicki Marsha Uniforms as the sole provider of school uniforms. Unless otherwise authorized, all uniforms are to be purchased through Vicki Marsha only. It is the parent's responsibility to ensure that the uniform fits properly. No oversized, tight, or ripped/torn clothing is allowed. *It is highly recommended that all uniform outerwear clothing be labeled with student's name clearly printed on the inside of each garment.*

Vicki Marsha uniforms may be purchased through their website: [www.vickimarsha.com](http://www.vickimarsha.com) (The Prentice School) or at their store: 5292 Production Dr., Huntington Beach, 92649 Phone Number: 714-895-6371.

## **Uniforms – Elementary Girls:**

- Navy blue, yellow, white, or forest green short sleeved polo shirts with school logo
- Navy blue, white or forest green long sleeved polo shirts with school logo
- White long or short sleeved blouses with school logo – to be tucked in except in P.E.
- Navy blue or Khaki skorts, shorts or long pants
- Plaid Jumper
- Navy blue lycra modesty shorts
- Optional: Vicki Marsha hair ribbons, headbands, scrunchies, socks, belts, mending patches, garment labels, baseball hats with school logo

## **Uniforms – Elementary Boys:**

- Navy blue, yellow, white, or forest green short sleeved polo shirts with school logo
- Navy blue, white or forest green long sleeved polo shirts with school logo
- Navy blue, khaki shorts or long pants

Optional: Vicki Marsha socks, belts, mending patches, garment labels, baseball hats with school logo

## **Uniforms – Junior High Girls:**

- White, navy blue, yellow or forest green mesh short or long sleeved polo shirts with school logo



- White long or short sleeved oxford shirts with school logo – to be tucked in except in P.E.
- Khaki or navy blue skort
- Plaid Skirt
- Khaki or navy blue shorts and slacks
- Navy blue lycra modesty shorts
- Optional: Vicki Marsha plaid ties, hair ribbons, headbands, scrunchies, socks, belts, baseball hats with school logo, mending patches and garment labels

#### **Uniforms – Junior High Boys:**

- White, navy blue, yellow or forest green mesh short or long sleeved polo shirts with school logo
- White long or short sleeved oxford shirts with school logo - to be tucked in except in P.E.
- Khaki or navy blue shorts or long pants
- Optional: Vicki Marsha plaid ties, socks, belts, baseball hats with school logo, mending patches, garment labels

#### **Outerwear for All Grades:**

- Navy blue, gray or forest green crew neck sweatshirt with or without Prentice Eagle or logo
- Navy blue, gray or forest green zip up hooded sweatshirt with or without Prentice Eagle or logo
- Navy blue and forest green cardigan with school logo
- Navy blue and forest green nylon hooded jacket with school logo
- Navy blue and forest green Polar fleece jacket with school logo
- Navy blue and forest green windbreaker with school logo

#### **Uniform Rules:**

- All shorts cannot be longer than the bottom of the knee.
- All shorts/skorts cannot be shorter than 3 inches above the knee.
- All shirts must be worn tucked in at the waist.
- No skirt is to be rolled up at the waist and should be worn with modesty shorts underneath.
- Leggings are never acceptable as pants, only as tights under a dress or skirt.
- No frayed hems allowed.
- Belts can only be a solid color and must complement the uniform.
- Socks that create a classroom/campus distraction will not be permitted.
- All shoes must match or complement the school uniform. Shoes that create a classroom/campus distraction will not be permitted. Students are required to wear closed toed shoes with backs – no open heel and shoes must remain on during school hours. Athletic shoes must be used during P.E.

#### **Personal Affect Rules:**

- Makeup must be natural in color and light in application & applied before coming to school.
- Light fingernail polish is permitted but must be applied before coming to school.

- Make-up and fingernail polish products observed in the classroom will be confiscated and it is parent's responsibility to pick up from the front office.
- Jewelry that causes a classroom/campus distraction is not permitted.
- No piercings in another part of body other than ears are to be visible.
- One earring per ear only is allowed. Prentice logo baseball hats are allowed, but must be removed in classroom.

### **Personal Grooming:**

- Extreme hairstyles or personal grooming styles that result in a classroom/campus disruption are not permitted.
- Hair needs to be combed/brushed, clean and well groomed, and worn in such a fashion that student's vision is not obstructed – eyebrows must be visible below front hairline.
- Hairstyles that are extremely distracting or dyed unnatural colors are not allowed.
- Any student arriving on campus with inappropriate hair, hair color, and other distracting grooming styles may be asked to go home and return after the original natural has been restored.
- Facial hair needs to be well groomed.

### **Free Dress Passes:**

Free dress passes must be presented to the first period teacher or the student is in violation of the dress code.

- Free dress should comply with the spirit of the uniform policy.
- Free dress that results in classroom or campus distraction will not be permitted.
- No offensive writing on clothing including, obscene, graphic or violent content, or any reference to drugs, alcohol, tobacco, or related paraphernalia.
- No spaghetti straps or bare midriffs.
- No excessively baggy or tight fitting clothing.
- Length of shorts, skirts, and dresses shall comply with the uniform policy.
- Shoes must comply with the uniform policy.
- Accessories must comply with the uniform policy.

### **Spirit Wear:**

- Spirit wear is defined as any apparel with a Prentice logo.
- Spirit wear can be worn every Friday and during Prentice sponsored events as noted by school administration.
- Spirit shirts can be worn with jeans, other appropriate non-uniform bottoms, or uniform bottoms that comply with all other conditions of the dress code policy.

## **TECHNOLOGY**

### **Technology Acceptable Use Policy Purpose:**

The Prentice School encourages use of technology resources by students solely for educational purposes. Through technology, Prentice provides access for students and



staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

### **The Opportunities and Risks of Technology Use:**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, Prentice cannot completely predict or control what users may or may not locate. Prentice believes that the educational value of filtered access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the school.



In accordance with the Children's Internet Protection Act, Prentice operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, Prentice cannot

guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, Prentice is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or



- The consequences that may come from failure to follow Prentice policy and procedures governing the use of technology.

### **Privileges and Responsibilities:**

Prentice's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the school reflect on the school; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using Prentice's computers and networks.

Student users of technology shall:

- While on school grounds, or while using Prentice-owned resources, use or access technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Prentice Administration may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use technology for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes;
- Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;
- Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, or disability, among others;
- Any and all purposes that would violate state, federal or international law, including
  - Laws governing students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores;
  - Copyright laws;
  - Cyberbullying laws; and
  - Sexting laws.
- Any use of profanity, obscenity, or language that is offensive or threatening;
- Reposting or forwarding personal communications without the author's prior consent;

- Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;
- Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;
- Obtaining financial gain or transacting any business or commercial activities;
- Plagiarizing (claiming another person's writings as your own);
- Political advocacy;
- Disrupting the use of others to any process, program or tool, including downloading or otherwise spreading computer viruses;
- Engaging in hacking of any kind, including, but not limited to, the illegal or unauthorized access;
- Allowing others to use school resources without authorization, including students whose access privileges have been suspended or revoked;
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.
- Any and all other purposes that would violate any other section of this Handbook.

### **INTERNET SAFETY:**

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat windows or newsgroups. If a person asks for such personal information, students must have approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves or others on social media or on websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they "meet" on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student's parent/guardian must attend.
- Students should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student's parent should provide a copy to Prentice administration.

Prentice recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

### **Disciplinary Actions:**

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network

access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

### **No Expectation of Privacy:**

Prentice's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on school resources will be private. The school reserves the right to log technology use, to monitor file space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the school.

### **Chromebook Program:**

The Prentice School has adopted the Chrome operating system site-wide. As such, students will be required to use Chrome devices throughout their time at Prentice. All students in grades 2 through 8 are required to bring a fully charged Chromebook to school daily. Students in grades K-1 will have the use of a Prentice-owned device to use as appropriate while at school. The Chromebook is the device by which a student will access PowerSchool, gSuite, and the internet while on campus and at home. All students who do not bring their Chromebook to campus, or whose Chromebook is not properly charged, may be assessed a \$5 per day rental fee for use of a loaner Chromebook.

Grade 2-8 Students will be required to transport their Chromebook between their residence and school. This facilitates access to electronic content for homework, though students may access their student accounts from any computer (desktop, laptop, etc.) with internet access and the Chrome browser.

- **Obtaining a Chromebook:**

Families should obtain a Chromebook for their student through the Prentice School for their student for \$350.00. The IT Department has a ready inventory of Chromebooks available for immediate distribution to the student at the start of the school year and throughout the year for new students. Chromebooks are distributed only upon notice from the school's Business Office after verification of payment. The \$350 fee includes both the Chromebook itself, one electrical charger, and a device management license for the Chromebook.

- **Chromebook accessories (carrying cases, mice, etc.):**

Students are required to provide a set of ~~to bring~~ earbuds or headphones that will stay at the school each day in order to participate in Chromebook use within the



classroom. The Prentice School recommends the purchase of a storage/carrying case for the Chromebook and an external mouse either corded or cordless.

- **Chromebook security & applications:**

A Chromebook obtained through Prentice is managed through the school's Google Administration Console. As such, Chromebooks are restricted to internet use only with the student's Prentice account; no other personal Google account can be used on this device. The Chromebook is subject to the Prentice filtering and security policies wherever and whenever the Chromebook is used, both on and off campus. Should a Chromebook be reported (to the IT Department) as stolen or lost, the device can be remotely disabled with a "Contact Prentice School" message showing. Any Chromebook obtained outside of the Prentice Chromebook Policy must be brought into the IT department for setup on the Prentice domain, and will be assessed a \$50 fee for licensing.

- **Chromebook manufacturer warranty, damage policies:**

Should a student's Chromebook experience a manufacturer's defect during the one year warranty period, an immediate replacement loaner is provided, pending repair, or an immediate exchange for a new machine may be provided. Should damage not-covered by warranty occur, families will be given the option by the IT Department to have the Chromebook repaired or replaced at the family's expense. A loan of a Chromebook can be arranged if needed for \$5.00 per day.

- **Departure from Prentice:**

Once a Prentice student leaves the school, through graduation or early departure, the Chromebook obtained through the school is released from Prentice's security management. The device becomes the personal property of the family and in effect is restored to a "clean" state, as if purchased from a retail store. Furthermore, the student's school provided gSuite account is disabled. The Chromebook now is free to be used with any personal Google account the family wishes. Families are strongly encouraged to pursue their own content filtering solution as Prentice's content filters will no longer be active.

- **Chromebook Use, Care, and Housekeeping:**

Students are expected to bring their Chromebooks completely charged and "learning ready" each school day. Parents are to encourage their child to charge their Chromebook each night before school. A fully charged Chromebook in the morning should comfortably have sufficient electrical charge for the school day. For a child who splits time between several households, it is recommended that an additional electrical charger be purchased from the Chromebook manufacturer to avoid disruption in student learning. Please contact the school IT Department for ordering and cost information. Students are responsible for the appropriate handling and care of their Chromebook. Repair and replacement costs not covered by the warranty are the responsibility of the family.

**Personal Devices:**

Students are permitted to carry a personal device such as a phone in their backpack, a but is not to be used during school hours. These devices are permitted solely for the purpose of facilitating communication with parents and caregivers before/after school. As such they are not allowed in the classroom and are only to be used with permission from a Prentice staff member. If a student is found with a personal device such as a cell phone, tablet or smart watch out of their backpack while on campus the device may be confiscated. If a student repeatedly violates this rule, they may lose the privilege of bringing a personal device onto school grounds and are subject to the consequences of violating the Prentice Technology Use Policy.

