



HIGH TECH HIGH

**STUDENT & PARENT HANDBOOK  
2018-2019 Policy and Procedures**

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[www.hightechhigh.org](http://www.hightechhigh.org)

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# 1 INTRODUCTION

The policies and procedures described in this Student Parent Handbook (“Handbook”) are applicable to all High Tech High (“High Tech High” or “HTH”) schools unless specifically directed to one school or village in particular. Throughout this Handbook, the reference to HTH shall mean and include all HTH schools. The policies contained in this Handbook are not exhaustive. HTH has the discretion to supplement and modify policies noted here from time to time. For updates see the Handbook posted on the High Tech High website at: [hightechhigh.org/handbook/](http://hightechhigh.org/handbook/)

## 2 ATTENDANCE POLICIES AND PROCEDURES

### 1 Attendance Hours

The following are the school hours for each of the HTH schools. Students must be on time and present for all of their classes. Students must remain on campus during these hours unless on an approved field trip or participating in a school-sponsored internship or externship program.

School Name	Times
The Gary and Jerri-Ann Jacobs High Tech High	8:40 a.m. – 3:40 p.m.
High Tech International	8:25 a.m. – 3:25 p.m.
High Tech High Media Arts	8:30 a.m. – 3:30 p.m.
High Tech High Mesa	8:30 a.m. – 3:30 p.m.
High Tech High Chula Vista	8:30 a.m. – 3:30 p.m.
High Tech High North County	8:30 a.m. – 3:30 p.m.
High Tech Middle	9:05 a.m. – 3:30 p.m.
High Tech Middle Media Arts	9:00 a.m. – 3:30 p.m.
High Tech Middle Chula Vista	8:45 a.m. – 3:00 p.m.
High Tech Middle North County	8:50 a.m. – 3:15 p.m.
High Tech Elementary Explorer	9:05 a.m. – 3:40 p.m.
High Tech Elementary	9:05 a.m. – 3:40 p.m.
High Tech Elementary Chula Vista	8:00 a.m. – 2:30 p.m.
High Tech Elementary North County	8:15 a.m. – 2:55 p.m.

## 2 Absences

The project-based nature of the HTH program makes daily attendance extremely important. Significant absences, repeated absences or tardiness could lead to academic and disciplinary consequences.

### Scheduling Appointments and Vacations

Appointments and other activities should be scheduled during non-school hours whenever possible. Likewise, HTH requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two (2) weeks of any semester are critical, as they culminate in the student exhibitions and presentations upon which faculty base their assessments.

### Notification to School of Absences and Excused Absences

In the event of a necessary absence, please email or leave a voicemail with your school's Site Manager to advise the school that your child will be absent. While this alone will not excuse the absence under this policy, the call allows the school the opportunity to track your student's attendance. Student absences will be verified.

Absences may be considered excused for the following reasons: illness, family emergency, funeral, legal matter, attendance at a student's own naturalization ceremony, and religious holiday. If a student will be out of school for three (3) or more days due to illness, the student must provide a note from a doctor or nurse specifying the amount of time excused.

### Excessive Absenteeism

As a school, we firmly believe in the importance of students being at school on time, every day. Research has shown that chronic absences from school may be connected to lower reading proficiency, lower test scores, higher dropout rates, and lower college persistence. Excessive absences not only impact a student's work, but they can have long-term effects on a student's future academic success.

Students with excessive absences include, but are not limited to:

1. Students who have missed 10% or more of the school year to date, or
2. Students who have been absent from school for ten (10) consecutive school days or more, and the student's parents or guardians have not contacted the school with an explanation for the absences, or otherwise expressing their intent to have their student attend the school.

Students with excessive absenteeism will be required to:

1. Meet with their school administrators, and their parent(s)/guardian(s), to discuss the absenteeism, and appropriate next steps for addressing the issues; and,
2. Sign a written agreement and obtain parent/guardian signatures to the agreement acknowledging and re-affirming their commitment to the terms of the Student Attendance Policy.

If the situation continues, the school may, at its discretion, deem a student to have voluntarily dropped from school enrollment, and/or place the student through further actions including the dis-enrollment process, and being referred back to the student's home school district in accordance with district and county guidelines and applicable law. This is consistent with CA Education Code 46010-46015 and CA Education Code 48200-48231.

For a complete copy of the HTH Attendance Policy, please contact your school's main office.

### **3 Tardies**

If your student will be late for school, an advance call from a parent/guardian is preferred.

Students who arrive late to school or are returning from an appointment must:

- Check in with the school's front desk
- Provide a note or an email from their parent/guardian or health care provider regarding their tardy
- Receive a tardy slip/pass from the front desk prior to proceeding to their classroom

Students who are deemed chronically tardy or chronically absent may not be permitted to receive credit for the course(s) in which they have been chronically tardy or absent, or may jeopardize their position and privileges associated with attending any High Tech High school. Students and their parents will have an opportunity to meet with school administration to discuss potential consequences to address chronic tardiness and/or absenteeism.

### **4 Early Dismissal**

While we encourage families to schedule appointments before or after school, we understand that sometimes missing school cannot be helped. However, in general, students cannot leave campus during the school day without consent from their parents or guardians, and this includes students 18 years of age and older. For parents/guardians of pupils in grades 7-12, inclusive, please note that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

An early dismissal slip is required for students to leave school before the end of the day. If your student needs to be excused early, please provide the attendance office with advance notice before the appointment, either by an email, a signed note or a call to your school's Site Manager. Your student will be given an early dismissal slip to be excused from class. In addition, we ask that parents please provide us with a doctor's note supporting the early dismissal, which can be brought in the following school day.

### **5 Contracts for Independent Study**

High Tech High does not offer a "full time" or regular independent study program as part of its curriculum. Rather, independent study is conducted primarily for the educational benefit of the students attending High Tech High as a means to encourage daily engagement in academic work during certain times of extended absence, and for the school to track attendance according to applicable guidelines.

Any student who is absent five (5) days or more for a reason other than illness may request a Contract for Independent Study ("CIS"). Parents and guardians may contact the school office to learn about CIS and whether a CIS might 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. Independent Study Contracts may only be obtained on a limited, short-term basis.

### **6 School Calendars and Activities**

Academic year calendars, daily class schedules, significant school events, and extended services information (if applicable) for each HTH school may be found on school webpages directed from the HTH website located at: [www.hightechhigh.org](http://www.hightechhigh.org).

