



BayTech

Student & Parent Handbook

2020-2021

Bay Area Technology School
8251 Fontaine Street
Oakland, California 94605

Phone: (510) 382-9932
Fax: (510) 382-9934
www.baytechschool.org

Dear Parents and Students,

Bay Area Technology School (BayTech) staff believes that education is a shared responsibility between parents, teachers and students. The successful operation of this school depends on the cooperation of everyone concerned. Each group is responsible for doing its part to make school a place where we can learn and play together in harmony. Everyone has the right to feel safe, secure, and accepted regardless of color, race, gender, popularity, ability, religion, or nationality. This handbook allows us to share our vision with the students and parents of our team.

BayTech is a reflection of us all. All of our policies are intended to provide a safe and orderly environment conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know the school, its programs, activities, and schedule. We want students to become active participants in their education through active involvement in their classes, clubs, and extracurricular activities.

BayTech is aware of the fact that a school environment is viable only with clearly defined and implemented rules. BayTech compiled the Student/Parent Handbook to address the school's regulations and policies that govern our students. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your family, and let it act as a guide for your effective involvement in all aspects of school. Keep this handbook so you can refer to it throughout the school year.

Sincerely,

The BayTech Administration

Bay Area Technology School

OUR VISION

BayTech strives to shape our future by:

- Preparing students for academic success and college readiness.
- Enabling students to have a broad spectrum of options for their future endeavors.
- Preparing students to be responsible and productive citizens.

OUR MISSION

Through a combined effort of staff, students, parents, and community BayTech students will learn the necessary skills required for college and career readiness by engaging in a rigorous curriculum-emphasizing STEM. Our students will demonstrate core BayTech E.A.G.L.E.S. values and be equipped with the skill sets required to take on challenges and opportunities in the 21st century.

CORE BayTech E.A.G.L.E.S. VALUES

Effective communicators

Academic achievers

Goal-oriented students

Lifelong learners

Excellent critical thinkers

Socially responsible students

Bay Area Technology School (Bay Tech) is implementing the PBIS (Positive Behavior interventions and Support) program for the 2019-20 school year. The PBIS culture will ensure all students will be **safe**, **responsible**, and **respectful** in their learning environment.

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EQUAL OPPORTUNITIES/NON DISCRIMINATION STATEMENT

In compliance with federal and state equal opportunity laws, equal opportunity will be afforded to all applicants regardless of race, color, sex, age, religious creed, disability, national origin, ancestry, or sexual orientation in every aspect of the school community.

BayTech is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. BayTech prohibits discrimination and harassment based on an individual's actual or perceived sex, sexual orientation, gender (including gender identity, marital status, pregnancy, childbirth or related medical condition), ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age, 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 BayTech. In addition, the lack of English language skills will not be a barrier to admission to or participation in BayTech programs or activities.

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 treatment or employment in all BayTech programs and activities, including vocational education. Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in local District/State policies. It is the intent of BayTech 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.

BayTech prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation. For inquiries or complaints 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 BayTech.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. If you would like to request that BayTech not release any personally identifiable information from your child(ren)'s education records without your consent,

please contact the office at 510-382-9932. For more information, please refer to the US Department of Education's website:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

RIGHTS AND RESPONSIBILITIES

Effective Communication:

When issues or concerns arise with a teacher, staff member or administrator, students and parents are encouraged to address the situation with the person involved first.

If students express that they are having a problem at school, it is important for parents to understand the best way to address these problems. If the problem involves a classroom situation or a situation with a teacher, the following remedies are recommended:

1st: Parents should encourage their child to talk with the teacher.

2nd: Parents can encourage their child to talk with an administrator.

3rd: If the child is reluctant to talk with a teacher or administrator, a parent may offer to accompany their child and talk with the teacher.

It is very important to demonstrate to children how to actively and constructively solve a problem. If the problem is important enough for the child to talk about, it is important for the child to learn how to be a part of the solution.

If a parent feels there is a concern they should:

1st: Talk with the teacher. Teachers can explain classroom situations from a professional and adult perspective which will usually resolve misunderstandings.

2nd: If the problem persists after a reasonable time, talk with the teacher again.

3rd: If the problem is still not resolved, make an appointment with the related administrator.

Teachers, staff, and administration are available through email, phone calls, in person, and by appointment. Please call the office or email the staff member to set an appointment.

Students' Rights and Responsibilities:

- To be informed of all school rules and regulations.
- To have access to your student account in AERIES and Google Classroom.
- To have a safe and educational environment.
- To attend class regularly and on time.
- To be familiar with school policies, rules and regulations.
- To obey school rules and regulations.
- To respect your rights and the rights of your peers.

- To be prepared for class with appropriate materials and ready to work.
- To respect all school personnel and their authority (administrators, teachers, office personnel, janitorial staff, security guards, etc.).

Parents' Rights and Responsibilities:

- To be informed of the school's rules and regulations.
- To be informed of all school actions related to their child.
- To have access to your personal parent accounts in AERIES and Google Classroom.
- To contact school to participate in conferences pertaining to academic and behavioral status of their child.
- To provide a supportive environment at home, making sure their child gets enough sleep and adequate nutrition before coming to school.
- To be familiar with school policies, rules, and regulations.
- To contact teachers directly via phone or email to schedule a conference.
- To be familiar with the handbook which is to be signed at the beginning of the school year.
- To monitor your child's academic progress and behavior records on a weekly basis.
- To ensure that your child does his/her homework on a daily basis and to facilitate a home environment conducive to home study.

Teachers' Rights and Responsibilities:

- To expect students to behave in a positive manner that will not interfere with other students' learning.
- To expect parental support related to academic and social progress.
- To expect all students to participate and put forth effort in order to expand their education and earn a passing grade.
- To be familiar with school policies, rules and regulations.
- To inform parents through progress reports, report cards, and conferences about the academic progress and behavior of their child.
- To conduct a well-planned and effective classroom program.
- To initiate and enforce a set of classroom rules, consistent with the school's discipline policies.
- To keep assignments, grading, and attendance current in AERIES.
- To have administrative support for discipline in and outside the classroom. To explain the Student Code of Conduct and Bullying Policy to their students.
- To enforce the Student Code of Conduct and Bullying Policy in a consistent manner.
- To function as a positive role model for their students.
- To contact parents as deemed necessary to enforce the Student Code of Conduct and to maintain parent/guardian involvement.

Administrators' Rights and Responsibilities:

- The right to address the Board of Trustees on any issue.

- To hold students to strict accountability for any disorderly conduct in or around school.
- To take appropriate action in dealing with students who choose not to follow the rules.
- To recommend in-school suspension, suspension, or expulsion as the situation demands.
- To provide rich leadership that will establish, encourage, and promote effective teaching and learning.
- To be familiar with school policies, rules, and regulations.
- To establish, promote, and enforce school rules that facilitate effective learning and positive habits and attitudes of excellent citizenship among students.

POLICIES AND PROCEDURES

As a student at BayTech, you are required to abide by and respect all rules and regulations in this handbook, both on and off campus. The handbook was established to maintain a safe and healthy school environment conducive to learning. Students who choose to not follow these rules will receive disciplinary action.

I. ACADEMIC POLICIES

A. GENERAL GUIDELINES

Grading: The primary purpose for grading is to provide feedback to students and parents on the achievement of learning goals. At BayTech course report card grades will be represented in letter-grade equivalent to the percentage earned in each course.

Course report card grades are based on in-class performance tasks (assessments, projects, assignments, and classroom participation), homework, responsibility, and in some instances, additional discretionary components. Each department will work with the Department Chair in conjunction with the School's Academic Coordinator to develop specific and consistent weights for each component, to be shared with parents and students.

Homework: Homework is essential to success at BayTech. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth that is appropriate for the subject area. Homework is part of all student evaluations. It is the student's responsibility to complete and turn in homework on time. If the student or parent has questions about homework, s/he should immediately contact the teacher who assigned it.

Generally, all homework assignments will be posted on the school information system, AERIES, which will be accessible to the parents/guardians by using an authenticated password. The password will protect confidentiality and allow parents/guardians to access their children's academic records. AERIES is not

intended to replace contacting parents for regular conferences to discuss student progress.

Make-up Procedures - Incomplete Grades: Every effort should be made for a student to make up work as soon as possible when returning to school from an absence or series of absences. If a student fails to complete a significant number of performance and/or homework tasks due to absence or other extraordinary circumstances, a grade of Incomplete (I) may be assigned with administrative approval. If the necessary performance and/or homework tasks are not completed by the end of the following marking period, the report card grade will revert to the earned numeric grade. In the final marking period, an Incomplete (I) will revert to the earned numeric grade if not complete by a date agreed upon by the teacher and administrator.

Grading Periods

BayTech will have two grading periods within a given semester, one of which is the Report Card. Students should turn in all of their assigned work before the end of the grading periods. This will encourage our students to complete their assignments on time. The grading period dates are given below:

- Progress Report I: October 10
- Progress Report II: November 7 (at risk)
- **Report Card I: December 20**
- Progress Report I: February 20
- Progress Report II: April 9 (at risk)
- **Report Card II: May 28**

Course Withdrawals: Students may withdraw from a course without penalty of an F grade within 15 school days from the beginning of the course. After 15 days, students must remain in the course until its conclusion. Proof of extenuating circumstances must be provided for any late requests to be considered.

Final Assessments/Exams: All academic classes will have cumulative final assessments/exams at the end of each semester. These final assessments may be in different forms such as test, essay, project, book report, etc. depending on individual teachers' discretion upon approval by the BayTech administration. All students are required to take these final assessments. Cumulative assessments are part of the college preparatory culture; these assessments will help students learn how to study more effectively, as well as improve their retention of the subject content.

