



— **D r e a m . D i s c o v e r . D e s i g n** —

## **AeroSTEM Academy Student and Parent Handbook**

**2020-2021**

### **Motto**

***Dream. Discover. Design***

### **Mission Statement**

AeroSTEM Academy prepares students of today for the growing college and career opportunities of tomorrow. By exploring Science, Technology, Engineering, and Mathematics (“STEM”) through the lens of aerospace, students gain the knowledge and skills necessary to contribute to a dynamic, technology-intensive economy. AeroSTEM Academy creates a culture of character and collaboration in close partnership with college and professional communities.

The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions.

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Approved 6-26-2020

# Student Enrollment

## Admission

- AeroSTEM Academy is a 6<sup>th</sup> – 12<sup>th</sup> grade public charter school. As such, we admit any student who applies provided the student meets California State residency requirements.
- AeroSTEM Academy is nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based upon any of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics).
- AeroSTEM Academy shall admit all pupils who wish to attend the Charter School to the extent that space allows. No test or assessment shall be administered to students prior to acceptance and enrollment into the Charter School.
- AeroSTEM Academy will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission shall be limited to students who reside in Sutter County or adjacent counties as required by Education Code Section 51747.3.

## Enrollment Process

Basic student contact information will be collected through the school's website from families who are interested in enrolling in AeroSTEM Academy. Following a publicly advertised enrollment period, interested students will be counted to determine if a public lottery is needed. If the number of applications for admission exceeds the number of available openings in an area or program, admission is determined by a random public drawing (or "lottery"). Please ask to see our Charter document for information regarding enrollment preferences and process.

## Enrollment is completed by:

- Submitting student registration information online or by paper
- Submitting requested documents according to law requirements
- Signing a Master Agreement (Independent study students only)
- Signing an Acknowledgement of Responsibilities

# Learning Through AeroSTEM Academy

The role of an AeroSTEM Academy teacher who serves families participating in Independent Study and/or Blended Learning Programs is support and direct instruction, guidance, accountability, documentation and oversight through the curriculum.

## AeroSTEM Academy Teachers will:

Explain the following:

- Curriculum
  - Support options
  - Class schedule and structures
  - At-home learning
  - High School graduation requirements
  - Portfolio management
  - Parent training
  - Online learning platforms
  - Field trips and events
  - Acknowledgement of Responsibilities and accountability system
- 
- Refer the family to the *Student and Parent Handbook* found on AeroSTEM Academy's website (or provide a paper copy)
  - Coordinate and assess the student's current academic levels
  - Provide assistance in how to monitor daily learning
  - Respond to questions during business hours
  - Act as a liaison between other certificated staff, i.e. HS Counselor, Special Ed Coordinator and Tech Coach
  - Conduct regular parent meetings to maintain current communication
  - Provide direct instruction through core and STEM classes conducted at the school
  - Post assignments, assignment evaluations and assignment resources through online learning platform
  - Provide learning feedback as appropriate through online learning platform and work in class

- Provided direct and online tutoring instruction to ensure student progress conducted at the school
- Attend IEP meetings of students under direct supervision
- Verify student attendance records

## Honor Code

### Honor Code

The honor code dates back as far as 1779 and was first established at The College of William and Mary at the directive of Thomas Jefferson. An honor code is a set of rules and ideals that express the school's principles and standards. Focused mainly, but not solely, on academic honesty, an honor code allows for a standard that students can hold to when attending AeroSTEM Academy. The Honor Code will articulate the interest to the school community in maintaining our high standards. The goal of AeroSTEM Academy is to help every student reach his or her highest potential.

### **Honor Code Pledge**

As an AeroSTEM Academy student, I pledge to be a person of integrity. I will not give or receive unapproved assistance in any academic exercise. I will commit myself to honesty, respect, responsibility, and trust.

### **Explanation of the Honor Code**

Responsibility, respect for self and others, regard for the welfare of the community, pride in accomplishments, and the rights of everyone, involve each of us being persons of integrity whose actions demonstrate the honor code commitment.

