

Policy:

The Governing Board shall make every effort to maintain a safe, positive school environment and student services that promote student welfare and academic achievement. The Board expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct and respect for others.

Procedure:

The Board is fully committed to providing equal educational opportunities and keeping the schools free from discriminatory practices. The Board shall not tolerate the intimidation or harassment of any student for any reason.

The Principal/Lead Educator shall establish and keep parents/guardians and students well informed about school and School rules and regulations related to attendance, health examinations, records, grades and student conduct. When conducting hearings related to discipline, attendance and other student matters, the Board shall afford students their due process rights in accordance with law.

Adopted: 3-27-07

Policy:

The Governing Board recognizes that personal, social, health and economic conditions of children and families sometimes place students at greater risk of school failure. The Board believes that each student can succeed in meeting school academic standards with an appropriate educational program and support services.

The Principal/Lead Educator or designee shall develop strategies to address the needs of school students at risk. School assessments and ongoing classroom evaluations shall be used to identify students performing below grade level or at risk of failing to meet school standards. The primary emphasis shall be on prevention and early intervention. The school Principal/Lead Educator or designee also shall ensure that school staff is prepared to implement intervention strategies as needed or to make appropriate referrals.

Procedure:

The Principal/Lead Educator or designee shall identify factors that place students at risk, including but not limited to poverty, homelessness, neglect, abuse, poor health and nutrition, pregnancy, potential language and cultural barriers, substance abuse, gang membership or delinquency, changing family structure, cognitive, emotional and other disabilities, behavioral problems, over-crowded home living conditions, unemployment, and families' immigration status. Memorial Academy will follow the California education code in relation to the confidentiality of sensitive student information.

School strategies for addressing the needs of at-risk students may include but are not limited to:

1. Instruction that is responsive to individual student needs, interests and learning styles
2. Curricula and instructional materials that is relevant and meaningful for students
3. Integration of the core and supplemental educational programs
4. Integration of the Visual and Performing Arts and Athletics to the core curriculum
5. Establishment and maintenance of a safe, positive and nurturing school climate
6. Availability of effective support services
7. Collaboration with community agencies and organizations in the delivery of services for children and families
8. Parent support and involvement inclusive of parent education and referral services

9. Increase student attendance
10. Availability of resources targeted to meet the needs of at-risk students
11. Staff development on the identification of student needs and strategies for addressing those needs
12. Faculty/student connections and activities to help the Memorial community develop a sense of belongingness.
13. Instructional assistance, especially efforts that can accelerate learning to help students meet grade-level standards
14. Alternative and supplemental programs
15. Ongoing assessment of student outcomes and systemic accountabilities for student learning
16. Ongoing evaluation of the effectiveness of programs designed to assist at-risk students
17. Advocacy at the local, state and/or national levels to improve the conditions of children and families

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The Principal/Lead Educator or designee shall develop strategies to address the needs of school students at risk. School assessments and ongoing classroom evaluations shall be used to identify students performing below grade level or at risk of failing to meet school standards. The primary emphasis shall be on prevention and early intervention. The school Director or designee also shall ensure that school staff is prepared to implement intervention strategies as needed or to make appropriate referrals.

Procedure:

The school Director or designee shall identify factors that place students at risk, including but not limited to poverty, homelessness, neglect, abuse, poor health and nutrition, pregnancy, potential language and cultural barriers, substance abuse, gang membership or delinquency, changing family structure, cognitive, emotional and other disabilities, and behavioral problems.

School strategies for addressing the needs of at-risk students may include but are not limited to:

1. Instruction that is responsive to individual student needs, interests and learning styles
2. Curricula and instructional materials that is relevant and meaningful for students
3. Integration of the core and supplemental educational programs
4. Establishment and maintenance of a safe, positive school climate
5. Availability of effective support services
6. Collaboration with other agencies and community organizations in the delivery of services for children and families
7. Parent support and involvement and/or parent education
8. Efforts to increase student attendance
9. Availability of resources targeted to meet the needs of at-risk students

10. Staff development on the identification of student needs and strategies for addressing those needs
11. Adult-student connections and activities to help students develop a sense of belonging at school
12. Additional instructional assistance, especially efforts that can accelerate learning to help students meet grade-level standards
13. Alternative programs
14. Ongoing assessment of student outcomes and accountability for student learning
15. Regular evaluation of the effectiveness of programs designed to assist at-risk students
16. Advocacy at the local, state and/or national levels to improve the conditions of children and families

Adopted: 3-27-07

Policy:

The Governing Board encourages excellence as a goal for all students and wishes to publicly recognize students for unique or exemplary achievements in academic, extracurricular or community service activities. The purpose of such awards shall be consistent with school goals.

