

2015-2016

# Student-Parent Handbook



# Table of Contents

INTRODUCTION.....	4
WHAT IT MEANS TO BE A CHARTER SCHOOL .....	4
ABOUT URBAN DISCOVERY ACADEMY.....	4
Our Mission .....	4
Our Vision.....	5
SCHOOL HOURS .....	5
Kindergarten through 5th Grade .....	5
Middle School.....	5
All Students.....	5
DROP-OFF AND PICK-UP .....	6
Drive-Through Expectations .....	6
Other Means of Drop-Off/Pick-Up.....	6
Drive-Through Drop-Off/Pick-Up Directions.....	7
Non-Drop-Off and Non-Pick-Up Locations .....	7
LUNCH PROCEDURES.....	7
HEALTH AND WELLNESS.....	8
Healthy Snack Policy .....	8
Celebrating Birthdays .....	8
STUDENT ATTENDANCE .....	8
Attendance .....	8
What To Do When Your Child Is Absent .....	8
Excused and Unexcused Absences .....	9
Tardiness .....	9
Early Dismissal .....	9
Independent Study .....	10
Truancy.....	11
Notification of Truancy .....	11
STUDENT ILLNESS.....	12
MEDICATIONS.....	12
EMERGENCY PROCEDURES .....	13
STUDENT AND PARENT MEDIA RELEASE .....	13

URBAN DISCOVERY ACADEMY DRESS CODE.....	13
Uniform Expectations* .....	13
Dress Code on Alternative Dress Days .....	14
UDA’S APPROACH TO LEARNING AND DEVELOPMENT.....	15
UDA Learner Outcomes.....	15
Our Approach.....	15
RESPONSE TO INAPPROPRIATE BEHAVIORS.....	16
Steps To Self-Control.....	17
Other Consequences.....	17
ACADEMIC HONESTY .....	18
Academic Dishonesty.....	18
Consequences for Academic Dishonesty .....	18
SUSPENSION AND EXPULSION POLICY .....	18
Grounds for Suspension and/or Expulsion .....	19
Grounds for Automatic Expulsion .....	20
Suspensions for Special Education Students .....	22
Steps for Expulsion.....	22
HARASSMENT & BULLYING .....	23
Conduct of a Sexual Nature .....	23
Complaint Filing and Investigation Procedures for Harassment .....	24
Bullying, Harassment and Intimidation Prohibition Policy.....	24
FREEDOM OF SPEECH .....	25
USE OF PERSONAL ELECTRONICS.....	25
TECHNOLOGY USE AND STUDENT EMAIL.....	25
SCHOOL COMMUNICATIONS.....	28
Website and Enrollment in Electronic Communications .....	28
PARENTAL USE OF SOCIAL MEDIA.....	29
Communication Expectations .....	29
CHILD ABUSE REPORTING .....	30
HOMELESS STUDENTS.....	30
VISITORS .....	31
GENERAL VISITOR GUIDELINES .....	32

PARENT VOLUNTEERING .....	32
VOLUNTEER GUIDELINES .....	33
Volunteer Requirements .....	33
PROCEDURES FOR CLASSROOM OBSERVATION.....	34
SCHOOL DISRUPTION .....	35
SCHOOL FEES POLICY .....	36
RESOLVING CONCERNS .....	37
UNIFORM COMPLAINT PROCEDURES (UCP) .....	37
HANDBOOK SIGNATURE PAGE.....	40

## **INTRODUCTION**

Welcome to Urban Discovery Academy! You are part of an innovative and rigorous program designed to help prepare your students to be exemplary scholars, athletes, artists and members of society. UDA is a vibrant learning community, rich with project-based learning opportunities, field trips and extracurricular programming. Since we are intentionally designed to be a small learning community, you will quickly become part of the UDA family.

This handbook provides the basic guidelines that help the school operate smoothly and will serve to assist parents and students with understanding available resources and the parameters of our work together.

## **WHAT IT MEANS TO BE A CHARTER SCHOOL**

Charter schools are public schools that are authorized by their local school districts as schools of choice. Charter schools are tuition-free. Charter schools are generally exempt from many laws that apply to traditional public schools, which give charter schools much more autonomy.

Charter schools are typically started and operated by groups seeking to develop schools outside the traditional public school system. There are different types of organizational structures for charter schools. UDA adopted to develop an independent, nonprofit corporation organized under the laws of California for its central structure.

As public schools, charter schools receive funding from state and local agencies, primarily relating to attendance of its students. Charter schools also may participate in other state and federal funding opportunities, such as Title I funding or No Child Left Behind funding, as applicable. Finally, many charter schools seek grants and other donations.

## **ABOUT URBAN DISCOVERY ACADEMY**

UDA was first established in 2008 by a dedicated group of parents and educators. UDA is a non-profit organization, chartered by the San Diego Unified School District.

### **Our Mission**

The mission of Urban Discovery Academy is to provide a rigorous education that develops the whole child as a scholar, athlete, artist and democratic member of society.

## **Our Vision**

The vision of Urban Discovery Academy is to help “America’s Finest City” create a downtown village that is not only physically beautiful but also an inspiring place to raise and educate children.

Urban Discovery Academy will attract involved families who might otherwise go outside of the city or district for educational options. This is a school which is interconnected with the community at large, with the support of civic leaders, businesses and resident organizations who believe our charter will enhance and enrich our vibrant downtown.

A central goal of Urban Discovery Academy is to build a vibrant learning community. A culture of parental empowerment, cooperation and regular communication between home and school, and a school environment that values each student and demands the best will be created. In this community model, students will be expected to help each other excel, both within each classroom and across grade levels.

Urban Discovery Academy will create a culture of parent involvement with high expectations of our students’ families. The school’s professional staff will also be held to the highest expectations. This formula of high expectations of all members of the learning community is crucial to the success of each student entrusted to our school.

## **SCHOOL HOURS**

### **Kindergarten through 5th Grade**

- Monday, Tuesday, Thursday & Friday: School hours are 8:00 a.m. to 3:00 p.m.
- Wednesday: School hours are 8:00 a.m. to 12:00 p.m.

### **Middle School**

- Monday, Tuesday, Thursday & Friday: School hours are 8:00 a.m. to 3:15 p.m.
- Wednesday: School hours are 8:00 a.m. to 12:00 p.m.

### **All Students**

- Drop off time is between 7:15 a.m. and 8:00 a.m.
- Students will NOT be supervised before 7:15 a.m.
- Students are not permitted to enter classrooms before 8:00 a.m.
- Children who are not in an after school program must be picked up no later than 3:30 p.m. (or 12:30 Wednesdays).

As a service to our families, UDA contracts after care programming through external agencies. If you would like to enroll your child in UDA’s external before or after care

program, please contact the office or visit the UDA website for more information on programming options.

Your child's safety is extremely important. Students must always be supervised. Any child that is not a part of the before or after school care and is left at the school before 7:15 a.m. or after 3:30 p.m. may be required to participate in before or after school programming, paid by the parent, and/or may be billed at a comparable rate. Continued failure to drop off your student after permissible times, or to pick up your child from school within the allotted times, may result in a referral to the local police station, referral to the Department of Child and Family Services, or other corrective means.

## **DROP-OFF AND PICK-UP**

The drop-off/pick-up program is a privilege and not a right that the UDA staff and teachers strive to maintain and provide. All members of the school community must abide by the procedures below to participate in this program. People who do not abide by the procedures below will lose this privilege and not be permitted to pick up using the drive-through procedures, but will need to park on the street and walk to the campus to pick up students. These rules are in effect to protect the students and faculty at UDA. Additionally, they are in place to allow drop-off and pick-up to flow properly and to eliminate unnecessary issues.

