Crown Preparatory Academy

Family-Student Handbook

26
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CROWN PREPARATORY ACADEMY

A STEM PREP SCHOOL | 2055 W. 24th Street, Los Angeles, CA 90018
Follow Us @crownprepacademy | www.crownprep.org

Dear Families,

Welcome to Crown Preparatory Academy! It is my pleasure to be serving as your Principal and I look forward to a great school year. This year we are continuing our commitment to ensuring that each student who attends Crown Preparatory Academy will be prepared for the academic rigor in high school. It is important to me that every child and family member feels successful while attending Crown Prep academy. It is our continued goal that all students will enter the next school year with the confidence and necessary academic and social skills to become college-ready and prepared to enter a STEM field.

We are committed to disrupting the status quo by providing access to high quality STEM pathways for women and minorities through collaboration, innovation, passion, and perseverance. Our STEM programs provide students with the technology, skills, and knowledge to be effective members of our school community and a global society. We are committed to doing all we can to make Crown Preparatory Academy a place for every student to learn, grow, and explore. We firmly believe that a home/school collaboration is essential for the success of all of our students.

Thank you for your support and commitment to Crown Prep Academy. I look forward to the continued collaboration and partnership during this next school year. I know that together we will make this an exciting and successful year for our students.

Sincerely,

Tasia Stafford

Tasia Stafford
School Principal

Welcome to Crown Prep Academy!

Our Mission
The mission of STEM Prep Schools is
…to operate a small network of high performing schools, in a targeted area of Los Angeles
…and develop TK – 12th grade students into successful college graduates and professionals,
…through equal access and inspiration, rigorous curriculum, and a commitment to our Core Values.

Our Vision
The vision of STEM Prep Schools is to create a TK through college pipeline of individuals who will transform their community by closing the socio-economic, ethnic, and gender gaps in STEM fields, and serving as role models who exhibit scholarliness, advocacy, perseverance, and kindness.

Our Core Values



We Are Family

We build our legacy by caring for, learning from, and supporting each other.



We are Agents of Change

We disrupt the status quo by being daring, reflective, resourceful, and resilient.



We are STEM Thinkers

We solve problems through collaboration, innovation, passion, and perseverance.

We are Family	We are Agents of Change	We are STEM Thinkers
Working together	Growth Mindset	Perserverant
Considerate of others	Leave things better than we found them	Problem Solvers
We hold each other accountable	Work towards equity & advocate for each other and self	Brave, risk takers, courageous

Students who embody the core values of STEM Prep will be eligible for incentives and rewards throughout the school year, including – but not limited to – Free Dress Days, and other school-sponsored activities and events.

A Typical Day at Crown Prep Academy

Bell Schedule

A typical week of instruction at Crown Prep will follow a structured bell schedule: There will also be modified schedules from time-to-time (i.e. the week following a 3-day weekend, the week leading up to a Pupil Free Day, the week of Parent Conferences, etc.). The school will communicate modified schedules in advance. In addition the method of instruction and schedule may change based on safety guidelines from the CDE. Schedules will be provided prior to the first day of school.

Regular Bell Schedule

Monday

Minimum Day

Period/Block	Start Time	End Time	Minutes
Before School Program	7:00 AM	8:25 AM	85
Breakfast	8:00 AM	8:25 AM	25
1 +Announcements	8:30 AM	9:30 AM	50+10
2	9:33 AM	10:23 AM	50
3	10:26 AM	11:16 AM	50
4	11:19 AM	12:09 PM	50
Lunch	12:09 PM	12:39 PM	30
5	12:42 PM	1:32 PM	50
6	1:35 PM	2:25 PM	50
Professional Development (2:30-4:15 pm) After School Clubs/Tutoring (2:25-6:00 PM)			

Tuesday-Friday

Regular Day

Period/Block	Start Time	End Time	Minutes
Before School Program	7:00 AM	8:25 AM	85
1/2	8:30 AM	10:20 AM	110
Nutrition	10:20 AM	10:40 AM	20
3/4	10:43 AM	12:33 PM	110
Lunch 6	12:33 PM	1:03 PM	30
Mentorship 6	1:06 PM	1:36 PM	30
Mentorship 7/8	12:36 PM	1:06 PM	30
Lunch 7/8	1:06 pm	1:36 PM	30
5/6	1:40 PM	3:30 PM	110
After School Clubs/Tutoring (3:30-6:00 PM)			

Important Dates

Holidays and Pupil-Free Days (no school)

- **Labor Day:** Monday, September 7, 2026
- **Pupil-Free Day:** September 21, 2026
- **Veteran's Day:** Wednesday, November 11, 2026
- **Fall Break:** Monday, November 23 - Friday, November 27th
- **Winter Break:** December 21, 2026 - January 8, 2027
- **MLK Jr. Day:** Monday, January 18, 2027
- **President's Day:** Monday, February 15, 2027
- **Pupil-Free Day:** Thursday, March 18 - Friday, March 19, 2027
- **Spring Break:** Monday, March 22 - Friday, March 26, 2027
- **Memorial Day:** Monday, May 31, 2027

Family Orientation Days

In-Person Orientation at Math and Science College Prep- July 15th and 16th

Open House

TBD

Parent Conferences

Fall 2026	Spring 2027
TBD	TBD

Testing Dates

- Benchmark 1: August 26th-29th
- Benchmark 2: December 9th-13th
- Benchmark 3: April 28th-May 1st

- CAASPP:
    - ELA- May 18th-22nd
    - Math- May 11th-15th
- 8th Grade CAST: May 4th-May 8th
- Summative ELPAC: TBD

School Calendar

STEM Prep Schools
2026-2027 Academic Calendar

July

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7/3 Independence Day - Holiday

7/31 New Teacher PD

August

Week	Mo	Tu	We	Th	Fr	Sa	Su
	3	4	5	6	7	8	9
1	10	11	12	13	14	15	16
2	17	18	19	20	21	22	23
3	24	25	26	27	28	29	30
4	31						

8/3-7 Staff Summer PD

8/12 First Day of School!

14 Instructional Days

September

Week	Mo	Tu	We	Th	Fr	Sa	Su
4		1	2	3	4	5	6
5	7	8	9	10	11	12	13
6	14	15	16	17	18	19	20
7	21	22	23	24	25	26	27
8	28	29	30				

9/4 ELOP Day

9/7 Labor Day - Holiday

9/21 Pupil Free Day

20 Instructional Days

October

Week	Mo	Tu	We	Th	Fr	Sa	Su
8				1	2	3	4
9	5	6	7	8	9	10	11
10	12	13	14	15	16	17	18
11	19	20	21	22	23	24	25
12	26	27	28	29	30	31	

22 Instructional Days

November

Week	Mo	Tu	We	Th	Fr	Sa	Su
13	2	3	4	5	6	7	8
14	9	10	11	12	13	14	15
15	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
16	30						

11/11 Veteran's Day - Holiday

11/20 ELOP Day

11/23-27 Thanksgiving Break

15 Instructional Days

December

Week	Mo	Tu	We	Th	Fr	Sa	Su
16		1	2	3	4	5	6
17	7	8	9	10	11	12	13
18	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

12/18 ELOP Day

12/21-1/08 Winter Break

14 Instructional Days

January

Week	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	3
	4	5	6	7	8	9	10
19	11	12	13	14	15	16	17
20	18	19	20	21	22	23	24
21	25	26	27	28	29	30	31

1/1 New Year's Day

1/7-8 Pupil Free Day

1/11 First Day of 2nd Semester

1/15 ELOP Day

1/18 MLK Jr. Day - Holiday

14 Instructional Days

February

Week	Mo	Tu	We	Th	Fr	Sa	Su
							1
22	1	2	3	4	5	6	7
23	8	9	10	11	12	13	14
24	15	16	17	18	19	20	21
25	22	23	24	25	26	27	

2/12 ELOP Day

2/15 Presidents' Day - Holiday

19 Instructional Days

MARCH

Week	Mo	Tu	We	Th	Fr	Sa	Su
26	1	2	3	4	5	6	7
27	8	9	10	11	12	13	14
28	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
29	29	30	31				

3/18 and 3/19 Pupil Free Day

3/22-26 Spring Break

16 Instructional Days

APRIL

Week	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4
30	5	6	7	8	9	10	11
31	12	13	14	15	16	17	18
32	19	20	21	22	23	24	25
33	26	27	28	29	30		