B. GRADING SYSTEM

Numerical Grade	Letter-Grade Equivalent	Grade-Point Equivalent (Unweighted)	Grade-Point Equivalent (Weighted)
98 – 100	A+	4.0	5.0
93 – 97	A	4.0	5.0

90 – 92	A-	3.7	4.7
87 – 89	B+	3.3	4.3
83 – 86	B	3.0	4.0
80 – 82	B-	2.7	3.7
75 – 79	C+	2.3	
70 – 74	C	2.0	
67 – 70	C-	2.0	
63 – 66	D	1.0	Failing
60 – 62	D-	1.0	Failing
59 - Below	F	0.0	Failing

Grading scale: BayTech will follow the standard scale above to assign letter grades for semester work. Grading is based on a 4.0 (unweighted) scale for regular courses and a 5.0 (weighted) scale for AP and approved college courses.

Teachers will establish individualized grading policies and procedures for their classes, and their grades will correspond with this scale. Each teacher will give written policies to students the first week of school.

Courses at BayTech have passing grades that are outlined in the provided grading scale chart, with a minimum passing score of “C-” (67%).

D Grades: Students will not earn credits for “D” grades. The primary concern of BayTech is the educational success of our students. This policy will allow for BayTech to maintain a high standard throughout its program and to ensure that BayTech students remain competitive, especially in the area of college and scholarship applications.

Determining Final Grades:

In grades 6 through 8, the numerical grades for year-long courses, the grades from both semesters will be averaged to determine an end-of-the-year grade. The average numerical grade will then be converted to a letter-grade and grade-point equivalent for GPA calculations. To earn course credit, the end-of-year grade for the class must be at least a “C-” (67%) or the second semester grade should be at least a “B-”

In high school, course grades are semester-based and credit is granted at the end of each semester. Students need to have an end-of-semester final grade of at least a “C-” (=2.0) to earn credit for the course. BayTech high school grade promotion policy is based on each semester grade and not on the yearly average of two semester grades.

C. PROMOTION

Grade Retention: Students who fail three or four core courses at the end of the year may need to repeat the grade. This will be handled on case-by-case basis with the school administration.

Summer School: BayTech will offer a Summer School Program to middle school students who have failed classes. Students must attend summer school at BayTech or at a public school of their choice.

Middle School Promotion Ceremony: Eighth Grade Promotion Ceremony will be held at the end of the school year, and participating students will receive Promotion certificates. Students must have a good academic and behavior standing in order to be eligible to participate in the promotion ceremony. Specific guidelines will be presented to Eighth Grade families.

High School

Grade Retention: Students who do not have the required number of credits shown below will not be able to promote to the next grade, though they will not be required to take classes that they have already passed. Students who earn Ds or Fs in classes may be required to re-take those classes in order to meet graduation requirements.

Students who did not make adequate progress to promote to the next grade level are subject to fail and repeat the school year again. The final decision will be made by the school administration in conjunction with the student's parents. Students may be "conditionally" promoted to the next grade level. A promotion agreement will be provided to the parent and student to sign.

Core Courses: Core courses are Math, Science, English Language Arts, and History/Social Science.

Minimum required credits:

To be enrolled in grade 10, a student must have a minimum of 50 credits, including at least 20 credits in core courses.

To be enrolled in grade 11, a student must have a minimum of 100 credits, including at least 50 credits in core courses.

To be enrolled in grade 12, a student must have a minimum of 150 credits, including at least 90 credits in core courses.

A student's grade level placement remains the same for an entire school year.

Participation in Senior Activities/Graduation Ceremony: Senior students will only be able to participate in senior activities if they meet specific behavior and academic requirements, which will be specified for each event.

To participate in the Graduation Ceremony, students have to fulfill all the graduation requirements and not be on suspension, or recommended for expulsion at the time of the Graduation Ceremony. Further

behavioral and discipline requirements may also be given.

D. HONOR ROLL

Honor Roll/High Honor Roll: At the end of each semester BayTech publishes the honor roll for students.

Honors and High Honors are awarded to all students with a semester GPA of 3.00-3.49 (Honors) and 3.50+ (High Honors).

Grade requirement for school team participation: All students are required to maintain a minimum 2.0 GPA better in all classes to play/participate on a school team.

Cumulative GPA: A cumulative GPA is calculated for all high school level courses based on the number of credits received and a 4.0 (unweighted) and 5.0 (weighted) scale. Cumulative GPAs are used to determine class rank and graduation honors. The high school transcript is a record of all final course grades received for high school courses.

GRADUATION REQUIREMENTS

	State	USD	BayTech
History/ Social Science	Three Years	Three Years	Three Years
		1 year US Hist., 1 year world cultures, 1/2 year American Gov., 1/2 year Economics	1 year US Hist., 1 year world cultures, 1/2 year American Gov., 1/2 year Economics
English	Three Years	Four Years	Four Years
		English 1, 2, 3, 4	English 1, 2, 3, 4
Math	Two Years	Three Years	Three Years
		Algebra 1, Geometry, Adv. Algebra or a higher course	Algebra 1, Geometry, Adv. Algebra or a higher course
Science	Two Years	Three Years	Three Years

		1 year Biology, 1 year Physics or Chemistry, 1 year of an additional science	1 year Biology, 1 year Physics, 1 year Chemistry
LOTE	One Year	Two Years	Two Years
		2 years of the same language	2 years of the same language
Visual & Performing Arts	One Year	One Year	One Year
		A year-long course	Piano
Elective	N/A	Five Years	Four Years
		1 year of "g" approved elective, 4 years of any electives	4 years of any electives
PE	Two Years	Two Years	Two Years
		2 years	2 years
Technology	N/A	N/A	One Year
			1 year of digital arts, or 1 year of intro. to prog., or 1 year of AP Comp Sci.
GPA	N/A	2.00	2.00
AP Course	N/A	N/A	N/A

E. HIGH SCHOOL GRADUATION REQUIREMENTS

BayTech believes that students need to have physical and mental experience in high school, which includes academic, life skills, and applied experiences. BayTech meets the admission requirements of all four-year universities including University of California.

Students must meet the following requirements to graduate from BayTech:

Credit Requirement: Every student must earn a total of 230 semester credits in grades 9 through 12 in order to receive a high school diploma. (See section "High School Credit Earned in Middle School" for middle

school courses identified for high school credit.) Each high school course at BayTech is semester based and worth 5 credits. Students need to have an end-of-the-semester final grade of at least a "C" (=2.0) to earn credit for the course. Credit is awarded on the basis of student participation, mastery of subject matter, and/or attainment of skills.

Specific Course Requirements: The table above lists courses required in order to graduate from BayTech. The graduation requirements meet and exceed the state graduation requirements and fulfill the "A-G" subject requirements of California's four-year public universities. Students are always welcome, and often encouraged, to exceed these minimum requirements.

Cumulative GPA: BayTech requires a minimum of 2.00 cumulative GPA for graduation.

Credit Acceptance: Students transferring to BayTech from another accredited school, private or public, a home school, or an alternative school, will receive credit toward graduation for courses successfully completed. These courses will appear on student's transcript as they are transferred and will be included in cumulative GPA calculations. Upon review and approval by the school administration, students transferring to BayTech from a non-accredited school may receive credit toward graduation within the following guidelines: Documentation must be provided to BayTech by the sending school as to the course of study the student followed, materials used, course description, total number of contact hours per course, grading criteria, teacher name and qualifications, student work or projects, and scores of any standardized tests the student has taken. Grades from such courses will not be included in cumulative GPA calculations.

Credit Recovery: A high school student who fails a course at BayTech is expected to take full responsibility for their personal credit recovery process. Following are some recovery options:

Summer School: Students can take a summer school course at any public school to recover missing credits. BayTech may offer summer school depending on student needs and availability of teachers and resources.

Online Courses: Students who are credit deficient may enroll in accredited online courses to recover missing credits. Students will use online platforms like Acellus and Accelerate. College advisor approval is necessary in order for the grade of an online course to be included in cumulative GPA calculations.

College Dual Enrollment: Students may enroll in a post-secondary course creditable toward high school completion. College advisor approval is necessary in order for the grade of a college course to be included in cumulative GPA calculations. Students taking dual enrollment classes during the school year may not take classes currently offered at BayTech.

Advanced Placement (AP) Courses: BayTech will offer Advanced Placement (AP) classes

depending on student needs/demands and availability of teachers and resources. AP courses are college-level courses, taught with college textbooks and exams that can give students college credit in the form of advanced standing when they enter their college freshman year. Students have to pass the corresponding AP test in order to get college credit. AP classes may have prerequisites such as high grades in related courses, high GPA, and/or teacher recommendation.

Dual Enrollment: Dual enrollment is a program that allows eligible high school students to enroll in a college course. Dual enrollment eliminates duplication of coursework between high school and college and allows students to earn their college degree in less time, save money, and experience the college environment. Junior and senior high school students who have demonstrated academic, personal, and social maturity are welcome to apply. Students should visit their high school college advisor prior to the beginning of the semester to seek permission for enrolling and complete a dual enrollment registration/parent consent form.

If a student wishes to receive high school credit for a college class, a 3.0 unit or more one-semester college class will earn one semester of high school credit (5.0 credits). To determine how a college course fulfills a high school requirement see your high school college advisor. College advisor approval is necessary in order for the grade of a college course to be included in cumulative GPA calculations. Academic college courses that meet the University of California "A-G" requirements will be given a weighted grade point on the high school transcript and included in cumulative GPA calculations.

