



**STUDENT & PARENT HANDBOOK**  
**Policy and Procedures**  
**2014-15**

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## GENERAL POLICIES AND PROCEDURES

### APPLICATION OF HIGH TECH HIGH POLICIES AND PROCEDURES

The policies and procedures described in this Student Parent 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.

### ATTENDANCE POLICY

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

High Tech High 8:40 a.m. – 3:40 p.m.  
High Tech High 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 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 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.  
Explorer Elementary 8:15 a.m. - 3:00 p.m.  
High Tech Elementary Chula Vista 8:00 a.m. – 2:30 p.m.  
High Tech Elementary North County 8:15 a.m. - 2:45 p.m.

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

### Absences

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

Appointments and other activities should be scheduled during non-school hours whenever possible.

HTH 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.

In the event of a necessary absence, please call your school’s main office to advise the staff that your child will be absent. While this alone will not excuse the absence under this policy, the call allows the school the opportunity to track your student’s attendance. Student absences will be verified by a call home.

Any student who is absent five (5) days or more for a reason other than illness must fulfill the commitments of a Student Contract for Independent Study (CIS). Any student who misses five (5) or more consecutive days for a reason other than illness may not pass any course they are enrolled in without having satisfied this CIS requirement. For more information about how to request a CIS please call your school’s main office.

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.

## Early Dismissal

While we encourage families to schedule appointments before or after school, we understand that sometimes missing school cannot be helped. **However, students cannot leave campus during the school day without prior written consent from their parents or guardians.**

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 a call or a note. Your student will be given an early dismissal slip to be excused from class. **However, a parent/guardian must come in to the school office and sign the student out of school at the front desk when the student leaves campus before the end of the school day.** In addition, we ask that parents please provide us with a doctor's note, which can be brought in the following school day.

## Tardies

If your student will be late for school, an advance call from a parent/guardian is preferred but not required.

Students who arrive late to school or who are returning from a mid-day appointment must check in with the school's front desk and provide a note from the parent/guardian regarding the tardy in order to receive a tardy slip/pass prior to proceeding to their classrooms.

## CLOSED CAMPUS POLICY

Despite the open feeling in the schools, HTH is a closed campus 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:

### Point Loma

- The park at Liberty Station is considered to be on campus when students are accompanied by faculty and staff during class hours for a specific school purpose.
- During their respective lunch breaks, **high school students** may walk over to a defined section of the Liberty Station Retail Area under the parameters set forth below. **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 below.**
- High school students are extended the privilege to go to Liberty Station Retail Area located within the quadrangle defined by the following streets: Womble, Historic Decatur, Roosevelt and Truxtun Roads ("Liberty Station Retail Area"). **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.** 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.
- **Middle School Students and Liberty Station Stores.** Due to the age range of our middle school students, middle school students must stay on their respective campuses. Middle school students are not permitted to walk to or from the Liberty Station Retail Area or any other stores during school hours. Middle 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 6 to 6 program hours.

### 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.

## North County

- HTH North County schools are considered a closed campus for all students.

### **STUDENT VISITORS**

In general, HTH does not permit students to have visitors on campus. 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 may not enter HTH without prior approval of the Dean of Students. Visitors permitted in these circumstances will be expected to abide by HTH policies and guidelines.

### **SCHOOL DANCES**

School dances are held throughout the year. Students may bring one guest to most 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;
- HTH students stay with their guests 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.

### **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.

### **STUDENT DRIVERS AND PARKING**

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.

#### **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

#### **High Tech High Point Loma Village Parking**

Please note that HTH has an allocation of parking spaces, 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 on a space available basis 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 Highs. 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 on Liberty Station, as well as failure to adhere to High Tech High rules and expectations noted in the Student Handbook, may result in a parking permit being revoked. Students are expected to drive and park courteously.

### **High Tech High North County Village Parking**

Please note that HTH North County 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 High Tech High North County parking spaces on a space available basis 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 the Student Handbook, may result in a parking permit being revoked. Students are expected to drive and park courteously.

### **Student Passengers**

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

### **Automobiles and Other Vehicles**

The following additional rules apply to cars and vehicles that are driven by students to school or on campus:

- 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.
- Students must observe all traffic rules and speed limits. There are many people who walk around campus. Traveling at greater speeds than allowed may endanger others.
- While driving on campus, students may not play music in their cars at high volume.

### **MEDICATION (Prescribed or Over-the-Counter)**

HTH does not have a nurse on staff. Each school's main office staff will have first aid kits and will be your health center point of contact. 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 parent/guardian/physician to be necessary. Designated school personnel will keep records of medication administered at the school. All medication will be kept in a secure and appropriate storage location and administered per parent/guardian/physician's instructions by designated staff. Designated school personnel will return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

Students in grades 6-12 may keep inhalers for asthma conditions, so long as prescribed by a doctor, and over-the-counter medicines, i.e. Tylenol, Motrin, etc. 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.