22 Instructional Days

MAY

Week	Mo	Tu	We	Th	Fr	Sa	Su
34	3	4	5	6	7	8	9
35	10	11	12	13	14	15	16
36	17	18	19	20	21	22	23
37	24	25	26	27	28	29	30
	31						

5/31 Memorial Day Holiday

20 Instructional Days

JUNE

Week	Mo	Tu	We	Th	Fr	Sa	Su
38		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

6/4 Last Day of School

6/18 Juneteenth - Holiday

4 Instructional Days

LEGEND

Total Instruction Days	176
Holidays (all schools and offices closed)	8
School Breaks (Thanksgiving, Winter, and Spring)	22
Summer Teacher PD	6
Pupil Free Days - Staff PD	5
ELOP Days	4
LAUSD Unassigned Day, STEM Prep in Session	1

Hours of Operation

Arrival

- Doors will open at 7:45 am
- Students must enter through the east gate entrance
- Breakfast will be provided from 8:00-8:25 on Mondays

Dismissal

- Students will be dismissed through the main doors
  - Monday @ 2:25 pm
  - Tuesday- Friday @ 3:30pm
- Students not attending any supervised after school activities (Think Together, Tutoring, Clubs) will be asked to exit the campus.

Before school program (Only students enrolled in the program)

- Door Open at 7:15am
- Students transition to class at 8:25

Visitors

STEM Prep welcomes parents, guardians, and community members to visit our schools to support and observe the educational environment. To maintain a safe and productive atmosphere for students and staff, all visitors must:

- Schedule visits with the principal and teacher at least 24 hours in advance (excluding weekends and holidays).
- Sign in at the main office upon arrival and present a valid ID.
- Wear a visible visitor badge at all times while on campus.
- Follow all school policies, including current health and safety protocols (e.g., masks, symptom screening).
- Refrain from disrupting instruction or engaging with staff or students unless permitted.

Classroom visits are limited to 30 minutes and no more than once per classroom per month, unless otherwise arranged. Use of recording devices is prohibited without written permission.

Volunteers must:

- Complete an application and required health or background checks.
- Follow all school rules, including confidentiality and safety protocols.
- Work under staff supervision and avoid disciplining students.

Violations of these guidelines may result in denial of access. For more information, see the full Visitor Policy or Volunteer Handbook.

Meals

All students are provided with both nutrition and lunch during each school day. Nutrition and lunch will be available during designated periods, based on grade level. For more information regarding breakfast and lunch or meal programs please call the main office.

Importance of Healthy Foods

STEM Preparatory Schools is committed to the optimal development of every student. We believe that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes.

To support healthy food choices and improve student health and well-being, we encourage all foods and beverages brought onto campus, including for celebrations, are nutritious. Please only send your child to school with healthy snacks, beverages, and lunches.

After School Program

Crown Prep partners with Think Together to provide structured after school academic and enrichment activities. Think Together's curriculum is focused on English Language Arts, Math, STEM, Youth Development, and Arts & Enrichment. Students who wish to participate in the program will be required to stay the entire time and will be provided with a snack.

The school campus will remain open until 6:00 PM each school day for students who wish to participate in the afterschool program. Students are held to the same behavioral expectations during the after-school program as they are during the school day. Failure to observe the rules during the after-school program may result in removal from the after school program along with school-based consequences at the discretion of school administration.

Information on how to sign up for the afterschool program will be provided to those interested. Applications will be made available at the front office.

Administrative Supervision

Supervision is provided for all school sponsored programs, activities, and meals during the instructional day. Unless otherwise noted for a specific school sponsored program or activity, hours of supervision at school begins 15 minutes before and 15 minutes after the school day ends. To ensure the safety of our students, it is important that students do not arrive before their appropriate start time and that they leave promptly at the conclusion of their school day. students who linger on or near campus without participation in the after-school program will be asked to leave and may be subject to disciplinary action if they do not cooperate with staff instructions. School administration, staff, and parent volunteers are available to help ensure our campus remains safe. Students are to obey all directions from supervisory staff and parent volunteers.

Culture at Crown Prep Academy

School-Wide Behavioral Expectations

CROWN PREP ACADEMY
EXPECTED BEHAVIORS

	We are Family	We are STEM Thinkers	We are Agents of Change
All Settings	**Working together** **Considerate of others** **We hold each other accountable**	**Perseverant** **Problem solvers** **Brave, risk takers, courageous**	**Growth mindset** **Leave things better than we found them** **Work towards equity & advocacy**
Classroom	• Be active listeners and follow instructions • Use appropriate language • Treat others with kindness • Represent your CPA family with pride	• Have a growth mindset • Ask questions • Put forth best effort • Be a problem solver	• Seek first to understand and then to be understood • Ask for help from a teacher if you see someone being bullied and report concerns • Actively engage in lesson/ask questions
Cafeteria	• Leave the space better than you found it • Walk at all times • Treat others with kindness • Keep your place in line	• Keep area clean • Be courteous and patient	• Put trash in trash can • Leave and enter in an orderly manner • Ask for help from a teacher if you see someone being bullied & report concerns
Stairwells & Hallways	• Walk at all times • Be alert and aware of your surroundings • Respect school property	• Be polite and considerate of others • Avoid loitering in stairwell • Use appropriate language	• Keep school environment clean • Practice appropriate behavior • Ask for help from a teacher if you see someone being bullied & report concerns
Yard	• Leave the space better than you found it • Keep hands to yourself • Be alert and aware of your surroundings • Treat others with kindness	• Take care of and return equipment • Follow instructions and all safety rules	• Put trash in trash can • Ask for help from a teacher if you see someone being bullied & report concerns
Restroom	• Leave the space better than you found it • Keep hands to yourself • Be alert and aware of your surroundings • Treat others with kindness	• Use restroom for its intended use • Notify a staff member if restroom supplies are out	• Ask for help from a teacher if you see someone being bullied • Report any concerns

Discipline Policy

Crown Preparatory Academy has developed a comprehensive student discipline policy; it will be maintained and implemented. The discipline policy will not be discriminatory, arbitrary, or capricious, and follows the general principles of due process. The due process will adhere to the policy and procedures described in the California Education Code. The school intends to follow all procedures of the Education Code related to student discipline. The policy adapts as needed in regard to the discipline of a student with special needs as determined by the provisions of the IDEA. The school will follow STEM Prep as stated in the charter policy and the law regarding the discipline of special education students and will notify the appropriate LAUSD office responsible for student discipline proceedings if it expels any student whose home school is an LAUSD school.The school reviews the discipline policy with students and parents upon admission to the school and signing of the Parent-Student Compact. By signing the Parent-Student Compact, students and parents acknowledge their understanding of and their responsibility toward the standards set forth in the Code of Conduct.

Student & Parent Synopsis of STEM Prep's Student Incident Practices & Protocols

STEM Prep embraces the values of Restorative Practices in order to build community, promote a culture of care, and foster a sense of belonging to empower our students to close ethnic and gender gaps and serve as role models within the community. When conflict occurs in our community, we hold each other accountable by inviting responsibility, repairing harm, reconciling and reintegrating to maintain positive relationships.

Restorative Practices are always predicated on the basis of positive relationships. STEM Prep encourages teachers to build positive relationships with their students as it is the key to maintaining a positive, welcoming school environment. Then, when harm has occurred, Restorative Practices helps us to identify root causes of misbehavior and places responsibility on the harm doer to **understand the impact** of their behavior and take steps to **make things better** rather than simply punishing the behavior in the hopes that it won't happen again. Research shows that behavioral interventions are most effective when students reflect on their mistakes and actively take responsibility through repairing the harm that they caused.