Graduating with Honors: In addition to a standard diploma, students may graduate with one of three levels of Honors:

- Cum Laude=3.5+ GPA
- Magna Cum Laude 3.7+ GPA
- Summa Cum Laude 3.9+ GPA

F. COUNSELING PROGRAMS

BayTech offers a comprehensive counseling and guidance program addressing personal/social, career, and academic needs for all grades. Students may sign up to see the counselor at any time to discuss personal or academic concerns. Social skills, career, and college planning lessons will be provided by the counselor at various times throughout the school year depending on grade level, need etc. The counseling office provides the following resources:

- Academic advising
- College planning resources
- Scholarship information
- SAT/ACT/ test dates and materials
- Career planning resources
- Conflict resolution

- Family resources
- Counseling resources

Students or parents are always welcome to make an appointment to see the counselor. All information discussed is confidential except when it involves your safety or the safety of someone else.

BayTech adheres to the National Counseling Standards. The standards are as follows:

Academic Development

Standard A: Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.

Standard B: Students will complete school with the academic preparation essential to choose from a wide range of

substantial post-secondary options, including college.

Standard C: Students will understand the relationship of academics to the world of work and home and community life.

Career Development

Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

Standard B: Students will employ strategies to achieve future career success and satisfaction.

Standard C: Students will understand the relationship between personal qualities, education and training, and the world of work.

Personal/Social Development

Standard A: Students will acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others.

Standard B: Students will make decisions, set goals, and take necessary action to achieve goals.

Standard C: Students will understand safety and survival skills.

PSAT/NMSQT Tests & Applications:

BayTech is dedicated to providing a comprehensive college preparatory program that facilitates students' ambitions to pursue higher education at the nation's top universities and colleges. As part of this process, grade 11 students are required to take the PSAT/NMSQT test in fall. Grade 10 students are encouraged to take SAT10 in the spring.

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides first hand practice for the SAT Reasoning Test™. It also gives the students a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

The PSAT/NMSQT measures:

- Critical reading skills;

- Math problem-solving skills; and
- Writing skills.

The most common reason for taking the PSAT/NMSQT is for the students to receive feedback on their strengths and weaknesses on skills necessary for college study. Students can then focus their preparation on those areas that could most benefit from additional study or practice.

G. ATTENDANCE

Attendance is extremely important for student success. Our research indicates that there is a significant positive correlation between student attendance and achievement. Members of BayTech’s professional staff will encourage and support student attendance; however, parents and legal guardians have the primary responsibility.

Every student is required to be in school, in each class, on time, and in their seat before the bell rings. It is required by law that every parent or guardian of any minor between the ages of 6 and 18 make sure that the minor child attends school.

Parents must inform the main office via phone at (510) 382-9932 or in person of their child’s absence the morning of the absence and/or send a note the day the student returns to school. If the student returns to school without a note and no phone call was received, s/he will be marked “Unexcused Absent”. The student will have two days to bring in a note to change this to an excused absence.

Bell Schedule:

BayTech has a rotating 10 period schedule with short supplemental periods at the start of school and after lunch. Students will attend their ELA and Math classes every day, but other classes will vary. Every standard school day will either be a “BLUE DAY” or “ORANGE DAY,” and the schedule each student follows will correspond to that day.

Regular Day

BLUE DAYS: Mondays and Thursdays. ORANGE DAYS: Tuesdays and Fridays.

BLUE		ORANGE	
PERIOD	PERIOD	START TIME	END TIME
Reading Period	Reading Period	8:15	8:35
0	5	8:39	9:44
1	6	9:48	10:53
2	7	10:57	12:02
Lunch	Lunch	12:06	12:34
Eagle Period	Eagle Period	12:38	1:03
3	8	1:07	2:12
4	9	2:16	3:21
Eagle Take-Off	Eagle Take-Off	3:21	3:25

On Wednesdays, the students will have shorter periods and be released early. Wednesdays will rotate between BLUE and ORANGE days, following the schedule below.

Wednesdays

Wednesdays will alternate between BLUE DAYS and ORANGE DAYS.

BLUE		ORANGE	
PERIOD	PERIOD	START TIME	END TIME
Reading Period	Reading Period	8:15	8:35
0	5	8:39	9:24
1	6	9:28	10:13
2	7	10:17	11:02
Lunch	Lunch	11:06	11:34
3	8	11:38	12:23
4	9	12:27	1:12
Eagle Take-Off	Eagle Take-Off	1:12	1:16

Wednesdays will rotate between blue and orange days, starting with blue. The full list is available on the school website, posted on campus, and in the students' planners.

Absences:

BayTech recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the list of each carefully. In the event of an excused absence, students maintain the responsibility for homework, quizzes, and tests. In addition, there are consequences for unexcused absences.

1. Excused absences:

Parents or guardians must request in writing for an absence to be excused. Below are acceptable reasons for excused absences:

- **Personal illness or medical appointments**
- **Funeral service of an immediate family member (not exceeding one day)**
- **Illness or medical appointment of the parent/guardian**
- **Observance of Religious Holidays**
- **Professional Appointments (pre-approval of the administration is required)**

Students who are excused based on above reasons will be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, will be given full credit. The teacher of the class from which a student is absent will

determine which tests and assignments should be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

Make up Work for Excused Absences:

An absence from school, even for several days, does not excuse students from responsibilities in the classroom. On the day of return, it is the students' responsibility to find out what work is required and when the work needs to be completed. Students will be given the same number of days they were absent to make up missed work. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher or as outlined in the teacher's syllabus. It is the students' responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for make-up. Please check teacher's syllabus and make sure for their individual policy.

2. Unexcused Absences:

Students will be marked unexcused if they:

- do not bring a written note within two school days following an absence.
- leave school without signing out at the school office.
- are absent from class without permission, including walking out of class.
- are absent from school without parental permission.
- get a pass to go to a certain place but do not report there.
- are absent for reasons **not acceptable** to the administration including but not limited to:
 - On vacation or out of town
 - Traffic
 - Car trouble
 - Did not wake up on time
 - Errands
 - Miss the bus
 - Work
 - Babysitting
 - Hair appointment
 - Needed at home

Make up Work for Unexcused Absences

If a student has an unexcused absence, any or all of the following may occur:

- Students may not be permitted to make up work following an unexcused absence.
- Teachers are not obligated to allow students to make up quizzes or tests.
- Students may receive an "F" or "zero" grade for the day in each class missed.

Emergency Leave

Emergencies and other personal necessity absences: While parents/guardians are discouraged from taking their children on extended vacations or leaves of absence outside the designated instructional days, there are circumstances in which a school principal may authorize or approve such time off. Such approval must take place **prior** to the absences.

Truancy:

BayTech shall consider any student truant if s/he is inexcusably absent from his/her assigned location without the knowledge of the parent or the school.

As stated in the California Education Code Section 48260.5, truancy is against the law. The education code also requires students to attend school until 18 years of age, or the completion of high school.

Consequences for Truancy:

- Consequence: up to one day suspension at administration's discretion and completion of community service hours
- Students who are more than 30 minutes late without a valid excuse three or more times are considered truant.
- Students who regularly arrive late to school may be excluded from extracurricular activities, including proms, athletics, graduation ceremonies, and more.
- Every student that has three days of unexcused absence will be mailed a Truancy Letter.
- When the student reaches the third Truancy Letter he/she will have a total of nine unexcused absences.

3. Late Arrival to School (Tardiness):

The school starts the session at 8:15 every day. Students are expected to arrive to school on or before 8:15. A student is marked tardy (late) when the student arrives to school or reports to the first period class after 8:15.

Any arrival after 8:25, students must report to the office to sign in and proceed to their class with a late pass.

The time that a tardy student arrived is to be documented in every instance. BayTech requires that parents/guardians write a note of explanation when they have knowledge of their student's tardiness.

Students who arrive to school 30 minutes will be marked absent for the first period and will be marked absent for any period that they are late for more than 30 minutes. First period absences will be counted to calculate truancy.

Three unexcused late arrivals in excess of 30 minutes constitute truancy and can be counted in combination with one whole-day unexcused absence.

1. Excused Tardiness:

Parents are required to call the office or send a written explanatory note if their child(ren) arrive to school late. The student must report to the office when she or she arrives. If the student fails to do this, s/he will receive an unexcused tardy.

2. Unexcused Tardiness:

Students will be marked "Unexcused Tardy" if:

- The parent or guardian fails to inform the office.
- Students socialize and linger around the campus.
- Tardiness is a result of habitual oversleeping, missing the bus, or babysitting.
- Due to athletic workouts not sanctioned by the school or by the school's coach, socializing, or lingering in the halls.

If a student arrives at school late but without a note, s/he will get a "late slip" for admittance to class. The student will have two days to bring in a note to change this to an excused tardy.

Consequences for Tardiness

Habitual tardiness (defined as three unexcused tardy) for any class period will result in disciplinary action ranging from detention to suspension including loss of privileges.

Habitual Tardy (Truant Status)

Truancy notifications shall be communicated to the parents/guardians of students.

- Any unexcused tardy in excess of 30 minutes will be counted toward truancy.
- Three tardies in excess of 30 minutes constitute truancy and can be counted in combination with whole day truancy to establish truant and habitual truant status.

Classification of Initial Truancy

School staff shall classify and mail 1st Initial Truancy Notification as a formal notification that the student between the ages of 6-18 has accumulated three full days of unexcused absences or unexcused tardiness of more than 30 minutes, or any combination thereof, in one school year and is being classified as truant (E.C. 48260).

