

CATCH PREP CHARTER HIGH

Student-Parent Handbook
2023-2024



4120 11th Avenue
Los Angeles, CA 90008
(323) 293-3917
www.catchhighschool.com

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- Acceptable Use Policy (AUP) for School Computer Systems
- General Student Technology Agreement
- Minor Photo and Video Release Authorization
- Uniform Complaint Policy
- General Complaint Form
- Updated COVID-19 Containment, Response, and Control Plan

Purpose of the Student Handbook

The CATCH Prep Charter High (CATCH Prep) Parent-Student Handbook was compiled to convey uniform best practices and guiding principles. It (1) outlines most of the expectations, regulations, rules, policies, and procedures that are specific to CATCH Prep and (2) communicates our protocols. Students and their families accept responsibility for following the expectations, regulations, rules, policies, and compacts stated in the handbook. If something is not clear, or should concerns arise, please ask questions of the faculty, staff, or principal.

The School Mission

Our mission is to provide the opportunity for under-achieving, low socio-economic youth to experience an education that fosters critical thinking and the development of his or her artistic talents, interests, and learning ability. We believe our primary responsibility is to develop a learning environment that incorporates the arts, computer technology, and real-life experiences in the community, so that our students will, thus, gain a practical purpose for their education. The foundation of our program is to educate youth through inclusive partnerships between community-based and inclusive partnerships between students, teachers, and parents. The approach addresses students as living, spiritual, and active members of the community and gives them a place to Prepare to contribute a part of themselves to society at large.

The School Vision

Our vision is that every student who attends CATCH Prep will be successful, able to adjust, and excel despite the realities of their lives. As a community, we are dedicated to positively enhancing the learning environment of inner-city youth. Our goal is to function as an extension of the family. By engendering self-motivation and critical thinking, united with participation and creativity for this special group of students, we can impart important skills that help to unlock academic achievement and the ability to function in today's society. Our vision is to create a community which values, encourages, and insists upon its members' active participation in the education of its youth. We invite all that care to share in this vision for our children to become partners in this educational process.

What is a Charter School?

A charter school is a public school and may provide instruction in any grades Kindergarten through twelfth. A charter school can be created or organized by a group of teachers, parents, community leaders or a community-based organization, and is usually sponsored by an existing local public school board or county board of education. Specific goals and operating procedures for the charter are detailed in an agreement (known as a “charter”) between the sponsoring board and charter organizers.

About CATCH Prep Charter High

CATCH Prep is a charter high school within the Los Angeles Unified School District (LAUSD). Created by Founder and Director Patricia Smith, the goal of CATCH Prep is to provide students with an alternative to traditional public high school education by incorporating the arts and technology into multiple aspects of classroom instruction. The performing arts is greatly emphasized at the school, as well as computer literacy and other state of the art technological advances...all in an effort to provide students with a well-rounded, college Preparatory education.

At CATCH Prep, we expect every student to not only attend college, but to graduate from college and enjoy successful careers. It is the mission of every staff member at the school to meet each student’s particular needs in order to fulfill this expectation. CATCH Prep is unique in that it is the first and only inner-city performing arts charter school in the history of LAUSD, and it exemplifies an exciting new opportunity for students and community members that is filled with great potential. Through the performing arts and the opportunity to use innovative technology in and out of the classroom, students in the Crenshaw District of Los Angeles have their talents tapped into and are given a forum for expression like never before.

Accreditation History

CATCH Prep first received accreditation from the Western Association of Schools and Colleges in 2006. Last year, the school hosted a WASC full visit and was granted a full term. The school is accredited through 2026.



Student Learner Outcomes

CATCH Prep Charter High School graduates will be:

Effective Communicators Who...

- Demonstrate oral and literacy skills through listening actively, speaking persuasively, reading critically, and writing clearly in standard American English.
- Organize and convey information in order to synthesize intricate arguments or ideas.
- Articulate concepts and emotions creatively through alternative modes of expression.
- Apply computational and technological skills to create and produce documents, reports, research papers, and presentations.
- Learn from others, and demonstrate tolerance when stepping outside of one's comfort zone.

Critical Thinkers Who...

- Think, reason, probe issues in-depth, and recognize the connections between disciplines.
- Use complex critical thinking skills to solve real-life problems, draw logical conclusions based on relevant facts or evidence, and make informed decisions.
- Organize, gather, analyze, synthesize, and integrate data from various sources.
- Demonstrate and apply mathematical skills and problem-solving strategies across content areas.
- Evaluate the validity of primary and secondary sources while cultivating a personal opinion or judgment.

Self-Directed Learners Who...

- Connect what is learned in the classroom to "real world" applications.
- Investigate post-secondary school opportunities and explore possible career choices by setting priorities and achievable academic and career goals.
- Independently use technology to access and integrate information.
- Regularly seek information from individuals with expertise, and collaborate with others.
- Understand that learning is a lifelong process that only begins in the classroom.

Responsible Citizens Who...

- Self-regulate their behavior and consider the consequences of their actions.
- Develop tolerance through cultural awareness and recognition of individual differences.
- Demonstrate an understanding of the democratic process and the free-enterprise system; as well as recognize America's role in the global economy.
- Contribute time and talent to improve the quality of life in school and the neighborhood in which it is located.
- Demonstrate skills in resolving conflicts through positive interaction and self-control.

General School Information

CATCH Prep is co-located on the Audubon Middle School campus. School opens at 7:30 a.m. and closes at 4:30 p.m. each school day. All students must leave the campus by 4:30 p.m. each school day.

School Address*:
4120 11th Avenue, Los Angeles, CA 90008

Main Office Telephone Number**:
323-293-3917

Fax Number:
323-778-7712

School Webpage:
www.catchhighschool.com

***Enter the school through the gate on the southeast corner of the campus at 9th and Creed.**

****Call us to inform us about absences, early pick-ups, late arrivals, planned appointments, or to schedule an appointment with school personnel.**

The Campus

Student safety is of prime importance to the school. The CATCH Prep staff works diligently to ensure a safe learning environment for all students. Our facility is completely enclosed and secure, is a **closed campus**, and has security present from 7:30 a.m. to 5:00 p.m. daily. All visitors must check-in at the administrative office during school hours. Students must wear their mask at all times. Parents should meet students at the pick-up and drop-off point located in front of the school gate at the 9th and Creed entrance.

Bell Schedules

Regular Day Bell Schedule

Period 1	8:30 a.m. – 9:25 a.m.
Period 2	9:30 a.m. – 10:25 a.m.
<i>Nutrition</i>	10:25 a.m. – 10:40 a.m.
Period 3	10:45 a.m. – 11:40 a.m.
Period 4	11:45 a.m. – 12:40 p.m.
<i>Lunch</i>	12:40 p.m. – 1:10 p.m.
CATCH CLASS	1:15 p.m. – 1:35 p.m.
Period 5	1:35 p.m. – 2:30 p.m.
Period 6	2:35 p.m. – 3:30 p.m.

Minimum Day Bell Schedule (Wednesday)

Period 1	8:30 a.m. – 9:10 a.m.
Period 2	9:15 a.m. – 9:55 a.m.
Period 3	10:00 a.m. – 10:40 a.m.
<i>Nutrition</i>	10:45 a.m. – 11:15 a.m.
Period 4	11:20 a.m. – 12:00 p.m.
Period 5	12:05 p.m. – 12:45 p.m.
Period 6	12:50 p.m. – 1:30 p.m.