### **Drive-Through Expectations**

- Be respectful and courteous to all adults, staff members and volunteers working the drive-through lanes. Disrespectful behavior will not be tolerated and will result in an immediate loss of the privilege.
- If your K-5 student has a middle school sibling, please pick up both students during the middle school pick-up time. Your K-5 child will receive supervision until the middle school drop-off time.

### **Other Means of Drop-Off/Pick-Up**

- You may always park on the street and walk to the school to pick up or drop off your child if you do not want to use the drive thru process.
- If you are a pedestrian, please remember that we are trying to keep our little ones safe and respect the teacher managing the traffic flow of cars & pedestrians.

## **Drive-Through Drop-Off/Pick-Up Directions**

Drive-through drop-off and pick-up will be in our lot near the corner of the school entrance on 14<sup>th</sup> and E. The entrance of the lot is on E Street only and you must approach the lot by heading east on E Street. You will exit the lot by turning RIGHT ONLY (south) on 14<sup>th</sup> Street.

### **From Downtown:**

- East on E Street
- Right into UDA Parking Lot/Drop-off

### **From the 163 Freeway:**

- Left on E Street
- Right into UDA Parking Lot/Drop-off

### **From the 94 Freeway:**

- West on F Street
- Right on 11th Street
- Right on E Street

### **From the South via 5 North:**

- 19th Street Exit
- Left on Market Street
- Right on 11th Street
- Right on E Street

## **Non-Drop-Off and Non-Pick-Up Locations**

The following locations are NOT appropriate for drop-off or pick-up:

- Due to limited space and general safety, the parking lot will not be accessible for drop-off and pick-up purposes.
- Do not drop off your student on the East side of the street. There will not be a crossing guard to assist your child across the street.
- Do not drop off your student on the corner of 14th and F Street, as this will significantly disrupt the flow of traffic.

## **LUNCH PROCEDURES**

All students must pack a snack and ready-to-eat lunch (non-microwaveable), or make arrangements in advance with the school's contracted hot lunch program (information available in the main office or on the UDA website).

## **HEALTH AND WELLNESS**

### **Healthy Snack Policy**

In support of national wellness, UDA encourages families to provide students with a healthy snack in addition to lunch during the school day. We ask parents to provide healthy snack options for your child/children and not pack or send soda, gum or candy to school.

### **Celebrating Birthdays**

Urban Discovery Academy strives to promote a healthy lifestyle for all of our students. Additionally, we are sensitive to student allergies and other parental preferences around diet and nutrition. Accordingly, we request that birthday celebrations not include food. Some acceptable items to hand out include: pencils, grab bags, erasers or other celebratory items that do not include food. It is important to communicate any festive requests with the teacher directly prior to the suggested date of incorporation, so as to prevent any planning conflicts or potential miscommunications.

## **STUDENT ATTENDANCE**

### **Attendance**

The project-based nature of Urban Discovery Academy makes daily attendance extremely important. Students collaborate on a daily basis to do real-world work, and when a teammate is absent the learning of the group is disrupted. Student absences impact the team, and often the work can not be made up.

As a directly-funded charter school, we depend on your child's consistent attendance. We receive our funding based on our Average Daily Attendance (ADA). Each absence negatively impacts our budget, which also negatively impacts the quality of school programming. While the most important factor in regular attendance is your child's education, please understand that the simplest form of fundraising you can do for our school is to ensure that your child is here every day possible.

Urban Discovery Academy requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two weeks of any semester are critical, as they culminate in the student exhibitions and presentations upon which faculty base their assessments.

### **What To Do When Your Child Is Absent**

In the event of an absence, please call the school office at 619-788-4668 or email at [\*\*attendance@urbansd.com\*\*](mailto:attendance@urbansd.com) with the following information:

- Name of child

- Date(s) of absence
- Expected date of return
- Reason for absence

If UDA does not receive notice of a student absences, the absence will be verified by a phone call or email. All absences are recorded as “excused” or “unexcused.”

Students who are absent from school may not participate in after school activities on that day. This includes all extracurricular activities (sports, clubs, performances, events, dances, etc.).

### **Excused and Unexcused Absences**

Absences due to illness, family emergency, funeral, legal matter, or religious holiday. All others are unexcused absences, even if the parent calls in to excuse it. Absences unverified after 3 school days will be recorded as unexcused.

Absences due to an illness exceeding 3 consecutive days require a note from a doctor or nurse excusing the absence AND specifying the amount of time excused. If no note is received, the absence is considered an unexcused absence.

### **Tardiness**

The opening routines that occur in our classrooms in the first 30 minutes of the day set students up to learn throughout the day. Students must be present in class by 8:00 a.m. Students who arrive late must pick up a tardy slip at the front office. All tardies are recorded as “excused” or “unexcused.” A tardy due to illness, family emergency, funeral, legal matter, or religious holiday is considered an “excused tardy.” All other tardies are considered “unexcused tardies,” even if the parent calls in to excuse it.

According to California law, a student who accumulates 3 tardies to class of 30 minutes or more in one school year without a valid excuse is considered a truant. A student with irregular attendance, including tardiness and early dismissal, may be referred to the Urban Discovery Academy School Attendance Review Team (SART), Department of Child and Family Services, and/or the San Diego Police Department Truancy Office.

### **Early Dismissal**

We encourage you to schedule appointments before or after school. However, we understand that sometimes missing school cannot be helped. If your child needs to be excused early due to a doctor or dental appointment, let the school office know before the appointment, either by a call or a note. Parents/guardians please come in

to the office and sign your child out of school at the front desk. Only people listed on file may release the student from school at any time.

All early dismissals are recorded as “excused” or “unexcused.” An early dismissal due to illness, family emergency, funeral, legal matter, or religious holiday is considered an “excused early dismissal.” All others are considered “unexcused tardies,” even if the parent calls in to excuse it. Dental and medical appointments are not considered “excused” absences, unless otherwise pre-approved for extenuating circumstances by the Director or designee.

According to California law, a student who is absent from class for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year, is considered a truant. A student with irregular attendance at school, including tardiness and early dismissal, may be referred to the Urban Discovery Academy School Attendance Review Team (SART), Department of Child and Family Services, and/or the San Diego Police Department-Truancy Office.

### **Independent Study**

A Contract for Independent Study can be used if a student is absent for three or more days for any reason. Your child's absence may be excused if a Contract of Independent Study is completed and signed before the student leaves.

Parents and guardians may contact the school office to learn about the contract and whether it may be appropriate in any given situation. The school administration in its sole discretion will determine if the request meets the applicable guidelines for independent study. Contracts for Independent Study may only be obtained on a limited, short-term basis.

It is the parent’s responsibility to contact the office at least three school days prior to the absence so that the contract may be prepared and work planned out for the student. The contract must be signed by the parent, student, and homeroom teacher prior to the absence.

Students will be expected to complete all work assigned and turn it into the office within two days after they return to the school, unless otherwise approved by the Director or designee. Failure to complete all work results in an unexcused absence, the student does not receive credit for the lost time and the school loses funding for the days missed.

## **Truancy**

California law defines a student as truant when he or she is 1) absent from school without a valid excuse three full days in one school year, 2) tardy or absent for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year, and 3) any combination thereof.

## **Notification of Truancy**

UDA will notify the parent or guardian of the truant. The notification must include specific information related to the student's unexcused absences.