Truant Repeat:

Any student who has once been reported as a truant as stated in Education Code, § 48260, and who is again absent from school without valid excuse one or more days or tardy on one or more days shall again be reported as a truant (Education Code, §48261). After providing parents/guardians the opportunity to respond to the Initial Truancy Letter, school staff shall mail a 2nd Truancy

Notification.

Classification of Habitual Truancy:

Upon the third unexcused absence, the third unexcused tardy of more than 30 minutes, or any combination thereof, as a formal notification requesting a parent conference, the school staff shall classify and mail the 3rd Truancy Notification. This letter notifies the parent/guardian that the student has been re-classified as a habitual truant for being absent without a valid excuse five or more days, or tardy for more than any 30 minute period, during the school day without a valid excuse; on five days or occasions (or any combination thereof). An administrator, designated staff shall hold at least one conference with a parent/guardian and the student prior to the student being reclassified as a Habitual Truant (E.C.48262). The notifications listed previously shall be mailed, prior to classifying a student as a Habitual Truant.

Early Dismissal of Students from School

Early dismissal from school is an important issue. Because BayTech is very concerned about students' safety and well-being, the following precautions will be taken to ensure students' safety:

- A student may be released only to a parent or guardian of record or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- A student may be released before the end of a school day, only upon request of a parent or guardian or for emergency reasons.
- A student may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause a student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and parent or guardian.

II. DISCIPLINE POLICIES

Bay Area Technology School Student Code of Conduct

BayTech is committed to excellence in academic instruction and in cooperating with parents/guardians to teach students the behaviors and skills that support social successes throughout life. To accomplish this goal, BayTech takes a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes teaching of the behaviors necessary for effective and satisfying social interaction in school, on field trips, in the community, and at home.

Uniform and Personal Appearance

The uniform policy at BayTech helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are required to arrive in uniform every day and wear the school uniform at all times except for "free dress days." Students may be sent home if they

are not wearing the proper uniform. Refer to Student Uniform Policy on later pages.

H. IEP Process

Special Education

Parents/guardians must notify BayTech prior to their child's enrollment if the child was previously receiving special education services, has an Individualized Education Plan (IEP), and/or 504 Plan. A copy of the child's current IEP or 504 should be provided to BayTech no later than the child's first day of enrollment.

Child Find Mandate

The Individuals with Disabilities Education Act ("IDEA") includes the "Child Find" mandate, which requires BayTech to identify, locate, and evaluate all children with disabilities enrolled in its school. If BayTech has knowledge that a student has a disability, or is suspected of having a disability and may need special education and related services, BayTech must offer to assess the student. Indicators for when a student is suspected of having a disability and BayTech should thus offer an initial assessment include, but are not limited to the following:

1. Parent(s) expressed concerns in writing to BayTech administration or to one of student's teachers that student may be need of special education and related services;
2. Parent or school staff has requested an initial evaluation of the student;
3. Student's teacher, or other BayTech personnel, has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to BayTech supervisory personnel.

Note: A student should be referred for special educational instruction and services only after the resources of the general education program have been considered and, where appropriate, utilized. See Tutoring and BayTech Student Success Team (SST) policies.

Special Education Assessments

A student may be referred for special education services at any time by BayTech staff, parents, or other service provider. Before a student can be assessed for eligibility for special education, or reassessed while receiving special education and related services, BayTech must develop an Assessment Plan and provide it to the parents for their **approval within 15 calendar days** from the date of receipt of a written request for a special education assessment.

Assessments must be administered in all areas related to the suspected disability by trained and

knowledgeable personnel using sound instruments. For school-age children, the eligibility assessment must be completed **within 60 days** of BayTech's receipt of written parental consent for specified assessment activities and an Assessment Report provided to parents outlining required information. Please note that a student may demonstrate a disability, but may not necessarily be eligible for special education and related services. A student's IEP team will determine eligibility based on the requirement that the student's disability negatively or adversely affects his/her educational performance.

When is the IEP developed and the IEP meeting held?

Assuming eligibility is found, an IEP must be developed by the IEP team and implemented for each student, within 60 days of obtaining written parental consent of the Assessment Plan. For students already eligible for special education services, the IEP must also be reviewed at least annually thereafter to determine whether the annual goals are being achieved and must be revised as appropriate. An IEP meeting must be held within 30 days of receipt of any written request from a parent.

EXPECTED STUDENT BEHAVIOR

Students should always remember that their behavior and actions at school and at school-sponsored activities are a reflection not only of themselves, but also of the school. The following is a guideline of what is expected from a BayTech student:

Breakfast/Lunch Time:

Students must:

- Proceed to the eating area as instructed by BayTech staff.
- Eat and finish their breakfast/lunch in the assigned area. No food should be eaten outside the designated areas.
- Wait patiently for their food, and follow the direction of the adults on duty.
- Clean up after themselves and dispose of their trash in the appropriate area.
- Remember that they are not allowed in the classroom without a pass or express teacher supervision.

On Campus:

Students must:

- Stay in designated areas on-campus.
- Be courteous and respectful at all times to everyone.
- Not use profanity, lie, fight, gamble, possess inappropriate literature or material, or be involved in the abuse/harassment of others.
- Not use or have cellular phones turned on during school hours; students are allowed to use cellular phones **only** in the designated areas before school,

after school. Phones should not be used during after school programs, such as tutoring.

- Remember that any electronic devices seen during school hours will be confiscated and returned to the student's parents/guardians at the discretion of administration.
- Remember that gum chewing is not allowed anywhere on campus.
- Never ride bicycles, use roller blades or skateboards on campus nor bring them to class.
- Not leave campus without permission during school hours.
- Not use matches, lighters, or any type of explosive incendiary device on campus.
- Remember that **no electronic devices** such as CD/MP3/IPOD players may be visible except before school, after school.
- Students are not allowed to loiter in the hallways.

Assemblies:

Students must:

- Be courteous and quiet during the entire assembly.
- Be respectful to the presenter/speaker.
- Follow all teacher/staff directions.

Field Trips:

Students must:

- Be on their best behavior.
- Pay attention to the directives given by the moderator and trip leader.
- Follow all school rules pertaining to behavior.
- Wear BayTech uniform unless authorized by administration.
- Students must adhere to the code of conduct (permission slip)

Public areas: Hallways, Lockers & Restrooms:

Hallways, Lockers and Restrooms are areas used by all members of School.

Students must:

- Use the halls, lunchroom, or restrooms only as needed and then move on to class.
- Eat only in the cafeteria or other designated area.
- Leave gum at home; chewing gum is strictly prohibited anywhere on campus.
- Maintain orderly conduct always; walk in the halls, lunchroom, or restrooms.
- Keep in mind that profanity and vulgar language at any level is unacceptable and is strictly prohibited in all areas and at school functions at all times.
- Limit excessive noise such as yelling, screaming or banging lockers while in these areas.
- Help keep the school clean by picking up after yourself and putting your belongings in their proper place.
- Respect others personal space and keep your hands to yourself even in play.
- Have a pass to be in the above areas during class time.

- Keep in mind that vandalism, littering, or graffiti in the school is prohibited and should be reported as this reflects poorly on everyone.
- Public displays of affection are prohibited.
- Bring only plastic and paper containers to school; all glass containers are prohibited on campus and will be confiscated.
- Be responsible and report any leaks, spills, or other problems in the bathroom to a teacher or the office.
- Be responsible for cleaning up after yourself, including the disposing of or the recycling of trash.
- Have a hall pass if you are outside of the classroom during class time.
- Not visit with friends or interrupt another classroom.
- Not misuse the hall pass as it will result in loss of the hall pass privilege.
- Get a referral from your teacher before you go to the office. *Do not use the hall pass.*

Emergency Drills:

Fire drills, lockdowns/active shooters, and evacuation drills are conducted periodically for everyone's protection and are required by law. During these drills it is imperative that students remain silent, follow the instructions given by the staff, and carry out all directions in an orderly fashion.

Classroom:

Students must:

- Be seated and ready to begin their assignment when the bell rings.
- Be courteous to all teachers and students.
- Follow all school and classroom rules.
- Bring all necessary materials/supplies ready to work daily.

Sample Classroom Procedures and Consequences

Please check the teacher's syllabus for specific consequences that may include:

1. **In Class Warning**
2. **Detention / Parental Notification**
3. **Student/Teacher Conference**
4. **Parent Conference**
5. **Office Referral & Administrative Disciplinary Procedures**

*Administration supports teacher created procedures. Sequences may vary.

POSITIVE and NEGATIVE CONSEQUENCES

The school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as listening, friendship making, alternatives to aggression, etc.

Discipline Incidents Recorded On AERIES

When behavior problems arise, BayTech administration will arrange a meeting with that student and the parent to develop a behavioral plan. If the

student fails to abide by the discipline tracker rules or an agreement between the administration, parents, and student, cannot be reached, the student will be referred to the School Discipline Committee.

Students with IEPs

If a student has a behavior plan in his/her IEP, the consequences cited in that plan will be used in the event of specific misbehavior. If the behavior(s) worsens or the frequency increases, the student's IEP team shall meet to review the plan and its implementation, and modify it, as necessary, to address the behavior(s). Special Education staff, general education staff, parents, and related service providers specified in the IEP must be informed and involved.

Suspensions of students with disabilities cannot exceed ten days without a "manifestation determination." A student cannot be suspended for more than ten days for misconduct that is a manifestation of their disability. State law defers to federal law for most of the rules governing suspension and expulsion of special education students.