### 3 CAMPUS POLICIES

#### 1 Closed Campuses

Despite the open feeling in the schools, HTH campuses are closed campuses in order to provide safe and secure schools. Students must remain within the immediate vicinity of their respective schools during all school hours with the following general exceptions:

##### 1 Point Loma

- **Liberty Station:** In general, Liberty Station may be considered to be on campus when students are accompanied by faculty and staff during class hours for a specific school purpose.
- **Liberty Station Retail Area and Lunch Breaks:**
  - **High School Students:** High school students may walk over to a defined section of the Liberty Station Retail Area, located within the quadrangle defined by the following streets: Womble, Historic Decatur, Roosevelt and Truxtun Roads. High School students are permitted to patronize the Liberty Station stores located within the Liberty Station Retail Area before school, during lunch and after school. Students are not permitted to be in the Liberty Station Retail Area during class time. Moreover, students may not travel to any other off campus sites during school hours without the supervision of a teacher. Additionally, students who are absent or tardy to class, or who otherwise violate school policies, may have their privileges to visit the Liberty Station Retail Area revoked. By the receipt of the policies and procedures in this handbook, parents expressly acknowledge and agree that their high school students may go to the Liberty Station Retail Area as identified above.
  - **Middle and Elementary School Students:** Due to the age range of our middle and elementary school students, middle and elementary school students must stay within the immediate vicinities of their schools. Middle and elementary school students are not permitted to walk to or from the Liberty Station Retail Area or any other stores during school hours unless in the company of a teacher during the course of a school activity. Middle and elementary school students are not permitted to buy lunch from these stores and must stay in the current designated lunch areas near their schools. Students enrolled in the before and after school program also are not permitted to go to these stores during the Before and After School Care Program hours.

##### 2 Chula Vista

- Students at all Chula Vista schools may walk within a one-mile radius from campus when accompanied by faculty and staff, during school hours for specific school purposes. Examples of such walking excursions include a trip to Exploration Falls Park, an exercise walk in the neighborhood, or a walk to the neighboring canyon for project-related field work. Other than faculty and staff chaperoned excursions, students must remain on campus during school hours.

##### 3 North County

- Students at all North County schools may walk within a one-mile radius from campus when accompanied by faculty and staff, during school hours for specific school purposes. Examples of such walking excursions include an exercise walk in the neighborhood, or a walk for project-related field work. Other than faculty and staff chaperoned excursions, students must remain on campus during school hours.

## 2 School Dances

School dances are held throughout the year. High school students may bring one (1) guest to most high school dances provided that:

- The guest is enrolled in a high school or is still under the age of 21;
- A completed guest form is submitted to the Dean of Students at least three (3) school days prior to the dance and approved by the Dean of Students;
- The HTH student must stay with his/her guest throughout the event and accept responsibility for the actions of their guests; and
- HTH policies, procedures and rules are observed by both the guest and the student.

## 3 Student Visitors

In general, HTH does not permit students to have visitors on campus. However, HTH recognizes that there are certain events, such as dances, where HTH students may want to invite non-HTH students as guests. In such cases, non-students or students from other schools must complete a guest form and submit it to the Dean of Students or School Director for prior approval. Visitors permitted in these circumstances will be expected to abide by HTH policies and guidelines.

## 4 Student Drivers and Parking Expectations

Driving to school is considered a privilege. Students who drive their own vehicles to and from school must comply with the following rules. Failure to follow these rules may result in an immediate disciplinary meeting and/or action.

### 1 Student Driver Information

Students who drive to and from school will be asked to provide the following information to their school's front desk:

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

### 2 Students Driving Students: Rules For Field Trips, Events, and Internships – Limited Circumstances Only

As a general rule, students who drive to and from school may not drive other HTH students in their vehicle during the school day. There is a limited exception for students who follow the guidelines related to student drivers on field trips and internships.

If parents desire to have their students carpool with student drivers, student drivers, their passengers, and their respective parents/guardians, must review and sign the permission forms, and submit the required paperwork to their school Site Manager(s) in advance of driving other students to field trips and internships. A student may only drive other students if:

- Students are eligible to drive other students under applicable law and HTH policies, **and**,
- In advance of any such driving, parents/guardians of the student driver have submitted signed parental/guardian permission forms (available at the school front desk), **and**

- In advance of any such driving, parents/guardians of the passenger student(s) have signed and submitted consent forms to the student driver's school Site Manager, **and**,
- Students conduct themselves in accordance with the law and HTH policies.

### 3 Driving onto and near Campus, Parking Lot Conduct and Expectations

The following rules apply to all drivers who come onto or near our campuses including students, parents/guardians, family members, caregivers, and visitors.

- All drivers coming onto and near our campuses must observe all traffic rules, parking lot rules, and speed limits. There are many people who walk around campus. Traveling at greater speeds than allowed endangers others.
- All drivers coming onto and near our campuses must observe parking lot rules, and park solely within parking spaces that are designated for visitors. Drivers may not park in areas that are designated as no parking zones by either signage, red curbs, or staff members on drop off/pick up duty.
- Students may only be dropped off and picked up at designated drop off/pick up zones.
- Drivers may not obstruct the flow of traffic at any time.
- Drivers must enter parking lots through entrances, and may not enter through areas designated as exits.
- Drivers dropping off and picking up students must be civil, courteous and respectful of others.
- While driving on campus, drivers may not play music in their cars at high volume.
- Students may not sit in vehicles or gather in the parking areas before school, during school hours, or after school.
- When students enter and start their vehicles at the end of the school day, they must depart immediately. Students may not drive around the campus vicinity.
- Student and school community safety is a priority for HTH. Drivers who do not observe rules and/or other standards of conduct, may have their parking privileges and/or campus access privileges limited or revoked.

### 4 High Tech High Point Loma Village Parking

HTH has an allocation of parking spaces at the Point Loma Village parking lot and students must obtain permission to use one of those spaces. Forms, parking permits, and ID tags for student drivers may be obtained from the school's Dean of Students. Students will be issued parking permits for High Tech High Village parking spaces based on space availability and must display the parking permit prominently in the vehicle. Students who drive to school and park elsewhere must obtain an HTH identification tag that must be displayed in the vehicle when parking at Liberty Station or in off campus areas for other High Tech High students. HTH Point Loma Village seniors are given priority registration for available spaces and all students may apply for parking permits beginning on the first day of the school year.

Due to the high demand for parking at the High Tech High Point Loma Village, parking on campus is considered to be a privilege. Failure to obey traffic laws and regulations while at Liberty Station, as well as failure to adhere to High Tech High rules and expectations noted in this Student Handbook, may result in a parking permit being revoked. Students are expected to drive and park safely and courteously.