1. First Truancy (3 unexcused absences): Office notifies parent/guardian by phone of non-attendance. Office sends notification by letter.
2. Second Truancy (6 unexcused absences in total): Office notifies parent/guardian by phone of non-attendance. Office sends second notification by letter.
3. Third Truancy (9 unexcused absences in total): Director or designee meet with parent/guardian of truant student and sign a Truancy Contract. Student and parent/guardian sign Truancy Contract. Office sends third notification by letter.
4. Fourth Truancy (12 unexcused absences in total): Student is referred to the Urban Discovery Academy Student Attendance Review Team (SART), Department of Child and Family Services, and/or the San Diego Police Department-Truancy Office. The Board, parent guardian and student will develop a plan of intensive guidance. Office sends fourth notification by letter.
5. Fifth Truancy (18 unexcused absences in total): A student who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant. Chronically truant students will be disenrolled from Urban Discovery Academy and referred to San Diego Unified Student Attendance Review Board (SARB). Director or designee and District will follow-up with family to ensure enrollment and continued attendance. Office sends fifth notification letter.

A student who is absent from school for ten (10) consecutive school days or more, and whose parents do not provide the school with an explanation for the absences, and do not indicate an intent to have their child remain in school, will be deemed to have dropped from school enrollment.

## **STUDENT ILLNESS**

The general guidelines for sending ill students home or deciding whether or not he/she should come to school are: serious illness, vomiting, diarrhea, and or serious injury or pain. A student must be fever free without the use of medication for 24 hours in order to return to school. A student must also be free from vomiting or diarrhea. For specific serious and/or contagious medical conditions and/or illnesses, a doctor's note stating the student can return to school may be required upon his/her return. This will also serve to excuse the absences.

## **MEDICATIONS**

UDA does not have a nurse on staff. The primary responsibility for the administration of medication, both prescribed and over the counter, rests with the parent/guardian, student and medical professional.

In order for a student to be administered medication, both prescribed and over the counter, the parent/guardian must complete the school's Medical Authorization Form. It is the parent's responsibility to bring this medication to the office and complete the necessary paperwork. It is important that children who are on regular medication have a 24-hour supply that can be administered in the event of an emergency situation.

In order for a student to be assisted by designated school personnel in taking prescription medication, including insulin shots, parents/guardians must provide UDA with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken and (2) a written statement from the parent, foster parent, or guardian of the student indicating the desire that school assist the pupil with the administration of the medicine. These statements must be updated at least annually. Designated staff members will establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes), consistent with instructions from the parents/guardians/physicians.

All medication will be kept in a secure and appropriate storage location and administered per parent/guardian/physician's instructions by designated staff. Office personnel will return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

## **EMERGENCY PROCEDURES**

In the event of a prolonged, large scale emergency situation at school, parents WILL NOT be permitted to enter the campus. An Emergency Operations Center will be set up where parents may pick up their child/children. This will be done in an orderly and expeditious manner where parents or parent designees receive and complete a release form to be submitted to the onsite clerks. Parent or parent designee must also show photo ID before student is to be released.

## **STUDENT AND PARENT MEDIA RELEASE**

UDA may be approached by requests for interviews and pictures by print and broadcast media outlets. UDA reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities, consistent with FERPA. For individual student interviews with print and broadcast media outlets, parent or guardian permission will be obtained prior to publication.

Parents who do not wish their child's picture, name or voice to be used in publications, broadcasts, or the media are held responsible to inform the school of your decision by filling out the release form contained in your enrollment packet.

## **URBAN DISCOVERY ACADEMY DRESS CODE**

School uniforms provide students with a sense of pride and community. The school uniform guidelines must be followed on all school calendar days, unless otherwise indicated. The school uniform preference is khaki or black pants, shorts or skirts (with navy as an exception for the 2015-16 school year) and a UDA uniform shirt. Every student must wear an Urban Discovery Academy shirt. If you are unable to obtain a UDA shirt or other appropriate uniform attire, the school will assist in providing appropriate attire. Please contact the front office immediately.

### **Uniform Expectations\***

*\*The school uniform will accommodate attire worn for religious purposes.*

- **Shirts:** Available only at UDA or online at <http://udathestore.com>.
  - Short sleeve color t-shirt w/UDA logo
  - Long-sleeve black or white only shirt w/UDA logo
- **Bottoms:** Available in retail stores or online at <http://udathestore.com>. Black or Khaki bottoms in the following styles (Navy allowed in 15-16):
  - Trouser style twill pant

- Skinny leg twill pant
- Walking/Bermuda style short, mid-thigh
- Box pleat skirt, mid-thigh. Shorts or leggings **MUST** be worn under skirts.
- Leggings optional with skirts in Black or White only (leggings, jeggings, tights or form-fitting clothing may not be worn alone)
- No gym shorts, cargo-style bottoms, twirl skirts, ruffle skirts, or short-shorts
- **Outerwear:** Available in retail stores or online at <http://udathestore.com>.
  - Hoodies, sweaters or jackets with the UDA logo, only if purchased through the UDA store
  - Other options for 2015-16 include: hoodies/sweaters/jackets free of any patterns or imprinted logos, in plain light blue, orange, black, white or charcoal
- **Socks & Shoes:** Available in retail stores.
  - Black or white socks, ankle high or knee-high preferred
  - Colored ankle high socks permitted
  - Only black and white leggings permitted under skirts
  - Sneakers or closed toe shoes only, must be PE-appropriate
  - No sandals, no open-toes, no heels over 1.5"
- **Other:** Other clothing adornments, including headwear, are not to be worn, except for religious purposes. Hats for sun protection or warmth may be worn outside only, unless otherwise permitted inside by the classroom teacher for specific needs.

### **Dress Code on Alternative Dress Days**

UDA will occasionally host “free dress days” or “spirit days” where students are allowed to dress in a specific theme. On such days, school attire must remain school appropriate, including non-revealing, non-offensive clothing.

The following attire will NOT be allowed:

- Cropped or modified halter and tank tops
- Tops that expose the midriff or stomach
- Shorts which are significantly shorter than knee length
- Clothing displaying gang symbols
- See-through clothing items
- Loose fitting or sagging pants or shorts
- Sharp jewelry
- Open-toed shoes, backless shoes, sandals or high-heeled shoes
- Hats or scarves indoors, unless for religious purposes
- Bandanas

Inappropriate dress will be monitored and communicated. Repeat offenses and/or school-inappropriate attire will result in a request that the parent/guardian bring appropriate attire before the student is allowed to return to class.

## **UDA'S APPROACH TO LEARNING AND DEVELOPMENT**

UDA's learning philosophies and programs support our mission to develop students as scholars, athletes, artists, and democratic members of society. UDA emphasizes an interdisciplinary, project-based approach to student learning, in which students develop real-world skills, understandings, and behaviors. UDA students are actively engaged in the community around them, participating on frequent field trips, learning from school partners, and exhibiting their work in varied settings.

### **UDA Learner Outcomes**

The following outcomes are what we strive to help our students achieve:

- **Scholar:** Students research, analyze, and evaluate to solve problems.
- **Athlete:** Students demonstrate positive sportsmanship and teamwork.
- **Artist:** Students express myself positively and creatively.
- **Innovator:** Students question, listen, think, explore and create.
- **Communicator:** Students reflect, communicate, and articulate in different ways.
- **Collaborator:** Students work well with others and use resources effectively.
- **Contributor:** Students care for their schoolmates and community.