UNACCEPTABLE TYPES OF BEHAVIOR AND CONSEQUENCES

The Bay Area Technology School administration is permitted a certain level of discretion in determining the appropriate disciplinary actions on a case-by-case basis. The policies outlined in this handbook are aligned with Section 48900 and 48915 of the California Education Code.

A pupil may be suspended or expelled for acts that are enumerated herein and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school-sponsored activity.

Fighting

Fighting is unacceptable for any reason at BayTech. A fight is defined as a physical altercation occurring between two or more students. The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, and pinching. Any fight and/or attempting to fight will involve disciplining all students involved.

- In addition to penalties set forth in this handbook, students involved in a fight on school ground or at a school activity may be charged criminally with disturbing the peace.

<ul style="list-style-type: none"> Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between individuals who subsequently fight) may submit themselves to the same consequences as those who are involved in the fight. Students should report any incident immediately to an administrator or teacher. 	<p>Consequences:</p> <p>1st Offense: It is recommended that teachers do not provide a letter of recommendation for the student; note in student file; one (1) day in-school suspension; complete a report on plagiarism; contact parent/guardian; teacher may deduct up to 20% of final grade</p> <p>2nd Offense: Teachers are strongly encouraged to not provide a letter of recommendation for the student; note in student file; three (3) day in-school suspension; complete a report on academic dishonesty; parent conference; teacher may deduct up to an additional 25% (cumulative 45%) of final grade.</p>
<p>Consequences:</p>	<p>Accessing Inappropriate Websites</p>
<p>1st Offense: Students charged with fighting will be suspended out of school for up to 5 days (or more) and/or possible expulsion.</p>	<p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; Detention and loss of privilege of using school computers for the remainder of the week; up to three (3) day suspension.</p> <p>2nd Offense: Meeting with parent/guardian; up to five (5) day suspension; referral for possible Expulsion</p>
<p>Recording a Fight</p> <p>The act of recording/videoing a fight between other students is not permitted. If a student is caught recording a fight with their cell phone, then the following disciplinary procedures will be followed:</p> <p>Consequences:</p> <p>The phone will be confiscated until the end of the day at which time it will be returned to the student's parents upon their request. (The school will recommend holding the phone until the end of the semester.)</p> <p>The video will be deleted from the cell phone immediately.</p> <p>The person responsible for recording the fight will be suspended out-of-school for three days.</p> <p>In addition, anyone who is caught forwarding the video to other students/persons will be:</p> <p>Suspended for an additional three days.</p> <p>Any student, who posts the video on YouTube, Facebook, or any other social networking page, will be suspended and placed on probation for the remainder of the school year.</p>	<p>Tampering with Hardware or Software</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; the student will repair, undo, reset, and delete tampering under supervision; the student may have to pay for computer technicians to undo tampering; up to a three (3) day Suspension.</p> <p>2nd Offense: Meeting with parent/guardian; the student will repair, undo, reset, and delete tampering under supervision; the student may have to pay for computer technicians to undo tampering; up to a five (5) day Suspension.</p>
<p>Scholastic Dishonesty</p>	<p>Disrupting Learning</p>
<p>Scholastic dishonesty includes (but is not limited to) cheating on tests, and/or any other types of deception to obtain credit without effort. Scholastic dishonesty is unacceptable conduct. Each teacher sets their own standards of behavior for their classroom, and students are expected to know the standards and procedures for each of their classes.</p>	<p>Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to inappropriate language, moving around class without permission, eating or drinking during class against teachers' classroom rules, chewing gum, insubordination, and/or selling or trading personal possessions to other students.</p> <p>Consequences:</p> <p>Continuous classroom disruptions will result in parent conferences, probation, detention, Suspension, and/or Expulsion.</p>
<p>Consequences:</p>	<p>Horseplay</p>
<p>1st Offense: Parent/Guardian contacted; Detention or up to one (1) day Suspension</p>	<p>Rough or boisterous play including but not limited to shoving, play fighting, kicking, name calling, teasing, pushing/pulling on a student and shoulder bumping at BayTech.</p>
<p>2nd Offense: Meeting with Parent/Guardian; up to three (3) day Suspension</p>	
<p>Plagiarism</p>	

<p>Consequences:</p> <p>Horseplay will result in a parent conference, detention, suspension, or loss of privileges.</p>	<p>Any attempt by a student to sign a teacher's, administrator's, parent/guardian's, and/or another student's name to any school document will be considered forgery.</p>
<p>Violating Uniform Policy</p>	<p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; up to three (3) day Suspension; possible Expulsion</p> <p>2nd Offense: Parent/Guardian contacted; up to five (5) day Suspension; possible Expulsion</p>
<p>A student's dress and appearance shall conform to the specific uniform and appearance limitations described in this handbook.</p> <p>Consequences:</p> <p>Students may be sent home or be required to stay in the office if they are out of uniform. Students will be sent home immediately if any of their clothing:</p> <ol style="list-style-type: none"> 1. Is pornographic 2. Advertises drugs or alcohol 3. Advertises gambling 4. Is gang-related 5. Smells of marijuana or alcohol <p>Repeated non-compliance of uniform policy may result in parent conference, probation, detention, suspension.</p>	<p>Gambling</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; possible Detention and confiscation of the card(s), dice etc. with retrieval only by parent/guardian; up to three (3) day suspension</p> <p>2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension</p>
<p>Possession or Use of Drugs and/or Alcohol and the Sale or Intention to Sell Drugs and/or Alcohol</p>	<p>Vulgarity, Profanity and Obscenity</p> <p>Any gesture or material of this nature is not permitted at school or school functions.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; Detention, up to three (3) day Suspension</p> <p>2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension</p>
<p>Use of drugs or alcohol means a student knowingly possesses, consumes, uses, handles, gives, stores, conceals, offers to sell, sells, transmits, acquires, buys, represents, makes, applies, or is under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcohol, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters.</p> <p>The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look-alike drugs is prohibited everywhere on school grounds, at all school activities, and on all school transportation (drug free zone 1000 feet radius). Backpacks, gym bags, coats, and/or any other containers may be searched by Administration and/or Law Enforcement if they suspect the presence of such items.</p> <p>Consequences:</p> <p>Parent/guardian and law enforcement officials contacted; ten (10) day Suspension pending Expulsion proceedings</p>	<p>Bullying & Cyber Bullying</p> <p>Bullying is not permitted at BayTech. In addition BayTech will not tolerate unlawful intimidation and bullying due to actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationalist, race or ethnicity, religion, sex, sexual orientation, or a person's association with a person, or group, with or more of these actual or perceived characteristics. Each student deserves an equal opportunity to obtain an education without dealing with the negative pressures of peers. Bullying consists of any of the following: pushing, shoving, hitting, and spitting, name calling, picking on, making fun of, laughing at, and excluding someone physically or via social media or electronic communications.</p> <p>Bullying causes pain and stress to those who are victims and is never justified or excusable as "kids being kids", "just teasing", "joking", "playing around" or any other rationalization. This includes the use of social media for wrongful purposes.</p> <p>Each BayTech student agrees to:</p> <ul style="list-style-type: none"> • Value student differences and treat others with respect. • Not become involved in bullying incidents or be a bully.
<p>False Fire Alarms</p>	
<p>Issuing a false fire alarm is a violation of State law. Making false 911 calls is also violation of the State Law.</p> <p>Consequences:</p> <p>Parent/Guardian contacted; five (5) day Suspension; restitution for any damage(s); possible prosecution.</p>	
<p>Forgery of Signatures</p>	

<p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; Detention; up to three (3) day Suspension</p> <p>2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension, possible Expulsion</p>	<p>Possession of tobacco products in any part of the school (drug free zone 1000 feet radius) or on the student is prohibited under this policy. This includes cigarettes, cigars, herbs, vaping, and smokeless tobacco. Backpacks, gym bags, coats, and/or any other containers may be searched if the presence of such items is suspected.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; up to three (3) day Suspension</p> <p>2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension</p>
<p>Harassment of Students, Teachers, Administrators, or Staff</p> <p>Harassment means making unwelcoming advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment.</p> <p>Harassment can be verbal, physical and visual. (Education Code, § 212.5)</p> <p>Harassment is a violation of Federal Law and is contrary to the School Board’s commitment to provide a physically and psychologically safe environment in which to learn.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; up to three (3) day Suspension and/or possible Expulsion</p> <p>2nd Offense: Meeting with parent/guardian; up to five(5) day Suspension and/or possible Expulsion</p>	<p>Stealing and/or Vandalizing School/Private Property & Graffiti</p> <p>This means to cause or attempt to cause damage to private property, stealing or attempting to steal private property either on school grounds or during school activities, functions or events. Students and their parents or guardians will be held responsible for any theft/ vandalism/ graffiti that the student commits. Theft or vandalism of school property can carry heavy legal penalties.</p>
<p>Behaving Disrespectfully towards Teachers or Staff</p> <p>Disrespect (i.e. arguing, talking back, etc.) and insubordination (failure to comply with directives) toward any member of the faculty or staff will not be tolerated. Profanity, either spoken or written, is considered a form of disrespect.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; detention, up to three (3) day suspension</p> <p>2nd Offense: Meeting with Parent/Guardian; up to five (5) day suspension, possible Expulsion</p>	<p>No Permanent markers or aerosol cans are allowed at school.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; administrative discretion; restitution if required; up to three (3) day Suspension</p> <p>2nd Offense: Meeting with parent/guardian; administrative discretion; up to five (5) day Suspension; restitution if required; police report filed when needed and/or possible expulsion.</p>
<p>Student Hazing</p> <p>Hazing is defined as doing any act or coercing another person for initiation into any organization that causes or creates a substantial risk or causes mental or physical harm. Permission, consent, or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.</p> <p>Consequences:</p> <p>Parent/Guardian contacted; Administrative discretion with a recommendation for Suspension; possible Expulsion; possible prosecution</p>	<p>Displaying Threatening Behavior</p> <p>Threatening behavior includes: verbal threats, both face to face and over electronic media (phone and/or computers), non-verbal threats (“hard” stares, gestures), willfully causing or attempting to cause physical injury to another person, causing or attempting to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; Detention; up to three (3) day Suspension</p> <p>2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension and/or possible expulsion.</p>
<p>Smoking or Use of Other Tobacco Products</p>	<p>Bringing Weapon in School</p>