## 5 High Tech High Chula Vista Village Parking

HTH Chula Vista (“HTHCV”) has a limited allocation of parking spaces and permits for student drivers. To become eligible for an on-campus parking permit at HTHCV, a student must follow the HTHCV parking space application process, and attend a required HTHCV safety training. Students interested in a parking permit should see the HTHCV Dean of Students. Students will be issued parking permits for HTHCV parking spaces based on space availability and must display the parking permit prominently in the vehicle. HTHCV seniors are given priority registration for available spaces. Students without permits are not permitted to park on campus, and will need to park off-site.

Due to the high demand for parking at HTHCV, parking on campus is considered to be a privilege. Failure to obey traffic laws and regulations while on HTHCV property or easements, as well as failure to adhere to HTHCV rules and expectations noted in this Student Handbook, may result in a parking permit being revoked. Students are expected to drive and park safely and courteously.

## 6 High Tech High North County Village Parking

HTH North County (“HTHNC”) has an allocation of parking spaces, and students must obtain permission to use one of those spaces. Forms and parking permits for student drivers can be obtained from the Dean of Students. Students will be issued parking permits for HTHNC parking spaces based on space availability and must display the parking permit prominently in the vehicle. HTHNC seniors are given priority registration for available spaces, and all students may apply for parking permits beginning on the first day of the school year. Students without permits are not permitted to park on campus, and will need to park off-site. Adjacent streets with unrestricted street parking are: Pacific Street and Discovery Street.

Due to the high demand for parking at HTHNC, parking on campus is considered to be a privilege. Failure to obey traffic laws and regulations while on HTHNC property or easements, as well as failure to adhere to HTHNC rules and expectations noted in this Student Handbook, may result in a parking permit being revoked. Students are expected to drive and park safely and courteously.

## 7 Skateboards and Bicycles

The following rules apply to bicycles and skateboards while on campus:

- Skateboards:
- **Point Loma Campus (Liberty Station):**
  - The HTH schools in Point Loma are situated in the midst of Liberty Station, adjacent to a public business district with several public thoroughfares between school buildings.
  - There are legal restrictions to the use of skateboards in such public spaces.
  - Based on these facts, and our experience with the common, shared public spaces surrounding our schools, we have concluded that in order to maintain a safe environment, skateboards will not be allowed on the Point Loma campus.
  - Students may not bring skateboards in any area within 500 feet of any HTH school building, any HTH parking lot, or HTH common area at any time.
  - If a student brings a skateboard onto campus, the skateboard may be confiscated by the school administration, and students may be subject to disciplinary action.
- **Chula Vista Campus:**
  - In order to maintain a safe environment, students may not ride skateboards onto or on campus.

- If a student violates these skateboard rules, the student's skateboard may be confiscated by the school administration, and students may be subject to disciplinary action.
  - **North County Campus:**
    - In order to maintain a safe environment, students may not ride skateboards onto or on campus with the exception of a designated skateboarding elective class, and in the case of such an elective, only in keeping with the parameters set forth below.
    - Commuters:
      - If a student brings a skateboard onto campus, he/she must carry it onto campus as students may not ride onto campus.
      - All skateboards must be stored properly as directed by faculty and staff members.
    - Elective – Skateboards: HTHNC and HTMNC only
      - In past years, HTHNC and HTMNC have offered skateboarding electives. To the extent this elective is offered, the following guidelines apply:
        - Parents and guardians must expressly agree to the terms of the elective, and agree to the terms of the release and waiver of liability associated with this elective.
        - Students must wear appropriate gear, including helmets, to participate.
        - Students may only ride their skateboards in the designated areas at designated times.
        - Students must adhere to all other guidelines established by North County School Directors and administration.
    - If a student violates these skateboard rules, the student's skateboard may be confiscated by the school administration, and students may be subject to disciplinary action.
- Bicycles:
  - Students commuting to schools by bicycle should take precautions to park their bicycles in appropriate designated places.
  - Students are responsible for securing their bicycles with their own locks.
- Point Loma Only – Area Between HTH and HTM:
  - Area Between HTH and HTM:
    - In order to maintain a safe environment and public thoroughfare between HTH and HTM, students may not play soccer or football in the area between the two schools. Students wishing to engage in these sports may do so on the grassy field to the south of HTH.

## **4 STUDENT HEALTH AND WELLNESS POLICIES**

### **1 Administration of Medication at School (Prescribed or Over-the-Counter)**

HTH does not have a nurse on staff at each school site. Each school's main office staff members will have first aid kits and will be your health center point of contact.

The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional. Medication will be administered during school hours only if determined by a physician to be necessary. Designated school personnel will keep records of medication administered at the school with the

assistance of school personnel per the instructions of physicians, as applicable. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by designated staff.

Designated school personnel will return all personal, surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

In order for a student to be assisted by designated school personnel in taking prescription medication, including insulin shots, parents/guardians must provide HTH 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.

Certain medications may be carried by students as noted below:

- **Students in grades 6-12:** Students in grades 6-12 may keep physician prescribed inhalers for asthma conditions, auto-injectable epinephrine ("EpiPens") (see below for rules), and certain over-the-counter medicines (i.e. Tylenol, Motrin, and supplements like glucose tablets) in their possession. Students are prohibited from sharing any medications, whether prescribed or over-the-counter, with any other students. HTH will not be responsible for any adverse reactions to medications self-administered by students without the knowledge of HTH staff, faculty or administration.
- **Students in grades K-5:** Unless otherwise prescribed by a doctor, students in grades K- 5, must keep their medications, including inhalers, locked at the front office with our Site Manager. Medication will only be administered according to the physician's instructions, as described below.

In order for a student to carry and self-administer prescription EpiPens, parents/guardians must provide HTH with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, circumstances during which the medication should be administered, a confirmation that the pupil is able to self-administer auto-injectable epinephrine, **and** (2) a written statement from the parent/guardian consenting to the self-administration, providing a release for designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing HTH and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These statements must be updated at least annually.

Additionally, the designated school personnel who have volunteered may use EpiPens to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. HTH will ensure it has the appropriate type of EpiPens on site (i.e., regular or junior) to meet the needs of its pupils. HTH will ensure staff properly store, maintain, and restock the EpiPens as needed. HTH will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of EpiPens based on the standards developed by the Superintendent of Public Instruction. HTH will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an EpiPen to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

## **2 Control of Communicable Diseases**

HTH works to cooperate with the County of San Diego Health and Human Services Agency to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a

contagious or infectious disease, the parent/guardian will be contacted and the student sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

### **3 Health Screening**

HTH contracts with nurses from Rady Children's Hospital San Diego to provide hearing and vision screenings as required by state law. You may contact the school at the time of the health screening if you would prefer that your child be excluded. Screenings are offered in grades K, 1, 2, 3, 5, 8 and 10.

### **4 Immunization Requirements**

State law requires that all students, kindergarten through grade 12, be immunized against certain diseases. At the time of the first day of attendance, the school is required to have proof that your child has received all currently due immunizations.