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 a written and signed statement from a physician office detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken **and** 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 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.

In order for a student to carry and self-administer prescription auto-injectable epinephrine (“EpiPen”), parents/guardians must provide HTH with 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** 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.

**For Elementary:** Unless otherwise prescribed by a doctor, Students in grades K- 5, must keep their medications, including inhalers and EpiPens, locked at the front office with our Site Manager. Medication will only be administered according to the physician’s instructions, as described above.

### **HEALTH SCREENING**

HTH contracts with nurses from Rady Children’s Hospital San Diego to provide hearing, vision and scoliosis screenings as require 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, 6, 8 and 10.

### **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.

### **STUDENT AND PARENT MEDIA RELEASE**

HTH is frequently approached with requests for interviews and pictures by print and broadcast media outlets.

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, consistent with the Family Educational Rights Privacy Act (FERPA), which is explained in this Handbook on page 21. For individual student interviews with print and broadcast media outlets, parent or guardian permission will be obtained prior to publication.

### **FIELD TRIP DRIVERS AND INSURANCE VERIFICATION**

Each year parents/guardians volunteering to drive for a school field trip will be asked to provide the following information: (Forms are available at your school’s front office.)

- 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

The minimum liability recommended by HTH to be carried by field trip drivers is a combined single limit of \$300,000 for bodily injury, property damage, and uninsured motorists.

While we appreciate your offer to drive, we need to point out that the legal responsibility while the vehicle is being used to transport students rests entirely upon the registered owner of the vehicle. The parent or guardian understands that the school’s liability insurance does not cover their vehicle, but only students on a required field trip and students participating in approved after-school activities. The parent or guardian understands that any other children of drivers are not covered by the school’s insurance. They may be covered by the driver’s insurance.

By law the number of people in the vehicle should total no more than the number of seats and seatbelts with a maximum of eight passengers, including the driver. **Every passenger in the vehicle must use a seatbelt. No exceptions.**

## **EMERGENCY PROCEDURES**

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

All alarms are 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 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 is grounds for severe consequences, including possible suspension and expulsion.

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. 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 such 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.

## **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 matter, please contact your School Director.

## **COMMUNITY BEHAVIORAL POLICIES AND COMMITMENTS**

### **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, mp3 players, 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 teacher. If it has an on or off switch, it should be turned off for the duration of the school day. Headphones 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 is not allowed at any time.

- **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 harassment, 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

## **TITLE IX - STUDENT NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICIES**

### **Student Non-Discrimination Policy**

HTH maintains that it is critical that all members of the HTH community respect each others’ 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, discrimination or bullying based on sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, race, ancestry, national origin, religion, color and mental or physical disability or any other unlawful consideration. HTH shall promote programs which ensure that discriminatory practices are eliminated in all school activities.

Any student who engages in prohibited harassment, discrimination or 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 harassment, discrimination or bullying of a student may be subject to disciplinary action up to and including dismissal.

Any student or parent/guardian who feels that harassment, discrimination or bullying has occurred should immediately contact the School Director or Dean of Students.

### **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.

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, 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.

Students should report any sexual harassment to the School Director and/or Dean of Students. 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 encourages reporting of harassment, discrimination or bullying issues and will attempt to resolve issues promptly and fairly. For questions or additional information regarding this policy please contact either your Dean of Students, School Director, or Director of Operations/Title IX Officer - Veronica Alvarez-Grajeda at (619) 398-8785.

### **Making a Complaint of Discrimination or Sexual Harassment**

1. **Filing a Complaint:** A complaint may be filed by a student or parent/guardian by contacting the School Director for resolution of the complaint at the school. Alternatively, a complaint may be filed by contacting the Dean of Students.
2. **Investigation:** HTH will immediately undertake a thorough and objective investigation of a complaint of harassment, discrimination or bullying and provide a written response within sixty (60) days of when the complaint is filed.
3. **Action:** If the school determines that its policies prohibiting harassment, discrimination, bullying or retaliation have been violated, disciplinary action, up to and including expulsion may be taken.

The person filing the complaint may also pursue action in civil court.

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.

**A student who has a complaint of discrimination or sexual harassment should contact a teacher or the School Director or Dean of Students for resolution at HTH. If the complaint cannot be resolved, the student should contact:**

**Veronica Alvarez-Grajeda  
Director of Operations/Title IX Officer  
High Tech High Charter Schools  
2861 Womble Road  
San Diego, CA 92106  
1.619.398.8785**

### **DISCIPLINARY ACTIONS**

#### **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

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

The School will regard suspension and expulsion as a last resort. 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 SELPA policies require additional or different procedures.