Any actions, whether intentional or unintentional, which disregard honesty and diminish the integrity of both the individual and the community go against the established honor code. Moreover, such actions do not give the teacher the opportunity to evaluate the student fairly or offer assistance when it is needed. They also deprive the student of a valid learning experience, which is crucial to educating the whole person. While a member of the AeroSTEM Academy community, each student is expected to conduct himself/herself with integrity and to uphold the Honor Code. Though not exhaustive, the following represent examples of actions that may violate the Honor Code:

1. **Cheating:** Copying work or giving your own work to another; unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing materials; giving or receiving information regarding a test before, during, or after the test
2. **Plagiarism:** Representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit

3. **Falsifying data/ citations:** Buying, selling, giving, or receiving term papers, notebooks, or the like, from any source including the Internet
4. **Fabricating academic documentation** (e.g., letters of reference, transcript, etc.)
5. **Abuse of Media Center privileges:** Defacing books or any item belonging to the school thus depriving others of their use
6. **Purposeful destruction, theft, or misuse of electronic media** (computer hardware or software)
7. **Lying to an administrator or teacher** during investigations of academic dishonesty

### **Procedures / Sanctions for Honor Code Violations**

With regard to issues concerning the Honor Code, the teacher will initially speak with the student to ascertain the facts. The details of this conversation, as well as the facts which are discussed, will be reported using the Incident Report form. All materials pertinent to the situation will be given to the School Director in charge. The School Director will meet with the student to make a determination regarding the upholding of the Honor Code Pledge.

While a student at AeroSTEM Academy, in cases where it is determined that a student has violated the Honor Code, the following will apply:

1. Upon a first offense, the student receives a failing grade on the assignment with no opportunity for make-up. The student's parents/guardians are advised that the student has violated the Honor Code.
2. Upon a second offense, the student receives a failing grade on the assignment with no opportunity for make-up. The student's parents/guardians are advised that the student has violated the Honor Code. The student must relinquish any/all leadership positions (e.g., class or club officer, athletic captain, etc.) for a period of one month from the date of the second offense.
3. Upon a third offense, the student will be suspended.

One of the goals of AeroSTEM Academy is to support students in developing wisdom and leadership. Our Honor Code is tied to that goal. It is our intention that students, at home, at school, and on field trips will:

### **Demonstrate character and respect for themselves, others and the environment by:**

- Choosing their speech carefully and thoughtfully, eliminating profane and vulgar language.
- Choosing to conduct themselves with honesty and integrity by not engaging in theft, cheating, plagiarism, or untruthful statements.
- Choosing to exhibit a positive attitude about themselves and the world around them.

- Choosing to respect others' boundaries, both physical and psychological, so that the environment is safe and free from violence and harassment.
- Choosing to respect others' possessions.
- Choosing to be kind and considerate at all times, using acceptable problem solving skills to work out differences.
- Choosing a healthy lifestyle that would preclude the use, possession or distribution of drugs, alcohol or tobacco.
- Choosing to care for the buildings and locations made available to our school, eliminating vandalism or careless neglect.
- Choosing to respect the natural environment and the issues surrounding the stewardship of our planet.

Students are expected to abide by the Honor Code, Suspension and Expulsion Policy, and all other Policies outlined in the *Student/Parent Handbook*. Parents will be notified of any difficulties. Repetitive or severe infractions may result in suspension of school privileges. Please find policies on our website or request a copy at the main office.

## **School Campus Use**

The school campus provides opportunities for students to reinforce academic skills, borrow materials, access computers, receive individualized tutoring, attend class instruction, participate in special events, and attend assessment sessions.

The school campus is a closed campus. All students must remain on campus until the end of their learning day. A parent/guardian may sign a student out of school at any time.

## **Technology and Internet Use**

AeroSTEM Academy relies on technology as a primary function of education. Each student is issued a computer for educational use and access to the Internet as a means of enriching educational goals, and reaching technological proficiency as outlined by The National Education Technology Standards (NETS).

In order for this school to continue making these resources available, students must take responsibility for appropriate and lawful use of these resources. Student misconduct will result in consequences such as temporary or permanent ban from such resources or possible removal from the school. The signatures on the contract are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Policies, guidelines and rules described below refer but are not limited to, all technological devices and peripherals including computers, digital cameras, video equipment, software, sound equipment, the internet, MP3 players, calculators, printers etc. that are owned by, leased to, and/or on loan to AeroSTEM Academy.

Policies, guidelines and rules also include use of student's personal technology devices used on site.