**Video Games:**

Video Games are not permitted to be played during a school day.

**Software:**

- **gSuite for Education:**

G-Suite accounts are created for all students. This allows students to access gSuite authoring and productivity applications for school-based activities and assignments.

G-Suite e-mail accounts are created for 6<sup>th</sup> - 8th grade students. Student G-Suite e-mail is restricted to sending only to other Prentice domain addresses (e.g. [xxxx@prentice.org](mailto:xxxx@prentice.org)). Similarly, student G-Suite e-mail is restricted to receive messages originating only from Prentice domain addresses (e.g. [xxxx@prentice.org](mailto:xxxx@prentice.org)). In this fashion students can only send and receive emails from other Prentice students and Prentice teachers and staff.

- **Chrome-based applications and extensions:**

All required school applications and Chrome-extensions are pushed out to individual student G-Suite accounts through the Google Administration Console. This allows students to access their assignments, storage, etc. through any computer by logging in to a Chrome Browser.

- **PowerSchool:**

All families will have PowerSchool accounts. PowerSchool is a comprehensive student information and learning management system, and will allow students and parents to communicate with school staff, monitor assignments and grades, and update demographic information.

- **Educational Assistive Technology (EdAT):**

“Assistive technology” (AT) is any item, piece of equipment, computer software, or product system that is used to increase, maintain, or improve the functional capabilities of an individual with a learning disability. An assistive technology specialist is on staff at the school to ascertain the specific EdAT needs of individual students. All Prentice students have access to the following types of Assistive Technology, and additional supports are recommended on a case-by-case basis:

- *Text-to-Speech* – For individuals having difficulty accessing the content of printed material, the program reads aloud digitized text while highlighting the words on a computer display as they are being spoken.
- *Voice Typing* – For the individual who can compose dictation, this software provides an alternative to handwritten and typed written expression.
- *Word Prediction* – Used to facilitate written expression for poor spellers, students with dysgraphia, and those requiring auditory support.
- *Graphic Writing Organizers* – Used to help create structured writing compositions for individuals who can generate ideas and thoughts but have difficulty in organizing them in written form.

## **GENERAL OPERATIONAL POLICIES**

### **Library:**

Teachers and volunteers will work with Prentice students during visits to the Library and will assist students in the selection of books. Students may check out books for a four week period and may extend the check-out time with permission from the Teacher. If a library book is lost or damaged beyond repair, the parent(s) may be billed for the cost of replacement of the lost or damaged item.

#### *Books Not Returned on time:*

1. Parents of students who do not return their book on time may be emailed an Overdue Library Notice.
2. If the book is not returned within two weeks of the overdue notice, the Business Office may bill the parent for the book's replacement cost.
3. Overdue items may cause the student's library account to be placed on hold temporarily, and the student may not be allowed to check out materials until all balances are paid.

### **Books & Materials:**

All textbooks are required to be covered. It is the responsibility of the parents or guardians of a child who loses, damages, or destroys school materials (including library books) or equipment to pay for the replacement of said materials and equipment at the current replacement cost.



### **Probationary Period:**

All students accepted for enrollment to The Prentice School are automatically placed on a 90-day probationary period. This probationary period will allow the faculty and Administration to determine whether an appropriate educational program can be offered for each student. Families will be contacted by the Director of Program or the Head of School *only* if the school is unable to meet the unique requirements for the student. Certain students may be placed on an individualized conditional enrollment status at the discretion of the Head of School.

**Student Reinforcement & Award Programs:**

The Prentice School sets high expectations for citizenship, attendance, and academic achievement. Award programs are designed to reinforce consistent performance and student growth as part of our Schoolwide Student Learner Outcomes. Awards may be given individually, to a group, class, or during schoolwide assemblies. The following are possible types of awards and recognition:

- Monthly and annual perfect attendance awards
- Eagle Eyes are given to students to recognize appropriate behavior. Eagle Eyes may be used to shop in the student store.
- Student of the Month

**Freedom of Speech:**

Students shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities; except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

Student editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications subject to the limitations of this section. However, it shall be the responsibility of the adviser or advisers of student publications to supervise the production of the student staff, to maintain professional standards of English and journalism, and to maintain the provisions of this section.

This section does not prohibit or prevent the Board of Directors of The Prentice School from adopting otherwise valid rules and regulations relating to oral communication by students upon the premises of each school.

**IEP Requests:**

If you would like a Prentice faculty or staff member to participate in your child's IEP, you must make a written request to Sabrina Clark, Director of Program, at least five days prior to the IEP meeting date. Ability to participate is based on the availability of faculty and staff members, and is not guaranteed.

**Classroom Activities & Parties:**

Special classroom activities and parties are at the discretion of the classroom teacher. Teacher approval must be obtained prior to a parent bringing in any party related items including snacks. Prentice encourages parents to bring healthy treats that are low in sugar, easy to serve, and easy to clean up. Classroom treats should be provided for all students in the class. All food brought to serve students should be commercially prepared.

It is inappropriate for parents and students to invite teachers and/or staff assistants to attend family social gatherings/events such as birthday or bowling parties. Please refrain from this practice. Teachers and/or staff may be invited to ceremonies honoring your student, such as an Eagle Scout award ceremonies or graduations.

### **Social Events are a Privilege:**

Prentice takes student behavior very seriously. If a student requires disciplinary action, it may result in a student not being allowed to attend a school sponsored social event.

### **Acceptance of Gifts:**

The Prentice School requires that any gifts accepted by an employee must be nominal in cost with a fair market value of no more than \$100. Gifts must also be nominal in quantity and frequency. Employees are not permitted to solicit gifts from parents, grandparents, students or other parties defined as customers/clients of the School. If parents or other appreciative parties would like to show their appreciation above the \$100 value, they are welcome to make a donation to the school on behalf of the employee.

### **Junior High Socials:**

Dances and mixers are limited to students who are presently enrolled at Prentice. Participation in after school mixers is optional and all Prentice rules and policies are in effect at any school sponsored event.

### **Lunches:**

We encourage parents to pack or purchase healthy lunch options for their students, to ensure they have energy for the remainder of the school day. The school's hot lunch provider is Choice Lunch. All lunch orders must be purchased through the provider. To register and place orders, go to [www.ChoiceLunch.com](http://www.ChoiceLunch.com) and enter Prentice as the password.

*There is no charge to create an account, and parents are required to create one in case an emergency lunch is ever needed.*

If parents want to deliver a lunch, we encourage you to please keep good nutrition in mind when selecting "fast food" for your child and to provide a water bottle. Students are not permitted to have soda on campus. The delivered food is to be dropped at the front office prior to the child's scheduled lunch period. We discourage parents from making it a habit to deliver lunch.

Throughout the year we hold Lunch on a Blanket, which is a fun opportunity to have lunch with your student. Otherwise parents are not allowed to be on campus during lunch time.

### **Movie/Videos:**

The Prentice School approves the viewing of appropriate films during school or at school sponsored activities. A movie or video clip during class time where curriculum is being taught must have educational value, showing a direct link to the instructional



learning objectives of the approved curriculum. Videos are to be used appropriately and sparingly.

Elementary: G rated movies (PG rated movies with parent permission)  
Junior High: G and PG rated movies (PG-13 with parent permission)

## PRENTICE POSITIVE BEHAVIORAL PLAN

### **Prentice Behavior Supports and Expectations:**

Students, faculty and staff have the right to learn and work in a productive and safe environment. The Prentice School maintains high behavioral expectations for all students. We directly teach and reinforce expected behaviors in order for students to be good citizens and self-directed learners.

### **Student Expected Schoolwide Behavior:**

Students are expected to consistently demonstrate good citizenship, effective communication, collaboration, and problem-solving skills. These expected behaviors include but are not limited to the following:

- **General Campus:**

- Students should keep hands, feet and objects to oneself.
- Students will always treat self, others, and Prentice property with respect.
- Students will use kind and respectful language towards others (no profanity, insults, or obscene gestures).
- Junior High students must use the Junior High restroom facilities at the end of 300 building only. Elementary student must use the Elementary restrooms at the end of 200 building only.
- While active play is encouraged, running in the hallways and during transition between classes is not permitted.



- **Playground:**

- Students must follow directions of playground supervisors and must adhere to the rules of each activity/game.
- When students hear a whistle, they must stop play immediately and wait for directions.
- Students are not to climb trees, fences, or any equipment not designed for climbing.
- When climbing on equipment students must follow safety guidelines.
- Swings may only be used for swinging backwards and forward.
- Running or throwing things between swings is not permitted.

- Pushing empty swings is not permitted.
- Objects other than balls should not be thrown (no projectiles).
- Skateboards, scooters, or roller blades are not to be ridden on school property.
- Students are required to stay within assigned and supervised areas of the school.
- Students may request use of the large field located on the elementary playground but must have faculty supervision.
- Students are expected and encouraged to use the recess periods and lunch periods to visit the restroom or health office for non-emergency needs. This would avoid missing valuable class time or being disruptive during class time.
- **Lunch:**
  - Students must remain at tables during the first 10 minutes of lunch period.
  - Students must clean up after themselves and put all trash in trash cans.
- **Pick-Up/Carpool:**
  - After the dismissal bell rings go immediately to pick-up and follow your class to the pick-up area.
  - Walk, don't run.
  - Once at pick-up you must stay at carpool.
  - Sit quietly with your class while you wait for your car to pull up.
  - Listen for the pick-up attendant to call out your name.
  - Walk to your car only when your name has been called.
  - Use the blue crosswalk and follow the pick-up attendant's lead.

### **Positive Behavior Supports and Services:**

The term *positive* means that we are reaching and recognizing positive behavior of students, rather than a punishment/reward only system. Our behavior policy employs a progressive intervention and discipline model which is used when students do not respond to positive reinforcement. Progressive interventions and supports are as follows:

1. Students are pre-taught expected schoolwide behavior.
2. Students receive reinforcement for displaying expected behavior through classroom-based and schoolwide reinforcement systems, such as the Prentice Eagle Bucks.
3. Different levels of reinforcement will be used to support the acquisition and consistent use of new skills.
4. Coaching and mentoring will be used to correct minor behavioral issues.

### **Discipline Referrals:**

Discipline referrals are used as a written record of the violation of school policies and expected behavior. It serves as written communication between the teacher, student, and parent. Discipline referrals may become part of the student's official cumulative record. If a student receives five or more disciplinary referrals within a semester, a parent/teacher conference may be held and a behavior contract may be developed.

**Restitution & Detentions:**

Restitution will be used as a logical consequence and form of correction. This may include picking up trash for littering or completing work after school for off task behavior during class time.

Detention serves as mild punishment when reinforcement, progressive intervention, discipline referrals, and restitution have failed to correct inappropriate behavior. Detentions will be given out cautiously at the discretion of Prentice faculty and Administration. Detentions will only be served during school hours if deemed appropriate by Prentice Administration. All other detentions will be served after school (30 minutes).

If a student receives 5 or more detentions within a semester, a parent/teacher conference will be held and a behavior contract will be developed.