Student Dismissal/Teacher Professional Development

EXTENDED LEARNING & SOCIAL

EMOTIONAL ENRICHMENT

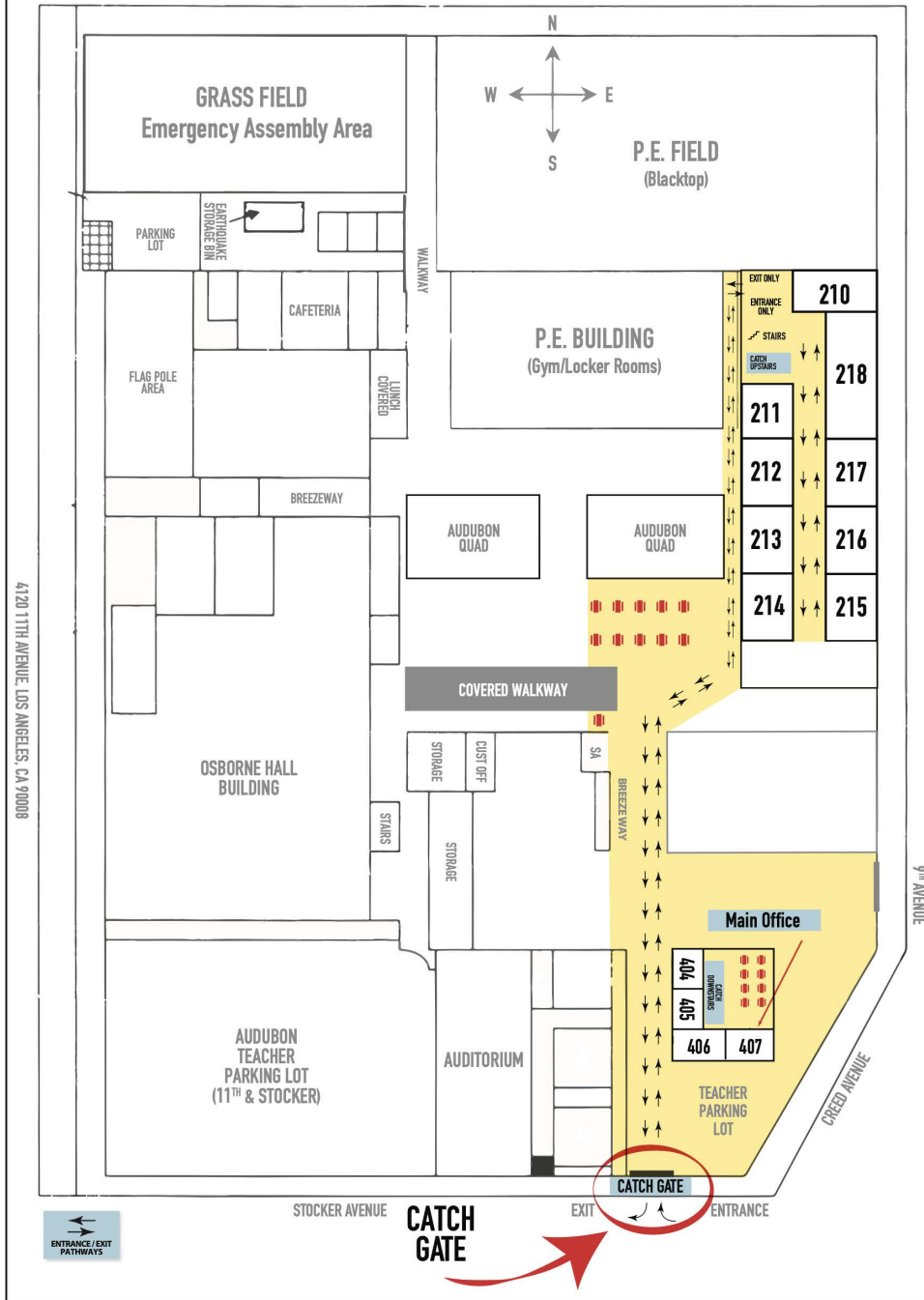
Arts & Conservatories

High Dose Tutoring In Person & Virtual

7:30am - 8:30am | 3:30pm - 4:30pm

CATCH PREP CHARTER HIGH

SCHOOL FACILITY EMERGENCY OPERATIONS MAP



In the event of an emergency or natural disaster, parents and guardians are to report to the Parent Request Gate on the east side of the facility at 9th Avenue, parallel to the PE Blacktop Field. Once emergency service personnel and/or the designated incident commander(s) permit the release of students, personnel will work quickly to have students meet parents and guardians at the reunion gate.

CATCH PREP SCHOOL CALENDAR 2023-2024

JULY

MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST

MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER

MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER

MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY

MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY

MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH

MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL

MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- | | |
|---|--|
| <p>07/04/23 Independence Day</p> <p>08/14/23 First Day of Instruction</p> <p>09/01/23 Admission Day</p> <p>09/04/23 Labor Day</p> <p>11/10/23 Veterans Day Observed</p> <p>11/23 - 11/24/23 Thanksgiving Holiday</p> <p>12/18/23 - 12/20/23 Extended Social-Emotional Enrichment</p> <p>12/18/23 - 01/05/24 Winter Break</p> <p>01/08/24 Second Semester Begins</p> | <p>01/15/24 Dr. Martin L. King Jr. Birthday</p> <p>02/19/24 Presidents' Day</p> <p>03/25 - 03/29/24 Spring Break</p> <p>04/01/24 Cesar E. Chavez Birthday Observed</p> <p>04/24/24 Armenian Genocide Remembrance Day</p> <p>05/27/24 Memorial Day</p> <p>06/11/24 Last Day of Instruction</p> <p>06/19/24 Juneteenth Holiday</p> |
|---|--|

LEGEND:

- First Day/Last Day of Instruction
- Legal/Local Holidays
- Extended Social-Emotional Enrichment
- School Recess
- Unassigned Day (no school)
- Optional Employee Preparation Day
- Second Semester Begins
- Instructional Days

<u>Instructional Days</u>	
Fall Semester	84
Spring Semester	101
Total	185



Academics

Curriculum

The CATCH Prep curriculum works under a theoretical framework that is humanistic, constructivist, and interdisciplinary in its approach as a means to equip students with the skills needed to be 21st century citizens. CATCH Prep uses the **Common Core State Standards (CCSS)** as the foundation for instructional design in an effort to create a seamless transition for students from high school to college and careers. Our instructional program will continue to guide students towards shifting from “receptors” to “processors”, emphasize critical thinking, feature problem-solving tasks, and develop our students’ skills to perform tasks that move across disciplines. The following descriptions provide a snapshot of our English and Math departments:

English

The focus of our English department will be to expand our students’ ability to critically reason in the contexts of both reading and writing. Our students will read a wide range of texts, including a greater emphasis on informational text than previously expected to increase their ability to evaluate sophisticated texts. In writing, we are concentrating our efforts on developing our students’ ability to produce high-quality written work under a deadline. Each student-produced writing assignment should demonstrate evidence of complex and nuanced writing that demonstrates precision in word choice, logical thinking, and creative uses of technology in researching and refining their writing. As a whole, we anticipate that our students will be challenged to think at higher levels on a daily basis in the classroom and that, at the end of each instructional period, will also have the ability to clearly articulate what content or skill they have learned.

Math

In mathematics, students will develop their ability to justify why a particular mathematical statement is true or where a mathematical rule comes from. Much like in English, each student will therefore become less of a “receptor” and more of a “processor.” In short, students will be equipped daily with tools that will allow them to process information in creative ways, both abstractly and quantitatively. Not only will we continue to stress conceptual understanding of key ideas, but also by continually returning to organizing principles such as place value or the laws of arithmetic to structure those ideas, we will be able to identify and assess each student’s level of mastery of mathematical skills. In essence, our understanding of whether a student has mastered a particular skill will come through varied forms of assessment.

Now, the Common Core State Standards reach beyond the scope of English and math content. The new standards seek to guide students to improve literacy numeracy across the disciplines. While instruction will be more rigorous than ever before, our curricular program is designed with the belief that all students are capable of learning and succeeding in college-Preparatory curriculum. CATCH PREP’s goal is to provide a high quality educational experience that exceeds levels attained by students throughout California- whether suburban or urban. By following established criteria for each subject, CATCH PREP will be able to provide its students with an extensive multidimensional, educationally sound learning experience.

Homework

Meaningful and purposeful homework will be assigned regularly to provide students opportunities for practice, to develop skills, and to introduce new topics of study. Students enrolled in Advanced Placement courses can expect assignments to require more time to complete.

Progress Reports/Report Cards

Progress reports will be available at the conclusion of each six-week period (see dates below). These reports indicate a student’s performance to-date in the semester, and are **not final**. *Report cards* will be

issued at the conclusion of each semester and will be mailed home. Grades on report cards are reflected on a student's high school transcript.

Academic Conferences

CATCH PREP is committed to ensuring on-going communication between student homes and our school. When a student experiences academic difficulties, a parent conference (a meeting with parents and/or guardians and an administrator or team of teachers) is scheduled with the student to identify areas of difficulty and possible strategies for improvement. An action plan that aims to meet the needs of the students will be formulated at that meeting.