## **Terms and Conditions (for Educational Computer Use and Internet Privileges)**

### **Acceptable uses of Technology**

The use of school computers or other technological equipment must be in support of education and is consistent with the educational objectives of this School. Use of another organization's network or computing resources must comply with the rules appropriate for that network including:

- Class work or assignments as directed by and supervised by a teacher
- Complete homework assignments as instructed by a teacher but independently conducted
- Research for education purposes
- Use of approved educational software
- Training or development of computer use skills supervised by a teacher or computer technician.
- Personal discovery of an acceptable nature ("surfing the Internet")

### **Prohibited uses of Technology**

- Transmission of material in violation of any US or state regulation. This includes, but is not limited to: copyrighted material; illegal, threatening, harassing, violent or obscene material, and matter protected by trade secret.
- Altering or removing computer files not belonging to the user, installing unlicensed software, creating links to inappropriate materials, disconnecting equipment, and vandalism of any kind
- Use for commercial activities
- Use for product advertisement or political lobbying
- Any transmission or reception of pornographic material is expressly prohibited and will result in the cancellation of computer privileges.
- Change of Internet Browser settings or any computer preferences or settings
- Attempt to steal or learn others' passwords including the administrator's passwords or internet passwords
- Use of any "hacking software" or possession and distribution of any software tool
- Transmitting spyware, viruses, or other malware to computers
- Transmitting inappropriate messages or comments through use of common messaging or social networking sites
- Violating any other building, classroom or student conduct rules through the use of technology.



- Food and drink are not allowed in any computer area.
- Outside software is not permitted in any computer area; no software is to be downloaded, stored, or installed on any computer or in any computer account.
- Pirated software (warez) and MP3s are not to be downloaded or stored on any computer or in any user's account.
- All copyright laws are to be observed. Copyrighted material is not to be placed in the system without the author's permission.
- Do not move or disconnect any affixed computer or peripheral device or piece/part of any equipment. Contact the Technology Director or teacher concerning problems with any of the equipment.
- Appropriate behavior and common courtesy are expected at all times.
- Print or copy assignments or documents with specific permission only.
- Do not read, delete, copy, modify or attempt to access other's emails.
- Do not give out personal identification information about yourself or others, including personal address, social security number, and phone number.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Do not use the system to encourage the use of drugs, alcohol, tobacco, or any illegal/inappropriate activities.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the network, notify your teacher or the School Director. You are not permitted to use another individual's account, and you should never allow anyone else to access your account. If, at any time, you feel that your password may have been compromised, see the Technology Support staff member immediately to have your password changed. You are responsible for all activity that occurs with your account. Attempts to login to the network as a system administrator or gain unauthorized access will result in the cancellation of your computer privileges.

## **Vandalism**

Vandalism will result in the cancellation of your computer privileges, which could also result in release from the school program. Vandalism is defined as any malicious attempt to alter, harm, or destroy data of another user, computers, accessories, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

## **Restitution and Consequences of Contract Violation**

Students may be suspended or subject to other disciplinary actions for violation of this contract as provided in the current school *Student/Parent Handbook* under the provisions of Education Code 48900 (k): disruption of school activities and willful defiance of the valid authority of the school. Students will be required to provide restitution for damages to school equipment while the student is logged into any computer. In the case of no physical damage, but the requirement of staff or student aide time to reconfigure a system, students will be charged at the rate of \$50/hour for a minimum of one hour.

### **Privileges and Consequences**

The use of school computers and the use of the Internet are privileges, and unacceptable use will result in the cancellation of those privileges. The School Director may revoke privileges at any time and for an extended period of time as deemed appropriate. A student who has his/her computer privileges revoked may also be subject to release from the school program entirely.

### **Indemnification**

AeroSTEM Academy makes no guarantees of any kind, whether expressed or implied, for the service they are providing. AeroSTEM Academy will not be responsible for any damages suffered. This includes loss of electronic data resulting from faulty software or equipment, delays, non-deliveries, miss-deliveries, or service interruptions caused by their negligence or your errors or omissions. Use of any information obtained via the school computers and/or the Internet is at your own risk.

### **Duration of Agreement**

The duration of the computer use agreement begins at time of signing and ends when the computer has been returned and cleared of damages. This agreement is binding. Please find policies on our website or request a copy at the main office.