**Behavior Contract:**

A behavior contract may be developed when a student's behavior continues to impede the learning of himself/herself or others. While The Prentice School provides low level behavioral supports and services to students, a behavior contract may be implemented if a student is unable to improve his/her behaviors in accordance with The Prentice School's academic and behavioral expected behaviors (as outlined above).

Behavioral goals and expected behaviors will be developed and outlined within the behavioral contract. These goals and expected behaviors will be monitored daily by the student's teacher(s). A 30 day official review by the Administrative Staff will be conducted to determine next steps. If the behavior contract created by The Prentice School is still not enough to support the student's needs, the student may be exited from Prentice.

**Suspension & Expulsion:**

Suspension from school is not an ordinary punishment. Suspension may only be given by the Head of School, Director of Program, or their designee with consultation. It will be used when other corrective measures have failed or when a serious offense has been committed. When a student is suspended, the parents/guardians will be notified of the suspension and the reasons for this disciplinary measure. In some cases, the parents/guardians will also be notified of conditions that must be met prior to the student's return to school. A student may be placed on suspension for serious misconduct on campus or off campus, during school-related activities, or for continued misconduct after having been placed on probation. Acts constituting good cause for suspension (or expulsion) include but are not limited to:

- Actions gravely detrimental to the moral welfare of the other students.
- Incurable or disruptive behavior which impedes the progress of the rest of the class.
- Habitual or persistent violation of school regulations.
- Assault, battery, or any other threat of force or violence directed toward any school personnel, students, or other persons on school property or during school related activities.
- Leaving the school grounds at any time during the school day without permission.

- Use, sale, distribution or possession of narcotics, or alcoholic beverages, or other illegal substances.
- Malicious damage or destruction of real or personal property at school.
- Theft, extortion, or arson
- Habitual truancy
- Hazing
- Harassment
- Possession of a firearm, knife, or any other items which could be used as a weapon or replicas of such items.
- Actions, regardless of intent, that results in the physical or mental injury of another student.
- Failure to satisfy the improvement conditions established in a behavioral and/or academic probation contract.

### **Consequences:**

Official suspension from school may assume various forms depending upon the circumstances:

- The student may attend class but lose the right to participate in any school activity on or off campus.
- The student may be suspended from a particular class and be required to report to an office or alternate classroom on campus during that time as designated by the Administration.
- The student may receive an in-school suspension. This form of suspension requires a student to attend school but refrain from attending his or her regular classes. The student will receive all classwork and homework, as well as additional assignments as required and will complete these assignments in an office or an alternate classroom as assigned by the Administration. Lunch and break times will also be spent in the office or alternate classroom designated by the Administration. It will be the responsibility of the student to ensure that all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) designated for an in-house suspension will be made up during the regular test make-up period after school or at the discretion of the teacher.
- The student may receive an at-home suspension whereby they are sent home for the entire period of suspension. The student will receive all class work and homework, as well as additional assignments as required and will complete these assignments at home. It will be the responsibility of the student to ensure that all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) designated for an in-house suspension will be made up during the regular test make-up period after school or at the discretion of the teacher.

### **Suspension Procedures:**

- The student shall be given oral and written notice of the charges (suspension acknowledgement) against him or her, and a fair opportunity to present his or her side of the story.

- Notice will be given to the parents/guardians by telephone or other appropriate methods within a reasonable time, followed by written documentation which can include a letter or email.
- A conference with the parents/guardians, student, and appropriate school staff may be arranged.
- In the case of an at-home suspension, a letter of suspension/Parent Acknowledgment form will be prepared and will be signed by the parents/guardians, the student and the Head of School. On this form, the exact length of the suspension period shall be specified and the reason for the suspension clearly noted. This acknowledgement will remain in the student's cumulative file.
- The Head of School, Director of Program, Director of Support Services or their designee is required to maintain dated documentation of the facts and of the parent/guardian conference in each case where a student earns a suspension.

#### **“Emergency” Situations for Immediate Suspension:**

With behavior constituting a clear and present danger to the lives, safety, or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents/guardians must follow within twenty-four hours. A suspension must be approved by the Head of School, Director of Program, or their designee with consultation. Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct must be clearly stated to the student and parents/guardians. The length of the suspension is left to the discretion of the Head of School or Director of Program in accordance with the nature of the conduct and all circumstances. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, will be given full credit. In some situations, a student may be sent home from school for the day due to a minor behavioral incident. This may not be considered a form of suspension.

#### **Involuntary Withdrawal or Expulsion:**

Involuntary withdrawal or expulsion from school is not an ordinary punishment and may only be given by the Head of School. It will be used when other corrective measures have failed or a serious offense has been committed. There may be an occasion, where after consultation and review of the individual student's needs, it is determined that the school does not have an appropriate program available for that student. In such cases, the parents/guardians will be asked to involuntarily withdraw their student from the school. The Head of School may determine that a student's speech, gesture, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures), has indicated sufficiently, an inability or lack of desire to remain a student at The Prentice School. In such a case, the Head of School will recommend the student's withdrawal/expulsion.

**Expulsion Guidelines:**

The final decision to expel a student rests with the Head of School. Full credit shall be given for all work accomplished by the student prior to the time of expulsion. Acts constituting good cause for expulsion include but are not limited to:

- Actions gravely detrimental to the moral welfare of the other students.
- Incurable or disruptive behavior which impedes the progress of the rest of the class.
- Habitual or persistent violation of school regulations.
- Assault, battery, or any other threat of force or violence directed toward any school personnel, students, or other persons on school property or during school-related activities.
- Leaving the school grounds at any time during the school day without permission.
- Use, sale, distribution or possession of narcotics, alcoholic beverages, or other illegal substances.
- Malicious damage or destruction of real or personal property at school.
- Theft, extortion, or arson
- Habitual truancy
- Hazing
- Harassment
- Possession of a firearm, knife, or any other items which could be used as a weapon or replicas of such items.
- Actions, regardless of intent, that results in the physical or mental injury of another student.
- Failure to satisfy the improvement conditions established in a behavioral and/or academic probation contract.

**NOTE:** *The Prentice School uses the California Education Code “Administrator Recommendation of Expulsion Matrix” as a guide for the suspension/expulsion of a student. You may access this matrix by going to the California Department of Education website at [www.cde.ca.gov/](http://www.cde.ca.gov/) and search suspension and expulsion guidelines. While The Prentice School uses this as a guide in determining whether or not a suspension or expulsion is warranted, we reserve the right to disenroll a student at any time. For NonPublic School students, The Prentice School will follow California Education Code 48900.*

**Good Reputation of the School:** Students are expected to always be kind, courteous and respectful to all persons and property. Students share the responsibility of the good name and reputation of The Prentice School. Actions on or off campus, either during school hours or outside of school hours, that can detrimentally impact the school’s reputation can result in disciplinary consequences, including withdrawal/ expulsion from The Prentice School. Any student who participates in unlawful or unethical activity in or outside school either during school hours or outside of school hours, may be subject to immediate expulsion. Unlawful/unethical activity specifically includes, but is not limited to:

- Membership, involvement, or association with a group or gang that engages in violence or threats of violence;
- Harassment or intimidation of others;
- Use or sale of illegal substances;
- Theft;
- Possession of a weapon; or
- Use of print, visual, or electronic media for purposes of harassment or threat.

### **Anti-Bullying Policy:**

The Prentice School believes that all students have a right to a safe and healthy school environment. The faculty, staff, parents, and students have an obligation to promote mutual respect, tolerance, and acceptance.

The Prentice School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. The Prentice School expects students and/or staff to immediately report incidents of bullying to the Director of Program, Head of School, or MFT staff who witness such acts should take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, and during a school-sponsored activity.

To ensure bullying does not occur on campus, The Prentice School will cultivate acceptance and understanding in all students and staff to build our capacity to maintain a safe and healthy learning environment. At Prentice, we understand that our students may struggle with perspective taking, perception, communication, and impulsivity. These characteristics will be factored into any investigation having to do with reported instances of bullying and may impact the outcome of the investigation.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

If the Prentice Administration finds that a student has engaged in behavior that can be classified as bullying, the student is in violation of this policy and is subject to disciplinary action up to and including expulsion.

## **HEALTH SERVICES & EMERGENCY PLANS**

### **Health Records – HIPPA:**

All trips to the Health Office will be recorded within the student information system as part of the student's cumulative record. Each student receiving medication at school will have a medication log in the school Health Office for the clerk, or other designated school personnel to use to document all medication administered to the individual student. Health information falls within the laws pertaining to confidentiality of medical information (Civil Code [CC] Section 56.10), as well as the laws regarding student information in



the California Education Code. It is important that all written and verbal information regarding a student remain confidential. In an emergency, where there is suspected child abuse, suicidal threats, a threat to others, or any emergency involving law enforcement, appropriate information will be released to appropriate agencies.

### **Immunization:**

The Prentice School complies with the mandated immunization laws which are outlined in PowerSchool in The Prentice Handbook Appendix Two: Immunization Policy.

Parents must submit a copy of their student's immunization record and shots must be up-to-date for his/her grade level before the student will be allowed to attend the first day of school or they must submit a Medical Exception Waiver.

As per law SB 277 effective January 1, 2016:

- Students who have an individualized education program (IEP) should continue to receive all necessary services identified in their IEP regardless of their vaccination status.
- Medical and personal beliefs exemptions will be allowed from any new immunization requirement initiated by CDPH for attendance at school or childcare.

### **Lice Policy:**

Students who have been exposed to lice should notify the School Nurse immediately so they can be checked. If one or more lice or nits (lice eggs) are discovered in a student's hair, the parent/guardian will be notified and they will be required to pick up the child immediately. If a parent/guardian discovers lice or nits in their child's hair at home, they must notify the School Nurse immediately. The student must be clear of all lice and nits before they may return to class. Once the student has undergone appropriate lice treatment, they must be examined in the Health Room prior to going to class. Even if a doctor or lice control company says that the affected student may return to class, it is at the discretion of The Prentice School to determine whether or not the student is free of lice or nits.

### **Accident Reports:**

An accident is an unplanned occurrence which results in injury to person/persons. When a student is injured, an accident report will be documented and kept in the students medical records.

When an emergency arises, the appropriate emergency personnel will be contacted and parents will be notified as quickly as possible. Out of an abundance of caution in protecting our students, the Prentice faculty and staff may determine that emergency medical response is necessary to address a medical condition. Parents, by agreeing to the terms of admission, understand and consent for Prentice faculty and staff to determine the need to call 911 and the parents are held responsible for all financial costs associated with this level of medical intervention.



**Medication Administration:**

The Prentice School complies with California Education Code section 49423, 49480, and California Administrative Code Title 5, 18170 which states: Notwithstanding the previous of section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by designated school personnel if the school receives;

1. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.
2. A written statement from the parent or guardian indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

The agency shall follow these provisions pertaining to medication:

1. An assigned staff member shall administer medications prescribed by a physician for a child provided written parental consent has been given.
2. Record of medication dosages to the child and date and time medication is
3. administered shall be maintained by the facility.
4. Centrally stored medicines shall be kept in a safe and locked place that is not accessible to persons other than employees responsible for health supervision. Each container shall carry the name of the medication, the name of the person for whom prescribed, the name of the prescribing physician, and the physician's instructions. All centrally stored medication shall be labeled and maintained in compliance with State and Federal laws. Each person's medication shall be stored in its originally received container. No medication shall be transferred between containers. The agency shall be responsible for assuring that a record of centrally stored prescription medication for each person in care includes: the name of the person for whom prescribed the drug name, strength and quantity, the day filled, the prescription number and name of the issuing pharmacy.
5. All medication shall be centrally stored in an area which is totally inaccessible to the students.
6. Students should never be sent to school with their own medications. All medicines need to be brought in by the parents and checked into the health office. Disciplinary action will occur if students are found possessing medication on their person.