Personal Belief Exemptions (PBEs) will no longer be recognized for new incoming students. Pre-existing PBEs filed at a California K-12 school before January 1, 2016 may remain valid until the student enrolls in the next grade span, typically at kindergarten or 7th grade (middle school entry) only where the student:

- (1) Had a physician-issued, written exemption on file prior to January 1, 2016;
- (2) At a California K-12 school (child care and preschool are not recognized for this purpose, however, qualified Transitional Kindergarten programs may be recognized for this purpose);
- (3) In which the student was then-enrolled (Exempt Student).

PBEs may be transferred between California schools both within and across school districts. If a student's PBE is not successfully transferred, the student will have to demonstrate proof of age-appropriate immunizations in accordance with the law prior to registration.

However, even Exempt Students:

- (1) Must receive any immunizations that become required of California students after January 1, 2016 when they transition to the next grade span.
- (2) Are subject to rules requiring proof of immunization at kindergarten and seventh grade transitions. At the kindergarten and seventh grade registration points, Exempt Students must demonstrate proof that all required immunizations for the relevant grade level have been administered unless the student has a medical exemption that meets all legal requirements.

### **5 Wellness and Food**

HTH has adopted a Wellness Policy in keeping with its participation in the National School Lunch Program (NSLP) that discusses food service, sales and distribution on HTH campuses. The following guidelines based on the Wellness Policy apply to school-based activities:

- (1) To the extent food sales are conducted, school-based groups including parent associations, other parent groups, booster clubs, associated student body, student groups, clubs and teams, and teaching teams should abide by HTH health and wellness policies.
- (2) Fundraising events involving food must be done after regular school hours. This means that food sales should not take place while any neighboring HTH village school may be in session.

Please note that several HTH schools offer breakfast to students. Accordingly, any fundraising events involving food may not be conducted before school.

- (3) Parents/guardians, volunteers, staff members and students should consider nutritional quality when selecting snacks for school events, sales, and parties.

HTH participates in the NSLP. Fee or reduced (“FRL”) price meal applications are provided to all families. Schools notify families when FRL applications become available, and these are made available both on-line and in hard copy at the school’s front desk. Generally, these applications first become available each year sometime in late July or early August of the summer preceding the school year, and are available throughout the year as needed.

## **5 ACADEMIC POLICIES**

### **1 HTH Academic Program**

HTH schools offer a unique, project-based academic program. The mission of all HTH schools, whether at the elementary, middle or high school level, is to provide students with rigorous and relevant academic and workplace skills, preparing its graduates for postsecondary success and productive citizenship. High Tech High schools all embody the design principles of equity, personalization, authentic work, and collaborative design. For more information about your school’s particular program visit your school website at: [www.hightechhigh.org](http://www.hightechhigh.org).

### **2 High Schools: HTH Curriculum and Transferability of Credits**

All HTH high school level core courses are approved or are in the process of being approved by the University of California (“UC”). We have seen that courses offered at HTH are as transferable as those of a traditional district high school to other schools, and are recognized as such by colleges and universities.

However, HTH does not offer the same courses or the same sequence of courses, as do many other schools. In some instances, this has caused 11th and 12th grade students transferring to other schools to need to make-up courses that were not offered in the traditional sequence, or at all, at HTH. For example, we do not offer a high school credit for Physical Education (P.E.).

Students and parents/guardians are advised to take High Tech High’s unique academic program into account when making decisions to enroll at HTH and to transfer to other schools.

HTH requires that students receive a C- or higher in all core academic courses. Consistent with University of California entrance requirements, students must earn a grade of C- or higher to receive credit for a course.

### **3 Code of Academic Integrity**

HTH students are mindful of the values underlying an honest and true education, and the challenges posed by a continuously evolving world and, in particular, the immediate access to resources found on the Internet. HTH students agree to accept personal responsibility for honorable behavior in all of their academic endeavors, to assist one another in maintaining and promoting personal integrity and ethical standards, and to follow the principles and standards set forth in this Code of Academic Integrity.

Violations of the Code of Academic Integrity may take several forms. Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of

another's work without full acknowledgement of the debt to the original source, however, it also includes any of the following:<sup>1</sup>

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, Web site, another student's assignment, etc.;
- Duplication in any manner of another's work during an exam;
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of others into a new whole;
- Submitting one's own work which has already been submitted for assessment purposes in another subject; and/or,
- Producing assignments in conjunction with other people (e.g. another student, tutor), which should be your own independent work.

Cheating results in a loss of integrity on the part of the individual committing the act and on the educational process that is undermined by the act of cheating. It is a violation of the Code of Academic Integrity for any student to attempt to gain or gain an unfair advantage over another student by unfair or dishonest means. If you are unclear about an assignment, the methodology for the same, or the permissible bounds of assistance for completing your work please speak to your teacher(s) and ask for clarification.

This following web page provides some examples of acceptable and unacceptable uses of sources in writing – [www.oregonstate.edu/admin/stucon/plag.htm](http://www.oregonstate.edu/admin/stucon/plag.htm). In addition, a brief guide from the Paul Robeson Library provides an excellent overview. This may be found at - [www.libraries.rutgers.edu/rul/lib/robeson\\_lib/flash\\_presents/text\\_plag.html](http://www.libraries.rutgers.edu/rul/lib/robeson_lib/flash_presents/text_plag.html). Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, disciplinary action including the possibility of suspension and/or expulsion from school.

#### **4 Intellectual Property Statement**

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

### **6 SAFETY POLICIES**

#### **1 Emergency Procedures**

HTH staff members receive training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness planning includes fire and earthquake drills which happen at regular times during the school year.

Alarms are to be treated as real at HTH. In the event of an emergency drill, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will

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<sup>1</sup> HTH has adopted principles and procedures modeled after other educational institutions, such as the University of Notre Dame including those found in the Notre Dame, "Code of Honor," n.d., [www.nd.edu](http://www.nd.edu) (15 September 2013) and, "Guidelines for Plagiarism," n.d., [www.services.unimelb.edu](http://www.services.unimelb.edu) (15 September 2013).

meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at HTH are grounds for severe consequences, including possible suspension and expulsion.

Each campus has its own Comprehensive Safety Plan. If you would like to see a copy of your campus Comprehensive Safety Plan, please contact your school's main office.

The schools employ the use of a central notification system. In the case of a major emergency (such as a significant earthquake or fire), Parents/guardians and families should contact the main phone number for your student's school with any particular questions concerning your school. Please refer to the first page of this handbook for a school directory. You may also visit [www.hightechhigh.org](http://www.hightechhigh.org) for more information.

During an emergency, HTH staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases.