## **Testing and Assessment**

In order to continue to offer innovative alternative educational programs, charter schools must abide by the laws that govern them. According to California charter school law, we must demonstrate that our students are learning at a level equivalent to or greater than that of children in traditional schools. If we cannot, we risk losing our charter and the students risk losing this option.

We recognize that standardized tests do not always accurately reflect a student's knowledge and skills. However, we know that academic progress is one of the many benefits of programs like ours. And while we have the opportunity to see, first hand, how much our children are learning, testing creates an avenue with which we can demonstrate to the California Department of Education, and to the Western Association of Schools and Colleges and the California Charter School Association, our accrediting institutions, what we already know to be true.

With this in mind, we urge you to prepare your son or daughter to participate in the standardized state testing assessment program mandated by the State. The individual results will not be used by the state to track or label the students in any way.

### **California Assessment of Student Performance and Progress ("CAASPP")**

The School shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any

other provision of law, a parent's or guardian's written request to School officials to excuse his or her child from any or all parts of the state assessments shall be granted.

### **Teacher Qualification Information**

All parents may request information regarding the professional qualifications of AeroSTEM Academy teachers from the office.

### **Evaluation and Grading**

Formal written assessment of a student's progress is a means for feedback and praise of the student's accomplishments. As such, AeroSTEM Academy requires all teachers to submit a Grade Report or Student Evaluation each semester. These reports become a formal part of the student's file unless the parent requests otherwise in writing.

## **Educational Materials**

Students are issued the materials they need to begin study when school begins. The parents may review the catalog(s) and curriculum for each course of study at any time.

**Note:** All materials provided to the student are the property of the school. Families must return the materials when the student is finished using them. If these materials are not accounted for at the end of the school year, the teacher must submit a missing materials form that will be used to charge the families for the missing resources where appropriate. The charter school reserves the right to withhold files and official transcripts if a student dis-enrolls with an outstanding bill (e.g., materials are not returned or have been destroyed.)

## **Community College Classes**

Students may, when deemed appropriate, take Community College courses while concurrently enrolled in AeroSTEM Academy. In order to do this, a teacher and high school counselor/administrator must verify that a student has the ability to be successful in this environment and adhere to the following process:

- Contact the community college to verify its concurrent enrollment process
- Complete the college concurrent enrollment form
- Register for classes
- Purchase required texts and materials
- Complete all requirements of the course

**Important: Charter law states that a student may not be concurrently enrolled full time in two schools. Therefore students enrolled in AeroSTEM Academy may not**

take more than the number of allowed units per semester at a Community College and must concurrently carry no less than 20 units with AeroSTEM Academy.

## High School Information

See the current year High School Catalogue for all High School specific information, i.e. Grade Reports, Transcripts, and course descriptions and planning, graduation, etc. on the AeroSTEM Academy website. [www.aerostem.org](http://www.aerostem.org)

## Important General Information

**Drop Off/Pick Up** - Students must be dropped off, at the school, no earlier than 15 minutes before their program/activity begins and picked up no later than 15 minutes after their program/activity ends.

If a student is going to be picked up by anyone other than his/her parent, the parent must add their name(s) to the emergency card. Staff may request ID to confirm the person is listed on the emergency card.

**Breakfast and Lunches** - Breakfast and lunch will be available for purchase and provided to students who qualify for free or reduced lunch. Students may also bring their own sack lunches. Breakfast is served 30 minutes before classes start.

**Driving Safety** - Please respect all driving regulations and speed limits. Students who drive in an unsafe manner will lose the privilege of driving on school property and will be required to find another means of transportation to school.

**Governance - Charter Council Meetings** are held 3 times a year. **Board Meetings** are also held a minimum of 4 times per year. All governance meetings are open to the public with agendas publicly posted before each meeting. Please note the website or contact the school front desk for locations and times.

**Policies and Guidelines** – For your convenience a few of our school policies pertaining to School Campus use and conduct are noted here in this handbook. Please read all other Board approved policies on the AeroSTEM Academy website under Governance, ([www.aerostem.org](http://www.aerostem.org)) including: Discipline, Suspension and Expulsion; SPED/Section 504; High School Diploma Requirements.