Parents are to comply with the information on the required form(s), obtain the appropriate signature, and return to The Prentice School prior to the first day of school. Parents may review these forms on PowerSchool.

1. A completed Medical Treatment Consent form is required for all students.
2. Parent/Guardian & Physician Request for Prescribed Medication – required for any student who takes prescription medication that needs to be administered by school staff for any reason including: during school hours; overnight camps; and/or on an “as-needed” or emergency basis (including inhalers and EpiPens).
3. Parent/Guardian permission to give any other “as-needed” over-the-counter (OTC) medication not on hand. The OTC medication being brought in by the parent/guardian must be unopened with dosage, route, time, and maximum amount of dosage per day.

**Safe School Plan:**

The preservation of life, property, and environment is an inherent responsibility of local, state, and federal government. The Prentice School has prepared a Safe School Plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the students, faculty, and staff in time of emergencies.

Parents are encouraged to review Prentice's Safe School Plan on PowerSchool. This plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and local and state guidance. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

Please contact Prentice immediately to report any potentially hazardous conditions such as a gas leak, electrical problems, etc.

**Emergency Drills:**

In compliance with Education Code Section 32001, we provide a dependable and operative fire alarm system and conduct emergency drills, based on the following schedule, to ensure students and staff members are practiced in the best protocols:

- |                     |               |
|---------------------|---------------|
| • Fire Drills       | Monthly       |
| • Earthquake Drills | Semi-Annually |
| • Lock Down Drills  | Semi-Annually |

**Evacuation of School Campus:**

If an evacuation of the campus becomes necessary, Prentice staff will escort the students to an alternate location that is safely away from the disaster site. Immediately prior to the start of the evacuation, the Public Information Officer will attempt to communicate this evacuation to parents and families by whatever means necessary.



Upon arrival at the alternate location, Prentice staff will follow the same procedures as if on-campus for first aid, student supervision, and release of students, while cooperating with other groups at the new site.

**Initial Evacuation Site:**

Hewes Middle School  
13232 Hewes Avenue  
Santa Ana, CA 92705  
(714-730-7348)

**Alternative Evacuation Site:**

Foothill High School  
19251 Dodge Avenue  
Santa Ana, CA 92705  
(714-730-7464)

# STUDENT INFORMATION & RECORDS

## **Change of Address/Phone Numbers:**

Parents must notify Prentice immediately of any change of address, phone numbers, or email addresses so the school's records are accurate at all times. Notification can be made by sent to the front office.

## **Child Abuse Reporting Mandate:**

In accordance with California law, all school staff members are mandated reporters and are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical, emotional, sexual abuse and/or neglect. Reporting mandates dictate when parents are informed about the report and which agency will be informing the parent. This means that in most situations Prentice is prohibited from directly informing a family when a report is made. Information related to the identification of the individual making the report is strictly confidential and will not be disclosed. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made to the proper agency for investigation and is designed to protect children from abuse.

## **Cumulative Records:**

Information about students is collected and maintained by the school office within the student's cumulative file and the school's Digital Student Information System. For more details, reference The Prentice Handbook Appendix Four: Cumulative Records Policy in PowerSchool.

## **Rights of Access to Student Records:**

Parents/legal guardians have the right to access, copy and challenge educational records related to their child (California Education Code 49070). No persons other than the parents and specified agencies shall have access to school records without parental permission unless it is directory information.



## **Assessments from Outside Areas:**

Outside agencies requesting that Prentice staff fill out questionnaires or assessments need to provide the staff with three (3) full days to complete documents. Agency representatives requesting student observations or testing of students must contact the Prentice office to schedule an appointment and a current Release and Exchange of Information form must be signed by student's parent(s) and kept on file in the school office.

## **Employee Responsibilities & Privacy:**

Prentice staff members are held to the highest standards regarding professionalism and teaching ethics. All Prentice employees comply with regulations related to non-

discriminatory practices pertaining to race, color, gender, gender identification, sexual orientation, creed, ethnic or national identity, disability, and age.

All Prentice employees sign a conflict of interest notice and maintain student record confidentiality.

Prentice employees will properly value and protect any information entrusted to us concerning Prentice parents and students. This policy describes how we will safeguard personal and company information, to ensure peace of mind when dealing with The Prentice School.

## TRANSPORTATION

### **Approach to School Site:**

The County Conditional Use Permit requires Prentice to implement and monitor a traffic-control policy, which includes a sequential numbering system of cars entering the school parking lot at dismissal. The permit specifically limits the total number of cars in the parking lot at one time to 33. The county and the California Highway Patrol periodically spot check the school to make sure we follow these guidelines. Please adhere to the time schedule at all times and try to join a group carpool so we can reduce the number of cars in the parking lot. **Please note that the city prohibits parking on the south side of Lassen Drive, directly in front of residential homes.**

Drivers should use the main arterial streets. After exiting the freeway system, the school should be approached from either Fairhaven or 17<sup>th</sup> Street. The direct approach to the school is via Esplanade and Lassen – **Please do not use neighborhood streets.**

Cars should enter the drop-off/pick up area from the easternmost drive and exit from the westernmost drive, turning left toward Esplanade. There are to be ***no right turns*** out of the Prentice parking lot. ***Instead, cars must turn left and exit via Lassen to Esplanade.*** Parents and staff ***must not drive or park*** on neighborhood streets.

During special events that increase the parking needs, the north gates of the school will be opened on Fairhaven to allow parking on the field.

### **Traffic Control & Carpool:**

The Prentice School uses a program of traffic control. This policy is very important because:

- It safeguards the students.
- It provides an orderly traffic pattern that reduces the impact on the neighbors.
- **The County Conditional Use Permit** requires Prentice to implement and monitor a traffic control policy.

Parents are required to comply with the pickup rules to ensure the safety of students and implement the school's required traffic control policy.

- All students will be released at the pickup gate.
- Students may not be released through the front office (see early check out procedures in the Attendance section of this handbook).
- All vehicles approaching Prentice for the purpose of transporting students must have a pickup card clearly displayed on the vehicle's dashboard/windshield to enable the pickup monitor to see it.
- The maximum speed limit in all lanes of the Prentice parking lot is 5 mph.
- **Cars may not be left unattended** in the red or blue curb areas in front of the school at any time.
- A quantity of three (3) placards will be given to each family prior to the first day of school. It is the parent's responsibility to care for those placards.
- Any individual with your personal placard displayed in the front window of their vehicle will be able to pick up your student(s); it will be assumed that you have given that individual authorization to pick up your student(s) since they have one of your three placards.
- Line up at the **specific time** assigned to your pick up. Please do not arrive or proceed to the pickup area earlier than your assigned time.
- California law makes it illegal to hold a cell phone while driving. For the safety of students, Prentice does not allow the use of cell phones at any time while in the pickup line.
- Remain in your car while waiting in pickup.
- Pick up your child in the pickup lanes ONLY– *not on foot*.
- No child will be allowed to leave by walking across the parking lot and across the street.
- Written permission must be sent to the *front office* for your child to go home with a friend. Be certain to include the date, name(s) of the child and parent with whom they are going home, and your signature and phone number.
- The Prentice School is responsible for every student's safety and, therefore, reserves the right to refuse releasing a student to any person who is visibly intoxicated or showing similar symptoms due to medicinal side effects. If this situation should arise, a staff member will call another authorized person to pick up the student.
- Any student not picked up by 3:30, or 30 minutes after dismissal on any other day, will go directly to After School Care. No students will be allowed to wait in the office.
- **It is the parents' responsibility to share these policies with all those with whom you have authorized to pick up your child.**

### **Assigning Pickup Placards:**

Pickup placards are assigned based on the earliest date that a family has fully registered for the upcoming school year and initialized an enrollment contract and payment method. This initial pickup assignment is considered an "individual" pickup placard, and will apply to each student/family.

If you are interested in creating or joining a "group" carpool, the Front Office Receptionist can provide you with the contact information of Prentice families who live in or near your city. Once a "group" carpool is established, you can alert the Front Office

Receptionist, who will provide you with an extra carpool placard if needed. Organization of a carpool is the responsibility of the parents and/or legal guardians. The school does not verify driving records and cannot be held responsible for how your child gets to and from school.

Carpools can line up only at the specified time assigned to their placard per the following schedule:

**Student Pickup Schedule:**

Regular			
Pick Up	Schedule	Thursday	Noon
Colors	Dismissal	Dismissal	Dismissal
Orange	3:00 p.m.	2:00 p.m.	12:00 p.m.
Pink	3:05 p.m.	2:05 p.m.	12:05 p.m.
Green	3:10 p.m.	2:10 p.m.	12:10 p.m.
Blue	3:15 p.m.	2:15 p.m.	12:15 p.m.

**Before and After School Care:**

Students may arrive on campus as early as 7:45 a.m. and must be picked up no later than 30 minutes after school dismissal. For the safety and security of the students, any student dropped off or picked up outside of those hours are required to be in Before School or After School Care. Parents will be billed accordingly. No student will be allowed on campus without supervision.

**Before School Care:**

**Time:** 7:00 a.m. to 7:45 a.m.

**Days:** Monday to Friday

**Fees:** Flat Fee of \$15 per day (Siblings \$10 per day)

No student is allowed on campus prior to 7:00 a.m.

**After School Care:**

**Time:** 30 minutes after dismissal until 6:00 p.m.

**Days:** Monday to Friday

**Fees:** \$7.50/half hour or any fraction there of (Sibling: \$5/half hour or any fraction thereof)

All Before School or After School Care will be held in modular room 701. Parents are required to sign in and sign out their children. The gate nearest room 701 should be used by all students and parents using the Before School and After School Care.

**Any student in After School Care BEYOND 6 pm WILL BE CHARGED a flat fee of \$50 for each hour, or fraction of an hour the student is on campus after 6:00 p.m.**

# PARENT PARTICIPATION & VISITORS

## **The Prentice Parent Alliance:**

The Prentice Parent Alliance is designed to facilitate effective communication and engagement between the parents and the school. All Prentice parents are members of the Alliance. Through a committee model, parents help organize special events and fundraising projects with the assistance of a lead faculty or staff member. Parent's skills, talents, time and resources make a positive difference toward providing our families and students with fun, engaging and educational activities. By joining or leading an activity or event committee, a parent can complete volunteer hours and enjoy the rewards of being an active member of The Prentice School Community.

## **Live Scan Fingerprint Clearance & TB Clearance:**

For the protection of our students, Prentice requires all volunteers and others who have a reasonable expectation of frequent or prolonged student contact (i.e. lunch server) to go through a Live Scan Fingerprint Clearance by the Department of Justice and the FBI, and to obtain a Tuberculosis (TB) Clearance. The School's Human Resources Manager will assist volunteers with this process. Volunteers are responsible for covering the cost of the Live Scan Fingerprint and the TB Clearance and may request to be reimbursed for these costs by the School after completing a minimum of 50 hours of service.