### **Our Approach**

In order for our students to achieve these outcomes, we:

- design challenging, real-world work that elicits passion and excitement about learning,
- empathize with one another by listening actively and deeply, and talking kindly, respectfully and authentically,
- develop strong relationships and a sense of belonging in the community,
- take the time to solve problems collaboratively, peacefully and safely,
- act independently and responsibly, with a sense of competency and agency,
- develop new learning and resilience through struggle, invention and reflection,
- emphasize celebrations and strengths, as well as address challenges,
- develop a shared "power with" collaborative approach to our adult-student relationships, and
- cultivate opportunities to meaningfully interact and contribute to our campus and East Village community.

Urban Discovery Academy faculty and staff teach self-control and community throughout the school day. We believe that academic achievement and social and emotional learning are deeply connected. UDA students learn to be self-aware and self-regulate their emotions, listen to and empathize with others, solve problems with peers, agree and disagree respectfully, critique each other's work, and collaborate well with a team. We teach these skills throughout our school day and have high expectations for student learning and behavior.

In order for students to understand our expectations, faculty and staff communicate through warm, nurturing and positive interactions, develop classroom rules with students collaboratively, actively teach classroom and school rituals and routines, explicitly teach social and emotional skills appropriate for each grade level, and teach students to solve social problems independently.

In addition to specific standards for classroom and other supervised behavior, the following school-wide expectations must be followed by all students:

- Be respectful to yourself, other students, adults, and your physical environment.
- Attend school and be on time every day/period, prepared to work.
- Participate positively in classroom and school activities.
- Follow school and classroom norms for positive school culture.
- Accept responsibilities and consequences for choices.
- Complete in-class and homework assignments promptly, and to the best of their abilities.
- Use appropriate language and volume control at all times.
- Refrain from excessive displays of affection on school grounds or at school activities.
- Deliver all home-school communications promptly.
- Maintain academic honesty.
- Avoid the use of personal electronics.
- Go directly home or to an approved location after dismissal.

## **RESPONSE TO INAPPROPRIATE BEHAVIORS**

At one time or another, a student may act inappropriately. We view this student's choice as an opportunity for him or her to learn and grow and take the following steps to regain self-control.

## **Steps To Self-Control**

1. Student will be given a reminder about appropriate behavior.
2. If the behavior continues, then the teacher or other supervising adult will require the student to Take-a-Break to cool down, reflect on their behavior and talk with the teacher about the situation. Take-a-Break is designed for students to stop, regain self-control, and make a plan moving forward.
3. If, during Take-a-Break, a student continues to behave inappropriately or is disruptive, the classroom teacher or other supervising adult may require the student to Take-a-Break. An adult will accompany the student to the buddy classroom or other location. In most cases, if a buddy classroom or lunch/recess break is needed, the classroom teacher or supervising adult will notify the parent.
4. If, during Take-a-Break in the buddy classroom or other location, a student continues to behave inappropriately or is disruptive, the Director or designee will escort the student to the office for a break there. The student will remain there until the Director or designee determines that the student is ready to re-enter the classroom or other activity. The Director or her designee will notify the parent.
5. For safety reasons, teachers may skip the Take-a-Break step and refer the student to the Director or designee.
6. For most students, the Steps to Self-Control will help a student cool down, reflect upon their behavior, develop a plan moving forward and rejoin the group. In other cases, further specific management plans may be developed with the knowledge and help of students, parents, teachers, specialists and administrators.

## **Other Consequences**

In some situations, the steps to regain self-control may not be feasible or an incident may have more serious repercussion. Accordingly, disciplinary action may also include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion:

- Logical consequences that fit the situation well
- Verbal and/or written warning to the student
- Loss of privileges or removal from extracurricular activities
- Parent/guardian notification
- A written commitment by the student to improve his/her behavior and/or performance and/or to take certain affirmative actions to improve
- A meeting with the Director or designee
- Academic consequences

- Suspension
- Expulsion
- Other forms of discipline that the school may determine appropriate

## **ACADEMIC HONESTY**

It is UDA's expectation that every student take responsibility for his/her academic achievements and maintains intellectual integrity in his/her learning environment. Plagiarism or cheating impedes a student's academic progress and compromises the trust between the student and his/her teachers and peers, which is vital to the learning process.

### **Academic Dishonesty**

Academic dishonesty includes, but is not limited to:

- Cheating, including: receiving or providing information during/before a test, using informational material on tests without teacher approval, violating the teacher's testing rules and procedures, and/or allowing other students to use your work directly on assignments.
- Plagiarism, including: using someone else's writing or ideas as your own without giving credit and/or using or copying another person's assignment to turn in as your own work.

### **Consequences for Academic Dishonesty**

If a student is found to be academically dishonest, consequences may include:

- 1<sup>st</sup> offense will result in a student-teacher meeting and parent notification. The student must resubmit the work to demonstrate learning. The student may receive only partial credit for the assignment upon completion.
- 2<sup>nd</sup> offense will result in the a student referral to the Director or designee and a parent-student-school meeting. The student must resubmit the work to demonstrate learning. The student may receive only partial credit for the assignment upon completion.
- Any subsequent offense may have larger academic consequences, particularly in middle school courses.

## **SUSPENSION AND EXPULSION POLICY**

Urban Discovery Academy regards suspension and expulsion as a last resort. Criteria for suspension and expulsion of students shall be consistent with all applicable federal statutes and state constitutional provisions and state law. All related hearings conform

to the applicable state and federal laws regarding discipline, special education, confidentiality, and access to records.

### **Grounds for Suspension and/or Expulsion**

The following represent grounds for suspension and/or expulsion if a school investigation shows the student—while on school grounds, going to or from school, during lunch period (on or off campus), or during, or while going to or from, a school-sponsored activity—has engaged in any of the following acts:

- **Threat, Causation or Attempt of Physical Injury:** The threat, causation or attempted physical injury to another person, including sexual assault. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.
- **Weapon:** Possessing, selling, or otherwise providing any weapon, including simulated weapons, toy weapons, or use of any object in a threatening manner, including traditional classroom supplies.
- **Controlled Substances, Alcohol, Intoxicants:** Unlawful possession, use, sale, offer, or being under the influence of any controlled substance, alcoholic beverage, or any intoxicant.
- **Substance in Lieu of Controlled Substances, Alcohol, Intoxicants:** Delivering, providing or selling items which are claimed to be controlled substances, alcoholic beverages, or any intoxicants but were not such items.
- **Drug Paraphernalia:** Unlawfully possessing, offering, arranging for, or negotiating to sell any drug paraphernalia.
- **Tobacco:** Possessing, providing or using tobacco, or any item containing tobacco or nicotine products.
- **Robbery, Extortion or Attempted Theft:** Any involvement in a robbery, extortion, or attempted theft or receipt of school or private property. Parents may be required to pay for any losses or damage.
- **Vandalism:** Destruction or attempted vandalism of school or private property. Parents may be expected to pay for any losses or damage.
- **Obscene or Offensive Acts:** Obscene or offensive acts or habitual profanity or vulgarity, including sexual acts, even if consensual.
- **Disruption or Defiance:** Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.
- **Bullying, Threats and Intimidation:** Harassing, intimidating, or threatening another student or school personnel, and/or threatening to cause major property damage; or engaging in an act of bullying, including, but not limited

to, bullying committed by means of an electronic act, directed specifically toward another student or school personnel.