Academic Honors

The school will recognize students who have attained outstanding scholastic achievement each year based on the criteria listed below.

3.0 – 3.49 GPA	Principal's Honor Roll
3.5 – 4.00 GPA	Director's Honor Roll
4.0+ GPA	Scholar's Circle

Course Credit

All course credits are based on the California Department of Education recommendation for credit hours.

Granting Credit for CATCH Prep Courses:

- All courses are worth 5 credits unless otherwise noted in the School Course Listing.
- A total of 5 credits are awarded in a subject when the course is successfully completed with a letter grade of "C" or higher. CATCH Prep does not offer credit for letter grades of "D" or "F" in accordance with LAUSD guidelines. Students should also note that the UC system does not acknowledge a letter grade of a D in the admissions process.
- Courses worth less than five credits are graded Pass/Fail and are not factored into a student GPA.
- College courses worth 3 semester units and 5 semester units are equivalent to year-long courses taken in high school, and will be given a high school value of 10 credits. UC/CSU transferable courses with a value of 2 units may be given a high school value of 10 credits.
- UC/CSU college courses with a value of 1 unit may be given a value of 5 high school credits.
- All other college courses with a value of 1 unit may be given a value of 2.5 high school credits.

Grading Policy

Individual student assessment will be at the sole discretion of the teacher for the class. Teachers follow school-wide guidelines on grading, using a common grading scale and a clear points system. Any questions in regards to grading discrepancies should be directed to the course teacher and school principal immediately. The school follows a standard 4.0 scale grading system. The 4.0 scale is as follows:

4.00 – 3.00	=	A
2.99 – 2.00	=	B
1.99 – 1.50	=	C
1.49 – 0.00	=	F

Add/Drop Policy: If a student desires to either add or drop a class, it must occur within the first week of a semester for classes that meet during periods one through eight. Drops occurring after the two-week period will be considered a drop/fail, unless it is determined by the teacher and the counselor that there has been misplacement. Drops for classes during the extended day program must occur by the second week after the first class meeting. Drops occurring after this period will be considered drop/fail.

Grade Changes: After grades are submitted, teachers must submit requests to change grades to the Principal and school counselor. All grade changes will be documented in student cumulative folders using

the official *Request for Grade Change* form. The Principal will make the final determination on requests for grade changes.

Withdrawal Grades: CATCH Prep does not grant credit for courses if the student transfers to an external school prior to the end of a semester. The current grade in PowerSchool will be assigned as a progress grade for work completed at the time of the transfer. The receiving school is responsible for granting credit. If the student is transferring 20 school days or less prior to the end of the semester, the student will be responsible for all course requirements and must take the final in order to receive credit. If the student does not take the final or complete the course requirements, a fail may be issued for those assignments including the final exam that may result in a possible lower grade.

Grade Reporting Dates

1st Fall Progress Report	September 22, 2023
2nd Fall Progress Report	November 3, 2023
Fall Semester Report Card	December 15, 2023
1st Spring Progress Report	February 16, 2024
2nd Spring Progress Report	March 29, 2024
Spring Semester Report Card	June 14, 2024

Smarter Balanced Assessment Consortium

The Smarter Balanced Assessment Consortium (Smarter Balanced) is a state-led consortium working to develop next-generation assessments that accurately measure student progress toward college and career-readiness. Smarter Balanced was one of two multistate consortia awarded funding from the U.S. Department of Education in 2010 to develop an assessment system aligned to the **Common Core State Standards (CCSS)**. To best Prepare students for the new assessment, CATCH PREP's Common Core instructional practices will continue to be aligned to the guidelines of sample Smarter Balanced tests. Overall, the new assessments seek to more accurately assess a student's ability to think critically and problem solve. For more information regarding the Smarter Balanced Assessment Consortium, please visit <http://www.smarterbalanced.org/>.

Physical Fitness Test

State Law requires schools to administer the Physical Fitness Test (PFT) annually to all students in grade nine. The state-designated PFT is the FITNESSGRAM®, developed by the Cooper Institute for Aerobics Research. The FITNESSGRAM® is a set of tests designed to evaluate health-related fitness and to assist students in establishing lifetime habits of regular physical activity. The complete FITNESSGRAM® test battery measures student performance in the following areas:

1. aerobic capacity
2. body composition
3. muscular strength, endurance and flexibility

SAT & PSAT

The Scholastic Aptitude Test (SAT) and SAT Subject Tests are a suite of metrics designed to assess your academic readiness for college. These exams keep pace with what colleges are looking for today, measuring the skills required to be successful in the 21st century. Students take the PSAT in grades 9-11 and the SAT during the second semester of their junior year. Please check www.collegeboard.com for updates.

CATCH Prep High School
Where EVERYbody can be ANYbody

A-G REQUIREMENTS

The University of California (UC) and California State University (CSU) systems require that students complete at least 15 courses in the areas listed below to be considered for admissions. Additional coursework beyond the minimum requirements is strongly recommended.

A History / Social Science
2 Years Required

1
Required

2
Required

B English
4 Years Required

1
Required

2
Required

3
Required

4
Required

C Mathematics
3 Years Required. 4 Years Recommended

1
Required

2
Required

3
Required

4
Recommended

D Laboratory Science
2 Years Required. 3 Years Recommended

1
Required

2
Required

3
Recommended

E Language Other Than English
2 Years Required. 3 Years Recommended

1
Required

2
Required

3
Recommended

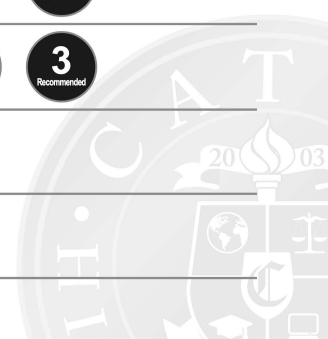
F Visual and Performing Arts
1 Years Required

1
Required

G College Preparatory Electives*
1 Years Required

1
Required

*Any Courses taken in excess of the minimum required in any subject area may count toward the fulfillment of the College Preparatory Elective requirement.



CATCH Class

A “**CATCH Class**” is infused into each student’s schedule to enrich their academic experience. CATCH Class provides opportunities for students to have “school-wide conversations” and participate in literacy-based projects designed to improve students’ understanding of their role as active citizens in our community. Students also receive individual guidance and support on a wide range of issues, from academic concerns to college and academic advisement.

General Student Information

Identification Cards

Each student will be given an Identification Card (ID) free of charge at the beginning of the school year and must carry the card during the school day and at all school sponsored activities. Students **MUST** present their ID card on request to staff members and campus supervisors. Replacement cards are available at a nominal charge. Students who enroll at other times during the school year will receive an identification card as well.

Closed Campus

CATCH Prep High School is a secure campus. Students are not to leave campus without the expressed consent of the parent/guardian and the school administration. Students who leave campus without permission will be subject to disciplinary action. Additionally, students are not to have unauthorized deliveries made to the campus.

Automobiles/Parking

Driving is a privilege and not a right. Therefore, students must operate their vehicles in accordance with all state/city traffic laws. Students are not to drive at more than 5mph while in the school parking lot. There are a limited number of parking spaces available. Students are not permitted to park on campus at any time.

The school is not responsible for damages of any kind to student vehicles. Students who park illegally are subject to towing at the expense of the student.

Cell Phones

Cell phones (including walkie-talkies) may **ONLY** be used before and after school (before 7:30 a.m. and after 3:30 p.m.). They must remain turned off and out of sight during school hours. If students use cell phones during school, they will be confiscated and may be held for a parent to pick up. Parents wishing for students to possess a cell phone at school agree to the following guidelines:

- Cell phones may not be used during school hours on school property under any circumstances.
- Cell phones must be turned off and kept out of sight during the school day.
- Cell phones that are visible, discernable in pockets, or suspected of being in use or are in use will be confiscated and may be held until release to a parent/guardian.

Note: The school is not responsible for damaged, lost, or stolen cell phones.

Bicycles

Bicycles are to be parked and locked in spaces provided next to the main gate where students enter in the morning. Bicycles are not to be ridden on the campus at any time. CATCH Prep personnel make every effort to ensure the safety of the bicycles that are locked in the rack or to the gate. **The school is not responsible for damaged or stolen bicycles.**

Skateboards, Scooters and Roller Blades

Skateboards, scooters and roller blades are not to be ridden on campus at any time including the parking lot. Students in violation of this rule will have the item(s) confiscated and will only be returned at the end of the day on the first offense. On the second offense, item(s) will only be returned to a parent. Repeated offenses may lead to suspension and revocation of student's right to carry item on campus.