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

1. Mandatory Suspension. A student shall be suspended with a mandatory recommendation for expulsion where he/she is found to have:
  - a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object.
2. Discretionary Suspension. A student may be suspended for any of the following offenses:
  - a. Possession, use, offering, arranging and/or negotiating to sell or provide of a knife, imitation firearm, other weapon, or item that could be construed and/or used as a weapon.
  - b. Possession, use, being under the influence of, offering, arranging and/or negotiating to sell tobacco, alcohol, drugs, other controlled substances, or intoxicants of any kind, including, but not limited to over-the-counter medication and/or prescription drugs.
  - c. Theft of property including, but not limited to attempting to steal and/or receive stolen property and/or aiding or abetting in the same.
  - d. Physical assault including, but not limited to aiding or abetting in the same.
  - e. Damage to school or private property including, but not limited to attempted or caused damage.
  - f. Sexual harassment.
  - g. Threatening, harassing, bullying, and/or attempting to intimidate other members of the community including, but not limited to acts of “cyber-bullying.”
  - h. Obscenity/Profanity/Vulgarity, including the commission of an obscene act and/or engagement in habitual profanity/vulgarity.
  - i. Disruption and/or defiance, including, but not limited to disruption of school activities and/or willful defiance of the authority of school personnel.
  - j. Violations of HTH academic policies, including, but not limited to plagiarism and/or cheating.
  - k. 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.
  - l. Violations of HTH conduct policies as articulated throughout the HTH Student-Parent Handbook.
3. Mandatory Expulsion. A student shall be expelled when it is determined that the student:
  - a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object.
4. Discretionary Expulsion. A student may be expelled for any of the following offenses:
  - a. Possession, use, 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, use, being under the influence of, offering, arranging and/or negotiating to sell tobacco, alcohol, drugs, other controlled substances, or intoxicants of any kind, including, but not limited to over-the-counter medication and/or prescription drugs.
- c. Theft of property including, but not limited to attempting to steal and/or receive stolen property and/or aiding or abetting in the same.
- d. Physical assault including, but not limited to aiding or abetting in the same.
- e. Damage to school or private property including, but not limited to attempted or caused damage.
- f. Sexual harassment.
- g. Threatening, harassing, bullying, and/or attempting to intimidate other members of the community including, but not limited to acts of “cyber-bullying.”
- h. Obscenity/Profanity/Vulgarity, including the commission of an obscene act and/or engagement in habitual profanity/vulgarity.
- i. Disruption and/or defiance, including, but not limited to disruption of school activities and/or willful defiance of the authority of school personnel.
- j. Violations of HTH academic policies, including, but not limited to plagiarism and/or cheating.
- k. 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.
- l. Violations of High Tech High conduct policies as articulated throughout the HTH Parent/Student 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.

### **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).

### **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 the School’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.

## **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 the School.

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 CEO of the 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 the School’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 the School. That decision shall be final.

## **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.

### **Guidelines for All Schools**

- **Tops**

Students must either wear a short or long-sleeve blouse, shirt with a collar or sweater. Shirts must be buttoned. Shoulders must be covered and exposed mid-sections are not acceptable. T-shirts may not be worn over collared shirts. Printed t-shirts are not allowed.

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.

- **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 and shorts must be of acceptable length (2 inches above the knee).

- **Other clothing guidelines**

- Text that promotes violence, alcohol, tobacco or drugs is prohibited.
- Flips flops and slippers are not allowed
- Exposed midsections are not allowed
- Hats, hoods and bandanas are not 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 at school, until they sign out to leave for academic internships.

### **Elementary School Guidelines**

- Elementary school students should wear clothes that allow them to run, play and get dirty.
- Tops must cover the student's midsection and may only include child-appropriate graphics and text.
- Hats, hoods and bandanas may not be worn inside.
- Students must wear shoes with a backstrap. Flip flops are not allowed.

### **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.

## ACADEMIC POLICIES

### HTH Curriculum and Transferability of Credits

All HTH core courses are approved or are in the process of being approved by the University of California. 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.

HTH does not offer the same courses or the same sequence of courses, as do many other schools. In some instances, this has caused 11<sup>th</sup> and 12<sup>th</sup> 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. We do not offer a high school credit for Physical Education.

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.

### Minimum Grade Requirements for Core Courses

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.

### Code of Academic Integrity

The students of High Tech High, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedures in this Code of Academic Integrity.<sup>1</sup>

### Violations of the Code of Academic Integrity

Violations of the Code of Academic Integrity may take several forms. Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of another's work without full acknowledgement of the debt to the original source, however, it also includes any of the following:<sup>2</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.

Students are responsible for clarifying expectations and following the code with all assignments and in all disciplines. 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.