## **Parent Service Hour Requirement:**

Each family is required to fulfill ten hours per child during the school year or donate \$20 per each service hour not completed. Hours not completed will be invoiced through the last billing statement of the school year. Families receiving tuition financial assistance are required to fulfill 20 service hours per student during the school year. In fairness to all families, parents are not allowed to transfer their extra service hours to other families or to receive hourly credit based on donated gifts in kind.

A log book is located in the front office to keep track of hours served. Parents are expected to add their hours into the log book every time they complete a service hour. If a student terminates from Prentice prior to the end of the school year, the balance of service hours will be added to the final invoice.



## **Parent & Visitor Sign In:**

For the safety of our students, all visitors on campus, including parents, are required to check into the office. Please sign in and out at the front desk and wear a Visitor Sticker whenever you are a guest on the school grounds.

## **Parent & Volunteer Access:**

Prentice encourages volunteer participation throughout the year. For the safety of our students and privacy of our faculty and staff, parents and volunteers are permitted to stay on campus only for the duration of the volunteer activity or appointment. Access to



the staff lounge, other areas in the Administration Building and the school campus is restricted to school employees only.

### **Visiting Classrooms:**

Parents and other interested individuals can schedule a visit to the school or classroom. Arrangements must be made in advance with the Director of Program. Since classroom visitations distract students, however, visits will be limited to 20 minutes, once a month. Parents are required to sign in at the front office before going to the classroom.

Teachers and classroom assistants will be unable to speak with visitors during instructional time. However, you are welcome to make an appointment to conference with the teacher at a mutually convenient time.

For the safety of our students and facility, animals are not allowed on campus unless affiliated with a Prentice approved program.

### **Field Trip Permission:**

Field trips are off-campus activities that are part of the instructional program.

Permission slips are required for students to participate in these activities. Prentice requires a signed permission slip for each field trip in order for a student to participate. Permission slips will be sent to parents prior to each field trip. Parents may print an additional copy of the permission slip from the PowerSchool website. If the form is not submitted by the due date, the student will not be allowed to participate in the trip(s). It is the responsibility of the student and parent, not the teacher or faculty, to return permission slips to the classroom teacher in a timely manner.



### **Parent Volunteers on Field Trips:**

Many parents are interested in volunteering to drive and help supervise during field trips. Teachers will make every effort to give all interested parents an opportunity to participate. Teachers will limit the size of the group attending an event. Field trip and classroom volunteers are expected to supervise and/or work with all assigned students during the trip, not just their own child. Parents are trip guidelines established by the teacher.

Parent drivers will be required to complete the Field Trip Driver's License and Vehicle Insurance Information form and turn it into the teacher. The completed form will be brought on the trip by the classroom teacher.

- Parent drivers must provide a copy of their current Driver's License and their current Vehicle Insurance form to The Prentice School business office one week prior to the field trip. A list of students assigned to each parent driver will be located in the front office before leaving on the trip.
- No adult should ever be alone with a child who is not their own child. Parent drivers should be sure that they are always responsible for at least 2 children.



- Parent drivers are expected to drive students to the field trip and actively supervise students in the teacher planned activities.
- Teachers are responsible for ensuring that booster seats and car seats are used for students with the required weight/age. Parents with children attending a field trip should inform teachers of their child's requirements and supply needed seats to insure the safety of their child.
- Siblings and family friends or relatives are not allowed on field trips.
- Parent sign-up for field trips are on a first come, first served basis. If the venue has per person fees, any parent attending, in addition to the original number requested, may be required to pay their own admission fees.
- Teachers are responsible to provide information to parents to be certain that they understand their responsibilities. When parents are supervising students, they need to refrain from socializing with other parents and focus attention on students.
- Teachers are responsible for providing parents with driving directions and parents are requested to follow the teacher's driving directions so that everyone arrives approximately at the same time. Teachers should also provide any special instructions regarding parking or where to meet once they arrive at the venue.
- Parents who volunteer for an overnight camp will be granted 8 hours a day for their Prentice volunteer service requirement.

A volunteer must have the following before they may drive on a field trip:

- A valid California driver's license with no health restrictions on the license.
- No moving traffic violations within the past two years.
- No accidents for which you have been liable within the past two years.
- Enough seat belts or required child seating restraints for every passenger.
- Proper auto liability insurance coverage (minimum of \$300,000- \$500,000).
- Be sure to include your service time in the log book.

Copies of documents showing this information must be provided to Prentice before driving students on a field trip.

### **Communication:**

Regular communication between parents and staff is important. Prentice has established various methods for communicating to all parents. It is the parents' responsibility to actively and regularly utilize these communication tools to stay informed and active in their child's education:

- Email Update: The school sends frequent email updates to all parents, providing information about school activities, non-student days, early release days, parent meetings, volunteer opportunities, fundraising activities, and other school events.
- Prentice Notify: The school will send messages by phone and/or text message regarding special events and emergency announcements.
- PowerSchool: PowerSchool is our main electronic method of communication between parents, staff, and students.

PowerSchool provides the most up-to-date information regarding:

- Real-time access to grades
- Master Calendar (updated as appropriate)
- Announcements
- Class Schedule
- Discipline
- Class Pages
- Attendance
- Homework assignments
- Missing assignments
- Important administrative documents and forms
- Alerts

Parents will receive activation instructions following their completion of the Prentice School's online registration. If you have any questions about how to access or navigate the PowerSchool, please contact IT Coordinator, Jonathan Robinson.

#### **Privacy Policy:**

The Prentice School has a duty to protect the privacy of its students and staff. Upon registration, Prentice asks parents for consent to photograph or record their child. Any photograph or video may be used in perpetuity and, therefore, consent is not revocable. Any parents who do not give consent are noted, and this list is then referenced by the staff before the publication of any photographic materials.

Parents are instructed not to identify any student or staff by name when posting or displaying pictures where the public can access them, including their personal social media.

The parent and student information contained in The Prentice School Student Directory ("The Directory") is intended to be used solely for The Prentice School students and their parents to share information related to activities sanctioned by The Prentice School. The information contained in the Directory may not be shared with any other individuals and/or for any other purpose. Violation of this policy may result in termination of the Student Enrollment Contract by The Prentice School at its sole and absolute discretion. Only authorized information by the Prentice School individual parents will be included in the Directory.

#### **Parent Expected Schoolwide Behavior:**

Parents/guardians are expected to treat faculty and staff with trust, civility and respect. When on school grounds and/or a school sanctioned activity, parents will be respectful of the fact that they will be in close proximity of impressionable children with regards to attire, speech and behavior. Prentice reserves the right to ban or restrict the participation of a parent and/or not to re-enroll, or to dismiss a student if the Head of School concludes that the actions of the parent/guardian are inconsistent with this policy, impair a positive and constructive relationship, and violates the terms of the enrollment contract. When parents have a concern they would like to discuss with faculty and/or staff, it is expected that they will do so in a respectful and professional manner. If a parent/guardian has a concern about their own child, they are to go to the teacher, Director of Program, Director of Support Services, or Head of School to discuss

the matter – not other parents or other students. Students are most successful when parents and faculty work closely together as a team in the best interest of the student.

### **Student Suspension/Expulsion and Student /Parent Conduct**

The Prentice School may rescind a student's enrollment in the event of serious or ongoing disciplinary, behavioral or academic issues arising prior to the start of the school year. Prentice shall have the right to suspend or expel a student at any time if he/she does not act in accordance with the policies of the school as set for in the Prentice School Handbook. The parent and student understands that the School reserves the right not to extend the privilege of enrollment or re-enrollment to a student, or to dismiss an enrolled student, if the Head of School or his/her designee concludes, in his or her sole discretion, that the actions of a parent(s)/guardian(s) are inconsistent with the terms of The Prentice School Handbook or School policies; impair a positive and constructive relationship; or violate the terms of this contract. The Head of School shall investigate the circumstances surrounding any incident(s) and shall make a final decision as to whether the offense(s) justify the student's dismissal. The dismissal of a student does not relieve the parent or guardian of the tuition obligation set for in the Enrollment Financial Agreement.

## **BUSINESS SERVICES**

### **Balances:**

All monies owed to The Prentice School including tuition, damaged or lost books, equipment, materials, services or volunteer hour fees must be paid in full by the last day of each school year. ***Failure to bring a balance of tuition and fees current could result in your child not being allowed to enroll for the following academic year.*** If necessary, delinquent accounts will be referred to a collection agency.

Parents should be aware that our Tuition payments do not cover the full cost of a Prentice education. In order to close the gap, maintain small class sizes, add extra programs, expand enrichment programs, maintain the facility upkeep, and offer professional development to staff; Prentice relies on every member of the community to contribute to the Annual Giving Campaign with a tax-deductible gift. Prentice asks all families to participate directly or through the support of family, friends or companies.

### **Tuition Loans:**

Prentice may provide information to families who would like to borrow funds from a lender to help fulfil their tuition obligation. If you are interested in applying for a loan with an independent outside agency, please contact the business office for information.

**Second Child Discount:** Parents will receive a second-child discount of \$1,000 for *each* additional student enrolled after the first child in the family. This discount is given in full prior to October 1st or prorated for students starting later in the year.

### **Parent Referral Program:**

We encourage Prentice parents to be ambassadors of the school. As the referring parent, you will receive a \$2,000 tuition credit if the referred student attends Prentice at least three (3) full months while your child is also enrolled. The tuition credit is transferable should you have more than one child enrolled at Prentice. Additionally, you will receive a \$2,000 tuition credit in each subsequent year that both your child and the child you referred are enrolled at least three full months.



To complete the process please contact the Admissions Office at (714) 244-4608.

### **Payments:**

#### **Credit Card Fee Acknowledgment**

If you choose to use a credit/debit card to pay for any charges, a **3.00%** convenience fee of the payment amount **will be added** each time you make a payment.

#### **Miscellaneous**

The Prentice School would greatly appreciate payment of miscellaneous student activities by check or credit card; **no cash please**. In addition, school administration discourages students from having cash in the classroom.

- Checks for school-sponsored activities and services (fieldtrips, tutoring, etc.) should be made payable to "The Prentice School."

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### **Student Termination:**

Parents understand that at the time they enter into their annual contract with Prentice, the school will be hiring teachers and providing curriculum and supplies for their child for a full school year. In the event that they withdraw their student from Prentice prior to the end of the school year, they will be obligated to pay an amount equal to the balance of tuition due through the end of the semester, or 30 days from the date of termination, whichever is greater.

# APPENDIX

## **APPENDIX ONE: DISCIPLINE POLICIES**

### **The Prentice School's Conformity Policies related to Education Code Section 56366.10(d) & 48900-48927**

The Prentice School complies, reserves the right to impose and has a written policy as described in EC 56366.10(d) and EC 48900 which is consistent with state and federal law and regulations.

#### **Interventions Prior to Suspension:**

48900.5.

(a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. The Prentice School may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the Principal or Executive Director of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section

48900 or that the pupil's presence causes a danger to persons.

(b) Other means of correction include, but are not limited to, the following:

- (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
- (2) Referrals to the school psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
- (4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- (5) Enrollment in a program for teaching prosocial behavior or anger management.
- (6) Participation in a restorative justice program.
- (7) A positive behavior support approach with tiered interventions that occur during the school day on school site.
- (8) After school activities that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
- (9) Any of the alternatives described in Section 48900.6.

