

LACHSA Community Handbook Highlights: 2019-2020

Please visit the most updated version of our Community handbook on lachsa.net → about us → community handbook. We have included some of the updated/important information below. This handout does not cover all changes, but it does highlight some of the more impactful ones. **All members of the LACHSA Community are expected to review the full handbook.**

UPDATED - Attendance (pg. 10)

- Parents must submit the Absence Verification form within **three school days** of the student's absence to the box in the main office or via email to LACHSA_Attendance@lacoedu.edu.
- Any absence for a College/University Visits – Must be **pre-approved** by LACHSA administration **two weeks prior to absence**. College visits and auditions cannot exceed five (5) days. See handbook for details.
- LACHSA's performances take precedence over college/university visits, professional opportunities and auditions.
- Any absence for a Professional Job Opportunity – Must be pre-approved by the LACHSA administration. A student who holds a permit for working in the entertainment industry is permitted a maximum of 5 absences per school year up to 5 consecutive days for each job (Ed Code 48225.5)
- LACOE Board Policy 6154 outlines makeup work. Students who miss school work because of an **excused absence** shall be given the opportunity to complete all assignments and tests that can be reasonably provided. [...] Students shall receive full credit for work satisfactorily completed within a reasonable period of time (Education Code 48205).
- **LACHSA is a closed campus**. Any student must have permission from the main office to leave campus prior to the end of the School Day.

Absences due to Illness (pg. 10)

- If a student has been absent due to illness nine (9) or more times in a semester, a medical note from a licensed medical provider is required to excuse any additional absences due to illness. See Education Code 60901 regarding chronic absences.

UPDATED - Tardy Policy (pg. 12)

- School begins each morning promptly at 8:00 am. At that time, all teachers will lock their doors, take attendance and then admit tardy students into the classroom. The faculty and staff of LACHSA believe that being on time to class is one of the most important factors in maximizing learning. Arriving to ANY class after the bell has rung will be considered a tardy and teachers will record the attendance accordingly. If you arrive to class late, report directly to your class.
- Students who are tardy to any class period are subject to consequences from their teacher, including missing a warm-up assignment, a lowered citizenship grade, and a refusal to accept homework or other assignments. Late assignments are not counted as on-time.
- If you arrive to school or class thirty (30) or more minutes late, you will be marked absent. If you are less than 30 minutes late, you will be marked tardy. In either case, report directly to your class; do not report to the Main Office.
- If a student is tardy, an automated phone call will be made at home each time.

Effect of Unexcused Absences on Grades (page 14)

- In accordance with Board Policy 5121, LACHSA teachers may issue a failing semester grade to a student because of excessive unexcused absences. Teachers will note their policy around unexcused absences in their syllabus.
- A student with chronic or excessive absences is defined by AR 5113.1 and Education Code 60901 to be a student who is absent on 10 percent or more of the schooldays in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.
- At LACHSA, a teacher may issue a failing grade to a student if they have unexcused absences for more than ten percent of the course periods in a given semester as follows:
 - **Course meets 1 time per week:** Two unexcused absences in a semester is excessive. When a student earns two unexcused absences, a teacher must notify the parent/guardian that if a student earns a third unexcused absence, a failing grade may be issued for the semester.
 - **Course meets 2 times per week:** Four unexcused absences in a semester is excessive. When a student earns four unexcused absences, a teacher must notify the parent/guardian that if a student earns a fifth unexcused absence, a failing grade may be issued for the semester.
 - **Course meets 2-3 times per week (Periods 1-6):** Five unexcused absences in a semester is excessive. When a student earns five unexcused absences, a teacher must notify the parent/guardian that if a student earns a sixth unexcused absence, a failing grade may be issued for the semester.