When students are not initially following the set expectations of the classroom, teachers should rely on restorative practices as the least intrusive and more relationship driven way to correct behavior, and pair it with a consequence that makes sense to harm that was done. Some examples of next steps in these cases would be:

Restorative Practices	Consequences
• Engage the student(s) in Restorative Conversations • Follow up with the student after class • Full class restorative conversation or class circle • Peace path with students (SPES) • Have the student create an apology letter • Provide student with reflection document	• Phone call home • Phone call home where student talks to their parent about what happened • Time owed back to teacher/class before school, during lunch/nutrition, or after school • Move seats • Cell phone check in system • Classroom cleaning

At times, however, there will be instances when a pattern has emerged or a more serious action is taken by a student. In these cases the teacher and the school's Restorative Practices Team (administrators and Restorative Justice Coordinator) will work together in ensuring that relationships are restored after harm is done and learning opportunities are provided to the student to help correct the behavior. Some examples of next steps in these cases would be:

Restorative Practices	Consequences
1. The Restorative Justice Coordinator will come to the classroom to escort the student to a different space 2. The Restorative Justice Coordinator will help the student to calm and reflect 3. The Restorative Justice Coordinator will make the	• Parent meeting with the student and the Restorative Justice Coordinator • Parent meeting with the student and the Assistant Principal • Parent meeting with the student and the Principal • Behavior contract

decision on: a. involving the administration team b. the timing for a restorative conversation c. who the participants in the restorative conversation should be d. consequences to be paired with the restorative conversation 4. The Restorative Justice Coordinator or admin will call home	• Campus beautification • Lunch reflection • Loss of activities/extracurriculars • Daily check ins with the Restorative Justice Coordinator at the beginning of the day

When there is a serious escalation or a concern of physical harm, immediate steps must be taken on the part of the school and all California Education Codes must be followed to ensure the safety of all students. STEM Prep schools will employ "other means of correction" as opposed to suspension if believed to be effective in preventing further incidences. When this happens, a student will be provided with an Individualized Restorative Plan that outlines the restorative supports the student will engage in, how the student will repair the harm, and the disciplinary actions the school will pair with the restorative practices. The Restorative Practices team will hold a meeting to share the plan with the student and their parent/guardian. Some example next steps for incidents that may be suspendable would be:

Restorative Practices	Consequences
• Reflection time • Individual counseling referral • Group counseling referral • Daily check ins with school counselor • Daily check ins with the Restorative Justice Coordinator • Referral to external learning opportunities (sex education, drug awareness, etc.) • Apology Letter • Community service • Completion of a reflection form • School Beautification • Project based assignment • Peace Path • Individual restorative circle • Small group restorative circle • Fundraising • Other: _____	• Student escort • Direct student supervision during lunch & nutrition • Student searches • Loss of activities/extracurriculars • Schedule change • Saturday school • Structured days • Behavior Contract • Parent shadowing • Reassignment

If, and only if, all other means of correction have been exhausted and the behavior persists OR if the behavior falls into ED Code Section 48915 (c), then the school may proceed with a suspension or expulsion.

Rules and Expectations

Student responsibilities include, but are not be limited to:

- Following all rules of behavior and conduct
- Respecting fellow students and school personnel
- Attending classes regularly and on time
- Completing all assigned work (to the best of the student's ability)
- Being prepared for class (e.g.-bring materials, books, homework)
- Participating in all assessment measures (e.g. school tests, state exams)
- Respecting the property of the school and others
- Keeping the campus clean
- Wearing school dress code while on campus or at school-sponsored events

Unacceptable student behavior includes, but is not limited to:

- Excessive talking unrelated to instruction
- Classroom disturbance (in person and/or virtually)
- Eating in class, including chewing gum
- Horseplay/pushing/throwing/running/yelling
- Using MP3 players, cell phones, radios, video games, etc. in violation of the electronics policy
- Cheating or other acts of academic dishonesty
- Inappropriate use of technology and telecommunications (In person and/or virtually)
- Use, possession, or sale of alcohol, tobacco, or a controlled substance
- Fighting
- Possession of a knife, gun, explosive, or other dangerous object
- Vandalism and/or destruction of school property
- Theft
- Failure to follow school-determined lawful directions of staff members

Actions taken for unacceptable student behavior (in person and/or virtually):

- Verbal warning
- Appropriate restorative practice (afterschool, Saturday school or other appointed time)
- Notification to parent/guardian (e.g. phone call, email, etc.)
- School-issued consequence and/or loss of privileges
- Conference with student and/or parent and relevant school personnel
- Student behavior contract
- Suspension, depending on the severity of behavior, as determined by the Principal or Administrative Designee

Restorative Practices

At Crown Preparatory Academy we believe in Restorative Practices, a philosophy and approach to discipline that moves away from punishment and instead works on restoring a sense of harmony and well-being for all those affected by a hurtful act. We will use Restorative Practices as a framework for building community and for responding to challenging behavior through authentic dialogue, coming to an understanding, and making things right. Essentially, Restorative Practices will allow us to:

- Provide ways to effectively address behavior and other complex school issues.
- Offer a supportive environment that can improve learning, as well as socio-emotional
- learning
- Improve safety by preventing future harm.
- Offer alternatives to suspension and expulsion.

What is Restorative Practice?

Restorative Practice is guided by an ethic of care and justice. Restorative Practice is an approach to build community, promote a culture of care, foster a sense of belonging, and invite responsibility and provide accountability, reparation, reconciliation and reintegration where harm has occurred.

- **Accountability -** Restorative Practice strategies provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the extent possible.
- **Community -** safety Restorative Practice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
- **Competency Development -** Restorative Practice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person.

Bullying/Harassment

Crown Preparatory Academy takes a proactive stance when addressing bullying and cyberbullying issues. We believe that every student has the right to attend school without fear of threat or intimidation by other students. Bullying is a form of harassment and may take the form of verbal or written taunts, threats or intimidation. Students who experience threats, harassment/bullying by a student or students or an adult in school or on the way to or from school, are expected to report these incidents to a school guidance counselor and/or school administrator. Students who witness or have knowledge of another student's mistreatment are asked to report this to a guidance counselor and/or school administrator. Students may report the incident verbally or in writing, through a referral form or email. Retaliation against a person, who reports bullying and/or cyber-bullying, provides information during an investigation of bullying and/or cyber- bullying or witnesses or has reliable information about bullying and/or cyber-bullying is prohibited. A person who retaliates will be subject to disciplinary consequences.

Dress Code

Students at Crown Preparatory Academy are required to wear uniforms which include the following:. The specific dress code requirements are as follow:

- Black bottoms only (pants, shorts or jeans)
- Purple or Black CPA uniform t-shirt
- Gray CPA Polo (for purchase only)
- Any other STEM Prep shirt from current or prior years
- STEM Prep Crewneck or Hoodie (no personal hoodies with logos)
- Black, Gray or Purple plain jackets only (no logos)

PE (all): The Physical Education uniform is to be worn only on PE days.

- Purple or Black CPA t-shirt -OR- Gray CPA Polo
- Plain t-shirt (no logo)
- Shorts or sweats
- CPA Dri-fit attire
- Shoes that support running

On 'Free Dress' days, the following clothing items are expressly prohibited for all students in order to model a STEM professional setting:

- Any clothing that does not properly cover the body
- Pants with excessive rips unless worn with tights underneath
- Articles of with inappropriate images
- Open toed shoes or high heels
- Hats, beanies or hoods
- Any clothing that may be construed as having gang affiliation (paisley print bandanas, etc.)

Out-of-Dress Code Procedures

Staff members will conduct routine dress code checks throughout the instructional day. Students who do not adhere to the school dress code will be subject to individual consequences and the parent/guardian of that student will be notified. If the student is out of uniform compliance, the following steps may be taken;

- Students will be provided with a loaner polo to cover up inappropriate attire.
- Parents will be asked to bring appropriate attire to school
- Students who do not meet dress code expectations may be subject to additional consequences

Academic Integrity

Students at Crown Prep pledge to be honest with their efforts in the classroom. If a student demonstrates a lack of academic integrity they will be referred to the administration, parents/guardians will be notified, and there will be an appropriate consequence. The student will still be responsible for completion of an alternate version of the assignment

or test, at the discretion of the administration and the teacher.

Cheating is one act of academic dishonesty; it includes, but is not limited to, the following list:

- Copying someone else's work
- Allowing someone else to copy your work
- Checking your answers with a classmate during a test
- Using materials that the teacher has not explicitly allowed during an assignment, quiz, or assessment.
- Plagiarism

Plagiarizing is when you take someone else's published work, words, or ideas and present them as your own. This includes formally published work as well as work other students have written. Often incidents of plagiarism happen not as a result of malicious intent on the part of the student, but from students not understanding what plagiarism is or how to avoid it. You can avoid plagiarism by summarizing ideas in your own words, by paraphrasing and citing an author, or by quoting and referencing the author.