## 2 Internet Safety Policy

### 1 Introduction

It is the policy of High Tech High to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act ("CIPA") [Pub. L. No. 106-554 and 47 USC 254(h)].

### 2 Definitions

Key terms are as defined in the CIPA<sup>2</sup>

### 3 Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

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#### <sup>2</sup> CIPA definitions of terms:

**MINOR.** The term "minor" means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT and SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### 4 Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the High Tech High online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### 5 Education, Supervision and Monitoring

It shall be the responsibility of all members of the High Tech High staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of High Tech High IT Administrators or designated representatives.

The High Tech High IT Administrators or designated representatives will provide age-appropriate training for students who use the High Tech High Internet facilities. The training provided will be designed to promote the High Tech High commitment to:

- a. The standards and acceptable use of Internet services as set forth in the High Tech High Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the CIPA.

## **7 COMMUNITY STANDARDS AND CONDUCT POLICIES**

### **1 Dress Code**

The purpose of the HTH dress code is to foster a professional, safe and respectful environment at school. The dress code is in effect from the time students arrive to school until they leave. Note that students must be in dress code before school begins if they enter the building before the official start of school. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise. The dress code applies equally to students and staff.

## 1 Guidelines for All Schools

- Tops
  - Students may wear short or long-sleeve shirts, or blouses with collars.
  - Shirts and blouses must be buttoned.
  - Students may wear a short or long-sleeve *plain* t-shirts (but not undershirts as the principal top). Shirts may not have text or designs that violate school policies, make discriminatory, or exclusionary statements, or create the possibility of disruption to the school environment. School administrators have discretion in determining whether an article of clothing violates this policy.
  - Shirts, blouses and t-shirts should be in good repair.
  - Students may not wear spaghetti straps, tube tops or any other tops where the shoulders are exposed. Shoulders must be covered while at school.
  - Students may not wear shirts or half-shirts exposing the mid-section or torso.
  - T-shirts may not be worn over collared shirts.
  - Sweaters and jackets of an appropriate size and length may be worn over, but not in place of, an appropriate shirt.
  - Hooded sweatshirts are not allowed to substitute for an appropriate shirt. Hoods from hoodies and sweatshirts may not be worn over the head at any time.
- Bottoms
  - Appropriate school attire includes long pants, shorts or skirts worn with the waistband at the waist.
  - Excessively baggy pants, athletic wear and sweat pants are not acceptable
  - Jeans in good repair are acceptable.
  - Skirts must be of appropriate length such that they cover the thigh while seated.
  - Shorts must be of appropriate length, and come to mid-thigh.
- Other clothing guidelines
  - Clothing items with text that promotes violence, alcohol, tobacco or drugs are not allowed.
  - Flips flops and slippers are not allowed
  - Hats, hoods and bandanas are not allowed. Head coverings worn for religious reasons will be allowed.
  - Earrings are fine, but no other visible piercing. Small, clear studs are allowed in place of nose rings during the school day.
  - Appropriate attire for academic internships varies by workplace. Students must remain in dress code while at school.
  - Earbuds and headphones should not be used in hallways or while in class unless it is part of the teacher's lesson plan, and the teacher has permitted the use of these.

## 2 Additional Guidelines Particular to Elementary and Middle Schools

- Elementary school students may wear hats to protect themselves from the sun during recess. However, hats may not be worn indoors as a general rule.
- Elementary and middle school students should wear clothes that allow them to run, play and get dirty.
- Elementary and middle school students may wear t-shirts with child-appropriate graphics and text.
- Elementary and middle school students must wear shoes that allow them to run, jump and play. Students should not wear heels to school. Shoes should have laces, buckles, Velcro-straps, back-straps, or in some other form of securing the foot safely inside the shoe. Flip flops are not allowed.

### 3 Consequences for Dress Code Violations

One potential consequence for failure to adhere to the dress code is that the student may be asked to come to school wearing a school uniform, which is a collared, white shirt and long, khaki pants. This consequence will apply to both girls and boys. Students who do not wish to wear a uniform should ensure that the student is following the dress code at all times. Following the dress code is one way that students show that they wish to be a part of the HTH community.

## 2 **Computer, Electronic Mail, And Internet Usage Policy**

We are pleased to offer High Tech High students access to certain elements of school computer equipment, computer network and systems, electronic mail service and user accounts, the Intranet and the Internet (collectively "HTH IT"). HTH IT is provided for students to conduct research and communicate with others.

Access to HTH IT is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Students are expected to adhere to the following guidelines and policies applicable to the use of HTH IT. Students who violate these policies may be subject to disciplinary action.

### 1 HTH IT

HTH IT is shared and available to the HTH community. These resources may not be used in any way that disrupts or interferes with use by others.

Students must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through HTH IT.

The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion:

- Damage, vandalism or theft of equipment, systems or networks
- Use of the computer equipment, networks and systems for unlawful purposes, commercial purposes or personal gain
- Violations of copyright law
- Plagiarism
- Theft, piracy, improper downloading or modification of software
- Transmitting computer viruses
- Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar, racist, sexist, abusive, harassing, offensive or attacking)
- Any attempt to guess passwords, use another's password, break in to other accounts, or gain unauthorized access to administrator accounts
- Trespassing in another's portfolio, folders, work or files
- Concealing or misrepresenting one's identity while using the system
- Intentionally wasting limited resources
- Any use which is unlawful under applicable State or Federal law
- Any use which HTH determines is objectionable in its sole discretion

## 2 Communication using HTH IT

Students are responsible for their own behavior on HTH IT just as they are everywhere in the school environment. Communications on HTH IT are often public in nature. General school rules for behavior and communications apply.

It is presumed that users will comply with school standards. Aside from the clarification of such standards, HTH is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

## 3 HTH and Access/No Expectation of Privacy

HTH IT and all user accounts are the property of HTH. As such, HTH reserves the right to monitor and access information on the system and in users' accounts. Network storage areas may be accessed by HTH to review files and communications, maintain system integrity, to ensure that users are using the system responsibly and to ensure there are no violations of school policies.

There is no right to privacy nor should any user of HTH IT have any expectation of personal privacy in any matters stored in, created, received, or sent over HTH IT. These are subject to review by the schools at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian.

HTH reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, e-mail system or any other HTH IT, without notice and without the permission of any user.

Moreover, to protect the integrity of the HTH IT and the users thereof against unauthorized or improper use of these systems, HTH reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the School Director or his/her designee.