# Parent Responsibilities

Parents play a key role in the success of their children. By enrolling at AeroSTEM Academy, parents are showing a desire to take a greater part in their child's educational program than is common in many traditional school programs. AeroSTEM Academy parents can expect to undertake the following responsibilities:

1. Supply cost of replacement or repair for willfully damaged, lost or destroyed books, computers, software and other school property loaned to my child
2. Acknowledge that learning resources including: print, non-print, technology, etc., is property of the school and all materials must be returned to the school upon proper notice
3. Contact the Teacher prior to the due date to make alternative arrangements if special or extenuating circumstances prohibit student from turning in the assigned work by the due date
4. Ensure daily attendance of their children
5. Ensure that homework is completed and turned in on time
6. Encourage their children to participate in extracurricular and curricular activities
7. Monitor and regulate device use and viewing by their children
8. Volunteer at their children's school or other school activities to the extent feasible
9. Participate in decisions related to the education of their own children or the total school program as appropriate

## Dress Code

- A.** Each student shall be well groomed while attending School or School-related functions. Students shall be dressed in a clean and neat manner. Dress at the school site should be modest and appropriate for learning.
- B.** Students shall not wear any clothing or accessories that distract from or interfere with the education of themselves or others or is in any way disruptive to the learning environment.
- C.** Students shall not wear the following items while at school or attending School-related functions:

1. Clothing with lewd or obscene picture, writings or gestures
  2. Clothing with cigarette, beer, drug or otherwise inappropriate advertisements
  3. Spaghetti straps, midriffs or clothing that exposes undergarments
  4. Skirts, dresses, or shorts the length of which does not fall below the fingers as the arm hangs naturally
  5. Sleep or lounge wear
  6. Any clothing that is suggestive or indecent
  7. Gang-related attire as determined by clothing items, color, or the determination of the School Director/Designee.
  8. Male shirts without sleeves
  9. Tattoos and excessive piercings are expected to be modestly covered at all times.
- D.** The School Director/Designee may prohibit any clothing or grooming that in his/her judgment may be expected to cause disruption of or interference with normal school operations that is an infraction of the dress code guidelines, or that is determined to be gang-related.
- E.** The infraction procedure is as follows:
- First: The student's parents will receive notification regarding his/her student's violation of the dress code. The parents will be asked to address the issue with the student at home.
- Second: A meeting together with the School Director/designee, student and parent(s) will be arranged to discuss the continued dress code violation. An incident report will be filed.
- Third: Parent(s) may receive a written notice that the student may not attend classes at school.

## **Social Media Use**

AeroASTEM Academy recognizes the rights of students, faculty, staff, and employees who want to participate in online social networking. These guidelines are designed to create an atmosphere of good will, honesty, and individual accountability. AeroSTEM Academy students, faculty, and staff should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to school policies. When accessing, creating, or contributing to blogs, wikis, podcasts, or other social media forms for classroom or independent study use, adherence to these guidelines is expected. Failure to meet or follow these guidelines may result in disciplinary action.

### **Guidelines:**

Compliance with the following rules and guidelines when participating in social media activities is required. Violation of these guidelines may result in disciplinary action.

1. In the online environment, students must follow AeroSTEM Academy's Student Honor Code and conduct themselves online as on campus.
2. Students will maintain confidentiality regarding both school related and personal information.
3. Students will ensure honest and accurate posts to the Internet.
4. Students will be respectful and avoid comments that may be hurtful when responding to others. They will not engage in any discriminatory, harassing, or retaliatory behavior in violation of school policy.
5. Unless authorized, students will not represent themselves as spokespersons for AeroSTEM Academy. The school reserves the right to request school-related posted content without permission to be removed from the Internet.
6. Students will use discretion and be conscious of long-lasting impressions on many varied audiences.
7. Students will respect copyright, fair use, and financial disclosure rules and regulations.
8. Students should keep their passwords secure and never share them with others.

#### **Nondiscrimination Statement:**

AeroSTEM Academy does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

AeroSTEM Academy adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

AeroSTEM Academy is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). AeroSTEM Academy also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. AeroSTEM Academy does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which AeroSTEM Academy does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. AeroSTEM Academy will promptly and thoroughly investigate any complaint of harassment and

take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the AeroSTEM Academy Uniform Complaint Procedures (“UCP”) Compliance Officer: School Director, AeroSTEM Academy, 82 Second Street, Yuba City, Ca 95991, (530)742-2531

## **Bullying Prevention and Conflict Resolution**

- A.** AeroSTEM Academy believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Studies and experience demonstrate that bullying most often occurs when activities take place in less-supervised areas. Students are NOT to be on campus unless in a class or meeting.