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<sup>1</sup> "Code of Honor," n.d., [www.nd.edu](http://www.nd.edu) (15 September 2003)

<sup>2</sup> "Guidelines for Plagiarism," n.d., [www.services.unimelb.edu](http://www.services.unimelb.edu) (15 September 2003)

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.

### **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.

#### **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 on-line 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

#### **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.

## **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. The schools reserve 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.

## **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. 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.

## **INTERNET SAFETY POLICY**

### **Introduction**

It is the policy of High Tech High Schools 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 [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act ("CIPA")<sup>3</sup>.

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#### <sup>3</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.

### **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.

Specifically, as required by the Children’s Internet Protection Act, 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.

### **Inappropriate Network Usage**

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

Specifically, as required by the Children’s Internet Protection Act, 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.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the High Tech High Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, 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 Schools IT Administrators or designated representatives.

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

- a. The standards and acceptable use of Internet services as set forth in the High Tech High Schools 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 Children’s Internet Protection Act (“CIPA”).

### **Adoption**

This Internet Safety Policy was adopted by the Board of High Tech High Schools at a public

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

meeting, following normal public notice, on Tuesday, April 17, 2012.

## **STUDENT FEES POLICY**

### **PURSUANT TO AB 1575**

In order to be fully compliant with Assembly Bill 1575 (2012), High Tech High has adopted the following policies and procedures regarding student fees.

1. Students enrolled in High Tech High's schools 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".
  - a. "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.
  - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. 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.
    - ii. 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.
    - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
2. High Tech High does not require pupils to purchase any instructional material for their use in school.
3. High Tech High does not use a "fee waiver" policy to make pupil fees permissible.
4. High Tech High 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.
5. High Tech High 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.
6. Voluntary donations of funds or property or participation in fund-raising activities are encouraged and allowed, but such fund raising is completely voluntary.
7. 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.
8. Whereas the Education Code permits charging of fees for specific activities, High Tech High may implement those fees, but will comply with the restrictions placed upon the imposition of those fees. Such fees may include:

- a. charges for student lunches (subject to free and reduced price meal program eligibility)
  - b. paying the replacement cost for books or supplies loaned to the student that the student fails to return, or that is willfully cut, defaced, or otherwise injured, up to an amount not to exceed \$10,000
  - c. 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
  - d. charges for the rental or lease of personal property needed for school events, such as caps and gowns for graduation ceremonies
  - e. fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee
  - f. reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school's curriculum
  - g. tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state
  - h. tuition fees collected from foreign students attending a High Tech High school pursuant to an F-1 visa
  - i. 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
9. Parents or guardians who believe that they are being charged a fee for anything that they believe is illegal under AB 1575 should contact the school's Director immediately to file a complaint under High Tech High's Uniform Complaint procedures.
  10. Complaints will be investigated and resolved within sixty days of receipt of the complaint. If the complaint is resolved pursuant to an investigation, the school's Director shall issue a written decision stating the findings of fact and the reasons for the disposition of the complaint.
  11. If a complaint is found to have merit, the school will reimburse all affected pupils, parents, or guardians.
  12. If a complainant is not satisfied with the decision of the school's Director, the complainant may appeal to the State Superintendent of Public Instruction directly.
  13. This policy will be published in the High Tech High Student Handbook.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Director a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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.

*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. Parents or eligible students may ask the School 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 the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent 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 the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

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 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, companies that manufacture class rings or publish yearbooks. HTH has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

**If you do not want HTH to disclose directory information from your child's education records without your prior written consent, you must notify HTH in writing at the time of enrollment or re-enrollment.** Please notify the School Director for your student's 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.

## COMPLAINT PROCEDURES

### Uniform Complaint Policy Annual Notice

HTH shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by the HTH Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, 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:

Consolidated Categorical Aid Programs  
Child Nutrition Programs  
Special Education Programs  
Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees also may be filed pursuant to the UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

1. 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.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Maria Heredia  
Chief Administrative Officer/General Counsel  
High Tech High  
2861 Womble Rd.  
San Diego, CA 92106  
1.619.243.5010

Complaints of noncompliance with laws relating to pupil fees are filed with the School Director of your school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

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

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

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying 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 [the LEA]'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 HTH's UCP policy and complaint procedures shall be available free of charge.

### **General Complaint Procedures**

For general complaints that do not fall within the UCP, HTH encourages parents, community members, faculty, staff, and administration to work cooperatively to resolve issues. Parents, guardians, or community members with general 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 the Director's designee. The Director or 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 the School may be discussed informally with the Director or Director's designee of the school. Complaints handled at this level do not need to proceed further. If the complainant is dissatisfied with the School Director or School Director's designee, the complainant may contact High Tech High's CEO or the CEO's designee.
4. If contacting the CEO or the CEO's 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 is final.