Testing at LACHSA (pg. 21)

- **PSAT test:** the PSAT test is held every year in October. The date is posted on the lachsa.net calendar. All 9th, 10th and 11th graders should plan to sit for the test. Donations provided to Parent Council assist in covering the cost of the test for all students.
- **Fitness Testing:** Physical Fitness Testing for students in California schools is the FITNESSGRAM. Students in grades 5, 7, and 9 are required to take the test (February – May). Two-years of physical education classes are required as part of the high school graduation requirement at LACHSA.
- **State Testing:** In the 10th grade year, students will complete the CAAST for life science. In the 11th grade year students will complete the CAASP for English and Math. Testing occurs in March and April and dates are posted on the LACHSA.net calendar.
- **Accommodations for Testing:** Please contact your students counselor if your student has a disability and will require accommodation for state testing, the PSAT, SAT or ACT. Testing accommodations should be requested at least 3 months prior to the testing date to allow enough time for parents to re-submit prior to the test date if they need to appeal the approved accommodations.
- **Testing Waivers:** Students that qualify for a testing fee waiver for the ACT or SAT should contact their school counselor at least one week prior to signing up for the test to obtain the paperwork needed.

Assessment Make Up Policy (pg. 36)

- If a student has an excused absence the day of a written assessment or test, they are expected to attend the Assessment make up on Friday morning at 8am. **Doors lock at 8:10am.** The teacher of the course will provide the proctor with instructions and a make-up assessment. Please make sure you know that the assessment make up will cover similar content to the assessment given in class, but it will not be the same assessment. If the absence is not excused the assessment may not be graded. For shorter quiz's, oral assessments or presentations, student should plan to attend office hours (academics) or check in with their teacher (arts) to make up the work.

Advanced Placement and Honors Course Agreement (pg. 24)

- Students wishing to enroll in an Honors or AP course should meet all prerequisites for the course and complete an AP/Honors Agreement in April of the year prior to enrollment and complete the summer assignment.
- Please review the AP and Honors Agreement for details.

Online Posting of Assignments (pg. 18)

- Both arts and academic teachers are expected to post all graded assignments (both classwork and homework) to their AERIES homework/classwork page prior to or during the class in which the work is assigned. All postings must include the points possible, the grading rubric, any handout attachments and clear instructions for student completion. If the assignment is a recurring type of assignment (such as a lab in science) then the teacher may direct the student to refer to the “Lab Grading Rubric” on their website and provide a link to the rubric. Assignment titles on website should be identical to assignment titles in gradebook.

Grading (pg. 34)

- In accordance with LACOE Board Policy 5121, if a student is failing a course, the teacher shall arrange a conference with or shall make a written report to the parent/guardian. Excessive unexcused absences may lead to a failing grade.
- An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F (Board Policy 5121). It is the LACHSA policy for the six make up weeks to be defined as “six weeks school is in session” as teachers will not be able to support students during summer or holiday breaks.
- Submitted work must be graded and returned to students with written feedback and a grade posted to the AEREIS.net portal within one week (5 school days). The exception to this rule is if the assignment is an extremely large assignment (ex: 5 page paper, lab write up, etc) in which case teachers may return the work with written feedback and a grade and post the grade to the AERIES.net portal within two weeks (10 school days).
- In accordance with the LACHSA policy, for any excused absence, students will have **one week** from the day they return from their absence to submit any make up work. If students feel they need more time to complete make up work they should discuss this with their teachers before the end of the one-week deadline.
- All graded work must have a Rubric that is provided to students when the work is assigned
- There should be at least one graded assignment or written feedback per week for each student in each class
- MLA Annotation will be used for all work citations at LACHSA
- School Grading Criteria and Policy for Arts and Academics should be reviewed
- Grading Window dates outlines last day for students to submit work for each grading window (pg. 38)

Grade Changes (pg. 37)

- Grade change questions should be addressed first with the teacher of the course.
- If in fact an error was made, the teacher may correct the error (in the Grade Book) or the teacher will fill out a grade change form and submit it to the student’s counselor (for Semester/Transcript Grades).
- All corrections must be made in the semester grading period following the grading period in which the error occurred.
- In accordance with state law, only the teacher may change a grade, not an administrator or counselor
- If a student and parent/guardian as has reached out to a teacher and still have concerns around a student's grade, they should contact the LACHSA administration to set up a meeting and/or discuss their concerns.