Procedure:

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, a public ceremony, trophy, plaque or scholarship award.

The Principal/Lead Educator or designee shall develop procedures for the appropriate selection of student award recipients.

Promotion Certificates

At promotion from Memorial Academy, special recognition shall be awarded to those students whose academic achievements have been outstanding.

The Principal/Lead Educator or designee will appoint an awards committee at Memorial Academy to consider student accomplishments such as honor roll, perpetual awards and scholarships. This committee may consist of school administrators, teachers, parents and/or community members.

The Awards committee shall submit recommendations for student awards to the Principal/Lead Educator or designee for approval.

To be eligible to receive the promotion certificate, students shall complete all requirements for a grade level proficiency as outlined by the San Diego Unified School District.

To demonstrate mastery of these subject areas students will earn passing grades of 2.0 and above.

The Principal/Lead Educator or designee shall affix an insignia to the certificate and transcript of each student awarded the honors certificate.

Grade level committees working in conjunction with their assigned administrator shall decide awards and recognitions. A chairperson will be designated for each grade level and will meet in a timely manner to prepare for the designated awards ceremony.

Scholarship funds shall be budgeted, deposited, administered and audited.

The Awards committee may accept gifts, donations and bequests made for the purposes of the fund. The committee may prescribe conditions or restrictions on these gifts and bequests. The committee shall review any conditions imposed by the donor and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intent and purpose.

The committee shall clearly identify all money in the fund and its separate trusts, if any, and all donors and recipients.

The Principal/Lead Educator or designee shall establish regulations governing distribution of scholarship funds. Eligibility shall not be limited on account of race, ethnicity, gender, creed, or country of origin.

The Principal/Lead Educator or designee shall make periodic reports to the Board, at least annually, regarding the status and activity of the fund.

Adopted: 3-27-07

Policy:

The Governing Board recognizes that all school staff must be prepared to respond to campus disturbances and to minimize the risks they entail. Staff should be especially sensitive to conditions that foster conflicts, protests, or gang intimidation and confrontations of any kind.

Procedure:

The Principal/Lead Educator or designee shall be proactive in establishing a disturbance response plan for curbing disruptions, which create disorder and may lead to riots, violence or vandalism at school or school-sponsored events.

The Principal/Lead Educator or designee shall consult with law enforcement authorities to plan for police support during school disruptions. The school's disturbance response plan shall address the role of law enforcement. When a disturbance directly threatens students or staff, the Principal/Lead Educator or designee has the authority to put in place the Emergency Response Plan, call in law enforcement personnel for assistance, and may dismiss school.

Conditions, as prearranged with law enforcement authorities, under which the Principal/Lead Educator or designee shall:

- a. Inform the police by established systems of communication.
- b. Secure police assistance through established system of communication.
- c. Establish police responsibility for a specific crisis situation.

Students who participate in disturbances may be subject to disciplinary action.

For the safety of all concerned, school staff shall attempt to deescalate campus disturbances. Response plans shall describe:

1. The means, which will be used to signal an emergency situation, and maintain communication among staff and with the Principal/Lead Educator or designee.
2. Each staff member's specific duties during a disturbance.
3. Procedures for ensuring the safety of students and staff.

4. Procedures for the orderly dismissal of school when authorized by the Principal/Lead Educator or designee.

All media inquiries during crisis situations shall be routed to the Principal/Lead Educator or designee.

Extension of Class Period

During any disturbance in which additional students might become involved while changing classes, the Principal/Lead Educator or designee may notify all staff that the present class period will be extended until further notice. Upon receiving this notification:

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.
2. Teachers shall ask any students who are in the halls to return to their classes at once.