- **Sexual Harassment (Grades 4-8):** Making unwelcome advances; requesting sexual favors; and other verbal, visual or physical conduct which is of sufficiently severe sexual nature, has a negative impact on an individual's academic performance, or creates an intimidating, hostile or offensive environment.
- **Harassment (Grades 4-8):** Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work, or creating substantial disorder, or creating a hostile educational environment.
- **Hate Violence (Grades 4-8):** Causing, threatening to cause, attempting to cause, or participating in acts of hate against people or property, including but not limited to negative behaviors targeting members of a particular gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged.
- **Hazing:** Engaging in, or attempting to engage in, any activity used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

### **Grounds for Automatic Expulsion**

The following inappropriate behaviors are automatic grounds for due process for expulsion:

- Possession of a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled/prohibited substances
- Committing or attempting to commit a sexual assault or sexual battery
- Possession of an explosive
- Repeated incidents of fighting, violent acts, or causing serious injury to another person

Any suspendable offense listed in the "suspensions and expulsions" section above may be grounds for due process for expulsion, depending on the circumstance and severity of that incident. The school director or designee maintains the authority to determine when an incident or series of incidents is grounds for due process for expulsion. Urban Discovery Academy will provide the parent/guardian of a student with a notice of suspension or expulsion and the reasons therefore.

The Director or designee may conduct an investigation of the facts and circumstances presented in case of a disciplinary offense or infraction. The investigation may include search(es), a review of evidence, consulting the student and interviewing affected parties, and potential witnesses as well as the involvement authorities. The Director or designee may consider the various disciplinary options available in any given set of circumstances, including whether alternatives to suspension or expulsion may be appropriate.

The Director or designee has the authority to determine whether or not to impose a suspension or expulsion. Suspensions may be imposed: (1) Pending an investigation to determine whether further discipline, including the possibility of an expulsion hearing is warranted; or, (2) Companion to setting an expulsion hearing. If a student matter proceeds to an expulsion hearing, the Director or designee shall have the authority to hear the matter and to determine whether or not to impose an expulsion.

A student expulsion may only be applied with the approval of the school Director or designee(s). Urban Discovery Academy will provide the parent/guardian of a student with a notice of expulsion and the reasons therefore. An expulsion notice may be appealed to a sub-committee authorized by the Urban Discovery Academy Board that shall have the right to determine whether the student should be expelled. The parents or guardians of the student will have ten days from delivery of the written notice of expulsion to declare in writing their request for an appeal. The sub-committee shall convene a hearing within fifteen days of a receipt of a timely request for an appeal. If an appeal hearing is requested the School will give written notice to the student's parent/guardian that will include the following information:

- The date and place of the hearing;
- A statement of the specific facts and charges upon which the proposed expulsion is based;
- A copy of the disciplinary rules that relate to the alleged violation;
- A notice of the parent, guardian, or student's obligation pursuant to subdivision (b) of Education Code section 48915.1;
- Notice of the opportunity for the student or student's parent or guardian to appear in person or to be represented by legal counsel or by a non-attorney adviser, to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the student's behalf, including witnesses.

At the hearing, the student shall have the right to representation, the right to present evidence and the right to question School representatives. The sub-committee members will consider evidence and/or testimony as it deems appropriate and render a written decision that shall be in the best interests of the student and the School. That decision shall be final. Urban Discovery Academy will notify the home district of any expelled student within 30 days of disenrollment.

### **Suspensions for Special Education Students**

Special education students can be suspended for suspendable offenses just like general education students. For suspension of 10 days or less for special education students, no special procedures are required. In-school suspensions may be counted as part of the cumulative suspension days, if the student does not have access to his/her special education services while they are serving the in-school suspension.

Once an identified special education student is suspended for the eleventh cumulative school day, the student's IEP Team must be convened (no later than 10 school days) to hold a "Manifestation Determination IEP Meeting." Additional details on this process are described in UDA's charter. If it is determined at the meeting that the disability had no direct causal effect on the misconduct, and the IEP was being properly implemented, then the student may be disciplined in the same manner as a non-disabled student. The school may then take disciplinary action, such as suspension or expulsion. Note: special education students can be suspended for up to 20 days total for the school year, if not a manifestation of their disability.

### **Steps for Expulsion**

1. A student may only be expelled from Urban Discovery Academy according to the criteria as set forth in the charter document.
2. When a student commits an expellable offense, the student will be suspended and the due process period will be started.
3. During the student's suspension, the student will be given an independent study contract.
4. A meeting will be held between the teacher, administrator and parents/guardians to explain the offense and the actions taken.
5. A written letter explaining the offense in light of the charter will be presented to the parents/guardians; parents/guardians of the student will have 10 days from delivery of the written notice of expulsion to declare in writing their request of an appeal.
6. If no appeal has been received in writing by the 10<sup>th</sup> day, the expulsion will be entered into the District system, and a letter sent to the administration of the San Diego Unified School District/Office of School of Choice.

7. If an appeal from the parents/guardians has been received within the ten days of the offense, a committee chosen by the UDA Board will set a date to review the expulsion and render a final decision.
8. During this time the student will be given an extension of his/her independent study contract until the scheduled appeal hearing date.
9. The committee appointed by the UDA Board will render a final decision. If the decision of the committee is to continue to allow the student to remain at UDA, the student will return to school following verification of his/her independent study work. If the decision of the committee is to expel the student, the expulsion will be entered into the San Diego Unified School District/Office of School of Choice. A letter regarding the final decision of the Board Committee will be sent to the parents.
10. If the student is a special education student, and the cumulative suspensions for the year total more than ten days, a manifestation determination must be conducted to verify that the expulsion offense is not related to his/her disability.

## **HARASSMENT & BULLYING**

Harassment or bullying of any kind including sexual, physical and emotional will not be tolerated from any student.

### **Conduct of a Sexual Nature**

Sexual harassment can occur in any setting, including school trips and school-related social events. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore interferes with an individual's effectiveness and study environment. The following are examples of sexual harassment.

- Verbal: Sexual innuendo, suggestive or insulting comments or sounds, whistling, jokes, or teasing of a sexual nature, sexual propositions or threats, continuing to express personal interest after being informed the interest is unwelcome.
- Visual: Sexually suggestive objects, pictures, or letters, leering or obscene gestures.
- Physical: Unwanted physical contact, including touching, pinching, brushing the body, impeding or blocking movement, sexual intercourse or assault.
- Bullying: Any form of verbal intimidation, scare tactics or physical assault directed at an individual.

## **Complaint Filing and Investigation Procedures for Harassment**

1. A student may choose to talk to the individual causing the harassment. If the objectionable behavior does not cease immediately, the student must report the harassment to the Administration or to a teacher who will report it to the Administration.
2. The student alleging harassment will be asked to complete a formal written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If the alleged harasser is school personnel, he or she will be placed on administrative leave during the course of the investigation.
3. Once the facts have been gathered, the Administration will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including a Behavior Success Contract, suspension or expulsion.
4. After three (3) offenses of this nature, expulsion will be automatic.

## **Bullying, Harassment and Intimidation Prohibition Policy**

Bullying is prohibited in California public schools. Urban Discovery Academy endorses the San Diego Unified School District's Bullying, Harassment and Intimidation Prohibition Policy and will implement firm consequences for students who do not adhere to the policy. Consequences may include one or more of the following: a warning, parent notification, meeting with Administration, making amends to the victim, loss of ability to attend school social activities or field trips, detention, or suspension.

The definition of bullying is when a student intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, distorts, humiliates or taunts another student. Bullying can also include "intentional shunning" or "malicious rumor spreading", but does not include two students of equal power having a conflict. Bullying includes but is not limited to harassment involving race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

Urban Discovery Academy further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyberbullying, harassment or intimidation.

Students who observe, overhear, or otherwise witness such actions must report the behaviors to a staff member immediately.