Student Code of Conduct (pg. 42)

- Academics - Students who fall below a 2.0 GPA or receive a “D” or “F” in any course will be placed on probation.
- Arts – Students who earn a single grade of D or F in any arts class will be placed on probation.
- Students will have one semester to improve their GPA and/or eliminate any “F” grades.
- Students who fail to meet the minimum academic/arts standards are at risk of an involuntary transfer to their home school district. Grounds for Involuntary Transfer back to the District of Residence are outlined on pg. 54.

Involuntary Transfer (Return) to Home School District (p54)

- LACHSA staff will provide intervention support for students to succeed. Interventions will include but are not limited to: student, parent, and teacher conferences, tutoring and office hours, student-created goals, student and counselor check-in meetings, monitoring of student progress by administration, arts chairs, and counselors,

and progress reports to students and parents.

- By the end of the first semester, students who are not progressing will be notified of a possible involuntary transfer to their home school district. Grounds for Involuntary Transfer back to the District of Residence are outlined on pg. 52.

Discipline and Probation Policies (p44-52)

- Review the discipline policy in the Community Handbook
- The policy has four levels of intervention and also outlines what discipline infractions require LACHSA to alert law enforcement.
- Students will be expected to adhere to the policy in all arts and academic courses, on the LACHSA and CSULA campus and during their commute to/from school.
- Drug and tobacco paraphernalia such as e-cigarettes and vaporizers are not allowed on LACHSA or CSULA Campus.
- Cal State LA is 100% smoke-free and tobacco-free, effective September 1, 2017.

Office Hours (pg. 39)

- All academic faculty will hold office hours to assist and support LACHSA students. Office hours will occur:
 - Monday and Tuesday from 12:35pm – 1:00pm
 - Wednesday mornings 7:30am – 7:55am.
 - Please review the syllabi of part time teachers for information regarding office hours.
- **Office hours are mandatory for any student earning a D or F in an academic class.**

UPDATED – Cell Phone and Other Electronic Devices Policy (pg. 58)

We are not anti-technology at LACHSA. We *are* pro-wellness and pro-academic achievement. For these reasons, our cell phone policy and consequences are as follows:

- Students may bring phones and devices to school, as long as they are turned off and stored away during instructional time.
- Students may not use phones or devices during instructional time, even with headphones or earbuds.
- A teacher may, at their discretion, allow limited use of devices. If so, this will be clearly stated.
- If a cell phone is observed by staff during instructional time, the following consequences will occur, documented and monitored in Aeries:
 - 1st time: Teacher takes device and student may recover it after class.
 - 2nd time: Teacher takes device and turns it in to the office. Student may recover it after arts period or the following morning.
 - 3rd time: Teacher takes device and turns it in to the office. A parent must come to the office to claim it.
 - 4th time: Student placed on **Behavior Probation** for the semester.

UPDATED – Dress Code Policy (pg. 59)

- Shoes must be worn at all times. The only exceptions to this rule are: a) as instructed by a faculty member for class participation (if this occurs, students must put shoes on prior to exiting the classroom), or b) while the student is in the act of changing into a uniform or attire for a class in the locker room.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia that are crude, vulgar, profane or sexually suggestive, that bear drug, alcohol or tobacco imagery or branding, or that advocate racial, ethnic or religious prejudice.
- Clothing must sufficiently conceal all bare skin from below the armpits and above the mid-thigh. Tops must be supported above the shoulder.
- Hair shall be clean and good hygiene maintained. Hair may not be sprayed by any coloring that would drip when wet.