Items Prohibited on Campus

Certain items are not allowed at CATCH Prep because they interfere with learning. We are first and foremost, an institution of learning. If brought to campus, they will be confiscated. All confiscated items will be kept until the end of the school day and/or may be held until picked up by a parent/guardian. These items include:

- Radios, tape, CD, or MP3 players and iPods
- Large dolls or stuffed animals
- Laser pointers
- Permanent markers
- Pagers or any electronic signaling devices
- Electronic games
- Still or video cameras (allowed with permission for academic purposes only)
- Balloons

Protect your Belongings

Students are cautioned not to bring valuables or large amounts of money to school. Do not leave purses, book bags or other items unattended around campus. Physical Education lockers should always have a lock, and the doors and locks need to be checked for damage before use. Students are encouraged to clean their PE lockers and lock them securely after every use. Students are responsible for remembering locker combination codes and numeric location. **The school is not responsible for personal property.**

Textbooks and Materials

School issued textbooks and other materials and athletic equipment are the responsibility of the student. Damaged, lost or stolen textbooks and other school issued materials must be paid for. NOTE: According to District Administration Regulations and California Educational Code 48904.3 "when school property has been willfully damaged or not returned upon demand, the District, site principal or principal designee may withhold grades, diploma or transcripts from the student/guardian until reparation is made." Students are expected to have their textbooks covered at all times. Textbooks left in the classroom are left at the student's own risk. Students are always responsible for books that are checked out to them.

Health Services

First aid is available in the Administration Building. Students requiring first aid during a class period must have a school designated pass from the teacher. Parents will be contacted if the student is too ill to remain at school and will be asked to pick up their student or give permission for the student to go home.

Physical Education Medical Excuse

A doctor's note must be taken to the Administration Office for all excused activity days in Physical Education. All notes are placed on file in the student's cumulative file and a note is sent to the Physical Education teacher to excuse students. The student is expected to dress for class and is only excused from activity. **NOTE: Participation is a critical component for success in class. Students who miss class will still be required to make-up work in Physical Education in order to earn credit and/or avoid a lowered grade due to missed classes. Students should wear the recommended attire and appropriate athletic shoes in order to engage in physical activity safely. Required attire includes black athletic shorts (nylon or mesh), and a plain grey t-shirt.**

Emergency Cards

Properly completed and signed Emergency Cards must be on file in the Health and Attendance Offices. Students are to notify the Office when there are any changes in the information.

Student Records

Inspection of Records: Parents, legal guardians, or adult students have a right to review their own or child's student records. Student records are available for review during regular school hours. Written requests for access should be directed to the Principal, and will be granted within five days from the date of the request. In the case of separated or divorced parents, both parents shall have equal access to school records, unless there is a current restraining order specifically preventing record access. It is the responsibility of the parent to produce legal documentation of this nature. (A restraining order preventing access to the student does not prevent access to records.)

Maintenance of Records: A log is maintained for each student's record which lists all persons or organizations requesting or receiving information from that record. Requests to access the log should be directed to the school Principal.

Release and/or Duplication of Records: Schools may permit access to student records by a specific person if the parent has filed written authorization specifying the records to be released and identifying the person to whom the records may be released. The recipient must be notified that further transmission of records is prohibited. The consent notice shall be permanently kept with the student's record file. Student records may be released without parent or guardian consent as permitted by law. Outside organizations, such as law enforcement agencies and child and family services may be granted access to student records. Such requests will be recorded in the access log in the students' file.

Military Recruitment: Under the general provisions of the No Child Left Behind Act (NCLB), secondary schools receiving funds under this act shall provide armed forces recruiters access to students and student recruiting information. Secondary schools shall provide, upon a request by military recruiters or an institution of higher education, access to high school student names, addresses, and telephone listings, referred to as "directory data" such information may include: Name Major Fields of Study, Address Dates of Attendance, Date and Place of Birth Diplomas and Awards Received, Last Educational Institution Attended. A high school student or the parent of the student may request that this information not be released with written parental consent.

Code of Conduct

CATCH Prep staff members believe that every student has the potential to be disciplined, positive, and contributing members to society. We also believe students and employees have the right to a safe, nurturing, and healthy learning environment. CATCH Prep encourages students to exercise self-discipline by:

- Developing programs that promote appropriate behavior.
- Using methods and procedures intended to enhance self-esteem and self-discipline.
- Providing opportunities to practice cooperative classroom behavior.
- Using procedures that model fairness, equity, and respect.

In concert with this belief, CATCH Prep has adopted Policy and Regulations pursuant to CA Education Code, Sections 48900 and 48915 with regards to discipline. As well, CATCH Prep's Board has encouraged and supported district/school-based intervention and practices such as:

Code of Conduct

CATCH Prep does not tolerate the use, possession, or sale of drugs, alcohol, or tobacco by students on the school campus or at school-sponsored activities. School administrators must take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, or tobacco on campus and at school activities: In cooperation with the Los Angeles Police Department and community agencies in disciplining students in violation, school administrators may use prevention education, direct intervention, expulsion, or arrest on a case-by-case basis to keep the school drug, alcohol, tobacco, and violence-free.

- Possession, sale or use of any controlled substance or tobacco is prohibited. Students suspected of being under the influence of a controlled substance are subject to suspension
- Possession of Lighters or matches is prohibited.
- Gambling of any kind and possession of dice is prohibited.
- Possession or sale of any firearm, knife, explosive or other dangerous object is prohibited. California law prohibits the possession of firearms on school campuses. Any student found in possession of a firearm will be subject to arrest and will be recommended for permit termination immediately. The term of expulsion shall be one year. "Possession" includes, but is not limited to, storage in lockers, purses, backpacks, or automobiles. Magazines depicting weapons, violence or illicit behavior, are also prohibited.
- Possession of graffiti materials are prohibited.
- Electronic Devices, Pagers and Cell Phones must be turned off during class hours.
- Riding of skateboards, rollerblading, skating or bicycling while on school campus is prohibited.
- Leaving class to purchase food or drinks is prohibited. Food and drinks in the classroom is prohibited.
- Littering is prohibited. Trash must be placed in trashcans.
- Leaving campus unless you are checked out by a parent or guardian through the main office is prohibited.
- Fighting, play or real and threats, whether real or in jest are prohibited.
- Stealing or being in possession of stolen property is prohibited.
- Harassment, of any kind, and hazing is prohibited.
- Profanity is prohibited.
- Cheating is prohibited.

In the case of a student with disabilities, or a student who receives 504 accommodations, CATCH PREP will ensure that it makes the necessary adjustments to comply with the mandates of State and federal laws, including the IDEA and Section 504 of the Rehabilitation Plan of 1973, regarding the discipline of students with disabilities. Prior to recommending expulsion for a Section 504 student or special education student, the charter administrator will convene a review committee to determine whether the student's misconduct was a manifestation of his or her disability; whether the student was appropriately placed and receiving the appropriate services at the time of the misconduct; and/or whether behavior intervention strategies were in effect and consistent with the student's IEP or 504 Plan. If it is determined that the student's misconduct was not a manifestation of his or her disability, that the student was appropriately placed and was receiving appropriate services at the time of the misconduct, and that the behavior intervention strategies were in effect and consistent with the students IEP, the student may be expelled.

School Policies and Codes

Dress Code

The CATCH Prep Board of Directors is legally and ethically responsible for the establishment of classroom and campus environments that are conducive to an orderly and productive educational program. The dress and grooming standards of this policy are required to meet this responsibility and establish minimum standards in the school.

Dress and grooming should fit the school situation. Standards of appearance require careful implementation. In all cases, neatness, health and safety, and appropriateness shall be observed. The Director and administration shall implement regulations that will provide for the enforcement of the requirements included in the California Code of Regulations, Title 5, Division 2, Section 302:

"A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the schoolroom before entering."