<p>A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, club of any type, mace, tear gas, or other chemicals. This may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of a weapon. Backpacks, gym bags, coats, and/or any other containers may be searched by administration or law enforcement if they suspect the presence of such items.</p> <p>Consequences:</p> <p>Parent/Guardian and law enforcement officials contacted; ten (10) day Suspension with a recommendation for Expulsion; possible prosecution</p>
<p>If you are aware of a weapon /drugs/alcohol on campus and do not inform school staff</p>
<p>You will be subject to disciplinary actions and serve consequences.</p>
<p>Possession or Use of Fireworks</p>
<p>Using or possessing any amusement device, smoke bomb, stink bomb, etc.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; Detention; up to three (3) day Suspension</p> <p>2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension; possible Expulsion</p>
<p>Gang and Secret Society Symbols</p>
<p>No gang activity (defined as disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs) or gang association will be permitted at school or school sponsored activities. Gang symbols on notebooks, lockers, book bags, etc. are not permitted and will be documented. Students may not promise to become or be members of a gang, secret society, illegal club, sorority, or fraternity.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; up to three(3) day Suspension</p> <p>2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension; possible Expulsion</p>
<p>Arson</p>
<p>Intentionally starting any fire or combustion on school property</p> <p>Consequences:</p> <p>Meeting with parent/guardian; law enforcement officials contacted; possible Suspension and/or Expulsion</p>

<p>Public Display of Affection</p>
<p>Public displays of affection are not allowed.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; conference with student.</p> <p>2nd Offense: Meeting with parent/guardian; Detention; up to two (2) day Suspension; possible Expulsion</p>
<p>Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules</p>
<p>Any student who, by means of provocation, intimidation, encouragement, request, or other means of promotion, induces or attempts to induce another student to violate a BayTech school rule shall be subject to the following discipline.</p> <p>Consequences:</p> <p>1st Offense: Parent/Guardian contacted; conference with student, Detention, up to three (3) day Suspension</p> <p>2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension; possible Expulsion</p>

Saturday School will take place once a month with the Dean. Specific details will be discussed in meetings with families.

DUE PROCESS

All students at BayTech are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not be knowingly denied by the required code of conduct or by any disciplinary actions taken by the school. Accordingly, after an analysis of each case, any student who exhibits any of the unacceptable student behaviors listed in this handbook may incur consequences. These consequences range from notification of parents, detention, to emergency removal from a school activity, suspension, expulsion, and criminal prosecution.

BayTech reserves the right to notify the authorities and the Department of Education as required by law relating to disciplinary actions taken.

All students at BayTech have the right to feel that they are physically, emotionally, and intellectually safe. Therefore, if at any time a student feels they are the subject of harassment, hazing, threats, or other intimidating behavior, they should immediately speak to a teacher or an administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

Similarly, if a student is concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, that student should

immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

Discipline Committee

The principal or administrator designee can set up a discipline committee that includes a team of teachers to discuss issues. The discipline committee will present their findings to the principal. The principal makes the final decision.

Detentions

BayTech may host detentions, which will be assigned to students as consequences. Specific dates and times will be given to students and parents.

Detentions
<i>*Any student sent out from class will receive a detention.</i>
5 detentions = probation/behavior plan
10 detentions = recommendation for expulsion
<i>*Detention accumulation is on a semester basis</i>

In-School Suspension (ISS)

Notice of In School Suspension (ISS) and the reasons for the ISS will be given to the student and the parent in writing. The student will remain on campus during school hours in a designated area, not in their regular class setting. The student will have no or limited contact with students and teachers while serving an ISS. Student is expected to complete their classroom assignments and school community service during ISS.

In School Suspension
2 In School Suspensions (ISS) = Parent meeting with the dean to determine consequence to determine path for behavior improvement
Expulsion will be in accordance to Ed Code.

Out of School Suspension

Notice of suspension and the reasons for the suspension will be given to the student and the parent in writing. If a student is suspended, s/he is responsible for contacting teachers within three school days upon returning to school to make up work that he or she misses during the suspension.

If a student receives two (2) disciplinary actions that require suspension (OSS), the third disciplinary action that requires another suspension may start the expulsion process. Suspensions are cumulative for each academic year.

Students and parent/guardian may appeal a suspension granted for more than four (4) days, within one (1) school day of the suspension. This appeal will be made to the Executive Director/Principal. The student may not attend classes until the appeal is heard, but they will be able to turn in work for the classes they miss while waiting for the appeal and receive credit for that work. All responses on suspensions will be held within two (2) school days of the appeal being made.

Expulsion

A student may be expelled either by the BayTech Board following a hearing before it or by the BayTech Board upon the recommendation of an Administrative Panel to be assigned by the BayTech Board as needed. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Executive/ Principal or designee determines that the Student has committed an expellable offense.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

- The date and place of the expulsion hearing;
- A statement of specific facts, charges and offenses upon which the proposed expulsion is based;
- A copy of BayTech' disciplinary rules which relate to the alleged violation;
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person or to employ

and be represented by counsel or a non-attorney advisor;

- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question all witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

In the event an Administrative Panel hears the case, it will make a recommendation to the BayTech Board for a final decision whether to expel. The final decision will be made at the next scheduled board meeting. The student shall have no right of appeal from expulsion as the Board decision to expel is a final decision.

If the expulsion hearing panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.

Students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.

ENUMERATED OFFENSES

Students may be suspended or expelled for any of the following acts when it is determined the student:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force of violence upon the person of another, except self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
4. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, or vaping. This section does not prohibit the use of his or her own prescription products by a student.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
17. Unlawfully offered, arranged to sell, negotiated to sell, or have sold prescription drugs.
18. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
19. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another

person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

20. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.
21. Caused, attempted to cause, threaten to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to students in any of grades 4 to 12, inclusive.
22. Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

III. GENERAL POLICIES

A. SCHOOL ACTIVITIES

BayTech will offer a range of activities that will enrich student development during and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

School administration reserves the right to refuse anybody to attend these activities based on academic and behavioral concerns.

Field Trips

Field Trips offer exciting ways to learn. BayTech students may have the opportunity to go on field trips at various times throughout the school year. BayTech plans many field trips, weekend getaways, summer camp, and the Europe Trip during spring break. Students must bring to school a Field Trip Permission Slip signed by a parent or guardian by the specified date. Phone calls will not be accepted as permission for students to attend.

After School Activities

BayTech offers a variety of after school tutoring, clubs, sports, and activities for all students free of charge. There is no better way for students to enrich their education than by taking part in clubs, after-school activities or working with a teacher (Tutoring). These opportunities allow students to explore more deeply things they already enjoy and to try other areas that sound interesting. Students who stay for an after-school activity must follow these rules:

- Be with a teacher or other staff member at all times.
- Arrange to have their transportation pick them up at the end of the activity.
- Abide by the BayTech code of student conduct and all school rules and policies as outlined in the handbook while participating in the activity.

Students who are disruptive, disrespectful, or who do not follow the rules will be prohibited from participating in the after school program.

Students not participating in after school activities may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be posted after school starts. We strongly encourage our students to explore and take advantage of these after school opportunities.

BayTech is not responsible for students not participating in after school activities. Those students must leave the campus within ten minutes of school dismissal time.

Academic Tutoring Program

- Tutoring will be available as part of the BayTech after-school program.
- Students can receive tutoring from faculty and volunteers from local universities.
- The program will benefit all students.
- The sessions will generally occur after school; some may be scheduled on the weekends.

B. ILLNESS, INJURY, AND MEDICATION POLICIES

BayTech does not have a nurse on staff. The office staff can assist students with basic first aid treatment; however, office staff is not registered nurse. Students sent to the office or visiting the office claiming that they

are ill will be quickly evaluated by the office staff. If a student needs treatment beyond basic first aid, Parent/Guardian will be contacted to pick him/her up.

Illness or Injury during the school day

If a student becomes ill or injured during the school day, s/he must report to the Main Office. Do not leave the building without permission. Any absence or departure from class that is not first cleared through the office will be considered unexcused.

Illness at Home

If a student is not physically well prior to the beginning of the school day, the office should be informed and the student must be kept at home.

Medications

If a student is required to take a medication during school hours, the following procedures must be followed:

- All medications must be in the original container.
- The container must be clearly marked with the student's first and last name.
- A "Request for Medication to be Taken During School Hours" form must accompany all medication, containing instructions for administration, including exact times and dosages. The "Request for Medication to be Taken During School Hours" will be filed in the student's folder. This form can be obtained from the Main Office.
- All medications are to be delivered to the Main Office and be picked up at the end of the day. The school is not liable for any medication not picked up after school.
- Children with chronic conditions may be exempted from this rule only after conference between the parents/guardians and the principal.

Contagious Diseases

If, during the course of the year, a child develops any contagious disease or condition, please notify the school immediately so that precautions can be taken and appropriate notifications sent home. The school may require a clearance from a doctor before the student returns to school.