Parent/Guardian and Family Involvement

Crown Prep values the role of parents/guardians and families as their child's first teacher and welcomes their active involvement in their child's education.

The school believes:

- Parents/Guardians and families are partners and are encouraged to take an active and meaningful role to ensure the success of the school.
- Parents/Guardians and families must be meaningfully and actively engaged in their child's education and responsible for supporting their child's learning at home.
- Parents/Guardians and families will have the opportunity to understand what it will take to prepare their child for college.
- Parents/Guardians and families are encouraged to support the goals of the school through their voice and through volunteering throughout the year.
- Parents/Guardians and families are encouraged to attend Parent Workshops and events throughout the year.

Meaningful parent/guardian and family involvement is a critical dimension of effective schooling and improves student achievement. Research has shown that active and consistent parent/guardian and family involvement leads to student success

Family-School Compact

The school firmly believes that all students can and will achieve at high levels when administrators, teachers, staff and parents work in collaboration with each other. As stated in the Family-School Compact, each partner accepts responsibility for the successful education and college preparation of each student. This document is part of each student's enrollment packet and is explained to all new families during orientation. New and continuing parents and students are asked to sign the compact at the beginning of each school year.

Tips to Help Your Child Succeed

1. Encourage your child to be an active and responsible learner who completes and turns in assignments and homework when they are due and seeks assistance when needed.
2. Ensure that your child arrives at school on time each day and supports school policies such as discipline, safety, proper school attire, text book care, etc.
3. Review your child's agenda and encourage your child to use it on a regular basis to keep track of homework assignments, projects, exams and other important school events.
4. Monitor your child's overall progress on a regular basis. Do not wait until progress reports and report cards are issued to find out how your child is doing in school. You may check your child's grades and missing assignments online at stem.powerschool.com (see page 17 for more info.)
5. If your child is struggling with their school work or needs help, speak with your child's counselor and/or teachers and ensure that your child attends afterschool tutoring.
6. Help your child establish a regular time and place to study and to complete their homework and school projects. Make sure your child's study area is well-lit and is stocked with necessary school supplies.
7. Talk to your child about what is happening at school and what they are learning.
8. Encourage your child to read for pleasure and limit TV, video game and Internet usage.
9. Attend all scheduled parent/teacher conferences, school activities and parent educational workshops.
10. Support your child's school by volunteering in the school.

Volunteering

There are a number of ways parents/guardians can volunteer and demonstrate their commitment to Crown Prep. Parent/Guardian volunteer service hours are earned by directly supporting the school and by supporting students academically.

Possible volunteer activities to support the school include, but are not limited to:

- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip chaperone
- Assistance with school-sponsored events
- Arrival and dismissal supervision
- Play yard supervision
- Supervision of visitors
- Take-home assignments
- Participation in the School Site Council (SSC)
- Participation in the English Learner Advisory Committee (ELAC)
- Attendance at Parent Town Hall Meetings
- Campus beautification projects

Possible volunteer activities to support your child academically include, but are not limited to:

- Participation in Parent Workshops
- Classroom visits
- Classroom support

- Tutoring support
- Serving as a parent mentor
- Assisting with the development and dissemination of the school newsletter

We truly appreciate your participation as a parent volunteer, and we will make every attempt to match your interests and skills with projects or tasks with which you are comfortable.

How to Volunteer
At the beginning of each month, a parent newsletter will be sent home with opportunities to volunteer at the school and will be posted in the Parent Center and on school bulletin boards. Feel free to call the school at the beginning of the school year or any time thereafter to volunteer.

Parent Conferences

Open House and Parent Conferences will be scheduled within the first 10 weeks of each semester. At these events, parents have the opportunity to meet with their child's teachers or the entire instructional team to discuss progress and areas students need to strengthen.

Teachers are available for parent conferences by appointment, as well. If you have concerns regarding your child's grades, please contact the school to schedule a conference during the teacher's conference period.

Parent/Guardian Rights

Parents/Guardians are guaranteed certain rights within the Crown Prep Academy campus. Parents/Guardians have the right to:

- Work in partnership with the school to help their child succeed
- Observe the classroom(s) in which their child is enrolled or will be enrolled.
- Meet with their child's teacher(s) and the Principal.
- Volunteer under the supervision of school employees
- Be notified if their child is absent from school without permission.
- Receive results of their child's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their child that is safe and conducive for learning.
- Examine curriculum materials of the class(es) in which their child is enrolled.
- Be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise.
- Have access to the school records of their child and question anything that they feel is inaccurate, misleading, or is in violation of the student's privacy.
- Receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.

- Receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- Participate as a member of the school advisory committee, school site council, or site-based management leadership group in accordance with any rules and regulations governing membership in these groups.

School-Wide Policies, Procedures, and Resources

Attendance Policy

California law states that every student shall attend school punctually and regularly and conform to the regulations of the school. The Crown Prep attendance policy expects students to attend class regularly and on time; assignments and tests missed due to school-related activities or illness must be promptly made-up; truancy is unacceptable; other absences approved by the parent/guardian should be minimized or avoided whenever possible. Students with unexcused absences or excessive absences may be subject to loss of privileges, after-school reflection, or other disciplinary action.

Absences

Crown Prep strives to achieve a 100% attendance rate each month and for the year, students with unexcused absences or excessive absences may be subject to loss of privileges, reflection, or other disciplinary action. Parents/Guardians may also be required to attend a meeting and/ or workshop with an administrator for students with unexcused absences or excessive absences.

Notification of Absence

A staff member will call home within the first three hours of the start of the instructional day to inform parents/guardians when a student is not present at school. Parents/Guardians should call the school to explain the reason for their student's absence by 7:30 AM on the day of the absence, if possible.

Procedure for Clearing Absences

When a student returns to school after being absent, he/she must provide the Crown Prep Main Office with a dated note from a parent/guardian explaining the reason for the absence and the duration. Absences longer than three consecutive days due to illness require a doctor's note to excuse the absence. The note must be submitted within ten (10) school days of the student's return to school. Notes received after this deadline may not be accepted for attendance correction purposes. A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.

Excused Absences

The following absences are those that are recognized by the State of California as legal excused absences:

- If a student is personally ill, and his/her attendance in school would endanger his/her health or the health of others
- Serious illness or death in the student's immediate family necessitates absence
- Special/recognized religious holiday observed by student's faith

- A required appearance in a court of law
- School-related absences, including – but not limited to – field trips, office appointments, suspension, academic events, etc.

Unexcused Absences
The following absences are unexcused absences and subject to consequences outlined in the Attendance Policy included above:

- Unverified absence or Truancy
- Tardy of fifteen minutes or more
- Absence due to taking an early vacation or extending a vacation
- All absences that do not fall under the "Excused Absences" listed above

Long-Term Absences
Long-term absences pose a special challenge to learning. Class participation and group projects are vital components of the educational program, and a student's long-term absence will seriously impact his/her mastery of important course concepts and skills. Parents/guardians of a student who is absent for an extended period due to illness, injury, or family emergency should contact the Crown Prep Main Office with an estimate of how long the student will be absent. Periodic updates would be appreciated. Faculty and staff will work on a case-by-case basis with parents/guardians to help keep a student who is on a long-term absence from falling behind. The student and his/her family must obtain a long-term absence study contract from teachers if he/she leaves the school for an extended period. Upon return from a long-term absence, the student may require supplemental tutoring and/or remediation beyond the instructional day to attain proficiency.

Make-Up Assignments
Students must make up all assignments, tests, and quizzes upon returning to school. students should always try to get their assignment(s) from their classmates while they are absent to prevent them from falling behind. Upon returning to school, it is the student's responsibility to check in with their teachers about missed work and due dates.

Tardy Policy

Students are expected to be lining up at their classroom door at 8:25AM . Students who are tardy must report to the Main Office for an entrance slip to class. A tardy may be excused only with a valid written verification from a parent/guardian upon the student's arrival to school or if a parent accompanies his/her child into the school building to sign him/her in with a valid excuse.

Students with habitual tardiness will require parents/guardians to attend a meeting with an administrator to discuss a plan to have the student arrive on time to school.

Early Release

Students are expected to be at school for the entire school day. For rare instances when a student needs to be picked up early from school, please ensure the student is picked up before the last 15 minutes of the school day. Students will not be released from class early in the last 15 minutes unless it is an emergency. This is to ensure that classrooms have limited disruptions and that dismissal procedures are able to occur efficiently.