## 4 Internet

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are reminded, however, that HTH does not control the content of the Internet. Accordingly, HTH does not have control over the type of information accessible to students or the quality of the same, though HTH does use internet filters, as described in the Internet Safety Policy. HTH cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

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

## **3 Community Code Of Conduct - Respect For Self And Others**

HTH students, parents/guardians and staff are expected to treat one another with respect, support teaching and learning, and to respect our environment and surroundings. This expectation extends how we respect ourselves, how we talk and interact with one another, and how we treat each other's property and personal

space. In keeping with this code of conduct, certain norms should be observed including, but not limited to those found in this Community Behavioral Policies and Commitments section:

- **Drugs, alcohol, and tobacco:** Drugs, alcohol, and smoking materials (including, but not limited to, all forms of e-cigarettes, vaporizer pens, vaporizers, e-hookahs, etc.) are prohibited in the school, on the campus, and at off-campus school functions. Likewise, students are prohibited from being under the influence of drugs, alcohol and from smoking while at school, on campus and at off-campus school functions.
- **Vandalism:** All students and staff are urged to treat school buildings and property with care and respect. No one is to injure, destroy, deface or trespass on school property. A clean environment is important to all; vandalism will be dealt with severely. Parents/guardians will be responsible for paying for any damage done to school property by their child. People with any information about damage done to the building or its contents should report it to the Dean of Students or School Director.
- **Personal electronics:** Cell phones, iPads, and all similar electronic devices must be off, stored away, out of sight, and not in use during school hours, unless under the direct supervision of a HTH faculty member. If it has an on or off switch, it should be turned off for the duration of the school day. Headphones and earbuds may be used only when provided by and under the supervision of an HTH faculty member.
- **Computer games:** HTH provides technology and Internet access for the educational benefit of members of the community. Playing computer games or video games on campus during school hours is allowed only under the direct supervision of a teacher.
- **Free Speech on Campus:** The Supreme Court has referred to 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.” *Shelton v. Tucker*, 364 U.S. 479, 487 (1960). At the same time, the law is clear that a student’s right of free speech is not unfettered and that the free speech/press protection does not prevent a school from imposing certain restrictions and/or imparting discipline for certain forms of speech that may be considered disruptive to the community, in violation of school policies and/or considered unlawful harassment, discrimination, bullying, threats and/or intimidation. In short, HTH reserves the right to place reasonable time, place and manner restrictions on speech where the faculty and/or administration determine that such a restriction is appropriate.

Examples of student speech that may be restricted include:

- Speech which creates or threatens danger, and/or unlawful acts
- Speech which threatens or presents a violation of HTH rules and standards of conduct
- Speech which creates or threatens a substantial disruption of the orderly operation of the school
- Speech which impinges on the rights of others
- Vulgar, lewd, obscene, and plainly offensive speech or conduct

#### 4 Search of Student Possessions

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

## 8 Student Non-Discrimination And Title IX/Sexual Harassment Policies

### 1 Student Non-Discrimination Policy

HTH maintains that it is critical that all members of the HTH community respect each other's rights, individuality, and differences. Courtesy, tolerance and mutual respect provide the platform for sharing, learning, innovation and personal development. HTH is committed to equal opportunity for all individuals in education. HTH's programs and activities shall be free from harassment, or discrimination or bullying on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status or citizenship, race, ancestry, national origin, color, religion, religious affiliation, creed, mental or physical disability, and any other or any other basis protected by applicable law. HTH shall promote programs that serve to eliminate discriminatory practices in school activities.

The School adheres to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.

Any student who engages in prohibited harassment, discrimination or bullying, including cyber sexual bullying, of another student or anyone from HTH may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful harassment, discrimination, bullying, including cyber sexual bullying, or intimidation of a student may be subject to disciplinary action up to and including dismissal. Any student or parent/guardian who feels that unlawful harassment, discrimination, bullying, or intimidation has occurred should immediately contact the School Director or Dean of Students.

### 2 Title IX/Student Sexual Harassment Policy

HTH is committed to making the school free from sexual harassment. This means that HTH prohibits sexual harassment by someone from or in the educational setting. HTH prohibits sexual harassment and harassment based upon gender, gender identity, gender expression, marital status, sexual orientation, pregnancy, childbirth or related medical conditions, or any other basis protected by applicable law.

Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment can include such actions as:

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Verbal, electronic (including cyber sexual bullying), visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

HTH prohibits conduct that has the purpose or effect of having a negative impact on the recipient's educational progress, academic performance, or personal security, or of creating or contributing to an intimidating, hostile, or offensive educational environment. HTH further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

HTH will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which HTH does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender.

**Title IX/Non-Discrimination/Sexual Harassment Coordinator:** HTH has designated one to more individuals at each school site to receive complaints under this policy: the School Director and/or Dean of Students.

Students, parents or staff should report a claim sexual harassment to the School Director and/or Dean of Students of their child's school.

HTH will respond to complaints within a reasonable time period, as appropriate, and consistent with the nature of the allegations. Reports shall be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent possible.

Should the reporting individual find the school level resolution unsatisfactory, he/she may appeal the decision to the HTH Compliance Officer who oversees Title IX compliance. HTH's Compliance Officer may be contacted as follows:

Susan Park  
HTH Compliance Officer  
2861 Womble Road  
San Diego, CA 92106  
Email: [supark@hightechhigh.org](mailto:supark@hightechhigh.org)

Students who violate this policy shall be subject to discipline including the possibility of suspension or possible expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. HTH prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned and insofar as is possible. HTH will take appropriate corrective action, if warranted.

## **2 Disciplinary Actions**

### **1 Overview of Disciplinary Actions**

The purpose of disciplinary action at HTH is to ensure that individual students, their parents/guardians and the HTH community stay focused on growth and learning. Prompt resolution of the problem or issues is expected.

Discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion.

- Verbal and/or written warning to the student
- Loss of privileges or removal from extra-curricular 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 Dean of Students, Director or some other school administrator or faculty member
- Academic Consequences
- Suspension
- Expulsion
- Denial of Re-admission
- Other forms of discipline that the school may determine appropriate

### **2 Suspension and Expulsion as Disciplinary Actions**

Criteria for suspension and expulsion of students will be consistent with all applicable federal and state statutes and constitutional provisions. Students will be afforded due process, including a hearing and right of appeal, as described below. A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for

suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or special education local plan area ("SELPA") policies require additional or different procedures.