The School reserves the right to notify the municipal bodies and Department of Health if necessary under federal and state laws.

C. PARENTAL INVOLVEMENT AND SUPPORT

Since your child's education is a continuing process, parent cooperation, support, and assistance are needed if we are to be successful. Together, we can make a positive difference in your children's lives. The following are ways that we can work to fulfill our common goals:

Parents/Guardians are asked to:

- Be a good listener to both your child and the school staff when conflicts arise.
- Be a positive role model for your child.
- Contact the school as necessary.
- Participate as fully as possible in volunteer opportunities, student presentations, parenting programs, special projects, and assembly events.
- Be familiar with BayTech student hand book and explain it as necessary.

D. PARENT/TEACHER COMMUNICATION

- Parents are encouraged and are always welcomed to discuss the progress or problems of their children with the school faculty when an appointment is made prior.
- Parents may not disturb a teacher during school hours.
- An appointment is required for all conferences.
- To make an appointment with a teacher, call the main office or email them directly. Teacher's email addresses can be found on the school website, through Aeries, or on the teacher's Google Classroom site.
- Please do not attempt to have an impromptu conference with a teacher on campus as appointments are mandatory.
- If your question relates to the classroom, please ask the appropriate teacher.
- Any question involving a student's work or behavior must be discussed with the teacher before it is discussed with the administration.
- Parents are expected to make every reasonable effort to cooperate with the teachers and school staff to help their child have a successful educational experience.
- Parents who wish to observe their child's classes need to make arrangements with the teacher whom they like to visit and get approval from administration at least a day prior to their visit.
- Parent/ teacher/ student conferences are strongly encouraged when an appointment is made prior.

E. CONTACTING YOUR CHILD DURING SCHOOL HOURS

- Parents/Guardians should only contact the main office if they must leave a message for their child in case of an emergency. Students will not be disrupted during school hours for non-emergency reasons. In case of an emergency, the message will be given to the student by office personnel.
- Parents/Guardians should not contact their child's cellular phone during school hours; students are required to turn off all electronic devices, including cellular phones, and put them away and out of sight.
- All contact and communication by phone for disciplinary purposes or other school related issues will be made by the school personnel or administration. Any parent/guardian arriving on campus to discuss or investigate any matter will

not be seen if they have been contacted by their child and not the school personnel or administration. It is very important parents demonstrate appropriate behaviors on school grounds, they must not disrupt school procedures, and they must conduct themselves according to the behavior expectations outlined in the handbook. Any failure to comply will result in the following procedures:

- ❖ The parent/guardian will be asked to leave the school ground immediately. (see penalties for disruption/ouster)
- ❖ If safe and possible, an in person discussion should be held to convey the seriousness of the school's concerns regarding the behavior. Include at least one other school employee in the meeting.
- ❖ A follow-up warning letter should be sent summarizing your conversation and warning them of the consequences of future misbehavior. The letter will be from the school or the school's attorney.
- ❖ An Ouster will be issued for 14 days. (14 day ouster)
- ❖ A Temporary Restraining Order could be filed (TRO) then a permanent injunction for up to 3 years

Penalties for Disruption

Education Code § 44811, disruption by a parent or guardian or other person at a school or school sponsored activity is punishable, upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000) or by imprisonment in a county jail for not more than one (1) year, or both.

California Penal Code § 626.7: failure to leave after being asked or if you return without following the proper procedures, you will be guilty of a crime which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.

Ouster

California Penal Code § 626.8: Notice to Leave Immediately, which applies for seven (7) days. This applies when the person's presence or acts interfere with the peaceful

conduct of the activities of the school or disrupt the school or its pupils or school activities.

California Penal Code § 626.4: Withdrawal of Consent for Fourteen (14) Days. Applies when whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus or facility.

F. VISITORS

All visitors including parents and guardians must report to the main office when they arrive, sign in, and obtain a visitor's pass if they are to go to any part of the building. To prevent interruption to the instructional program, we request that all items brought to the schools are left in the office labeled with the name of the teacher and student. Student visitors are NOT permitted, at any time, on campus. Visitors must make prior arrangements with administration and must be approved to visit BayTech at any time.

G. AERIES SCHOOL INFORMATION SYSTEM

Parents, as well as students, will have access to their child's grades in each class, missing/incomplete/upcoming assignments, upcoming tests/projects, discipline, communication log, and teacher contact information. Each parent will be provided with a username and password to have access throughout the school year, 24 hours a day.

All discipline entries will remain on Aeries for the entire year.

H. PHONE USE

In case of emergency, students may go to the office with a hall pass from a teacher. Please note: The office phone is for EMERGENCY calls only.

I. NEWSLETTER

- Communications regarding school activities from faculty to parents/guardians and students will be sent home periodically.
- Copies of the newsletter are available at the school office.

J. INTERNET USE

- Access is a PRIVILEGE, not a right.
- Internet access is given to student users who agree to act in a considerate and responsible manner.
- School personnel may access an internet user's files.

Users may not:

- Use another person's username and/or password.

- Use the network for commercial, political and/or personal non-academic uses.
- Access the system to encourage the use of drugs, alcohol, or tobacco.
- Access material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment of others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
- Use the Internet in any unethical or illegal manner
- Use personal email accounts, any instant messaging programs or any personal social media accounts
- Use proxy websites to access blocked websites by School Administration
- Violate any copyright laws
- Use non-educational games
- Damage the computer, computer systems, or computer networks
- Trespass in another's folders, work, or files
- Change the computer settings

Violation of the above rules may result in loss of Internet access for the entire school year as well as other disciplinary actions. If the user is not sure how to do something on the computer, ask a teacher or the system administrator. Failure to comply with computer rules will result in a lowered grade and other disciplinary consequences.

K. ELECTRONIC DEVICES

BayTech policy regarding possession of cellular phones, any personal electronic devices, headphones/wireless headphones, iPods, MP3 players, cameras, tablets, video cameras, laptops, and recording devices is as follows:

- Students may use cell phones/electronic devices before and after school.
- Students may not use cell phones or other devices in classrooms or on school grounds during school hours.
- The school is not liable if such devices are damaged, lost or stolen. The use of these devices or their ringing/ vibrating during school time will be considered a disruption of school activities and subject to disciplinary action which will include confiscation and discipline entry.
- For all confiscated devices, refer to the discipline policy.

L. LOST AND FOUND

There will be a lost and found box in the school. If you find books, clothing, or personal items on school grounds, please bring the items to the main office. Items not picked up will be donated monthly.

M. PE LOCKERS

- When available lockers are provided for physical education class, during that period only.
- Lockers are not assigned to students.
- The lockers are school property; anything placed in them or brought to campus is subject to inspection at the discretion of the administration.
- Students are responsible for all items in their locker.
- Students may be provided with a lock or allowed to bring a lock for their gym lockers and use it for the period with the condition of removing them daily. Please check with the school administration for specifics.

BayTech does not accept any responsibility for stolen or lost money, clothing, valuables or other articles.

N. TEXTBOOKS

Textbooks and workbooks are issued at teachers' discretion. Students may be assigned a set of textbooks in addition to a classroom set. Students are responsible for the care of all textbooks and workbooks. Books are to be returned to the school in good condition at the end of the school year or at the time a student transfers out to another school.

Students will be required to report any damages to the textbooks to their classroom teachers.

Parents/Guardians will be held responsible for the damage or loss of textbook.

O. MEAL PROGRAM

- Students will be provided with breakfast before school begins from 7:50-8:10
- Students will be provided with lunch.

P. EARTHQUAKE AND MAJOR DISASTER PROCEDURES

- Parents may contribute to supply ten dollars (\$10) to cover the cost of a survival kit to be kept at school and used in case of emergency.
- In the event of a fire, major earthquake or major disaster, students are to be evacuated to the assigned area by BayTech.
- If the local public schools announce that the students will be dismissed, BayTech will do the same.
- Parents are to remain in assigned area and sign out their child with the appropriate staff member because BayTech has to account for all students.
- BayTech Emergency Dismissal/Evacuation Card information must be updated with any change in information by parents/guardians as soon as it occurs.

Q. STUDENT TRANSFER

- Any student transferring out of Bay Area Technology School must complete the "Student Transfer Form" which can be obtained from the main office. The form must be completed prior to a student transferring. It is the parent/ guardian's responsibility to complete the form. The school is not responsible for having it completed.
- It is the student's parent(s)/ guardian(s) responsibility to contact the school that student will be transferring to. It is the parent's responsibility to make all necessary arrangements for a successful transfer.
- If a student will be transferring to another school for the following school year, the parent is still responsible to inform the main office before the last day of school, or last day of attendance.
- All textbooks must be turned in before the last day of attendance in order to complete a successful transfer. Parents are responsible to pay for damages on the textbooks.

R. DRESS CODE

BayTech has a uniform policy to help create a safe, orderly environment, instill discipline, easily identify our students, and eliminate the competition and distractions caused by varied dress styles. Students are expected to arrive in a clean and neat uniform every day. Students may be sent home if they are not in proper uniform. Students will be sent home immediately if clothing students will be sent home immediately if their clothing is pornographic, advertises drugs or alcohol, advertises gambling, is gang-related, smells of marijuana or alcohol. This uniform policy will be enforced, without exception, from the very first day of school. Please cooperate, display modesty and neatness, and take pride in the BayTech uniform. We rely on your understanding and your parents' and/or guardians' support in helping to maintain this uniform policy and follow it daily.