As such, this year our academic environment will include the enforcement of a dress code. Each student must follow the following dress requirements on a daily basis:

- White/black collared shirt with school seal patch
- Blue denim jeans - Female students must wear clothing long enough to cover midriff and no article of clothing should be interpreted as physically revealing, exposing or provocative (i.e. tube tops, halter tops, tank tops, spaghetti straps)
- Black or white, or combination of black and white, closed-toed shoes
- Sweaters, sweatshirts, and jackets must also be white, black, or grey
- Sagging will not be allowed
- Students may not wear clothing that displays inappropriate pictures, words, or phrases, or anything identified by law enforcement or school administration as gang-related (i.e. blue or red colors)

School Seal Patches will be available for all students at the beginning of the year. Students are encouraged to iron on the School Seal Patch on their tops.

Again, students cannot do the following in their dress:

- Wear baseball caps, or head gear.
- Sag or wear excessively baggy clothing.
- Wear shorts, short skirts, sleeveless tops, flip flops, or any open toe shoe.
- Wear colors associated or affiliated with local gangs.

- Wear derogatory, vulgar, insulting t-shirts that are deemed too offensive or display images inappropriate for school.
- Wear lace items, pajamas, rags, slippers, or any clothing item deemed inappropriate by the administration.

Attendance

California Compulsory Education Requirement

California Education Code 48200 mandates that all children between the ages of 6 and 18 be enrolled and attending school. *It is a parent's responsibility* to make sure their children are at school daily. Once a student reaches 3 or more unexcused absences there may be a meeting of the principal, the director, the school counselor and the student with his or her guardian(s). Any student who has reached 10 or more absences during the school year may be referred to School Board of Directors.

Attendance at CATCH Prep is **mandatory and expected** at all times unless prior approval for absence is granted by authorized school personnel, or unless an emergency arises that requires a student to leave under the supervision of a parent or registered guardian. In such cases, a written note from the parent or registered guardian is mandatory, indicating date, time, and reason for the student's absence. Parents are encouraged to call the school by 7:30 a.m. to report a student absence.

If a call cannot be made, the student must bring a note ***written and signed*** by a parent or guardian only. The note must state the student's name, the reason for the absence, and the date(s) of the absence including the specific periods missed for a partial day. If a call is not received or the student does not bring a note, he/she will be deemed truant. Students will then have 1 day to clear the truancy. **Forged notes or phone calls will be referred for disciplinary measures. A second offense will result in more serious consequences.**

Students must check in through the Administration Office if they arrive to school after 8:00 a.m. Repeated tardiness will result in Friday Detention between the hours of 4:00 – 6:00 p.m. A phone call or note from home must accompany the student the next day. Students are expected to be on time and present or their non-attendance for that class will be marked as truant if student fails to bring a note or the parent does not call the school. Missed classes and tardiness will adversely affect student's final course grade and will also result in disciplinary action.

Given the small school campus, class tardiness is inexcusable. Furthermore, any student that needs to leave the classroom during instruction must ask for permission and be given an official CATCH Prep Hall Pass. Failure to use school designated passes may result in a loss of privilege to use a school pass, or other disciplinary actions.

Citation Law for Truancy and Additional Penalties

In a proactive effort to assist schools in enforcing their attendance policies, the Los Angeles City Council enacted an anti-truancy ordinance. This law allows police to cite students between the ages 12 and 17 who are unsupervised during school hours. The citation requires the student along with their parent to appear in Court where a fine and additional penalties may be levied.

Sections 13202.7 (a) California Vehicle Code: "Any minor under the age of 18 years, but 13 years of age or older, who is an habitual truant, or who is adjudged by the juvenile court to be a ward of the court under subdivision (b) Section 601 of the Welfare and Institutions Code, may have his/her driving privilege suspended for one year by the court." A habitually truant may lose driving privileges for one year.

Section 601. Welfare and Institutions Code: (a) “Any persons under the age of 18 years who persistently or habitually refuses to obey the reasonable and proper orders or directions of his or her parents, guardian, or custodian, or who is beyond the control of that person...is within the jurisdiction of the juvenile court...” A student who does not follow orders of parents or guardians can be placed under the control of the court.

Section 601. Welfare and Institutions Code: (b)“If a minor has four or more truanancies within one school year as, or a school attendance review board or probation officer determines that the available public and private services are insufficient or inappropriate to correct the habitual truancy of the minor, or to correct the minor’s persistent or habitual refusal to obey the reasonable and proper orders or directions of school authorities, or if the minor fails to respond to directives of a school attendance review board or probation officer or to services provided, the minor then within the jurisdiction of the juvenile court which may adjudge the minor to be a ward of the court.

Temporary Custody of Minor Form

At times parents find that they will be out of town for long periods of time or unable to temporarily care for their children within their home. The following guidelines are to be followed:

- Parents must notify the CATCH PREP Administrative Office when they are to be out of town.
- Parents who are out of town for an extended period of time must fill out a “Temporary Custody of Minor” form, available in the Administrative Office; this form designates another adult as temporary guardian for the purpose of writing notes or authorizing leaving school due to illness or injury. Without this form, no absences will be excused and students will be denied permission for all activities which require a parent’s signature.

Suspensions/Expulsions and Appeal Process

CATCH Prep staff members believe that every student has the potential to be a self-disciplined, positive, contributing member of society. We also believe students and employees have the right to a safe, nurturing, and healthy learning environment. In concert with this belief, CATCH Prep has adopted Policy and Regulations pursuant to California State Education Code, Sections 48900 and 48915 with regards to discipline.

As part of the corrective discipline process, when student’s behavior is judged to be in serious conflict with a safe and positive learning environment, or when the school’s progressive interventions have failed to correct inappropriate behavior, or when all other procedures have failed, the student may be suspended/expelled.

By definition, a suspension is the removal of a student’s right to attend regularly scheduled classroom instructional sessions. Suspensions, both definite and indefinite, may have one or more of the following objectives:

- Improve student behavior
- Deter other students from similar behavior
- Intervention and cessation
- Initiate problem clarification and solving
- Mediation and correction
- Protect the suspended child and other children/staff from dangerous behaviors

Process for Suspension and/or Expulsion

1.- Informal Conference – Suspension will be preceded by an informal conference conducted by the Principal with the student and the student's parent. At this conference, the student shall be informed of the reason for the disciplinary action, and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

The conference may be omitted if the Principal determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety or health of students or school personnel. If the student is suspended without conference, the parent will be notified of the suspension and a conference will be requested by the Principal as soon thereafter as reasonably possible.

2.- Notice to Parents/Guardians – At the time of suspension without conference, the Principal will make contact with the parent by telephone or in person to be followed up with a written notification. This notice will state the specific offense committed by the student. In addition, the notice will also state the date and time the student may return to school. If the Principal school officials wishes to ask the parent to confer regarding matters pertinent to the suspension, the notice shall note that the parents are required to respond to the request either in person, by telephone, or in writing without delay and violations of school rules can result in expulsion from the school.

3.- Length of Suspension – The length of suspension for students may not exceed a period of five (5) consecutive school days unless an administrative recommendation has been made and agreed to by the student's parent. If a student is recommended for a period of suspension exceeding five (5) consecutive school days, a second conference will be scheduled with the parent to discuss the progress of the suspension upon the completion of the fifth day of suspension. The total number of days for which a student may be suspended shall not exceed twenty (20) school days in any school year. In the event that the student transfers in from another school, and already has a suspension record for the current year, then the total number of suspended school days is carried over to the Charter School. days may be increased by ten (10). CATCH Prep will make arrangements to provide the student with classroom materials and current assignments to be completed by the student at home during the suspension.

4.- Recommendations for Expulsion – Students will be recommended for expulsion if the Executive Director finds that at least one of the following findings may be substantiated:

- a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- b. Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

5.- Expulsion Hearing – The decision to recommend expulsion of a student will be at the discretion of the Executive Director. Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing will be held within a period of thirty (30) days from when the Executive Director determines that grounds for expulsion exist. If requested by the student or parent/guardian, the hearing may be presided over by the CATCH Board of Directors.

Written notice of the hearing will be mailed to the student and the student's parent at least ten (10) calendar days before the date of the hearing. This notice will include:

- a. The date, time, and place of the hearing
- b. A statement of the specific “fact(s), charge(s), and offense(s)” upon which the proposed expulsion is based
- c. The availability of any reasonable accommodations, and/or language support, as needed
- d. A copy of CATCH Prep disciplinary rules that relate to the alleged violation
- e. Notice of the opportunity for the student or the student's parent or guardian to appear in person at the hearing or to be represented by legal counsel or by a non-attorney adviser,
- f. The right to inspect and obtain copies of all documents to be used at the hearing,
- g. The opportunity to confront and question all witnesses who testify at the hearing
- h. The opportunity to question all other evidence presented, and to present oral and documentary evidence on the pupil’s behalf, including witnesses.