48900.6. As part of or instead of disciplinary action prescribed by this article, the Principal of The Prentice School, the Principal's designee,

the Executive Director, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or school site betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

#### **Causes for Suspension or Expulsion:**

A pupil shall not be suspended from school or recommended for expulsion, unless the Executive Director of The Prentice School or the Principal of the school determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from the Executive Director or Principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco(including electronic cigarettes), snuff, chew packets, hookah and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by The Prentice School, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(r)(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of students as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or students in fear of harm to that pupil's or those students' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(r)(2) (A) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph

(1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within The Prentice School under the jurisdiction of the Executive Director or Principal. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the school site.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the

Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.  
(v) For a pupil subject to discipline under this section, the Executive Director of The Prentice School or Principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

**Harassment/Threats:**

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the Executive Director or the Principal of The Prentice School determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the Executive Director or the Principal of The Prentice School determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4. In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the Executive Director or the Principal of The Prentice School determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school The Prentice School personnel or students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment.

**Threats Against School Staff/Property:**

48900.7.

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the Executive Director or the Principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of The Prentice School's property, or the personal property of the person threatened or his or her immediate family.



48900.8. For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the department, The Prentice School shall specifically identify, by offense committed, in all appropriate official records of a pupil each suspension or expulsion of that pupil for the commission of any of the offenses set forth in Section 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915.

**Smoking /Tobacco Products:**

48901.

(a) No school shall permit the smoking or use of tobacco, or any product containing tobacco or nicotine products, by students of the school while the students are on school site, or while attending school-sponsored activities or while under the supervision and control of The Prentice School employees.

(b) The governing board of The Prentice School maintaining a high school shall take all steps it deems practical to discourage high school students from smoking. All students at The Prentice School shall receive instruction regarding discouraging the practice of smoking and tobacco use.

**Electronic Devices:**

48901.5.

(a) The governing board of The Prentice School, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by students of The Prentice School while the students are on school site, while attending school-sponsored activities, or while under the supervision and control of The Prentice School employees.

(b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.

**Staff who may Suspend:**

48910.

(a) A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the Principal of the school and send the pupil to the Principal or the designee of the Principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the Board of Directors of The Prentice School. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the Principal.

(b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

(c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the Principal or the designee of the Principal for consideration of a suspension from the school.

48911.

(a) The Principal of the school, the Principal's designee, or the Executive Director of schools may suspend a pupil from the school for any of the reasons enumerated in Section 48900, and pursuant to Section 48900.5, for no more than five consecutive schooldays.

(b) Suspension by the Principal, the Principal's designee, or the Executive Director of schools shall be preceded by an informal conference conducted by the Principal, the Principal's designee, or Executive Director between the pupil and, whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the Principal, the Principal's designee, or Executive Director. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her, and shall be given the opportunity to present his or her version and evidence in his or her defense.

(c) A Principal, the Principal's designee, or the Executive Director of schools may suspend a pupil without affording the pupil an opportunity for a conference only if the Principal, the Principal's designee, or the Executive Director determines that an emergency situation exists. "Emergency situation," as used in this article, means a situation determined by the

Principal, the Principal's designee, or the Executive Director of schools to constitute a clear and present danger to the life, safety, or health of students or school personnel. If a pupil is suspended without a conference before suspension, both the parent and the pupil shall be notified of the pupil's right to a conference and the pupil's right to return to school for the purpose of a conference. The conference shall be held within two schooldays, unless the pupil waives this right or is physically unable to attend for any reason, including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference.

(d) At the time of suspension, a school employee shall make a reasonable effort to contact the pupil's parent or guardian in person or by telephone. If a pupil is suspended from school, the parent or guardian shall be notified in writing of the suspension.

(e) A school employee shall report the suspension of the pupil, including the cause for the suspension, to the Executive Director of schools in accordance with the regulations of the Board of Directors of The Prentice School.

(f) The parent or guardian of a pupil shall respond without delay to a request from school officials to attend a conference regarding his or her child's behavior. No penalties shall be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials.

Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

(g) In a case where expulsion from a school or suspension for the balance of the semester from continuation school is being processed by the Board of Directors of The Prentice School, the Executive Director in writing may extend the suspension until the Board of Directors has rendered a decision in the action. However, an extension may be granted only if the Executive Director of schools or designee has determined, following a meeting in which the pupil and the pupil's parent or guardian are invited to participate, that the presence of the pupil at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the instructional process. If the pupil is a foster child, as defined in Section 48853.5, the Principal shall also invite the pupil's attorney and an appropriate representative of the county child welfare agency to participate in the meeting. If the pupil or the pupil's parent or guardian has requested a meeting to challenge the original suspension pursuant to Section 48914, the purpose of the meeting shall be to decide upon the extension of the suspension order under this section and may be held in conjunction with the initial meeting on the merits of the suspension.

(h) For purposes of this section, a "Principal's designee" is one or more administrators at the school site specifically designated by the Principal, in writing, to assist with disciplinary procedures. In the event that there is not an administrator in addition to the Principal at the school site, a certificated person at the school site may be specifically designated by the Principal, in writing, as a "Principal's designee," to assist with disciplinary procedures. The Principal may designate only one person at a time as the Principal's primary designee for the school year.

An additional person meeting the requirements of this subdivision may be designated by the Principal, in writing, to act for purposes of this article when both the Principal and the Principal's primary designee are

absent from the school site. The name of the person, and the names of any person or persons designated as "Principal's designee," shall be on file in the Principal's office.

This section is not an exception to, nor does it place any limitation on, Section 48903.

**In House Suspension:**

**48911.1.**

(a) A pupil suspended from a school for any of the reasons enumerated in Sections 48900 and 48900.2 may be assigned, by the Principal or the Principal's designee, to a supervised suspension classroom for the entire period of suspension if the pupil poses no imminent danger or threat to the school site, students, or staff, or if an action to expel the pupil has not been initiated.

(b) Students assigned to a supervised suspension classroom shall be separated from other students at the school site for the period of suspension in a separate classroom, building, or site for students under suspension.

(c) The School may continue to claim apportionments for each pupil assigned to and attending a supervised suspension classroom provided as follows:

(1) The supervised suspension classroom is staffed as otherwise provided by law.

(2) Each pupil has access to appropriate counseling services.

(3) The supervised suspension classroom promotes completion of schoolwork and tests missed by the pupil during the suspension.

(4) Each pupil is responsible for contacting his or her teacher or teachers to receive assignments to be completed while the pupil is assigned to the supervised suspension classroom. The teacher shall provide all assignments and tests that the pupil will miss while suspended. If no classroom work is assigned, the person supervising the suspension classroom shall assign schoolwork.

(d) At the time a pupil is assigned to a supervised suspension classroom, a school employee shall notify, in person or by telephone, the pupil's parent or guardian. Whenever a pupil is assigned to a supervised suspension classroom for longer than one class period, a school employee shall notify, in writing, the pupil's parent or guardian.

(e) This section does not place any limitation on The Prentice School's ability to transfer a pupil to an opportunity school or class or a continuation education school or class.

(f) Apportionments claimed by The Prentice School for students assigned to supervised suspension shall be used specifically to mitigate the cost of implementing this section.

**48911.2.**

(a) If the number of students suspended from school during the prior school year exceeded 30 percent of the school's enrollment, the school should consider doing at least one of the following:

(1) Implement the supervised suspension program described in Section 48911.1.

(2) Implement an alternative to the school's off- school site suspension program, which involves a progressive discipline approach that occurs during the school day on school site, using any of the following activities:

(3) Conferences between the school staff, parents, and students.

(4) Referral to the school counselor, psychologist, child welfare attendance personnel, or other school support service staff.

(5) Detention.

(6) Study teams, guidance teams, resource panel teams, or other assessment-related teams.

(7) At the end of the academic year, the school may report on the rate of reduction in the school's off-school site suspensions and the plan or activities used to comply with subdivision (a)

(8) It is the intent of the Legislature to encourage schools that choose to implement this section to examine alternatives to off- school site suspensions that lead to resolution of pupil misconduct without sending students off school site. Schools that use this section should not be precluded from suspending students to an off- school site.

48911.5. The site Principal of a contracting nonpublic, nonsectarian school providing services to individuals with exceptional needs under Sections 56365 and 56366, shall have the same duties and responsibilities with respect to the suspension of students with previously identified exceptional needs prescribed for the suspension of students under Section 48911.

**Missed Assignments:**

48913. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.

**Expulsion:**

48915.

(a) (1) Except as provided in subdivisions (c) and (e), the Principal or the Executive Director shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the Principal or Executive Director determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the Principal or the Executive Director of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the Principal or the Executive Director of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the Executive Director of The Prentice School may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The Principal or Executive Director of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the Principal or the designee of the Principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of The Prentice School. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision

(e) May be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The Executive Director of The Prentice School shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate students who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the Principal or the Executive Director of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the Executive Director of The Prentice School may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The Executive Director of The Prentice School shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d).

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

48915.5.

(a) An individual with exceptional needs, as defined in

Section 56026, may be suspended or expelled from school in accordance with Section 1415(k) of Title 20 of the United States Code, the discipline provisions contained in Sections 300.530 to 300.537, inclusive, of Title 34 of the Code of Federal Regulations, and other provisions of this part that do not conflict with federal law and regulations.

(b) A free appropriate public education for individuals with exceptional needs suspended or expelled from school shall be in accordance with Section 1412(a)(1) of Title 20 of the United States Code and Section 300.530(d) of Title 34 of the Code of Federal Regulations.

(c) If an individual with exceptional needs is excluded from school bus transportation, the pupil is entitled to be provided with an alternative form of transportation at no cost to the pupil or parent or guardian provided that transportation is specified in the pupil's individualized education program.

(d) If the individual with exceptional needs is a foster child, as defined in Section 48853.5, and the local educational agency has proposed a change of placement due to an act for which a decision to recommend expulsion is at the discretion of the Principal or The Prentice School Executive Director, the attorney for the individual with exceptional needs and an appropriate representative of the county child welfare agency shall be invited to participate in the individualized education program team meeting that makes a manifestation determination pursuant to Section 1415(k) of Title 20 of the United States Code. The invitation may be made using the most cost-effective method possible, which may include, but is not limited to, email or a telephone call.

48915.7. It is the intent of the Legislature that where community school opportunities exist, the Principal shall recommend for expulsion, and the governing board shall expel, any pupil who is found to be in possession of a firearm at school or at a school activity off school grounds and that the governing board shall request the county board of education to enroll the pupil in a community school.

A Pupil shall have the right to appeal expulsion decisions to the Board of Directors.

48916.

(a) An expulsion order shall remain in effect until the governing board, in the manner prescribed in this article, orders the readmission of a pupil. At the time an expulsion of a pupil is ordered for an act other than those described in subdivision (c) of Section 48915, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the pupil shall be reviewed for readmission to The Prentice School or to the school the pupil last attended. If an expulsion is ordered during summer session or the intersession period of a year-round program the governing board shall set a date, not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred, when the pupil shall be reviewed for readmission to The Prentice School or to the school the pupil last attended. For a pupil who has been expelled pursuant to subdivision (c) of Section 48915, the governing board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission to The Prentice School, except that the governing board may set an earlier date for readmission on a case-by-case basis.