The grounds for mandatory and discretionary suspension and expulsion are as follows:

1. Mandatory Suspension and Mandatory Recommendation of Expulsion. The following offenses represent grounds for mandatory suspension and mandatory recommendation for expulsion:
  - a. Possession, use, sale, or otherwise furnishing any firearm, explosive, or other dangerous object.
2. Discretionary Suspension and Discretionary Recommendation of Expulsion. The following offenses represent grounds that may result in suspension and/or suspension with a recommendation for expulsion:
  - a. Possession of, use of, offering, arranging and/or negotiating to sell or provide a knife, imitation firearm, other weapon, or item that could be construed and/or used as a weapon.
  - b. Possession of, use of, being under the influence of, offering, arranging and/or negotiating to sell and/or distribute tobacco, alcohol, drugs, other controlled substances, and/or intoxicants of any kind, including, but not limited to over-the-counter medication and/or prescription drugs.
  - c. Possession or offering, or arranging, or negotiating to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
  - d. The causation or attempted causation of physical injury to other person(s), or self, including physical assault, sexual assault, other forms of assault, and including, but not limited to aiding or abetting in the same.
  - e. The threat of physical injury to self, other individual(s), and/or the school community, including, but not limited to threats of sexual assault, or school-wide violence.
  - f. Disruption and/or defiance, including, but not limited to disruption of school activities and/or willful defiance<sup>3</sup> of the authority of school personnel.
  - g. Theft, robbery, attempted theft, and/or attempted robbery of school or private property, including, but not limited to attempting to steal and/or receive stolen property, aiding or abetting in the same, and/or knowingly receiving stolen property.
  - h. Destruction of, attempted destruction of, damage to, and/or attempted damage to school or private property.
  - i. Extortion.
  - j. Sexual harassment.
  - k. Threatening, harassing, bullying, and/or attempting to intimidate other members of the community including, but not limited to acts of "cyber-bullying."

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<sup>3</sup> HTH practice and policy in relation to student discipline for willful defiance is limited as follows: HTH will not suspend students in grades K-3 on the basis of willful defiance, and HTH will not expel students in grades K-12 on the basis of willful defiance unless otherwise permitted pursuant to Education Code section 48900 et seq. as it may be amended.

- l. Obscenity/Profanity/Vulgarity, including the commission of an obscene act and/or engagement in habitual profanity/vulgarity, or sharing obscene videos or pictures.
- m. Violations of HTH academic policies, including, but not limited to plagiarism and/or cheating.
- n. Violations of HTH Information Technology policies, including, but not limited to transmitting computer viruses, using or attempting to use other's accounts, trespassing in another's portfolio, folders or files, concealing or misrepresenting one's identity while using the IT system.
- o. Violations of HTH community standards and conduct policies as articulated throughout the HTH Student-Parent Handbook.

A student may receive consequences for those acts listed above as committed at any time, including, but not limited to, (a) while on school grounds; (b) while going to or from school; (c) during lunch period, on or off campus; (d) during, or while going to or from, a school sponsored activity; and, (e) during non-school time and while off campus if the school determines that there is a nexus between the action taken and the school community sufficient to warrant action by the school. If a student is arrested off campus, s/he may be suspended at that time or upon return to campus.

### 3 Authority to Impose Discipline

The School Director (or his/her 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 School Director (or his/her 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 School Director (or his/her designee) has the authority to determine whether or not to impose a suspension under this policy. 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. School Directors (or their designees) have the discretion to determine which form of suspension may be imposed.

If a student matter proceeds to an expulsion hearing, the School Director (or his/her designee) shall have the authority to hear the matter and to determine whether or not to impose an expulsion. The decision of whether or not to expel a student remains at the sole discretion of the School Director (or his/her designee).

### 4 Suspensions

- **Suspension Pending Investigation**

The School Director (or his/her designee) has the discretion to and may impose a suspension directly if s/he determines it is appropriate. If the School Director (or his/her designee) determines that a student is to be suspended, the School Director (or his/her designee) shall provide written notice to the student's parents and/or guardians of the suspension in writing, including reasons for the suspension and the time period for the suspension ("Suspension Notice"). Academic make-up work is required during suspension. Return to school may be contingent upon submission of a written essay addressing the issue at hand and stating how

the student intends to move forward or some other form of restorative process as the School may determine in its sole discretion.

- **Suspension Pending Expulsion Hearing**

If the School Director (or his/her designee) determines at the outset that an expulsion hearing is warranted, the School Director (or his/her designee) may impose a suspension pending an expulsion hearing. The School Director (or his/her designee) shall provide written notice to the student's parents and/or guardians of the suspension, the reasons for the suspension and the expulsion hearing, give notice of the expulsion hearing and provide information regarding HTH's expulsion procedures ("Suspension Pending Expulsion Hearing Notice").

- **Discipline Review Meeting**

If a student is placed on a suspension of any form, the school may call for a Discipline Review Meeting with the parents and/or guardians. During the course of the Discipline Review Meeting, the School Director (or his/her designee) will discuss with the parents and/or guardians the: (1) nature of the offense; (2) the information and evidence gathered to date; and, (3) next steps.

If the School Director (or his/her designee) determines that the school will move forward to an expulsion hearing, and the school has not yet given formal notice of an expulsion hearing, the School Director (or his/her designee) will provide the parents and/or guardians with a Suspension Pending Expulsion Hearing Notice.

## 5 Expulsions

- **Expulsion Hearings**

If the School Director (or his/her designee) determines that consideration of expulsion is warranted, the School Director will hold an expulsion hearing where the School Director shall serve as the hearing officer. The student shall have the right to representation and the right to present evidence at the expulsion hearing. The School Director will consider evidence and/or testimony as appropriate and will render a decision that shall be in the best interests of the student and HTH.

If a School Director determines that a student is to be expelled, the School Director shall inform the student's parents and/or guardians of his/her determination in writing including the reasons for expulsion ("Expulsion Determination Letter"). The School Director's written notification to the parents/guardians shall also include information about the appeal and due process rights in regard to the School Director's determination.

- **Right to Appeal School Director's Determination**

The parents and/or guardians (or, if at least 18 years of age, the student) shall have ten (10) days from the School Director's Expulsion Determination Letter to submit a written request of appeal to the Chief Executive Officer ("CEO") of High Tech High ("Written Appeal Request").

In response to the Written Appeal Request, the CEO of High Tech High shall convene a committee consisting of one member of the High Tech High Board of Directors, a school director or a school dean from another one of the HTH schools, and the CEO of HTH or his/her designee. The committee members appointed will be knowledgeable about HTH's

bases for expulsion and the procedures regarding expulsion. The committee shall have the right to rescind or modify the expulsion.

The committee shall convene a hearing on the appeal within ten (10) days of receipt of a timely written request for an appeal.

At the hearing on the appeal, the student shall have the right to counsel and the right to present evidence. The committee will consider evidence and/or testimony as appropriate and will render a written decision that shall be in the best interests of the student and HTH. That decision shall be final.