Grading Policy

Crown Prep uses standards based grading, where each grade entry is based on a learning target, not a specific assignment or assessment. All learning targets are graded on a 4-point scale: 4 aligns to exceeding standards, 3 is meeting standards, 2 is near standard, and 1 is below standard. Crown Prep uses a continuous learning framework to evaluate student work, where students earn final grades based on their summative assessments in their classes. If a student is not satisfied with their grade they may reassess to replace their grade, after reteaching and extra practice has been completed.

Academic Grades

Crown Prep students may earn passing letter grades of "A", "B", and "C." Crown Prep does not issue the letter grade of "D," since colleges and universities do not accept "Ds" for college admission. Students who do not demonstrate proficiency in a course will earn an "NP" (Not Passing) and may be at risk of not being promoted to the next grade.

Grading Periods, Progress Reports, and Final Report Cards

The school year at Crown Prep is divided into two semesters, and each semester is divided into two quarters. The table below provides dates for the end of each quarter and each semester, as well as dates when official progress reports and final report cards will be mailed home:

2026-2027	Semester 1	Semester 2
Term	August 12, 2026 - December 18, 2026	January 11, 2027 - June 4, 2027
Progress Report	Every 5 Weeks	Every 5 Weeks
Final Report Card	December 21, 2026	June 7, 2027

Culmination Requirements

All 8th grade students who will be promoted to 9th grade are invited to participate in the culmination ceremony at the end of the year. In order for students to participate in the ceremony they must:

- Have no more (2) NP's by May 28th, 2027.
- Be in good standing and have all discipline & attendance holds cleared prior to May 28th, 2027

In the event that a student is ineligible to participate in the culmination ceremony, parents/guardians will be notified on or before May 28, 2027. It is our goal that parents/guardians are aware of their child's progress in meeting these expectations. The school will schedule a minimum of (2) in person or otherwise meetings with parents/guardians to discuss the progress of students who are in danger of not meeting culmination requirement(s).

PowerSchool – Keeping Track Of My Child's Progress

Parents/Guardians can follow their student's progress online. Parents/Guardians can access the PowerSchool parent portal to check their student's attendance and current grades broken down by learning target. Parents/Guardians can also use PowerSchool to email teachers directly. Parents/Guardians can also visit the Parent Center to access the PowerSchool website on campus.

PowerSchool Parent and Student Portal

To access student's information online, parents/guardians and students will need the following account information:

1. The PowerSchool website address: **stem.powerschool.com**
2. School-issued username
3. School-issued password

If a parent/guardian or student misplaces their PowerSchool account information, they may contact the Main Office.

School-Home Communication

Contacting Teachers, Counselors and Administrators

If you would like to talk to a teacher, counselor, or administrator you may call the office to set up an appointment or email them directly. You may also email any teacher, staff, and administrator from PowerSchool, by clicking on the staff member's name on your student's web page to send an email. If you have a concern you can fill out a Parent/Guardian Concern Form located on our website or in the main office.

School Correspondence

School bulletins, calendars, flyers and letters from the office are sent home with students and by mail on a regular basis. Staff members and/or parent volunteers may call home to inform parents of school events and to discuss specific issues regarding individual students. Please ask your child or check your child's backpack for school correspondence in order to keep track of what is happening at school.

Phone / Text / Email Blasts

The school uses an automated system that can email, call, or text to remind parents/guardians of schedule changes, holidays, or other important announcements. Please make sure that you provide the office with the phone number and email that is best for receiving such messages. Should you wish to change this contact number during the school year, please let the office know.

Change of Contact Information

Parents will be asked at the beginning of each school year to provide the school with current contact and emergency information. If your contact information changes during the school year (including all telephone numbers), it is the responsibility of each parent/guardian to provide the Crown Prep Main Office with this new information in writing. The school cannot assume responsibility for missed communications in the event that the contact information is misreported or not updated by the parent/guardian.

Messages and Deliveries to Students

Students may not use the school telephones without authorization from the office staff and/or administration. In an effort to limit classroom disturbances, staff will only deliver urgent messages and/or items to students during the instructional periods.

Classroom Birthdays and Celebrations

Parents/guardians must notify the office and classroom teacher at least one day prior of any birthdays and/or other classroom celebrations. Celebrations will occur in the classroom during the last 15 minutes of the school day. To encourage healthy habits, please consider celebrating with fun activities or healthy snack options.

On-Campus Services

Students in need of health services during class time must obtain permission from their teacher to report directly to the Main Office where a staff member will assess the student's needs and take appropriate action to address them.

Non-Prescription Drug Policy

School employees may not distribute any non-prescription medication. Students may not carry, consume, or distribute any non-prescription medication for pain relief – or for any other reason – to anyone. Prescription medication can only be administered by our school nurse or front office manager with a doctor's note.

Counseling Services

Counselors are available at Crown Prep to provide support to students and parents/guardians regarding academic achievement, college and career development, and personal/social development. Counselors may meet with students during classroom guidance lessons, workshops, individual, and group counseling sessions. The relationship between a student and his/her counselor carries communication privileges and rights to confidentiality. Any information shared by your student will be kept confidential. If a student divulges information that should be shared with parents/guardians, the counselors will encourage them to do so or request permission to discuss the matter with a parent/guardian. There are also several situations in which the counselors are required by law to share details of a counseling session with the appropriate authorities. These situations include:

- If a student reports neglect, physical, or sexual abuse of a child or someone who cannot otherwise protect themselves
- If an individual threatens to harm himself/herself or others
- If records are subpoenaed by the courts for purposes of litigation
- If parent/guardian grants permission to release records to another professional

Personal Property

Students are responsible for bringing items to school and must watch their belongings carefully. The school is not responsible for any loss or damage to personal items. It is best for items that are not related to the instructional program (i.e. cell phones, skateboards, iPods, tablets, etc.) to be left at home.

Cellular Phones

Students are not allowed to use cellular phones in school. If you want your child to carry a cellular phone to school for emergency purposes, the device must be put away with the volume off for the entire instructional day.

Students may not call on their personal phones for a parent/guardian to pick them up during the instructional day for any reason other than a school emergency. Students who do not follow this rule may have their phones confiscated. If a cell phone is confiscated multiple times the parents will need to pick it up. Parents who need to contact their child during the

day must contact the Crown Prep Main Office.

Skateboards, Bicycles, and Scooters

Students may ride a skateboard, bicycle, or scooter to school. Students should wear a helmet if they ride to school. Upon arriving on campus, students must store their skateboard, bicycle, or scooter in a designated storage area. Students may not ride their skateboard, bike, or scooter during the school day or on school grounds. Skateboards, bicycles, and scooters may not have any inappropriate content on them. Students who do not adhere to these conditions may have their skateboard, bicycle, or scooter confiscated. Only the parent/guardian may retrieve the confiscated item.

Lost-and-Found

A lost-and-found storage area is located in the Crown Prep Main Office. Students who have lost clothing, keys, etc. should check in the Main Office to see if the items have been turned in. At the end of each month, unclaimed clothing items may be donated to a local charity organization.

Textbooks

Textbooks may be used in each classroom. In classes where textbooks are used, students and their families may incur charges for books that are lost, defaced, or damaged while under their care. The school is not responsible for stolen, lost, or damaged books. students should report lost books immediately. A replacement fee will be charged and must be paid by the end of each semester. Students who withdraw or transfer from Crown Prep to another school must return all school materials, books, and equipment before any transfer records will be released. Fines may only be paid by cash or by money order. Personal checks will not be accepted.

Technology and Internet Usage

Acceptable Uses of the Computer or the Internet

Internet accounts and computers/technology devices provided by Crown Prep must be used only for school purposes. Students may not use the Internet or school computers/technology for personal use or entertainment purposes.

If a student is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher or supervisor.

It is important that every student follows the same rules during Distance Learning. Student devices will be monitored via GoGuardian and parents will be contacted if inappropriate use is tracked during distance learning. All of the behavior expectations still apply and consequences will be assigned according to CPA's behavior chart.

Unacceptable Uses of the Computer or the Internet

The following uses of the account provided by STEM Prep are unacceptable:

- Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
    - Selling or purchasing any illegal substance

- Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law
- Transmitting or downloading confidential information or copyrighted materials.

- Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency, or other related authority
- Uses that involve obtaining and or using anonymous email sites.
- Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Deleting, copying, modifying, or forging other users' emails, files, or data
  - Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's emails or files without that User's permission
  - Damaging computer equipment, files, data, or the network
  - Using profane, abusive, or impolite language;
  - Disguising one's identity, impersonating other users, or sending anonymous e-mail messages
  - Threatening, harassing, or making defamatory or false statements about others
  - Accessing, transmitting, or downloading offensive, harassing, or disparaging materials
  - Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance
  - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
  - Using any school computer to pursue "hacking," internal or external to STEM Prep, or attempting to access information that is protected by privacy laws
- Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Using other users' account passwords or identifiers
  - Disclosing one's account password to other users or allowing other users to use one's accounts
  - Getting unauthorized access into other users' accounts or other computer networks
  - Interfering with other users' ability to access their accounts.
- Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Selling or buying anything over the Internet for personal financial gain
  - Using the Internet for advertising, promotion, or financial gain
  - Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes

Internet Safety

- In compliance with the Children's Internet Protection Act ("CIPA"), STEM Prep will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that STEM Prep determine which words or concepts are objectionable.] However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

- In compliance with CIPA, STEM Prep and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discovery a user has violated or may be violating this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board, local educational agency or other related authority. STEM Prep reserves the right to monitor other users' (e.g., employees, students 17 years or older) online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.
- If a student under the age of eighteen accesses his/her STEM Prep account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school if they desire more detailed information about the software.
- Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted.
- STEM Prep provides students with G Suite for Education accounts which allow students to access and use “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html) and may allow students to access additional services (described at https://support.google.com/a/answer/181865). Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html
- STEM Prep schools utilize third party educational software providers to manage learning resources and student information within our network of schools. Through these tools, students provide some information (for example: name and login information) and are able to complete assignments, communicate with their teachers, sign into their computers, and learn 21st century digital citizenship skills.
- As a parent or guardian, if you wish to stop any further collection or use of your child's information, you may request that we use the service controls available to limit your child’s access to third party educational software provider features or services, or delete your child’s account entirely.
- Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.
- Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.
- Account users will abide by all STEM Prep security policies.

Privacy Policy

The System Administrator has the authority to monitor all Accounts, including email and other materials transmitted or received via the Accounts. All such materials are the property of the STEM Prep. Account users do not have any right to or expectation of privacy regarding such materials.

Penalties for Improper Use of STEM Prep Account

The use of the account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or

expulsion from Crown Prep, or criminal prosecution by government authorities. Crown Prep will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Disclaimer

- Crown Prep makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the accounts. Crown Prep also denies any responsibility for the accuracy or quality of the information obtained through the account.
- Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Crown Prep, its affiliates, or employees.
- Account users are responsible for any losses sustained by Crown Prep or its affiliates, resulting from the account users' intentional misuse of the accounts.

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Health & Safety

Child Abuse Mandated Reporting

All STEM Prep Schools employees are mandated reporters. Any employee who knows or reasonably suspects a child has been the victim of child abuse is required by the State to report the instance to the Los Angeles Department of Child and Family Services. Child abuse is broadly defined as “a physical injury that is inflicted by other than accidental means on a child by another person.”

Suicide Prevention Policy

Recognizing that it is the duty of our school to protect the health, safety, and welfare of students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. As it is known that the emotional wellness of students greatly impacts school attendance and educational success, this policy shall be paired with other policies that support the emotional and behavioral wellness of students. For a psychiatric emergency, contact the Department of Mental Health 24-hour ACCESS Center at (800) 854-7771. Students and family members can also call the Suicide Prevention Lifeline 24/7 at 1-800-273-TALK (8255) for free and confidential support for themselves or for loved ones. Please visit our website at **http://stem-prep.org/notices** for the complete Suicide Prevention Policy.

School Safety Plan

Emergency Drills

Emergency drills such as earthquake and fire drills are conducted during the school year. Drills are serious practice so that everyone will be prepared should an emergency occur. Procedures are reviewed with staff members who in turn teach them to students.

If an emergency occurs during regular school hours, students are to report to their regularly scheduled class. If at break, lunch-time, or at the end of the day, students are to report to their Advisory classroom.
If an emergency occurs while students are participating in a school-sponsored event or activity off campus, students are to report to their supervising teacher or staff member. Supervising personnel will call the school to report any problem.

If the emergency extends beyond the end of the school day, students will not be released until it has been determined that it is safe to do so. Before students are released, parents/guardians must sign them out from the Crown Prep Main Office.

Fire Drills
Fire drills will be held at least once a month. Office personnel will maintain a record of fire drills held and total required time for complete evacuation. When the fire drill signal sounds, teachers will lead the students in their room along the route indicated on the evacuation map posted for that purpose. Before leaving the room, teachers will see that all windows and doors are closed and that they have their class attendance roster with them. Students who are not in a classroom at the time the fire drill signal is given will attach themselves to the nearest teacher exiting the building for purposes of getting to the designated evacuation site.

Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers. Teachers will then take roll to ensure that all students are accounted for. The names of any missing students will be given to the office personnel and the administrative staff will attempt to locate missing students. students will remain with their teachers at the designated evacuation site until the administrative staff gives the “all clear” signal.

Disaster Drills
Disaster drills will be conducted at least twice a year. Students will be made familiar with the “drop, cover, and hold” routine. A disaster drill commencing with the ““drop, cover, and hold”r” routine will be initiated by an announcement over the intercom. During the ““drop, cover, and hold” routine in the classroom, teachers will turn off the lights and have students get under a desk or table or against the wall away from the windows. students must remain quiet and orderly so they will be able to hear additional instructions when given. All drills will be concluded with an “all clear” announcement on the intercom, or a visible signal from the administrative staff. In the event of a real earthquake, everyone must engage in the “drop, cover, and hold” routine immediately and remain in position until the teacher determines that it is safe to leave the building. If remaining in the room becomes dangerous, or when the shaking stops, teachers will proceed with their students to the evacuation site or another safety zone. If students are on the playground or other outdoor area when a disaster drill is called or during an actual earthquake, students are to drop immediately to the ground, away from trees and power lines, and cover their head with their hands. They are to remain in that position until given additional instructions. In the event of disasters other than earthquakes, the administrative staff will contact each room, advise staff of potential dangers, and give further directions or orders.

Teachers and students will remain in their classrooms until instructions are received for an all clear or an evacuation. For safety purposes, no one is to leave the rooms. If there has been a chemical spill, the teacher must make sure that all doors, windows, and vents remain closed. The school site maintenance staff will turn off the gas. All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

Teachers will stay with their classes for the duration of the emergency. In the event of an earthquake or other national disaster, all school employees are immediately designated “Civil Defense Workers” and are not allowed to leave school until they are given official clearance to do so by the administrative staff.

Bomb Threats
The person receiving the call or letter will note the time of day, wording of the message, background noises, and quality of the voice to try to determine if it is a young child or an adult. This person will delay the caller as long as possible,

while they alert another adult to the crisis. That adult will immediately notify the telephone company to trace the call and immediately thereafter, notify the police using 911. Based on the information at hand, the administrative staff will make a decision whether an immediate evacuation is warranted. If so, the evacuation code word "safe school drill" will be given over the intercom and evacuation procedures will be followed. The office personnel will coordinate information requests to and/or from law enforcement, the telephone company, and parents. If an immediate evacuation is not warranted, the administrative staff will notify teachers to inspect their room for any suspicious materials or unknown packages, without alarming students. All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

Evacuation Plan

A disaster of a significant nature may require the evacuation of the school. Immediately upon notification by outside authorities that the school must be evacuated, the administrative staff will verify the name and position of the person placing the alert. Once the source is confirmed, the administrative staff will give the evacuation code word "safe school drill" over the intercom. Teachers will proceed with their students to the nearest school exit indicated on the evacuation map posted for this purpose. Before leaving the room, teachers will make sure they have their class attendance roster with them. Students who are not in a classroom at the time the intercom signal is given will attach themselves to the nearest teacher exiting the building for purposes of getting to the designated evacuation site.

Prior to evacuation, offices, bathrooms, and all other common areas, including outdoor facilities, will be searched by staff members designated by the Principal. Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers. Teachers will then take roll to ensure that all students are accounted for. The names of any missing scholars will be given to the office personnel and an individual will be assigned the task of finding any missing students. Teachers will work together to take care of students with injuries, respiratory problems, or other medical conditions.