(b) The governing board shall recommend a plan of rehabilitation for the pupil at the time of the expulsion order, which may include, but not be limited to, periodic review as well as assessment at the time of review for readmission. The plan may also include recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs.

(c) The governing board of each The Prentice School shall adopt rules and regulations establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled students for readmission. Upon completion of the readmission process, the governing board shall readmit the pupil; unless the governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to school site safety or to other students or employees of The Prentice School. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered.

(d) If the governing board denies the readmission of an expelled pupil pursuant to subdivision (c), the governing board shall make a determination either to continue the placement of the pupil in the alternative educational program initially selected for the pupil during the period of the expulsion order or to place the pupil in another program that may include, but need not be limited to, serving expelled students, including placement in a county community school.

(e) The governing board shall provide written notice to the expelled pupil and the pupil's parent or guardian describing the reasons for denying the pupil readmission into The Prentice School program. The written notice shall also include the determination of the educational program for the expelled pupil pursuant to subdivision (d). The expelled pupil shall enroll in that educational program unless the parent or guardian of the pupil elects to enroll the pupil in another school.

48916.1. (e) (1) The Prentice School shall maintain the following data:

- (A) The number of students recommended for expulsion.
- (B) The grounds for each recommended expulsion.
- (C) Whether the pupil was subsequently expelled.
- (D) Whether the expulsion order was suspended.
- (E) The type of referral made after the expulsion.
- (F) The disposition of the pupil after the end of the period of expulsion.

48916.5. The governing board may require a pupil who is expelled from school for reasons relating to controlled substances, as defined in Sections 11054 to 11058, inclusive, of the Health and Safety Code, or alcohol, prior to returning to school to enroll in a county-supported drug rehabilitation program. No pupil shall be required to enroll in a rehabilitation program pursuant to this section without the consent of his or her parent or guardian.

48917.

(a) The governing board may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may; as a condition of the suspension of enforcement, assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the governing board's determination as to whether the pupil has satisfactorily completed the rehabilitation program.

(b) The governing board shall apply the criteria for suspending the enforcement of the expulsion order equally to all students, including individuals with exceptional needs as defined in Section 56026.

(c) During the period of the suspension of the expulsion order, the pupil is deemed to be on probationary status.

(d) The governing board may revoke the suspension of an expulsion order under this section if the pupil commits any of the acts enumerated in Section 48900 or violates any of The Prentice School's rules and regulations governing pupil conduct. When the governing board revokes the suspension of an expulsion order, a pupil may be expelled under the terms of the original expulsion order.

(e) Upon satisfactory completion of the rehabilitation assignment of a pupil, the governing board shall reinstate the pupil in a school of The Prentice School and may also order the expunging of any or all records of the expulsion proceedings.

**Law Enforcement:**  
48902.

(a) The Principal of The Prentice School or the Principal's designee shall, before the suspension or expulsion of any pupil, notify the appropriate law enforcement authorities of the county or city in which the school is situated, of any acts of the pupil that may violate Section 245 of the Penal Code.

(b) The Principal of The Prentice School or the Principal's designee shall, within one school day after suspension or expulsion of any pupil, notify, by telephone or any other appropriate method chosen by the school, the appropriate law enforcement authorities of the county or The Prentice School in which the school is situated of any acts of the pupil that may violate subdivision (c) or (d) of Section 48900.

(c) Notwithstanding subdivision (b), the Principal of The Prentice School or the Principal's designee shall notify the appropriate law enforcement authorities of the county or city in which the school is located of any acts of a pupil that may involve the possession or sale of narcotics or of a controlled substance or a violation of Section 626.9 or 626.10 of the Penal Code. The Principal of The Prentice School or the Principal's designee shall report any act specified in paragraph (1) or (5) of subdivision (c) of Section 48915 committed by a pupil or nonpupil on a school site to the city police or county sheriff with jurisdiction over the school and the school security department or the school police department, as applicable.

(d) A Principal, the Principal's designee, or any other person reporting a known or suspected act described in subdivision (a) or (b) is not civilly or criminally liable as a result of making any report authorized by this article unless it can be proven that a false report was made and that the person knew the report was false or the report was made with reckless disregard for the truth or falsity of the report.

(e) The Principal of a school or the Principal's designee reporting a criminal act committed by a school age individual with exceptional needs, as defined in Section 56026, shall ensure that copies of the special education and disciplinary records of the pupil are transmitted, as described in Section 1415(k)(6) of Title 20 of the United States Code, for consideration by the appropriate authorities to whom he or she reports the criminal act. Any copies of the pupil's special education and disciplinary records may be transmitted only to the extent permissible under the federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Sec. 1232g et seq.).

**Release to Law Enforcement:**

48906. When a Principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165.6 of the Penal Code, or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing.

**Juvenile Court:**

48909. When a petition is requested in juvenile court or a complaint is filed in any court alleging that a minor of compulsory school attendance age or any pupil currently enrolled in a public school in a grade to and including grade 12 is a person who (a) has used, sold, or possessed narcotics or other hallucinogenic drugs or substances; (b) has inhaled or breathed the fumes of, or ingested any poison classified as such in Section 4160 of the Business and Professions Code; or (c) has committed felonious assault, homicide, the district attorney may, within 48 hours, provide written notice to the Executive Director of The Prentice School of attendance, notwithstanding the provisions of Section 827 of the Welfare and Institutions Code, and to the pupil's parent or guardian.

**Parent Involvement:**

48914. The Prentice School is authorized to establish a policy that permits school officials to conduct a meeting with the parent or guardian of a suspended pupil to discuss the causes, the duration, the school policy involved, and other matters pertinent to the suspension.

**Parent Notification:**

48900.1.

(a) The governing board of The Prentice School may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.

(b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all students within the classroom. The adopted policy shall include the procedures that The Prentice School will follow to accomplish the following:

(1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.

(2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.

(c) If a teacher imposes the procedure pursuant to subdivision

(a), the Principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.

(d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be



on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).

**School Days:**

48903.

(a) Except as provided in subdivision (g) of Section 48911 and in Section 48912, the total number of days for which a pupil may be suspended from school shall not exceed 20 schooldays in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of schooldays for which the pupil may be suspended shall not exceed 30 days in any school year.

(b) For the purposes of this section, The Prentice School may count suspensions that occur while a pupil is enrolled in a school other than The Prentice School toward the maximum number of days for which a pupil may be suspended in any school year.

**Liability:**

48904.

(a) (1) Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, The Prentice School or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to The Prentice School or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000), adjusted annually for inflation. The parent or guardian shall be liable also for the amount of any reward not exceeding ten thousand dollars (\$10,000), adjusted annually for inflation, and paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to The Prentice School for all property belonging to The Prentice School loaned to the minor and not returned upon demand of an employee of The Prentice School authorized to make the demand.

(2) The Executive Director annually shall compute an adjustment of the liability limits prescribed by this subdivision to reflect the percentage change in the average annual value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the prior fiscal year. The annual adjustment shall be rounded to the nearest one hundred dollars (\$100).

(b) (1) The Prentice School whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of The Prentice School authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a).

(2) The Prentice School shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, The Prentice School shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.

(3) The governing board of The Prentice School shall establish rules and regulations governing procedures for the implementation of this subdivision. The procedures shall conform to, but are not necessarily limited to, those procedures established in this code for the expulsion of students.

48904.3.

(a) Upon receiving notice that The Prentice School has withheld the grades, diploma, or transcripts of any pupil pursuant to Section 48904, The Prentice School to which the pupil has transferred shall likewise withhold the grades, diploma, or transcripts of the pupil as authorized by that section, until the time that it receives notice, from The Prentice School that initiated the decision to withhold, that the decision has been rescinded under the terms of that section.

(b) The Prentice School that has decided to withhold a pupil's grades, diploma, or transcripts pursuant to Section 48904 shall, upon receiving notice that the pupil has transferred to any school The Prentice School in this state, notify the parent or guardian of the pupil in writing that the decision to withhold will be enforced as specified in subdivision (a).

(c) For purposes of this section and Section 48904, "School" is defined to include any county superintendent of schools.

(d) This section and Section 48904 shall also apply to the state special schools, as described in subdivision (a) of Section 48927.

48905. An employee of The Prentice School whose person or property is injured or damaged by the willful misconduct of a pupil who attends school at The Prentice School, when the employee or the employee's property is (1) located on property owned by The Prentice School, (2) being transported to or from an activity sponsored by The Prentice School, or (3) present at an activity sponsored by The Prentice School, or (4) otherwise injured or damaged in retaliation for acts lawfully undertaken by the employee in execution of the employee's duties, may request The Prentice School to pursue legal action against the pupil who caused the injury or damage, or the pupil's parent or guardian pursuant to Section 48904.

**Freedom of Speech:**  
48907.

(a) Students of the public schools, including charter schools, shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities, except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

(b) The Board of Directors of The Prentice School shall adopt rules and regulations in the form of a written publications code, which shall include reasonable provisions for the time, place, and manner of conducting such activities within its respective jurisdiction.

(c) Pupil editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications subject to the limitations of this section. However, it shall be the responsibility of a journalism adviser or advisers of pupil publications within each school to supervise the production of the pupil staff, to maintain professional standards of English and journalism, and to maintain the provisions of this section.

(d) There shall be no prior restraint of material prepared for official school publications except insofar as it violates this section. School officials shall have the burden of showing justification without undue delay prior to a limitation of pupil expression under this section.

(e) "Official school publications" refers to material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

(f) This section does not prohibit or prevent the Board of Directors of The Prentice School from adopting otherwise valid rules and regulations relating to oral communication by students upon the premises of each school.

(g) An employee shall not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a pupil engaged in the conduct authorized under this section, or refusing to infringe upon conduct that is protected by this section, the First Amendment to the United States Constitution, or Section 2 of Article I of the California Constitution.

48908. All students shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

**Discipline Procedures Involving Local School Districts/School Boards:**

48912. & 48912.5 It shall be the Policy of the Prentice School to cooperate with all local public school districts and governing boards who may be employing disciplinary procedures against a student attending The Prentice School.

48925. As used in this article:

a) "Day" means a calendar day unless otherwise specifically provided.

(b) "Expulsion" means removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel, as those terms are used in Section 46300.

(c) "School day" means a day upon which the schools of The Prentice School are in session or weekdays during the summer recess.

(d) "Suspension" means removal of a pupil from ongoing instruction for adjustment purposes. However, "suspension" does not mean any of the following:

(1) Reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of day prescribed by the governing board for students of the same grade level.

(2) Referral to a certificated employee designated by the Principal to advise students.

(3) Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the Principal or the Principal's designee as provided in Section 48910. Removal from a particular class shall not occur more than once every five schooldays.

(e) "Pupil" includes a pupil's parent or guardian or legal counsel.

**APPENDIX TWO: IMMUNIZATION POLICY**

SB277: This bill eliminates the personal belief exemption from the requirement that children receive vaccines for certain infectious diseases prior to being admitted to any public or private elementary or secondary school or day care center.