Appeal Process

The Student’s Parents/guardians may appeal the suspensions and expulsion decision to the Board of Directors by submitting a written request to the Board within five (5) school days of the suspension/expulsion order. Unless impractical under the circumstances, within ten (10) school days of receiving the written request for appeal, the Board shall consider an act on the appeal within fifteen (15) school days or thirty (30) calendar days, whichever first occurs. The student will be considered suspended until the Board meeting is convened to consider the appeal. A fair and impartial panel of Administrators from other public charter schools with diverse educational experiences will hear the appeal. Administrators on the panel shall not have previously been involved with the student’s suspension or expulsion, including having been involved when the conduct at issue initially occurred. The decision of the panel of representatives will be final. In the event of a decision to expel a student from CATCH Prep, the school will work cooperatively with the district of residence, county, and/or private schools to assist with the appropriate educational placement of the student who has been expelled. Any incident of violent and/or serious student behavior will be communicated to the district/school to which the student matriculates.

Possessing Illegal Substances

Any student using, possessing, or being under the influence of drugs or alcohol while under the jurisdiction of the school district including extracurricular activities sponsored by CATCH Prep or any other school, may be indefinitely suspended by the principal. Additionally, any student trafficking drugs or alcohol during school hours and/or during school activities will be reported to the appropriate law enforcement agencies.

Violence - Any student presenting violent or intimidating behaviors including: physical aggression with intent to injure; possession or use of a weapon; verbal or physical harassment or intimidation; or any behavior deemed by the school principal to be a serious risk to safety, security and well-being of students and staff may be indefinitely suspended by the principal.

III. Bullying & Hazing

CATCH Prep provides a safe and civil learning and working environment. We take a strong position against bullying, hazing or any behavior that infringes on the safety or well-being of students, employees, or interferes with learning or teaching. The school Board of Directors prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all other persons within the school's jurisdiction. All students are required to view Anti-Bullying documentary presented by LAUSD and receive a tutorial on bullying as it relates to updates with Children's Internet Protection Act. Additional requirements of *CIPA* are listed with Acceptable Use Policy and Electronic Device Use Policy (included in handbook).

The school bullying and hazing policy is written just as that of the Los Angeles Unified School District and in accordance to federal, state and California Education Code require that all schools and all personnel promote mutual respect, tolerance, and acceptance among students and staff. —All students and staff of public primary, elementary, junior and senior high have the inalienable right to attend campuses which are safe, secure and peaceful [Article 1, Section 28(c) of the California State Constitution].

This policy shall encompass behaviors or actions that occur among students, school employees and associated adults. The policy is applicable in schools, at school-related activities and events, at school programs and activities, traveling to and from school, and all other areas of the school's jurisdiction (Ed Code 489009(s)). Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a team or student organization or student body, whether or not it is officially recognized by the educational institution. Parents and students are encouraged to work with the school site administration to address any problems or concerns.

CYBER & SOCIAL MEDIA BULLYING

Cyber bullying is bullying that is conducted via electronic communication technology (e.g., texts, e-mails, social media blogs, postings, etc.). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus, but compromises the safety or instructional environment of the school may fall under the school Board of Director's jurisdiction. CATCH's Multi-Tiered System of supports provides a framework that allows for bullying prevention and intervention. CATCH is committed to providing a safe learning environment and will not tolerate bullying or any behavior that infringes on the safety of students.

Sexual Harassment

It is the policy of the Los Angeles Unified School District and CATCH Prep to maintain a safe learning and working environment that is free from sexual harassment. Sexual harassment, of or by employees or students, is a form of sex discrimination in that it constitutes differential treatment on the basis of sex. For that reason, it is a violation of state and federal laws and a violation of District policy. The District considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student.

Any student or employee of the District or of CATCH Prep who believes that she or he has been a victim of sexual harassment shall bring the complaint to the attention of the proper administrator/supervisor so that

appropriate action may be taken to resolve the complaint. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned. The school prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process.

Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or education environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.
- Sexual harassment may include, but is not limited to unwelcome:
 - Verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including catcalls and whistling); sexual innuendoes or slurs or making unwanted sexual advances, invitations, or comments; repeatedly asking for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance.
 - Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring.
 - Physical conduct such as unwanted touching, pinching, kissing, patting or hugging; the blocking of normal movement; stalking; assault; and/or interference with work or study directed at an individual because of the individual's gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss and/or offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report, or participating in an investigation or proceeding on a claim of sexual harassment.

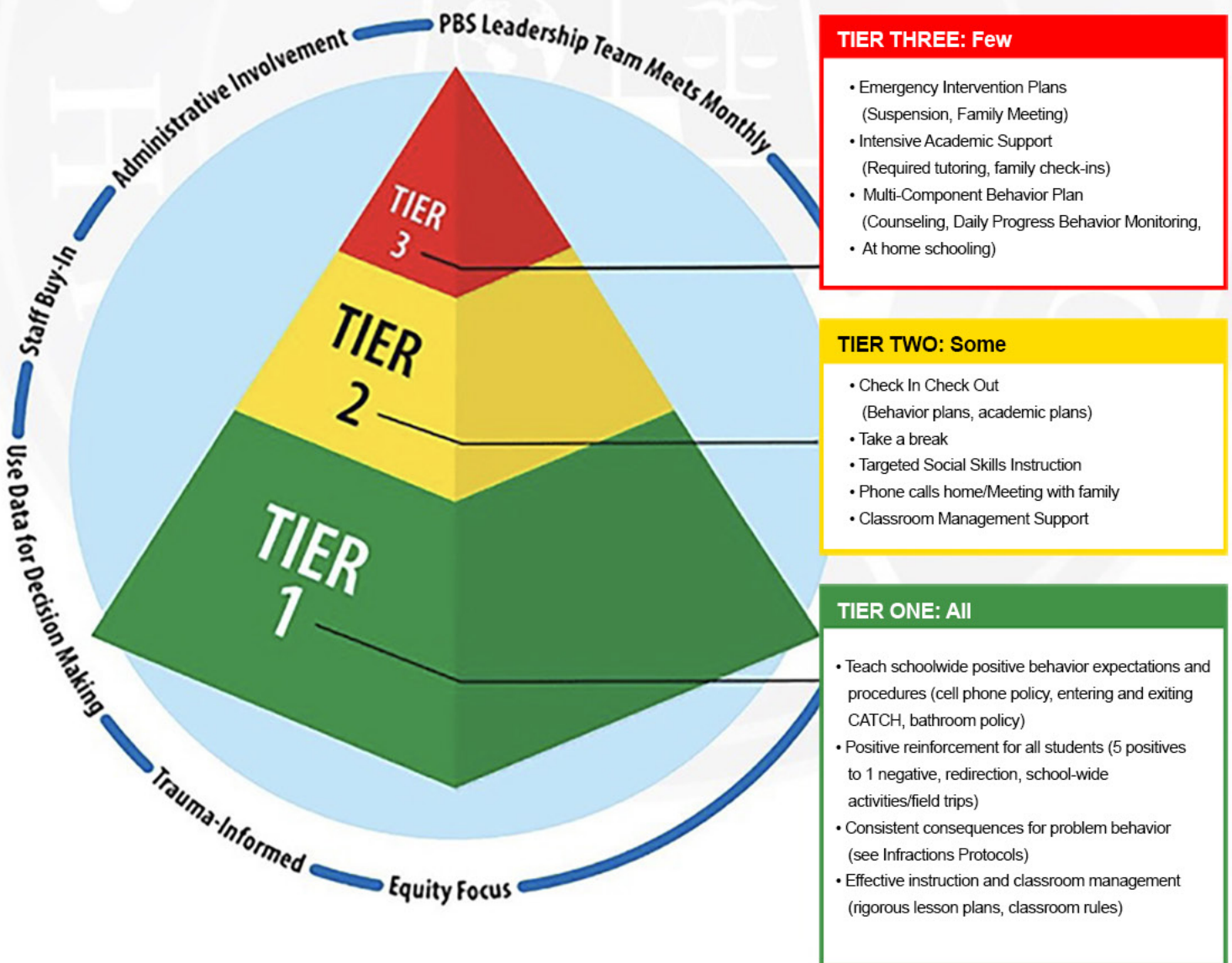
Nondiscrimination

The Los Angeles Unified School District and CATCH Prep are committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's age, ancestry, color, disability (mental or physical), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District.

Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or conduct that is threatening or humiliating. This nondiscrimination policy covers admission or access to, or treatment or employment in, all District programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or



Three-Tiered Model of Positive Behavioral Interventions and Support



participation in District programs or activities. Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in other District policies that are available in all schools and offices. It is the intent of the District that all such policies be reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

The District prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation. For assistance or to file a complaint related to discrimination or harassment based on student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact the Educational Equity Compliance Office at (213) 241-7682.

Additional School Policies

I. Possession of Graffiti Materials

It is unlawful for students to have in their possession any pressurized can containing paint or any substances commonly known as paint, or any writing instrument that has a porous point or tip commonly known as markers, marking pens, sign pens, shoe polish or etching tools. **Students in possession of such items are subject to suspension from school.**

II. Gum Free Campus

We should take great pride in keeping our campus clean. We are a “**Gum Free**” campus. Please be responsible and not bring any gum to campus. If you are found by a staff member to be chewing gum you will be subject to disciplinary action.

III. Cheating Policy

Students may be considered cheating if it involves any of the following actions:

- Roving Eyes
- Cheat sheets / Crib notes
- Open books
- Talking during the test
- Plagiarism
- Internet downloads of material turned in as their own
- Any other clear cases of observed cheating

The first instance of cheating will result in the principal and teacher having a parent conference, an “F” grade on the work involved and a discipline referral to the Director who may recommend additional disciplinary action to be taken. A second documented offense will result in more serious consequences, which may include one or more of the following:

- Being dropped from the course with a grade of “F”
- Restriction from extra-curricular activities
- Loss of scholarships and awards
- Suspension

IV. Visitor Policy

All Campus visitors must have the consent and approval of the Executive Director, Principal or designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. This does not preclude visits on the same day as requested. Per CATCH Policy, have a right to request and obtain approval of the school Executive Director, Principal or designee to enter a school campus; observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable time after making a request; request a meeting with the classroom teacher and/or Executive Director, Principal, or designee following the observation; and, meet with their child's teacher(s) and/or the Executive Director, Principal or designee, within a reasonable period of time after making a request. CATCH's entire Visitor Policy can be found on the school's website at: www.catchhighschool.com/forparents

V. Electronic Devices Used Inappropriately

Students who use cell phones and other electronic devices as a means to bully, harass, or threaten another student may be found in direct violation of school policy. All students are required to attend Internet Safety Training and Acceptable Use Workshop to meet certification required by the Protecting Children in the 21st Century Act, which requires a school to adopt an Internet Safety Policy or amend an existing Internet Safety Policy that, among the other requirements for CIPA, provides for educating minors about appropriate online behavior. This certification, which includes the appropriate online behavior for interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness & response, is required only of schools beginning July 1, 2012.

Students will use electronic communication for educational purposes only and agree to not engage in appropriate conduct via a phone, the internet, community virtual spaces, voice communication and so forth as expressed through the language of CIPA.

Note: Electronic devices confiscated during the school day will be returned to the student at the end of the school day on a first offense. On the second offense phones will only be returned to a parent. Repeated offenses may lead to suspension and loss of phone privileges. The school will not be responsible for lost or stolen electronic devices nor will the school investigate the disappearance of an electronic item. Students will be referred to Los Angeles Police Department.

VI. Random Metal Detector Searches

School administrators may conduct searches of individual students when they have reasonable cause to believe that the student has violated or is violating the law or a school rule. "Reasonable cause" includes the following: reasonable suspicion that the search will turn up evidence of the student's violation; the extent of the search is reasonably related to the suspected violation; and the search is not excessively intrusive considering the student's age and sex and the nature of the violation.

Purpose: The purpose of this program is to deter the bringing of weapons such as guns, knives, or any other item which might cause harm or injury. Therefore, under no circumstances are metal detectors to be used solely for the purpose of searching students who might be suspected of having violated other school rules. Any person found to be in possession of a gun or other dangerous weapon as defined either in the California State Penal or Education Codes shall be arrested. If, during the course of a search, contraband is observed that is a violation of published District or school policy and/or regulations, such items may be confiscated and the students may be subject to disciplinary action.

Students who refuse to submit to a wand search consistent with these guidelines may be subject to disciplinary actions for defying the valid authority of school personnel. Other persons refusing a search consistent with these guidelines must be escorted off campus.

Posted Signs: Signs shall be posted in several prominent locations at the site advising that all persons on the premises are subject to search for weapons by metal detector.

Metal Detection Search Team: The search team will be comprised of certificated employees, both male and female, and augmented with other staff as necessary. School Police may be requested to accompany and observe the search team, but may not participate in the actual searching. The searching of any student, employee or visitor shall only be conducted by a search team member of the same gender. Personnel selected to be members of the school search team must be respectful and sensitive to the right of privacy and other concerns of the individual being searched.

Uniform/General Complaint Procedures

CATCH Prep Charter High School's policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of processing complaints. The Uniform Complaint Form can be downloaded below.

Suggestions for improving CATCH Prep are always welcome. Your good-faith complaints, questions, and suggestions also are of concern to CATCH. CATCH has adopted this General Complaint Policy to address concerns about the Charter School generally or regarding specific instances or employees. For complaints regarding harassment or perceived violations of state or federal laws, please refer to the Charter School's Policy Against Unlawful Harassment and/or the Charter School's Uniform Complaint Procedures. For all other complaints, the General Complaint form and accompanying procedures will be appropriate.

Both the General and Uniform Complaint Forms are available in the Appendices section and can be downloaded from our school website at: <https://www.catchhighschool.com/forparents>

All parents and designated guardians are asked to carefully read the following compact. It acts as an overview of the tenants, policies and protocols of **CATCH Prep Charter High**.

School-Parent-Student Compact

The purpose of the school-parent compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high academic standards. The following information will serve as an outline of various ways you and the school staff can build and maintain a partnership of shared responsibility for your child's learning.

School's Responsibility:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet Local, State, and National student academic standards
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress.
- Provide opportunities for ongoing communication between you and teachers through:
 - Student-Led Conferences
 - Report Cards (Every Six Weeks) and
 - Opportunities to talk with members of the staff, volunteer on campus, help with school events, or observe special classroom activities.
- Provide the staff with appropriate professional development activities.
- Retain highly qualified teachers.
- Provide a safe and secure learning environment.

Parent's Responsibility:

- Ensure that my child attends school daily and arrives to school on time.
- Encourage my child to follow the rules and regulations of the school.
- Monitor my child's homework.
- Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my child.
- Volunteer in my child's school and classroom a minimum of 40 hours per semester.
- Communicate positive information regarding directors, teachers, coaches, and other campus personnel when discussing school with my child.
- Seek information regarding my child's progress by conferencing with teachers, the directors, and other personnel.

Student's Responsibility:

- Attend school regularly.
- Complete and turn in all class and homework assignments on time.
- Accept responsibility for my own actions.
- Show respect for myself, other people, property, and my community.
- Do my best to learn.
- Resolve conflicts peacefully.

School, Parents, and Student Shared Responsibility:

- Build and develop a partnership to assist the children of our community in achieving high academic standards.

Parents are free to volunteer at the school and can keep up with volunteer opportunities through the monthly school newsletter or through attending board meetings scheduled monthly.

CATCH Prep Charter High
Student Handbook Receipt & Acknowledgment Form
2023-2024

I, _____, have read and understand the roles, responsibilities, and standards of conduct as a student at CATCH Prep. I understand that failure to comply with these roles, responsibilities, or standards of conduct may result in my dismissal from the program.

Student Information (Please print clearly.)

First Name _____ Last Name _____

Signature _____ Date _____

(DD/MM/YY)

Email Address: _____

Cell Phone: _____

Parent Information (Please print clearly.)