Teachers will stay with their classes for the duration of the emergency. In the event of an evacuation, all school employees are immediately designated "Civil Defense Workers" and are not allowed to leave school until they are given official clearance to do so by the administrative staff.

Students will remain with their teachers at the designated evacuation site until the administrative staff gives the "all clear" signal. In the event students cannot return to the school site, the administrative staff will notify parents and/or the media as to where students can be picked up. The office personnel will sign out students as they are being picked up by a parent or other adult listed on the emergency information card. Parents will be asked to remain in a designated area, and students will be escorted to the designated area for release.

Immunization Policy

Students are required to show verification of required immunization records prior to starting school. See shotsforschool.org for more information.

The COVID-19 shot is not required to attend our school at this time.

ADA / Alternative Format Compliance Procedure

STEM Preparatory Schools is committed to ensuring that beneficiaries and their authorized representatives have equal

access to information and services in accordance with the Americans with Disabilities Act (ADA) and applicable California Department of Health Care Services (DHCS) requirements, including PPL 21-017R and PPL 23-004.

Alternative Format Communications
Upon request, STEM Preparatory Schools will provide beneficiary-related communications in an accessible alternative format at no cost to the beneficiary or authorized representative. Alternative formats may include:

- Large print
- Braille
- Audio format
- Accessible electronic format
- Other reasonable auxiliary aids or services necessary to ensure effective communication

This requirement applies to Medi-Cal-related beneficiary communications, notices, forms, acknowledgments, and other materials provided in connection with STEM Preparatory Schools' participation in Medi-Cal programs, including the LEA Medi-Cal Billing Option Program.

Identification of Alternative Format Needs
When Medi-Cal eligibility or data-match information identifies an existing alternative-format preference for a beneficiary, STEM Preparatory Schools will review and use that information when communicating with the beneficiary or authorized representative.

Beneficiaries and authorized representatives may also request an alternative format directly from STEM Preparatory Schools.

Processing Requests
The designated STEM Preparatory Schools administrator responsible for Medi-Cal program compliance will:

1. Receive and document alternative-format requests.
2. Determine the appropriate format or auxiliary aid needed to provide effective communication.
3. Coordinate preparation or procurement of the requested accessible material.
4. Provide the alternative-format communication at no cost to the beneficiary.
5. Maintain documentation showing the request and STEM Preparatory Schools' response, as appropriate.
6. Ensure that known alternative-format preferences are considered for future beneficiary communications.

Record Retention and Oversight
STEM Preparatory Schools will maintain this procedure and supporting documentation as part of its Medi-Cal compliance and audit records. Documentation will be made available to DHCS, LACOE, or other authorized oversight entities upon request.

Suspension and Expulsion

General Provisions

Crown Prep shall provide due process for all students, including adequate and timely notice to parents/guardians and students of the grounds for all suspension and expulsion recommendations and decisions and their due process rights regarding suspension and expulsion, including rights of appeal.

Crown Prep shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, in order to conform to changes in state law.

Crown Prep shall ensure that its staff is knowledgeable about and complies with the District's Discipline Foundation Policy and/or current equivalent policy, as required by the Modified Consent Decree. Crown Prep shall comply with the terms of the School. Discipline Policy and School Climate Bill of Rights resolution adopted by the LAUSD Board of Education on May 6, 2013.

Crown Prep shall be responsible for the appropriate interim placement of students during and pending the completion of Crown Prep's student expulsion process and shall facilitate the post-expulsion placement of expelled students. Crown Prep shall document and implement the alternatives to suspension and expulsion that Crown Prep utilizes in response to attendance-related concerns, e.g. truancy or excessive tardiness.

Students with Disabilities

Crown Prep shall establish and implement policies and procedures to ensure full compliance with federal and state laws and regulations regarding the discipline of students with disabilities. If a student is recommended for expulsion and the student receives or is eligible for special education, Crown Prep shall identify and provide special education programs and services at an appropriate interim educational placement, pending the completion of the expulsion process, to be coordinated with the LAUSD Special Education Service Center.

In the case of a student who has an Individualized Education Program ("IEP"), or a student who has a 504 Plan, Crown Prep shall ensure that it follows correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and Crown Prep, an IEP team will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Special Education Policies and Procedures Manual.

Prior to recommending expulsion for a student with a 504 Plan, Crown Prep's administrator will convene a Link Determination meeting to ask the following two questions:

A. Was the misconduct caused by, or directly and substantially related to the student's disability?
B. Was the misconduct a direct result of the Charter School's failure to implement 504?

Notification of the District

Upon expelling any student, Crown Prep shall notify the Charter Schools Division by submitting an expulsion packet to the CSD immediately or as soon as practicable, which shall contain:

- Completed "Notification of Charter School Expulsion" [form available from the CSD website or office], including attachments as required on the form
- Documentation of the expulsion proceeding, including statement of specific facts supporting the expulsion and

documentation that STEM Prep's policies and procedures were followed
- Copy of parental notice of expulsion hearing
- Copy of expulsion notice provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process, and options for enrollment
- If the student is eligible for Special Education, documentation related to expulsion in compliance with IDEA and the MCD, including the Expulsion Analysis page of the pre-expulsion IEP
- If the student is eligible for Section 504 accommodations, documentation that STEM Prep conducted a Link Determination meeting to address two questions:
    A. Was the misconduct caused by, or directly and substantially related to the student's disability?
    B. Was the misconduct a direct result of Charter School's failure to implement 504 Plan?

Notwithstanding the documentation sent to the Charter Schools Division as indicated above, if the student is a resident of a school district other than LAUSD, Crown Prep must notify the superintendent of the student's district of residence within 30 days of the expulsion. Additionally, upon request of the receiving school district, Crown Prep shall forward student records no later than 10 school days from the date of the request as stated in Education Code section 49068 (a) and (b).

Outcome Data

Crown Prep shall gather and maintain all data related to placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to the District upon request.

Data Collection and Reporting – Special Education

The school will collect and produce data regarding the suspension and expulsion of special education students as required by the Special Education Modified Consent Decree. Discipline procedures for students with special needs will include positive behavioral interventions.

Rehabilitation Plans

Pupils who are expelled from Crown Prep shall be given a rehabilitation plan upon expulsion as developed by Crown Prep's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to Crown Prep for readmission.

Crown Prep shall inform parents in writing of its processes for reinstatement and applying for expungement of the expulsion record.

Readmission

Crown Prep's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, Crown Prep's governing board shall readmit the pupil, unless Crown Prep's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus

safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

Reinstatement

Crown Prep's governing board shall adopt rules establishing a procedure for processing reinstatements, including the review of documents regarding the rehabilitation plan. Crown Prep is responsible for reinstating the student upon the conclusion of the expulsion period in a timely manner.

Notices & Policies

Complete notices, policies and relevant forms are available on the STEM prep website at: http://stem-prep.org/notices
Such notices include:

- Transparency
- STEM Prep Schools Complaint Notice
- Homeless Youth and Families
- Parental Involvement Policy
- Student Interaction Policy
- Suicide Prevention
- Title IX Rights
- Wellness

Annual Notices

A complete copy of our annual notices document can be accessed here, via our website here, or a physical copy is available at the main office.

Civility: Conduct of School Employees, Parents, and the Public

It is the intent of the Board of Directors of STEM Preparatory Schools (Board) to promote mutual respect, civility and orderly conduct among school employees, parents and the public. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain a safe and orderly workplace for teachers, students, administrators, staff, parents and other members of the community. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds.

In the interest of presenting school administrators, teachers and other employees as positive role models, the Board encourages positive communications and discourages volatile, hostile or aggressive communications or actions. This policy seeks to promote a school and workplace culture of mutual respect, civility and orderly conduct. One of the primary goals of this policy is to ensure a learning environment that is safe, productive and nurturing for all students and staff. STEM Prep seeks public cooperation with this endeavor.

1. Expected level of behavior:
    a. School personnel will treat parents, students and other members of the public with courtesy and respect.

b. Parents, students and visitors will treat teachers, administrators, other school employees, and site visitors with courtesy and respect.