Effective January 1<sup>st</sup> 2016, the SB277 bill will require all students to receive the immunizations listed on the following page for school entry:

VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but... 3 doses meet requirement for ages 4-6 years if at least one was given on or after the fourth birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the second birthday
Diphtheria, Tetanus, & Pertussis	Age 6 years and under: DTP, DTap or any combination of DTP or DTap with DT (diphtheria and tetanus) 5 doses at any age, but... 4 doses meet requirement for ages 4-6 if at least one was on or after the fourth birthday Age 7 years and older: Tdap, Td, or DTP, DTap or any combination of these 4 doses at any age, but... 3 doses meet requirement for ages 7-17 years if at least one was on or after the second birthday. If last dose was given before the second birthday, one more

	Tdap dose is required
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses both on or after first birthday 7 <sup>th</sup> grade: 2 doses both on or after 1 <sup>st</sup> birthday Grades 1-6 and 8-12: 1 dose on or after first birthday
Hepatitis B	Kindergarten: 3 doses at any age
Varicella (chicken pox)	1 dose for children under 13 years
Tdap Booster (Tetanus, reduced Diphtheria, & pertussis)	7 <sup>th</sup> grade: 1 dose on or after seventh birthday

The law also requires a 1<sup>st</sup>-grade health examination to be completed up to 18 months prior to entry into first grade or within 90 days after beginning 1<sup>st</sup> grade. A standard form (Report of Health Examination for School Entry PM171 A) needs to be filled out by your child's doctor and submitted to the school (fax: 714-538-5004) prior to attendance.

Parents must submit a copy of their student's immunization record, and all shots must be up-to-date for his/her grade level before the student will be allowed to attend school.

### **APPENDIX THREE: WHEN TO KEEP SICK CHILDREN HOME FROM SCHOOL**

In collaboration with the Orange County Department of Education, The Prentice School would like to provide families with clear educational guidelines as to when to keep children home from school. Deciding when to keep a sick child at home from school is not always easy. It's important for children to attend school and for some parents, staying home means missing work. But when a child is truly sick, they need to stay home in the care of an adult to get well and to prevent spreading illness to others. The following information may help you decide when to keep your child at home. "Child" refers to all school-age children including adolescents. This information does not take the place of consulting a medical provider. Call the attendance hotline to notify the school your child will be absent due to illness (714) 244-4604

DIFFERENCES BETWEEN COMMON COLDS and THE FLU			
<b>COMMON COLD</b> The common cold is a contagious upper respiratory infection caused by cold viruses. It is the most frequent childhood illness. Symptoms can last 7 to 14 days. A child with no fever, mild symptoms and otherwise feeling well may be fine at school. A child with heavy cold symptoms such as deep or uncontrollable coughing or significant lack of energy belongs at home even without a fever. See additional information on fever, sore throat and influenza.		<b>FLU (INFLUENZA)</b> The flu is a highly contagious respiratory illness caused by influenza viruses and can cause mild to severe illness. A person with influenza can be contagious up to one week after symptoms appear. Children are one of the biggest sources for spreading the flu. To help decrease the spread of regular seasonal flu and novel H1N1 flu: A child with flu-like illness (fever and cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine. A fever is defined as a temperature of 100°F or higher. If symptoms occur while at school, the student must be picked up as soon as possible to go home. Contact a medical provider with severe symptoms, if the ill person is pregnant or has a chronic medical condition that could make them vulnerable to influenza complications.	
Symptoms	Usually come on gradually	Symptoms	Usually come on quickly
Fever	Rare in adults and older children, but can be as high as 106°F in infants and small children	Fever	Typically as high as 106°F, but can rise to 104°F and usually lasts 3 to 4 days
Cough	Mild, hacking cough	Cough	Often, can be severe
Headache	Rare	Headache	Sudden onset, can be severe
Muscle aches	Mild	Muscle aches	Usual, can be severe
Tiredness/weakness	Mild	Tiredness/weakness	Can last 2 or more weeks
Extreme exhaustion	Never	Extreme exhaustion	Sudden onset, can be severe
Vomiting/diarrhea	Never	Vomiting/diarrhea	Sometimes
Runny Nose	Often	Runny Nose	Sometimes
Sneezing	Often	Sneezing	Sometimes
Sore throat	Often	Sore throat	Sometimes

**COUGH:** A mild hacking cough often starts after the first few days of a common cold. A child with mild symptoms, no fever and otherwise feeling well may be fine at school. A child with deep or uncontrollable coughing belongs at home even without a fever. A child with cough and fever must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.

**DIARRHEA/VOMITING:** Children who have vomited or had diarrhea should be kept at home and should return to school only after being symptom-free for 24 hours.

**EAR ACHE:** Consult a medical provider for earaches. Ear infections may require medical treatment. A child should stay at home until pain free.

**FEVER:** Fevers are a common symptom of viral and bacterial infection. Children are likely to be contagious to others when they have a fever. If there is no thermometer, feel their skin with your hand - if it is much warmer than usual they probably have a fever. Please do not give your child fever reducing medicine and then send them to school. The medicine will wear off, the fever will probably return and you'd need to pick them up anyway. Any child with a fever of 100°F or higher should not attend school and should not return until they have been fever free for 24 hours. A child with flu-like illness (fever and a cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.

**HEADACHES:** A child whose only complaint is a mild headache usually does not need to stay home from school. Complaints of frequent or more severe headaches should be evaluated by a medical provider, including vision exam if needed. A child with a significant headache belongs at home until feeling better.

**HEAD LICE:** Are tiny insects that live only on human scalps and hair. They do not cause illness or carry disease. An itchy scalp is the most common symptom. Adult lice are reddish brown, about the size of a sesame seed and can be hard to see. Lice lay nits (eggs) on strands of hair close to the scalp. Nits are easier to see than lice, look like tiny tan or white dots and are firmly attached to hair. Nits can usually be seen near the scalp behind ears, at the nape of the neck and under bangs. The most important step for getting rid of head lice is daily careful nit removal for at least 14 days using a special lice comb and by "nit picking". In addition, over the counter and prescription treatments are available. Stop by the school office for a packet of information on head lice prevention, identification and treatment or go to: [www.snohd.org/snoLiceArentNice/index.htm](http://www.snohd.org/snoLiceArentNice/index.htm)-[www.headlice.org/](http://www.headlice.org/)-or [www.cdc.gov/ncidod/dpd/parasites/lice](http://www.cdc.gov/ncidod/dpd/parasites/lice). Keep your child home for a maximum of two school days to provide head lice treatment.



Magnified female and male head lice Magnified nit on hair shaft Size of nits & lice penny **IMPETIGO** is a contagious bacterial skin infection that usually begins with small fluid filled blisters that cause a honey-colored crust on skin after bursting. It is important to have these symptoms evaluated by a medical provider because untreated infection can lead to serious complications. 24 hours after starting prescribed antibiotics, impetigo is no longer contagious. Students may attend school if drainage can be effectively kept covered and is not extensive. Parents must provide a note form a medical provider stating the student is no longer contagious in order to return to school.

**PINK EYE:** (Conjunctivitis) is a common infectious disease of one or both eyes caused by several types of bacteria and viruses. The eye typically appears very red and feels irritated. There may be drainage of mucous and pus or clear liquid. Prescription medication may be needed to treat a bacterial infection. Virus-caused pink eye will not need antibiotic treatment.

A child with the above symptoms should be kept at home until evaluated by a medical provider and return to school with or without treatment depending on the diagnosis. Parents must provide a note form a medical provider stating the student is no longer contagious in order to return to school.

**RASHES:** A rash may be one of the first signs of a contagious childhood illness such as chickenpox. Rashes may cover the entire body or be in only one area and are most contagious in the early stages. Do not send a child with a rash to school until a medical provider has said it is safe to do so – especially with additional symptoms like itching, fever or appearing ill. Parents must provide a note form a medical provider stating the student is no longer contagious in order to return to school.

**SORE THROAT:** A child with a mild sore throat, no fever and otherwise feeling well may be fine to attend school. Keep a child at home and contact a medical provider for a severe sore throat and if white spots are seen in the back of the throat, with or without a fever.

**STREP THROAT:** A significantly sore throat could be strep throat, a contagious illness. Other symptoms may include fever, white spots in the back of the throat, headache and upset stomach. Untreated strep throat can lead to serious complications. Keep your child home from school with the above symptoms and contact a medical provider. A child diagnosed with strep throat is no longer infectious and can return to school 24 hours after antibiotic treatment has been started. Parents must provide a note from a medical provider stating the student is no longer contagious in order to return to school.

**STOMACH PAIN:** Consult a medical provider and do not send a child to school with a stomachache that is persistent or severe enough to limit activity. If vomiting or diarrhea occurs, keep the child home until symptom free for 24 hours.

**TOOTHACHE:** For tooth pain, contact a dentist to have a child evaluated as soon as possible. A child with a significant toothache should not attend school until feeling better.

#### **APPENDIX FOUR: CUMULATIVE RECORDS POLICY**

Mandatory Permanent Records are records which the school has been directed to compile by California statute authorization. We will maintain indefinitely all mandatory permanent pupil records or an exact copy of such for every student who has enrolled. Content- Mandatory by State Law:

- Legal name of student (Birth Certificate)
- Date of birth (Birth Certificate)
- Method of verification of birthdate (Birth Certificate)
- Sex of student
- Place of birth
- Name and address of parent of minor
- Address of minor if different than the parent
- An annual verification of the name and address of the parent and residence of the student
- Entering and leaving date of each school year; summer sessions included (Transcript)
- Subjects taken during each term (transcript)
- Credits earned towards graduation (transcript)
- Verification of required immunizations or exemption
- Date of high school graduation
- Identification number (if applicable)
- Standardized test results
- Signature of Principal upon graduation

These records will be updated as changes occur and kept in a locked file. Only authorized personnel will have access to these files and they shall not be taken from the office they are stored. According to Section 16023 (C)(2)(a) of Title 5, California Administrative Code, the “permanent record shall be retained indefinitely.” When a student transfers to another school, a copy of the pupil’s permanent records will be forwarded upon request from the other school or district. The original permanent record will be forwarded to said school upon request. The sending school will keep a copy of the permanent records.

Mandatory Interim Records are records which schools are required to compile and maintain for stipulated periods of time. Content- Mandatory by State Law:

- A log or record identifying persons requesting or receiving information from the record
- The log need not include parents or students whom access is granted, parties to whom directory information is released, parties for whom written consent has been executed by the parent, or school officials having a legitimate educational interest
- Health information
- Special education information including required tests, case studies, authorizations, and actions necessary to establish eligibility or discharge
- Language training records
- Progress Reports
- Parental restrictions regarding access to directory information or related stipulations
- Parental authorizations or prohibitions of pupil participation in specific programs
- Results of standardized tests administered within the preceding three years

These records will be updated as changes occur and kept in a secure central file. Unless forwarded to another school, these records shall be maintained at a different location until the student is 25 years of age. They are only to be destroyed by shredding or burning.

Permitted Records are records which schools may maintain for appropriate educational purposes content:

- Objective counselor or teacher ratings
- Standardized test results older than three years
- Routine discipline data
- Verified reports of relevant behavioral patterns
- All disciplinary notices
- Attendance records

The permitted record should be objective, factual, and void of value judgments. School personnel should be aware that what they write for the record cannot be considered confidential and should be shared with the parent and student. These records will be kept in a secure central location. These records may be destroyed six months after the student's completion of or withdrawal from the school. Permitted records may be transferred only if it will be in the best educational interests of the student.