First Name _____ Last Name _____

Signature _____ Date _____

(DD/MM/YY)

Email Address: _____

Cell Phone: _____

Please submit all completed original forms to:
CATCH Prep Administration Office
Room 407

APPENDICES



Acceptable Use Policy (AUP) for School Computer Systems

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network."). **Only current students or employees are authorized to use the network.**

CATCH Prep will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The school reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District or school property, network and/or Internet access or files, including email.

Acceptable Uses of the LAUSD or CATCH Prep Computer Network or the Internet

Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and the school retains this agreement on file. Once signed this permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's or school's network due to violation of this policy or is no longer a CATCH Prep student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District or school personnel. Access is provided primarily for education and school business. Staff may use the Internet, for incidental personal use during duty-free time. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate school personnel.

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the school or district are examples of inappropriate activity on the school or district website, but the school reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the school, students, employees, schools, network or computer resources, (2) that expend school resources on content that lacks legitimate educational content/purpose, or (3) other activities as determined by CATCH Prep as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property, such as:**
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District or school computer to pursue "hacking," internal or external to the District or school, or attempting to access information protected by privacy laws; or

5. Accessing, transmitting or downloading large files, including “chain letters” or any type of “pyramid schemes”.
- **Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:**
 1. Using another’s account password(s) or identifier(s);
 2. Interfering with other users’ ability to access their account(s); or
 3. Disclosing anyone’s password to others or allowing them to use another’s account(s).
- **Using the network or Internet for Commercial purposes:**
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access CATCH Prep network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student’s parent or guardian is responsible for monitoring the minor’s use;
2. Students should not reveal, on the Internet, personal information about themselves or other persons;
3. Students shall not meet anyone in person that they have met only on the Internet;
4. Students must abide by all laws; this Acceptable Use Policy and all school security policies; and
5. Students must attend Internet Safety Training and Acceptable Use Workshop within their first week of school to learn about appropriate use of school technology, access to the network, Internet safety, and cyber bullying.

Penalties for Improper Use

The use of school equipment and the school network is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from school employment, or criminal prosecution by government authorities. The school will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The school makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligation arising from use of the network or accounts. Any additional charges a user accrues due to the use of the school’s network are to be borne by the user. The school denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author’s individual point of view and not that of the school, its affiliates, or employees.

I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of CATCH Prep.

Date: _____

Student Name: _____ Student Signature: _____

Parent/Legal _____ Parent/Legal _____

Guardian Name: _____ Guardian Signature: _____

Please submit all completed original forms to:
CATCH Prep Administration Office
Room 407

Please return this form to the school administration office in room 407 where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.

**CATCH Prep Charter High School
GENERAL STUDENT TECHNOLOGY AGREEMENT**

I, _____, agree to the following regarding the use of CATCH Prep’s technology:

- I will take full responsibility when assigned a desktop, laptop, iPad, iPad 2, iPad Mini, **Chromebook** or any other form of technology.
- I will not damage, mark or graffiti any technology.
- I will not interfere with another technology user or circumvent system protections.
- I will not share any assigned password with another user nor ask to use another’s account or password.
- I will not attempt to break into files or programs to which access is restricted nor attempt to acquire system privileges to which I am not entitled.
- I will not make or use illegal copies of copyrighted software, store such copies, or transmit them over the School’s network.
- I will not load any software onto a computer, even temporarily, without proper authorization.
- I will refrain from monopolizing systems, overloading the network with excessive data, or wasting technology time, disk space, printer paper, or other resources.
- I will refrain from sending frivolous or excessive messages either within the School or beyond.
- I will not send, receive, or create any kind of electronic message, sound, or image that would be deemed inappropriate by the School.
- I will not access any Internet sites that contain information and/or material deemed inappropriate by the School.
- I will not eat or drink or bring any food around technology at any time.
- I understand that if I break any of these rules, I will lose my technology use privileges and be subjected to other appropriate consequences.

Student’s Printed Name

Signature

Date

PARENT AGREEMENT

As the parent/guardian of this student, I have read this Technology Agreement. I understand that technology access for CATCH PREP students is provided for educational purposes only. I understand that CATCH Prep will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet permission to CATCH Prep to allow the student above to use the technology at school and/or at home.

I have reviewed the Technology Agreement with my child.

Parent/Guardian Signature

Date

Please submit all completed original forms to:
CATCH Prep Administration Office
Room 407

**CATCH Prep Charter High
MINOR PHOTO AND VIDEO RELEASE AUTHORIZATION**

CATCH Prep Charter High requests your permission to reproduce through printed, audio, visual, or electronic means in which your pupil has participated in his or her education program. Your authorization will enable us to use specially Prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of educational programs through the use of mass media, displays, brochures, website, etc.

- a. I, as a parent or guardian, of the above named pupil fully authorize and grant CATCH Prep and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voiced of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as “Recordings”), for the purposes stated or related to the above.
- b. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil’s parent or guardian.
- c. I understand and agree that CATCH Prep and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- d. I understand and agree that CATCH Prep and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
- e. I hereby release and hold harmless CATCH Prep and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney’s fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

My signature shows that I have read and understand the CATCH Prep Photo and Video Release Form, and I agree to accept its provisions.

SIGNATURE (STUDENT)

DATE

PRINT NAME

PHONE NUMBER

SIGNATURE (PARENT OR GUARDIAN)

DATE

PRINT NAME

PHONE NUMBER

Please submit all completed original forms to:
**CATCH Prep Administration
Office Room 407**

Uniform Complaint Policy

I. UNIFORM COMPLAINT POLICY AND PROCEDURES

Scope

Crenshaw Arts/Tech Charter High (“CATCH” or “Charter School”) policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, After School Education and Safety Programs, Agricultural Vocational Education Programs, American Indian Education Centers and Early Child Education Program Assessments, Bilingual Education, California Peer Assistance and Review Programs for Teachers, Child Care and Development, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development, Child Nutrition Programs, Discrimination, Harassment, Intimidation, And/Or Bullying, Every Student Succeeds Act, Failure to Comply with Legal Requirements As To Development, Adoption and Annual Update of the LCAP and LCFF Foster and Homeless Youth Services, Migrant Education Programs, No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Regional Occupational Centers and Programs, School Safety Plans, Special Education Programs, State Preschool, and Tobacco-Use Prevention Education, and Unauthorized Charging of Pupil Fees.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. “Educational 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 of the Education Code 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.
- c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
 - d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- (4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.
 - (5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.

The Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance Officers

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Noelle Taniguchi
Administrator
CATCH Charter High School
PO Box 561752
Los Angeles, CA 90056
Phone: (323) 293-3917

The Administrator or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Administrator or designee.

Should a complaint be filed against the Executive Director, the compliance officer for that case shall be the Chair of the CATCH Governing Board.

Notifications

The Administrator or designee shall annually provide written notification of CATCH's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English.

The Administrator or designee shall make available copies of the CATCH uniform complaint procedures free of charge.

The annual notice shall include the following:

- (a) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's Decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

- Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

- Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

- Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Executive Director or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.

6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School'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. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR4622.

CATCH HIGH SCHOOL
UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____
Student Name (if applicable): _____ Grade: _____ Date of Birth: _____
Street Address/Apt. #: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____
Email: _____
Location of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | | |
|--|--|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> After School Education and Safety | <input type="checkbox"/> CA Peer Assistance and Review Programs for Teachers |
| <input type="checkbox"/> Career Technical Ed & Training | <input type="checkbox"/> Child Nutrition | <input type="checkbox"/> Consolidated Categorical Aid |
| <input type="checkbox"/> Every Student Succeeds Act | <input type="checkbox"/> Foster/Homeless Youth | <input type="checkbox"/> No Child Left Behind Programs |
| <input type="checkbox"/> Discrimination, Harassment, Intimidation, and/or Bullying | <input type="checkbox"/> Local Control Funding Formula | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> School Safety Plans | <input type="checkbox"/> Local Control Accountability Plan | <input type="checkbox"/> Tobacco-Use Prevention Education |
| | <input type="checkbox"/> Pupil Fees | |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- | | | |
|--|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender / Gender Expression Gender Identity | <input type="checkbox"/> Sex (Actual or Perceived) |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Genetic Information | <input type="checkbox"/> SexualOrientation (Actual or Perceived) |
| <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Race or Ethnicity | |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Religion | |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.



CATCH High School

GENERAL COMPLAINT FORM

Your Name: _____ Date: _____

Mailing Address or Email Address: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize CATCH High School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____