In addition to wearing the school uniform, BayTech requires that you follow these additional guidelines in terms of uniform appearance and personal appearance. If you are still unsure about how you should look, or how the uniform should fit, check with administration. **If any aspect of the uniform, including clothes, shoes, jewelry, cosmetics, or any type of body adornment, is not explicitly listed as acceptable in this handbook, then that item is not permitted to be worn when the student is at school or representing the school.**

If a student is unable to wear the school uniform to school due to extenuating circumstances, you need to obtain written permission from the school's administration immediately. Students not following the uniform policy may remain in the office and participate in independent study.

Free Dress & Theme Dress Days Code

Free Dress days are earned at the discretion of the administration. These days are granted at different times of the year for positive behavior and special occasions. Violation of this policy may result in loss of free dress privileges for the remainder of the school year. The policies below will be strictly enforced during free dress days as well.

- All students must follow the same guidelines with the exception of not wearing their uniform.
- T-shirts and hooded sweatshirts are acceptable; however printing on clothing must be suitable for school, no inappropriate image(s) or language may be displayed.
- On free dress days or other days, students will be sent home immediately if their clothing: is pornographic, advertises drugs or alcohol, advertises gambling, is gang-related, smells of marijuana or alcohol. The administration has discretion in determining appropriateness of images or language on clothing.
- Ripped pants or tops are not allowed
- Mini-skirts, and short shorts are not allowed.
- Midriiffs, backless or sideless shirts or dresses, halter tops, or tank tops with less than a 1 inch strap are NOT allowed.
- Hats, hoods, gloves, bandanas, or sunglasses are not permitted to be worn in school

BayTech STUDENT UNIFORM POLICY

BOTTOM	<ul style="list-style-type: none"> • Skirts, pants, shorts, skorts, or capris must be khaki or black color. • No sagging.
TOP	<ul style="list-style-type: none"> • Plain navy blue or orange polo shirts with short or long sleeves. No large logos, strips, or other designs.
FOOTWEAR	<ul style="list-style-type: none"> • Shoes must be closed toe. • No sandals, slippers, flip flops, 2 inch or more high heels, platform shoes or shoes with wheels.
OUTERWEAR	<ul style="list-style-type: none"> • BayTech Navy Crew-Neck and zip V-Neck Sweatshirt, and Jackets are recommended and preferred to be worn on campus, inside and outside. • Non-BayTech sweatshirts / jackets are allowed if they have a full zipper
OTHER NOTES	<p>Pants/Skirts/Skorts/Shorts:</p> <ul style="list-style-type: none"> • Top of garment must be at or above hip bone. • Skirts/shorts may not be above kneecap and may not be shortened by alteration. • Socks may not be worn over pants. <p>Undergarments:</p> <ul style="list-style-type: none"> • Should not be noticeable through or outside of clothing, tops and bottoms. <p>Headwear:</p> <ul style="list-style-type: none"> • Hoods, bandanas, beanies, headbands or do-rags may not be worn at anytime. (Hallways, classrooms, cafeteria, and gym). • Hats may not be worn in all closed areas (hallways, classrooms, cafeteria, and gym). <p>Hair:</p> <ul style="list-style-type: none"> • Combs or picks may not be left in hair.

Additional Policies

UNIFORM COMPLAINT POLICY AND PROCEDURES

Scope

Bay Area Technology School (“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, mental disability, physical disability, ethnic group identification, immigration status, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, 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: Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education Programs, Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Special Education Programs, Economic Impact Aid, and Tobacco-Use Prevention Education.

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.

Complaints of noncompliance with the requirements governing the Local Control Funding Formula, Local Control and Accountability Plans or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

(4) 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.

(5) Complaints of noncompliance with the requirements of Education Code Section 48645.7 regarding the rights of juvenile court school pupils when they become entitled to a diploma. 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 Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Seth Feldman
Executive Director/Principal
director@baytechschool.org
8251 Fontaine St. Oakland, CA. 94605
510.382.9932

The Executive Director/Principal 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 Executive Director/Principal or designee. Should a complaint be filed against the Executive Director, the compliance officer for that case shall be the President of the Charter School Board of Directors.

Notifications

The Executive Director/Principal or designee shall annually provide written notification of the Charter School'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 Executive Director/Principal or designee shall make available copies of the Charter School's 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 CCR 4622.

BayTech Ombudsperson

BayTech students and families may also contact our ombudsperson with questions, complaints, or concerns. As per school district policy, the ombudsperson cannot be school administrator or any staff member that reports to the school's administration. Our 2019-2020 ombudsperson is:

Amy Holt

aholt@baytechschool.org

Any ombudsperson changes will be announced on the School Board section of the BayTech website.

Please read, sign, and detach the remaining pages.

Families are required to submit signed forms to the office.

IMPORTANT NOTICE

Dear Parents/Guardians,

- Please read and discuss the policies, procedures, and expectations with your child/children before signing and returning the receipt on the last page.
- Any changes or additions to this handbook will be given to the students and parents in writing.

PARENT-STUDENT CONTRACT

Bay Area Technology School' Parent-Student Contract identifies the responsibilities of parents and students of the School Community in the realization of School's vision.

I understand that my child's studies are very important and my participation in activities at BayTech is a critical component of my child's educational success. Therefore, I agree to carry out the following responsibilities to the best of my ability (initial each line)

_____ I will actively participate in Parent/Teacher conferences and meetings (At least two in a semester) and parent involvement activities.

_____ I will try to volunteer for the School as much as I can.

_____ I will complete and return all necessary school forms and documents on time as requested by school officials.

_____ I will attend orientation meetings prior to the start of School.

_____ I will attend art events, festivals, and forums with my child at least once a year.

_____ I will do my best to help my child with home projects.

_____ I will provide a quiet place for my child to study.

_____ I will encourage my child to complete his or her homework.

_____ I will enroll my child in academic enrichment programs (tutoring, Saturday classes, etc.) if the teacher deems it necessary.

_____ I will follow through with any problem behaviors noted by teacher.

_____ I will emphasize that my child adhere to the BayTech Discipline Code at all times.

_____ I will promote problem-solving and norms showing that our community does not tolerate bullying.

_____ I will enforce the School Code of Conduct with my child, including ensuring my child is wearing the uniform and promoting respect for teachers and all adults and students.

_____ I will ensure that my child comes to school rested, clean, well-fed, and appropriately dressed (in student uniform).

_____ I will make every effort to ensure that my child attends school every day and arrive on time.

_____ I will notify the office immediately if there is a change of home address or phone number.

_____ I will notify the school when my child is absent and provide appropriate documentation.

_____ I will ensure that my child does not destroy materials (textbooks, equipment, etc.) and/or BayTech property.

_____ I will ensure that my child does not bring destructive materials to school (markers, paint, etc.)

_____ I will ensure that all school materials loaned to my child will be returned in the condition issued (textbooks, library books, etc.)

_____ I will pay for any damages to materials and/or property incurred by my child.

_____ I understand that if my child brings or possesses any weapon is grounds for expulsion from the Charter School.

Student Pledge

I am aware of my responsibilities and will do my best to satisfy my parents/teachers expectations at BayTech because this will help me do better in the future. I agree to really try and do the following (initial each line)

_____ I will obey the School's Code of Conduct.

_____ I will come to school dressed in uniform every day and on time.

_____ I will do all the homework assigned to me the best way I can and turn it in on time. I will talk to my teachers if I have questions about my work.

_____ I will serve my school community.

_____ I will be proactive against bullying.

_____ I will be responsible with my words and actions, in the hallways, in the classroom, on the sports fields and communicating with other students via social media.

_____ I will take good care of my books and other materials the school allows me to use.

_____ I will bring my school supplies every day.

_____ I am aware of the discipline policies and guidelines.

_____ I will review this handbook because it is my responsibility to know all school policies/procedures.

Social Media Policy

Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they state/post on social media locations. Use good judgment. Students are responsible for complying with Bay Area Technology School's conduct requirements. Students may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

Bay Area Technology School reserves the right to determine if any guideline not appearing in the list below constitutes acceptable or unacceptable social media use.

- Students must not promote illegal drugs, illegal activities, violence, and drinking.
- Students should state/post only what they want the world to see. Imagine your parents, the teachers, and the administrators visiting your social media. Essentially, once a student shares something it is likely available after (s)he removes it from the social media and could remain on the internet permanently.
- Students should be cautious when they use exaggeration, colorful language, guesswork, derogatory remarks, humor, and characterizations. It is difficult for readers to determine the seriousness of the statements/posts.
- Sexting can be defined as the act of sending sexually explicit messages or photographs electronically, primarily between mobile phones or any other communication device.
- Students should run updated malware protection to avoid spyware, adware, spiders, bots, crawlers and other infections that may be placed on their social media and computer to obtain personal information, breach security, and cause various technology

problems.

- Students should stay informed and cautious for new problems in the use of social media.
- Students should comply with the rules that have been established for the Bay Area Technology School's educational social media when they use

Parent/Guardian Name _____ Student Name _____

Parent/Guardian Signature _____

BAY AREA TECHNOLOGY SCHOOL

Receipt of Agreement to the BayTech Handbook and Parent-Student Contract

I have received a copy of and have read the foregoing Bay Area Technology School Student/Parent Handbook including the Parent-Student Contract. I understand that it is a source of information and a set of guidelines for implementation of school policies and procedures. I understand that Bay Area Technology School can unilaterally rescind, modify, or make exceptions to any of these policies, or adopt new policies, at any time. I also understand that the provisions of this Handbook will control over any contrary statements, representations or assurances made by any supervisory personnel except those made in writing by the principal or his or her designee.

Date:...../...../.....

Student's Full Name Signature Date of Birth

Parent/Guardian's Full Name Signature

Grade: 6 7 8 9 10 11 12