PROHIBITED ACTIVITIES

1. Disturbing the Peace

It is a misdemeanor to intentionally cause or attempt to cause a riot by engaging in conduct which urges a riot or urges others to act forcefully or violently, or to burn or destroy property under circumstances which produce a clear, present, and immediate danger of such acts occurring.

Anyone who, in a public place, fights, challenges another to fight, or uses offensive words likely to provoke a fight is guilty of a misdemeanor.

2. Disruption of School Operations

Students shall be subject to disciplinary action for any exercise of free expression, which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

3. Refusal to Disperse

Persons, non-students, without official school business, who assemble or loiter for the purpose of disturbing the public peace or committing any unlawful act, are guilty of a misdemeanor if they do not disperse when desired or commanded to do so by a school official.

Adopted: 3-27-07

Policy:

School records shall be developed, maintained, and disposed of in accordance with law and school policy and procedures.

The Principal/Lead Educator shall establish procedures that define records, which are permanent, optional, and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm or electronic copies of original records shall be permanently retained.

The Principal/Lead Educator shall ensure the confidentiality of records as required by law and shall establish procedures to safeguard data against damage or loss.

Safe at Home Program

School public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State for victims of domestic violence or stalking.

Procedure:

The Principal/Lead Educator shall ensure that appropriate computer software is used to safeguard any data stored on computers, including computers connected to networks. To further prevent the damage or theft of data, computers, and related equipment, he/she shall maintain complete and accurate inventories, specify user responsibilities for damages, and provide appropriate supervision in areas where computers are used.

Classification of Records

Before January 1, the Principal/Lead Educator shall review documents and papers originating during the prior school year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. A student's cumulative record is a continuing record until the student ceases to be enrolled in the school.

Class 1 - Permanent Record

The original of each of the following records or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) Record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022:

1. Annual Reports

a. Official budget

b. Financial reports of all funds, including cafeteria and student body funds

c. Audit of all funds

d. Average daily attendance, including Period 1 and Period 2 reports

e. Other major annual reports, including:

(1) Those containing information relating to property, activities, financial condition or transactions

(2) Those declared by Governing Board minutes to be permanent

2. Official Actions

a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only

b. The call for and the result of any elections called, conducted or canvassed by the Board

c. Records transmitted by another agency pertaining to its action with respect to school reorganization

3. Personnel Records

a. Employees

All detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries, or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent), and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

b. Students

The records of enrollment and scholarship for each student and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has run.

4. Property Records

All detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

Class 2 - Optional Records

Any record considered worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Principal/Lead Educator, classification of the prior year records has not been made before January 1, all records of the prior year may be classified Class 2 (Optional) until they are classified. Such classification must occur within one year.

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, business, or financial transactions; detailed records used in preparing another report; teachers' registers if all information is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions.

Class 3 (Disposable) records shall be destroyed during the third school year after the later of the following:

1. The completion of any legally required audit
2. The retention period required by any agency other than the State of California
3. The school year in which the records originated

Adopted: 3-27-07

Policy: The custodial parent/guardian has the right to review their child's cumulative record via their grade level counselor. An appointment shall be made to review the contents of the cumulative file. Upon request, a parent is entitled to copies of any or all records of their child. The school shall have five working days to comply with a parental request for copies. The custodial parent/guardian is entitled to one free copy. There will be a charge for any additional copies.

The custodial parent/guardian of any student may submit to the Principal/Lead Educator or designee a written request to correct or remove from his/her child's records any inaccurate or other information pursuant to legal requirements.

The custodial parent/guardian of any student may submit to the Principal/Lead Educator or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following:

- Inaccurate
- An unsubstantiated personal conclusion or inference
- A conclusion or inference outside of the observer's area of competence
- Not based on the personal observation of a named person with the time and place of the observation noted
- Misleading
- In violation of the privacy or other rights of the student

Procedure:

Challenging a Grade

When a student grade is challenged, the teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given. Insofar as practicable, he/she shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith or incompetence, the student's grades as determined by the teacher shall be final.

Request to correct or remove information from a record