## **9 STUDENT INFORMATION POLICIES**

### **1 Family Education Rights And Privacy Act**

The Family Educational Rights and Privacy Act ("FERPA") affords parents/guardians and students over 18 years of age ("Eligible Students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 business days after HTH has received a request for access. However, HTH adheres to the California standard and provides records within five (5) business days of requests when requests are made during the school year. Parents/guardians or eligible students should submit to the School Director a written request that identifies the record(s) they wish to inspect. The HTH official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

When a student moves to a new school/ school district, records will be forwarded upon request of the new district within 10 school days.

In the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to education record, or removes the parent's rights to have knowledge about his or her child's education.

Pupil educational records maintained by HTH consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Pupil records are maintained at each school where the pupil is attending. The School Director or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices. *General notices, lunch menus, Parent Association information, announcement of teacher conferences, school pictures, and other similar information, are not "education records" as defined by FERPA. Therefore, schools are not legally required to provide them.*

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask HTH to amend a record that they believe is inaccurate or misleading. They should write the School Director and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If HTH decides not to amend the record as requested by the parent or eligible student, HTH will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent in writing to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by HTH as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A HTH official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the HTH discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

HTH will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by HTH to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

With certain exceptions, FERPA requires HTH to obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from his or her child's education records. However, HTH may, at its sole discretion, disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised HTH to the contrary in accordance with this policy. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, governmental agencies such as the California Department of Education, the San Diego Unified School District, Desert Mountain SELPA, and certain select private companies such as those that manufacture class rings or publish yearbooks. HTH has designated the following information as directory information that may be disclosed, in whole or in part, at HTH's sole discretion:

- Student's name
- Student's address
- Parent's/Legal Guardian's address
- Telephone listing
- Student's electronic mail address
- Parent's/Legal Guardian's electronic mail address
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's Social Security Number, in whole or in part, cannot be used for this purpose.)

**If you do not want HTH to disclose directory information from your child's education records you must notify HTH at the time of enrollment or re-enrollment.** Annual notices and a form allowing for this selection are included in the HTH enrollment and re-enrollment packets.

## **2 Custody Matters**

Schools are not the forum to mediate custody disputes and other personal family matters. Families must attend to their own custody matters and other family legal disputes independently, with the assistance of the courts. The schools do not have an independent legal basis to refuse a biological parent access to his or her child and the child's school records unless a valid, effective, clearly articulated and signed court order specifically setting forth limitations is on file at the school office.

## **3 Media Release**

HTH 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. Your child's image or likeness may appear in occasional candid photos without any type of name identification and the use of these candid photos of your child is permissible. HTH is frequently approached with requests for interviews and pictures by print and broadcast media outlets. For individual student interviews with outside organizations, parent or guardian permission will be obtained prior to publication.

Parents/Guardians who prefer that their child not be photographed or video recorded for publication by the school (i.e. school website, newsletter or other school publication), need to indicate their preference annually during registration. Schools make every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and video recording by devices such as mobile phones may take place without the knowledge of the teacher or school officials.

## **4 Returning Students**

HTH retains the option, at its sole discretion, to re-enroll students who have previously left, consistent with HTH enrollment procedures. If you wish additional information about this, please contact your School Director.

## **5 Homeless Students**

Each HTH school has designated a staff person as the School Liaison for Homeless Students pursuant to HTH's Homeless Youth Policy. Homeless status is determined in cooperation with the parent or guardian. In the case of an unaccompanied minor, status is determined by the School Liaison. Please contact your school Site Manager for information regarding your School Liaison, and for further information about HTH's policy regarding homeless youth, and supports available for homeless students.

## 10 VOLUNTEER/VISITOR POLICIES

### Volunteers

Parents and guardians wishing to volunteer at HTH schools should review the volunteer information and application packets available at the school front desk from school Site Managers. Parents and guardians wishing to volunteer will be asked to fill out volunteer forms, agree to a background check, and possibly submit to a TB assessment in accordance with applicable law.

In addition, parents/guardians volunteering to drive for school field trips will be asked to fill out additional volunteer forms and provide additional information including:

- Parent/guardian name
- Address
- Telephone number
- Driver's License number
- Make of vehicle, model and number of seatbelts in the car
- Insurance Company, Policy Number and Expiration date
- Vehicle Registration document

We must point out that while the vehicle is being used to transport students, the policy associated with the vehicle is the primary insurance for all costs associated with an accident.

By law the number of people in the vehicle may not exceed the number of seats and seatbelts with a maximum of ten (10) passengers, including the driver. Every passenger in the vehicle must use a seatbelt and there are no exceptions.

### Visitors

Visits during school hours should first be arranged with the teacher and School Director. If a conference is desired, an appointment should be set and confirmed with the teacher during non-instructional time, and requested with a minimum of forty-eight (48) hours-notice whenever possible. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the School Director.

All visitors should register in the Visitors Log Book and obtain a Visitor's Badge at the front desk immediately upon entering any school building or grounds when during regular school hours. When registering, visitors shall be required to provide identifying information including name, address, age (if under 21), purpose for entering school grounds, and proof of identity. If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access.

School administrators, including the School Director, or his/her designee, may refuse to register a visitor if it is believed that the presence of the visitor could cause a threat of disruption or injury to teachers, other employees, or students.

School administrators, including the School Director, or his/her designee, may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt HTH's orderly operation.

## 11 RESOLUTION PROCEDURES

HTH encourages parents/guardians, community members, faculty, staff, and administration to work cooperatively to resolve issues. Parents/guardians, or community members with general concerns or complaints must notify the School Director for the school. Please refer to the first page of this Handbook for a school directory. You may also visit [www.hightechhigh.org](http://www.hightechhigh.org) for more information.

1. If the complaint is with a teacher or staff member, contact that teacher or staff member directly to set up a mutually agreeable time to discuss the complaint. Remember that such meetings should not interrupt a teacher's instructional time. Complaints handled at this level do not need to proceed further in the process.
2. Complaints not resolved directly with a teacher or staff member should be brought to the attention of the Director (or his/her designee). The School Director (or his/her designee) may call or meet with the complainant to discuss and address the concern(s). Complaints handled at this level do not need to proceed further in the process.
3. Complaints relating to the administration and operation of HTH may be discussed informally with the School Director (or his/her designee). Complaints handled at this level do not need to proceed further. If the complainant is dissatisfied with the School Director (or his/her designee), the complainant may contact High Tech High's CEO (or his/her designee).
4. If contacting the CEO (or his/her designee) does not resolve the complaint, the complainant may direct their complaint, in writing, to the High Tech High Board Chair.
5. The Board Chair will determine if the matter will be handled directly by him or her or by a committee of the Board. The Board Chair or committee of the board will meet with the complainant, discuss the facts and circumstances for which the complaint is based and make a determination as to how to best resolve the matter.
6. The decision of the Board Chair or committee of the Board is final.