2. Unacceptable/disruptive behavior: Disruptive behavior includes, but is not necessarily limited to:
    a. Behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facilities open to parents/guardians and the general public or a school sponsored event away from the school site. It also covers areas of a school or facilities which are not open to parents/guardians and the general public;
    b. Using loud and/or offensive language, swearing, cursing or display of temper;
    c. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, student, or visitor to the site regardless of whether the behavior constitutes or may constitute a criminal violation;
    d. Damaging or destroying school property;
    e. Abusive, threatening or obscene e-mail or voice mail messages;
    f. Taunting, jeering, or inciting others to taunt or jeer at a person;
    g. Using epithets referring to one's ethnicity/race, religion, gender, color, sexuality, or disability;
    h. Invading the personal space of a person after being directed to move away;
    i. Repeatedly and aggressively interrupting another person who is speaking at an appropriate time and place; or
    j. Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility.
3. Parent recourse:
    Any parent who believes he/she or his/her student was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor or appropriate director. The parent may report verbally or in writing using the school's uniform complaint form. Parents are encouraged to work out issues of concern promptly. No retaliation will be permitted against persons for working in good faith under this policy to resolve conflicts.
4. Authority of school personnel:
    a. Any individual who
        i. disrupts or threatens to disrupt school operations;
        ii. threatens or attempts to do or does physical harm to school personnel, students or others on school premises;
        iii. threatens the health or safety of students, school personnel or others on a school premises;
        iv. intentionally causes damage to school property or the property of others on a school campus;
        v. uses loud and/or offensive language, which would provide a violent reaction; or
        vi. comes on a school without authorization or otherwise establishes a continued pattern of unauthorized entry on school grounds

    may be directed to leave the school premises by the Principal or designee, or in their absence a person who is in charge of the school or any administrator.
    b. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the employee will verbally notify the abusing party that the meeting, conference, or telephone

conversation is terminated, and if the meeting or conference is on school premises, the offending person will be directed to leave promptly.

c. When an individual is directed to leave under the above circumstances, the appropriate administrator or designee may inform the person that they may be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Code 415.5 and 626.7, if they re-enter any STEM Prep facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school.

d. If an individual refuses to leave upon request or returns before the applicable period of time, the appropriate administrator or designee may notify law enforcement officials. An incident report should be completed for these situations.

5. Appeal procedure
    a. Any person who is asked to leave a school building or grounds may appeal to the CEO. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the CEO or designee shall render their decision within 24 hours after the appeal is made, and this decision shall be binding.
    b. The decision of the CEO or designee may be appealed to the Board. Such an appeal shall be made no later than the second school day after the CEO or designee has rendered their decision. The Board shall consider and decide the appeal at its next scheduled regular public meeting. The Board's decision shall be final.
6. Documentation
    a. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions at the time of occurrence.
    b. Following any violation of this policy the supervisor shall complete an incident report, which shall be forwarded to the CEO or Designee. The CEO or Designee, after consulting with the site based supervisor, may develop and submit a letter to the offending individual informing them that he/she may be guilty of a misdemeanor and that he/she is prohibited from entering any STEM Prep facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. This letter shall also inform the offending member of the public that any violation of this re-entering order may result in the school filing a formal complaint with the Police Department.

Legal Reference:

EDUCATION CODE
32210 Disturbing School
44014 Assault on Personnel
44810 Person on School Grounds
44811 Insults and Abuses
PENAL CODE
243.5 Arrest on School Grounds

415.5 Fighting on School Grounds
626.8 Entry of School by Person Not on Lawful Business
627.7 Refusal to Leave School Grounds

Parent Right to Know

The Federal No Child Left Behind Act of 2001 requires districts /schools that receive Title I funding to notify parents of their right to know the professional qualifications of the teachers who instruct their children.

As a recipient of these funds, STEM Prep Schools will provide you with this information in a timely manner, if you request it. Specifically, you have the right to know the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria in the grades and subjects he/she teaches.
- Whether the teacher is teaching under an emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification of degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

STEM Prep Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, you may contact Susana Enriquez, Director of Human Resources, at 323-795-0695 or by email at HR@stem-prep.org.

School of Choice Provision

Crown Preparatory Academy campus is a school of choice. No student is required to attend, and no employee is required to work at the charter school.

Gun-Free Schools Act

Crown Prep shall comply with the federal Gun-Free Schools Act.

Earned Income Tax Credit - Information for Parents

We'd like to draw your attention to an important resource – the Earned Income Tax Credit (EITC). In 2015, California adopted a state EITC to accompany the federal EITC. These are cash back tax refunds that you, or someone you know, may be eligible to receive. If you worked last year, received a 1099 Form or W-2, and made $30,000 or less, you may be eligible to receive the Cal EITC.

Both credits are available this tax season and may provide you with a refund or reduce the amount of money you might owe. Californians that qualify for the Cal EITC will likely also qualify for the federal EITC. This will significantly boost household income for eligible families and individuals. For the first time, taxpayers with an ITIN — Individual Taxpayer Identification Number — are eligible for the CalEITC and the YCTC when paying taxes.

Visit CalEITC4Me.org to check your eligibility and use the refund calculator to estimate your potential refund. This year, an estimated 1.7 million Californians will be eligible to receive the Cal EITC and you may be one of them! If you have any

questions, please visit www.caleitc4me.org.

SB 1104 Notification: Commercial Sexual Exploitation of Children and Youth

On average, early adolescence, between ages 11-14 years, is the most common time for female children to fall victim to commercial sexual exploitation. While many of these children are girls, there is a rising population of boys who may become involved in sex trafficking for different reasons.

Charter schools with children in grades 6-12 are required to inform parents and guardians of human trafficking prevention resources. For more information on identifying and preventing human trafficking, please visit: https://dmh.lacounty.gov/our-services/transition-age-youth/csecy/

Other Resources:
Child Abuse Hotline: 1-800-540-4000
LA Metro Taskforce: 800-655-4095
National Human Trafficking Hotline: 888-373-7888

If you or a student have any questions or need additional support or resources please contact Jessica Miramontes, via email jmiramontes@stem-prep.org or by phone (323) 795-0695.

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

Smarter Balanced Assessment Consortium Assessments
The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Science Tests (CAST)
The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

California Alternate Assessments (CAAs)
Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will

take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California
The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.
Physical Fitness Test
The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

Sexual Harassment Policy

Stem Preparatory Schools is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, or persons doing business for STEM Prep is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

STEM Prep considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. However, students enrolled in Kindergarten and grades one through three may be subject to other disciplinary actions.

Any student or employee of STEM Prep who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. STEM Prep prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

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

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

For inquiries about policies and procedures related to sexual harassment, including how to file a complaint of sexual harassment involving students, contact:

Eric Barlow
President/Chief Operations Officer
STEM Preparatory Schools, Inc.
3200 W. Adams Blvd.
Los Angeles, California 90018
(323) 795-0695 Fax (323) 795-0696

Federal Educational Rights And Privacy Act (FERPA) Directory Information "Opt-Out" Notice

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections concerning their children's education records, which includes, among other records, report cards, transcripts, disciplinary records, contact and family information, and class schedules. To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. An exception to this rule includes "directory information," which is defined as:Parents'/guardians' names, address, electronic mail address, phone number, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received; and the most recent educational agency or institution attended.

STEM Prep's policy is to not release directory information to any requestor, for any purpose, without specific prior parent/guardian consent in each situation, EXCEPT we will release such information to requestors that engage in political advocacy or information dissemination related to California charter schools. If you do not want STEM Prep to disclose your contact and other directory information from your child's records to such persons or entities without your prior written consent, you must request a form from the front office.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Family-Student Handbook Acknowledgement and Agreement

This is to acknowledge that my student and I have received a copy of the Crown Prep Academy Family-Student Handbook for the 2026-27 school year. We understand that it sets forth the terms and conditions of student enrollment, as well as the duties, responsibilities, and obligations of students. We understand and agree that it is our responsibility to read the Family-Student Handbook and to abide by the rules, policies, standards set forth within including the dress code and the Family-School compact signed during the initial orientation process. We further understand that the student/parent handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

Student's Name: _____ **Student's Grade:** _____

Date: _____ /_____ /_____ **Preferred Language:** _____

Parent/Guardian's Signature

Parent/Guardian's Name (Printed)

Tasia Stafford

Tasia Stafford

Principal's Signature

Principal's Name (Printed)