## **FREEDOM OF SPEECH**

The public schools are charged not only with teaching students reading, writing and arithmetic, but also with providing students with a working knowledge of their Constitution and the freedoms they uniquely possess as U.S. citizens. The Supreme Court has often referred to the public schools as a “marketplace of ideas” where the protections of the First Amendment are particularly important. “The vigilant protection of constitutional freedoms is nowhere more vital than in the community of American schools.”

Student speech may be suppressed only if the speech: (1) materially and substantially interferes with the requirements of appropriate discipline in the operation of the schools; (2) invades or collides with the rights of others; (3) is vulgar, lewd, obscene, or plainly offensive; or (4) is school-sponsored. Additionally, as with free speech rights in any context, school officials may impose reasonable time, place and manner restrictions on student speech.

## **USE OF PERSONAL ELECTRONICS**

To keep our learning environment safe and distraction-free, any personal electronics (cell phones, portable video games, portable devices with headphones, MP3 Players, iPods) or similar devices are strictly prohibited from use on school campus, particularly between the hours of 7:15 a.m. to 3:30 p.m., unless otherwise authorized by a supervising adult. If this guideline is violated, the electronic device will be confiscated and it will be returned only if a parent comes to the school’s front office to claim it. We understand the desire or need for students to have phones in their backpacks; however, UDA will not be responsible for these non-school items and requests that any emergency calls or texts from parents be handled through the UDA office instead.

## **TECHNOLOGY USE AND STUDENT EMAIL**

### **Computer Devices:**

UDA offers computers in the classroom for student use on school-related assignments. Students may not use school computers unsupervised or for personal use outside of school assignments. Access to devices is a privilege which may be revoked at any

time, or appropriate disciplinary consequences assigned, if a student fails to comply with computer usage expectations.

### **Student Emails and Google Apps for Education:**

UDA may provide student access to Google Apps for Education. Apps for Education includes web-based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for UDA students and teachers. This service is available through an agreement between Google and UDA.

Apps for Education runs on an Internet domain purchased and owned by UDA and is intended for educational use only. This policy describes the responsibilities of the school, students and parents in using Google Apps for Education on the school domain. UDA Apps for Education is available at school and at home via the web. Even though email from known inappropriate sites is blocked, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Email is considered an official method of communication. Official email communications are intended to meet the academic and administrative needs of UDA. All student Electronic Mail (email) accounts are property of the UDA. The student will be removed from the system after graduation, leaving UDA, or for infractions outlined below.

### **Technology Acceptable Use Guidelines:**

The following guidelines are in place for the usage of UDA devices and emails:

1. **Vandalism/Hacking:** Students will not use UDA or other Internet access to interfere with or disrupt network users, services, UDA data or data of another student, or equipment, either locally or off campus.
2. **Unauthorized Entry:** Students will not access or try to make unauthorized entry to any machine or other account accessible. If a security problem is noticed, the student or parent must notify school personnel immediately.
3. **Inappropriate Messages:** Students will not use UDA access to transmit threatening, obscene or harassing materials.
4. **Inappropriate Material:** The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use UDA access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.

5. **School Personnel:** Students should not post to websites or blogs, images, photos or video of employees of UDA.
6. **Private Use:** Students will not provide or share UDA access or password information with any other student or non-student. Students will not share individual passwords or information with others.
7. **Personal Privacy:** Students will not communicate personal information to any person or company on the Internet or through email.
8. **Unauthorized Programs or Computers:** Students may not use, copy, delete, or install any program on a school device without the permission of school personnel.
9. **Copyright:** Students are not to post to websites or blogs any photos or logos that are the intellectual property of UDA. Students must comply with copyright laws.
10. **Lost and Damages:** Use or conveyance of information via UDA technology is at the user's own risk. UDA will not be responsible for any damages, which a student may suffer arising from access to or use of the UDA's computers and computer network (including loss of data, and lost or damaged electronic correspondence or files).

Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. Any consequences of service interruption or privacy violation, will lead to disciplinary action, which may include suspension and/or expulsion.

Urban Discovery Academy has the right, but not the duty, to inspect, review, or retain electronic communications created, sent, displayed, received or stored on and over its computers, network, Internet, electronic communications and information systems, and media, and to monitor, record, check, track, log, access or otherwise inspect its electronic systems. Also, in accordance with the law, the school has the right, but not the duty, to inspect, review, or retain electronic communications created, sent, displayed, received or stored on another entity or person's computer or electronic device when individuals bring and use another entity's computer or electronic device to the UDA campus, event, or connect it to the UDA network and/or systems that contain UDA programs or data or information. This applies no matter where the use occurs, whether brought onto UDA property, to UDA events, or when using mobile equipment in protected and unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider.

**USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER UDA'S ELECTRONIC AND**

INTERNET SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THESE SYSTEMS. Passwords and message delete functions do not restrict the school's ability or right to access such communications or information.

### **Technology Protections**

The following technology protections are in place at UDA:

**Child Internet Protection Act (CIPA):** UDA has technology measures and policies in place which protect students from harmful materials including obscene and pornographic materials. This means student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

**Children's Online Privacy Protection Act (COPPA):** By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

**Family Educational Rights and Privacy Act (FERPA):** UDA protects the privacy of student education records and gives parents rights to review student records.

- UDA will not publish confidential education records for public viewing on the Internet.
- UDA may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their student's email account and Apps for Education files.

## **SCHOOL COMMUNICATIONS**

### **Website and Enrollment in Electronic Communications**

Our school website and electronic communications email database are the primary means of mass communication with our families. Please ensure that you familiarize yourself with our website (<http://www.urbansd.com>). Most importantly, it is the responsibility of the family to ensure proper enrollment in the school's electronic communications system by providing email addresses and cell phone numbers and keeping those addresses and phone numbers current throughout the year. If you are unable to easily access technology or prefer to receive communications in another

manner, please contact school office personnel to ensure that you will receive important official communications from UDA.

## **PARENTAL USE OF SOCIAL MEDIA**

Some families have adopted other means of electronic and/or social media communication for planning of social events and communications among UDA families. **Please note there is currently not an official UDA Facebook page or Twitter account**, and personal social media pages should not issue formal UDA communications or official school updates. The name of the “Urban Discovery Academy” and its logo or mark may not be used in any form in personal social media, on personal internet pages or websites, on websites not owned or related to UDA, or in forums/discussion boards, to express or imply the official position of Urban Discovery Academy without the express, written permission of the Director, and/or designee. When such permission is granted, the posting must state that the personal statement does not represent the position of Urban Discovery Academy.

Not all UDA families have consented to having their student’s picture, name or voice used publically and/or posted on social media. Parents, volunteers, and event participants who wish to post student photos or student information on a public or social media site should first confirm with the school that the student’s family has authorized the sharing of their student’s photo/information.

Parents should not post inappropriate communications on personal social media sites that are likely to cause a substantial disruption to the educational environment or otherwise violate the law. Inappropriate communications include, but are not limited to (i) confidential, personally identifiable, and sensitive information about UDA students and employees; (ii) bullying/cyberbullying (iii) defamatory or discriminatory statements and images, (iv) proprietary information of UDA, (v) infringed upon intellectual property, such as copyright ownership, and (viii) terroristic threats.

Users should note that information that they place in social media and designate as private can be accessed in litigation, can be distributed by their friends, and can be accessed in other various legal ways. Information that an individual deleted may be recovered indefinitely. UDA will cooperate to the extent legally required with social media sites, internet service providers, local, state, and federal officials in investigations or with other legal requests, whether criminal or civil actions.