- B.** AeroSTEM Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully (including cyber-bullying) another student through words or actions. Such behavior includes: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; and social isolation or manipulation. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device.

Examples of cyberbullying include but are not limited to:

Displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on any online application; Impersonating or representing another student through use of that other student's electronic device; Sending or leaving messages that are mean or threatening or so numerous as to bombard the target student

- C.** AeroSTEM Academy expects students and/or staff to immediately report incidents of bullying to the School Director/designee. Staff who witness such acts will take immediate steps to intervene. Each complaint of bullying will be promptly investigated. AeroSTEM Academy prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter. Confidentiality will be maintained to the extent feasible.
- E.** To ensure bullying does not occur on school campus, AeroSTEM Academy will provide staff development training in bullying prevention to cultivate acceptance



and understanding of all students and staff in order to maintain a safe and healthy learning environment.

- F. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

This policy and the school's Student Code of Conduct will be followed by every student on school grounds, while traveling to and from school or a school-sponsored activity, between classes and during the lunch break whether on or off campus, and during school sponsored activities.

### **Conflict Resolution**

- A. AeroSTEM Academy believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.
- B. To prevent conflict, AeroSTEM Academy will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, accepting differing values and cultures within the school community and ensuring a safe and healthy learning environment.
- C. AeroSTEM Academy will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict.
- D. Conflict Resolution includes, but is not limited to, the following:
  - a. Students are to resolve their disputes without resorting to violence.
  - b. Students are encouraged to help fellow students resolve problems peaceably.
  - c. Students can rely on staff trained in conflict resolution to intervene in any dispute likely to result in violence.
  - d. Students needing help in resolving a disagreement, or students observing conflict may contact a staff member.
  - e. Students and/or employees engaging in harassment or bullying are subject to disciplinary action.

- E. Appeal:

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or

the parent of the student should contact the School Director/ designee within five (5) school days. An appeal may be filed directly with the Executive Director within that timeline.

- F. Note that when harassment or bullying is based upon one of the legally protected characteristics, a complainant may also fill out a Uniform Complaint Procedures (“UCP”) complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

## **Uniform Complaint Procedures**

AeroSTEM Academy has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

AeroSTEM Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person’s association with a person or group with one or more of these actual or perceived characteristics, in any AeroSTEM Academy program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Foster and Homeless Youth Services
- Career Technical and Technical Education and Training Programs
- Regional Occupational Centers and Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)

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

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Executive Director of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

School Director  
AeroSTEM Academy  
82 Second Street, YUba City, Ca 95991

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

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the AeroSTEM Academy's procedures.

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

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of AeroSTEM Academy'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.

Please find policies on our website or request a copy at the main office.

## **Child Find**

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEIA”), Education Code requirements, and applicable policies and procedures of the Sutter County SELPA. These services are available for special education students enrolled at the School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

## **Section 504**

The School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any student who has an objectively identified disability, which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the School Director. A copy of the School’s Section 504 policies and procedures is available upon request.

## **Homeless Students**

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of

a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

**School Liaison:** The Executive Director or designee designates the following staff person as the School Liaison for homeless students ((42 USC 11432(g)(1)(J) & (e)(3)(C).):

School Director, AeroSTEM Academy, 82 Second Street, Yuba City, Ca 95991, (530) 742-2531

The School Liaison shall ensure that (42 U.S.C. 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at AeroSTEM Academy.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by Academy, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, AeroSTEM Academy charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.

9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

Please find policies on our website or request a copy at the main office.

## **Pupil Records**

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 5 business days after the day the School receives a request for access. Parents or eligible students should submit to the School Director or designee a written request that identifies the records they wish to inspect.  
The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Director or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (“PII”) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to School

officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

1. To other School officials, including teachers, within the educational agency or institution whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).

3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
9. Information the School has designated as "directory information" under §99.37. (§99.31(a)(11)).

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. The School has designated the following information as directory information:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph
8. Date and place of birth



9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the School Director at: AeroSTEM Academy, 82 Second Street, Yuba City, CA 95991, (530) 742-2531.