### **Communication Expectations**

General questions concerning daily operations, policy or procedural issues, events, committee work, enrollment, etc. should be addressed to the office staff. Questions concerning your child should be addressed to your child’s teacher. We know that

healthy, open communication between parent and teacher is essential for your child's educational experience. If you need to relay a message to the teacher, sending a simple email is best. In the event that the message requires dialogue too complicated for email, you should communicate directly with the teacher after school or ask to schedule an appointment. We respectfully request that courtesy be given to the teacher's working hours and home life. Ask yourself if the matter can wait until the next school day. If so, address it then.

UDA employees will attempt to respond to parent inquiries, including phone calls and emails, in a reasonable, professional, and timely manner. Please keep in mind that our teachers and staff are extremely busy during school hours, creating innovative, personalized and responsive learning environments for our children, rather than checking emails frequently. With this in consideration, please allow time for school responses to emails and phone calls. If you have an urgent need, please call the school office so our staff can communicate and assist with any priority issues promptly. If parent communication becomes disruptive, exceeding our capacity to return communications with reasonable care and diligence, the school will ask to set up a communication plan with you, providing more appropriate communication strategies and timelines.

## **CHILD ABUSE REPORTING**

According to Penal Code Section 11166 anyone providing childcare or child supervision is mandated to report to The San Diego Child Protective Services and the San Diego Police Department any cases of suspected child abuse.

## **HOMELESS STUDENTS**

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as: An individual who lacks a fixed, regular and adequate nighttime residence, including:

- Children and youth living with a friend, relative or someone else because they lost their home or cannot afford housing.
- Children and youth who are staying in a motel, hotel or campground due to lack of adequate alternative accommodations.
- Children and youth who are living in an emergency or transitional shelter or a domestic violence shelter, or are awaiting foster care placement.

- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in a car, park, public space, abandoned building, bus or train station or similar setting.

A homeless student has the right to attend either the school that the student was last enrolled or the school of residence. UDA will enroll homeless students without school, medical or residency records, while records are obtained, and will help homeless families find resources.

Homeless students suspected of having a disability or with an existing IEP will be prioritized in accordance with state and federal law, and good judgment used if complete records are not available, with the goal of avoiding disruption in appropriate services.

If dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision and the student shall be enrolled in the school while resolution is pending. For further information, please contact our office and/or Director.

At a parent's/guardian's request, a student in transition may be provided with transportation services to and from his/her school of origin, if feasible. For unaccompanied youth, transportation to and from the school of origin must be provided at the liaison's request.

## **VISITORS**

To ensure the safety of all students and staff, all parents and visitors to the school MUST sign in, obtain a visitor's badge, and comply with any applicable security protocol. All visitation and volunteer times must be pre-approved and arranged with a UDA staff member prior to the visit/volunteer session. All volunteers who work with students must adhere to the rules and regulations stated in the Volunteer Code of Conduct Agreement. Volunteer schedules must be honored and followed by volunteers to ensure that the structure of the classroom and student learning times are not disrupted. When your visit is complete, return to the office to sign out. Please do not be offended if you are stopped for not having a visible badge, as our students' safety and security is of the utmost concern to us.

Parents are welcome to join us for scheduled morning assemblies, but must sign out promptly following the assembly or report to the office to follow applicable security protocol and secure a visitor's badge if there are arrangements for volunteering.

When escorting your child to school in the morning, we ask that students and parents come directly to the office rather than to the classroom, unless you have scheduled an appointment to meet with the teacher. Parents arriving for dismissal may wait outside of the office. We discourage parents from picking up students early because the student loses valuable learning time. Please review the section on Attendance if you are planning on picking up your child early.

## **GENERAL VISITOR GUIDELINES**

- Upon entering the school office, visitors must follow applicable security protocols and obtain a visitor's pass.
- Volunteers must identify the purpose of their visit and where they will be conducting business. Volunteer arrangements must be scheduled in advance with a staff member and all guidelines and paperwork adhered to (see following section).
- A visitor's pass must be visibly displayed at all times during the visit. A visitor who goes beyond the scope of their pass will be considered to be trespassing and will be asked to leave the premises immediately.
- Classroom visitors may **not** disrupt lessons, school activities or the business of school personnel or students. Visitors may only visit teachers/classrooms at approved times by the teacher. Unannounced/unapproved visits to the classrooms will not be welcomed.
- Visitors are asked to silence or turn off their cell phones while on the UDA campus.
- Visitors must wear school-appropriate clothing.
- Permission to visit classrooms may be revoked at any time if a volunteer is disruptive to the classroom, to any students, or to the function of any school personnel.

## **PARENT VOLUNTEERING**

As a parent and/or legal guardian of a UDA student, you are automatically a member of "The Network." The Network's mission is to unite UDA parents, teachers, staff and students to support annual UDA functions and events. The Network fundraising and culture-building efforts provide additional support to the UDA community.

All parents are encouraged to support our school! Online is the best place to familiarize yourself with the school's happenings and volunteer opportunities. Please check the UDA website ([www.urbansd.com](http://www.urbansd.com)) on a regular basis. The "Parents" tab and the master calendar on the UDA homepage will lead you to the latest detailed news and important upcoming events.

All volunteers must follow the school's general rules, and UDA's Volunteer Guidelines, which follow. No selling of any kind is allowed on school grounds unless the monies earned are being donated to the school. The Director must approve any fundraising, charitable causes or selling activity.

## **VOLUNTEER GUIDELINES**

Volunteers are individuals who donate their time, without financial compensation, to benefit the school community. Non-staff therapists, mental health professionals, and educational specialists working with one or more UDA students, who are compensated by parents or another organization, must also comply with this policy. Volunteer participation may occur in a classroom setting during the school day, outside the classroom on the school campus, outside the school setting as part of an extracurricular activity, or outside of school hours for school-sponsored events or activities. A person who comes to the school for a *one-time special event*, such as a guest speaker, presenter, observer, or visitor is considered a guest and does not need to complete a volunteer application. School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, gender, sexual orientation, religion, age, disability, or any other protected status as defined by federal, state or local law.

In addition to volunteers who take projects home to complete for teachers or staff, volunteers who work with children must follow specific protocols and guidelines, as outlined below.

### **Volunteer Requirements**

Here are the specific requirements that each type of volunteer must meet to serve at UDA:

- Be fingerprinted by taking a completed Request for Livescan to the San Diego County Office of Education Clearinghouse, with photo I.D. and payment. (In cases of financial hardship, UDA may subsidize the "rolling fee" cost of Livescan fingerprinting. Inquire at the school office.)
- Wait one to two weeks; call UDA to ensure your fingerprints have been processed and you have received clearance.

- Present some form of current government-issued photo identification (driver's license, passport, military ID, other government identification).
- Complete and submit for approval the UDA Volunteer Application.
- Be checked by designated site personnel against the California Department of Justice, Sexual Offender (Megan's Law) website (<http://www.meganslaw.ca.gov>).
- Present a Tuberculosis clearance card (valid for 4 years).
- Follow any applicable security protocol through the main office, including signing in/out.
- Complete any applicable logging of hours through the visitor management program in the main office.
- Display a volunteer identification badge when volunteering.

**Non-professional volunteers must report suspected cases of child abuse or neglect to the school administrator or professional staff, who are mandated reporters. (Penal Code Section 11165.7).**

**Acceptance as a volunteer is based on factors including, but not limited to:**

- A completed "School Volunteer Application Form" on file, including a signed Volunteer Statement and Agreement
- Live scan fingerprinting, with clearance from Department of Justice
- No record of a serious or violent felony conviction (pursuant to Ed Code 45122.1) or requirement to register as a sex offender under California law (Penal Code 290)
- Tuberculosis (TB) Clearance (for volunteers with any student contact)
- Positive attitude and ability to work cooperatively with school personnel
- Good communication skills, moral character, dependability, and health.
- The complete Volunteer Handbook and required forms are available on the website and at the school office.

## **PROCEDURES FOR CLASSROOM OBSERVATION**

- Classroom observations must be planned in advance so as to not create conflict with the teacher and student schedule. Therefore, please arrange a mutually agreed upon date and time with the Director or designee and teacher by making a written request at least 48 hours in advance of the requested observation.
- Observations are limited to twice per month for no longer than sixty (60) minutes per visit in order to avoid distraction and/or disruption to the teacher and classroom schedule. However, under certain circumstances, such as evaluation, upcoming IEP meeting, crisis intervention etc., a parent/guardian or provider may request additional observations. Under these circumstances,

the Director or designee or designee will use his or her discretion to approve or decline such requests.

- Formal classroom observations do not include times when parents/guardians are invited to school for a special event or presentation, to serve as a volunteer, or to enjoy lunch with their student.
- The Director or designee reserves the right to decline any request for a classroom observation or to terminate a classroom observation if it is determined that such an observation would or has caused undue disruption in the educational process.
- For security reasons, all visitors are required to comply with any applicable security protocol and to sign out when leaving the school.
- To protect the learning environment, only one parent/guardian or outside provider may be in the classroom during an observation. Any additional observer must be approved by the Director or designee and observers who are not a student's parent/guardian must have written consent from the observed student's parent/guardian describing the reason for the observation.
- Out of respect for the teaching environment, parents/guardians may not bring younger siblings or other children while observing in the classroom and may not utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns.
- During any observation, the Director or designee or his/her designee may be present in the classroom as well.
- Parents/guardians or outside providers that disagree with any decision of the Director or designee regarding classroom observations have the right to challenge the decision with the School Board at the next scheduled Board meeting. The Board's decision shall be final.
- No electronic listening or recording device (including video) may be used in a classroom without the teacher and Director or designee's permission.

## **SCHOOL DISRUPTION**

UDA has a duty to ensure that its educational environment is safe, non-intimidating, and not disrupted. The school has Volunteer and Classroom Observation Policies which govern the presence of all parents and other non-staff on our campus. Any person who wishes to come onto school grounds as a volunteer or visitor must adhere to these policies. It is imperative that visitors not disrupt the classroom, students, or general function of school personnel. Visitors, volunteers, or parents who are disruptive will be directed to leave the campus immediately, and consent to re- enter

the school site may be withdrawn or restricted, pursuant to the school site administrator's authority under the California Penal Code. See Cal. Penal Code §§ 626.4, 626.7, 626.8, 627.2. Depending on the severity of the disruption, parents or visitors may not be allowed to participate as a volunteer for future classroom activities or school field trips. UDA retains full discretion to make decisions regarding parent or other adult participation in UDA activities.

## **SCHOOL FEES POLICY**

Urban Discovery Academy has adopted the following policies and procedures regarding student fees.

1. Students enrolled in Urban Discovery Academy shall not be required to pay a "pupil fee" for participation in any curricular or extracurricular activity which is "an integral component of public education."
2. "Curricular or extracurricular activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
3. "Pupil fee" is defined as a fee, deposit or charge imposed on pupils, or a pupil's parents or guardians, including but not limited to:
  - A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
  - A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
4. Urban Discovery Academy does not use a "fee waiver" policy to make pupil fees permissible.
5. Urban Discovery Academy does not intend to establish a two-tier educational system by requiring a minimal educational standard and also offering a second higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the schools do not provide.
6. Urban Discovery Academy does not offer course or credit privileges related to educational activities in exchange for money or donations of goods or services from a pupil or pupil's parents or guardians, nor shall the schools remove such credit or privileges for failure to make a donation.
7. Voluntary donations of funds or property or participation in fundraising activities are encouraged and allowed, but such fund raising is completely voluntary.

8. Purely recreational activities outside of the normal school day may be subject to mandatory fees (e.g. attending dances, drama performances). Such activities will never have a bearing upon the pupil's credit or academic standing and are not considered to be an integral part of the educational program. Programs and items provided by external organizations outside of UDA's instructional hours are not considered to be an integral part of the educational program and may still charge program fees.

Within its School Fees Policy, UDA may still charge fees for the following:

- payment for the replacement cost of books or supplies loaned to the student that the student fails to return, or that is willfully cut, defaced, or otherwise injured, fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, or athletic activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds,
- charges for the rental or lease of personal property needed for school events, such as caps and gowns for graduation ceremonies
- fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee
- reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school's curriculum
- fees for out-of-school child care services provided as a convenience for our families provided that no child is excluded due to inability to pay.

## **RESOLVING CONCERNS**

UDA attempts to establish an open and caring environment. In the event that a concern occurs, students and parents are encouraged to attempt to resolve the issue directly with that staff member. If the issue can't be resolved, the next step is to contact UDA administration. If the issue still is unresolved, students/parents may submit a formal complaint in writing. More information on Uniform Complaint Procedures and forms follows.

## **UNIFORM COMPLAINT PROCEDURES (UCP)**

The Urban Discovery Academy ("UDA") is making this information available to students, employees, parents or guardians of its students, appropriate private school officials or representatives, and other interested parties for the investigation and resolution of UCP complaints to meet the requirements of 5 CCR Section 4621 and 4622.

The Urban Discovery Academy has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Urban Discovery Academy shall investigate and seek to resolve these complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our governing board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Child Care and Developmental Programs, Child Nutrition Programs, Student Fees and Special Education Programs.

Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer: Jenni Taylor Owen, Director

Address: 840 14<sup>th</sup> St., San Diego, CA 92101

Telephone Number: (619)788-4668

Complaints related to pupil fees for participation in educational activities may also be presented to the school's Director.

Complaints alleging discrimination, harassment, intimidation or bullying must be filed within six (6) months from the date the alleged act occurred or the date the complainant first obtained knowledge of the facts of the alleged act, unless the time for filing is extended by the Compliance Officer or his or her designee.

Complaints related to pupil fees for participation in educational activities may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Education Code sections 49010 *et seq.*

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The UDA person responsible for investigating the complaint shall conduct and complete the

investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal UDA's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving UDA's Decision. The appeal must include a copy of the complaint filed with UDA and a copy of UDA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of UDA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Urban Discovery Academy UCP policy and complaint procedures is available free of charge.

# HANDBOOK SIGNATURE PAGE

**Please sign and return to the Urban Discovery Academy office.**

This page must be returned by the end of the first week of school. My signature below indicates that I understand my responsibility for reading and following the Parent/Student Handbook. I will do my best to make sure that my child or children follow all the rules and policies described in the manual. I understand that not following the policies outlined in the manual may result in loss of privileges or outright suspension and/or expulsion from UDA. Whenever I have questions, I will not hesitate to visit or call the school for more information or to resolve matters as appropriate.

<b>Signature of Parent or Guardian</b>		<b>Date</b>
Student Name	Grade	Teacher Name (if K-5)
Additional Student Name (if siblings)	Grade	Teacher Name (if K-5)
Additional Student Name (if siblings)	Grade	Teacher Name (if K-5)
Additional Student Name (if siblings)	Grade	Teacher Name (if K-5)
Additional Student Name (if siblings)	Grade	Teacher Name (if K-5)
Additional Student Name (if siblings)	Grade	Teacher Name (if K-5)