STUDENT/PARENT GUIDELINES & EXPECTATIONS

STUDENT DRESS CODE

The overarching principle of the school’s dress code is that clothing should not be an impediment to, or disruptive to, the learning process. Students are expected to wear clothing that is safe, clean and appropriate to a school environment at all times. Students in violation of the dress code will be asked to change into appropriate clothing.

Offenses will be addressed via the Progressive Discipline Policy.

A. Clothes must conceal undergarments at all times. See-through, halter tops, strapless tops, off the shoulder, low cut tops, are prohibited. No ripped or tattered clothing including jeans, pants, or shorts allowed.

B. In addition, any items of clothing that could potentially hide or disguise the wearer’s identity are prohibited.

C. Clothing, jewelry, headwear, and personal items (backpacks, satchels, gym bags, binders, water bottles, etc.) shall be free of writing, pictures or any other insignia which are, or can be interpreted as crude, vulgar, profane or sexually suggestive. In addition, such items shall not bear drug, alcohol or tobacco company promotions, ads, or likenesses which advocate racial, ethnic, or religious prejudice or gangster lifestyle. Hats must be worn bill facing forward and may be asked to be removed in the classroom.

D. No baggy or oversized clothing or clothing that is too tight. All pants and shorts must fit appropriately. Pants must fit at waist without sagging when worn without a belt.

E. Shorts, skirts, and skorts, must be hemmed with the hemline no shorter than the student’s fingers when the student’s hands are extended naturally at their sides.

F. Hoods may be worn only during rainy weather.

G. Body art and accessories such as chains, heavy buckles, sharp or pointed rings, etc., are not allowed as they present a safety issue. These items will be held and returned to the student after school for a first time offense.

EXPECTATIONS

The expectation is that students will represent the school and themselves in a trusting, respectful, and responsible manner at all times. Students will obey and follow all Federal, State, Board of Education and City ordinances and will cooperate with the respective authorities while on the way to and from school and while attending any school related activities.

A. Personal Electronic Devices – When on campus, personal electronic devices should be completely off or silenced at all times. If used in violation of school rules during school hours, they will be confiscated and returned only to parents or guardians.

In addition, parents, guardians, and students are reminded that taking images or video of others without their consent is illegal and inappropriate. The school is not responsible for lost or stolen items.

B. PDA (Public Displays of Affection) – are not appropriate at school (e.g. kissing, lap sitting, fondling, petting, and or/ inappropriate touching).
C. Bullying – A student may be suspended from school or recommended for expulsion if the Principal determines that the student has intentionally engaged in harassment, threats, or intimidation directed against another student or group of students that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment. (EC 48900.4)

D. Litter and Cleanliness – Students will clean up their own litter while on campus and refrain from actions that may contribute to an unsanitary environment.

E. Illicit Substances – Possession of, use of, sales or furnishing of a controlled substance is illegal and will be addressed with the full support of appropriate law enforcement agencies. Also, aerosol cans of any form are not allowed on campus.

F. Inappropriate Language – Students are not to use vulgar, obscene or offensive language including racial or sexual remarks. In addition, students may not possess written, recorded, or printed material that expresses such language or graphic representations thereof.

G. Gum/Candy – Gum is not to be chewed or brought on campus at any time; if you want fresh breath, please have a mint.

H. Eligibility for Participation in Privilege and Extracurricular Activities Such as Student Government, Dances, and College Classes – To qualify for participating in any privilege or extracurricular activity, a student must have a 2.0 or above GPA on his/her most recent report card prior to activity. In addition, students may not have more than two Fs on the most recent report card prior to the activity. Parents, guardians, and students must also be aware that participation in any privilege or extracurricular activity may be affected by inappropriate student behavior even if it occurs off-campus or after school hours. This is a school wide policy.

I. Valuables – Students should keep expensive jewelry, large amounts of money, and other valuable items home.

The school is not responsible for lost or stolen items.

J. Selling for Profit and Fundraising – Students are not allowed to sell any items, food or otherwise, on campus that have not been approved by the Principal.

K. Graffiti – Students may not bring permanent markers, paints, etching tools, or any type of tagging implement to school.

L. Notices – Students are expected to take home all written notices and to bring back those requiring a written response as directed.

M. Out-of-Bounds Area – Students will respect, abide by and remain within the designated boundaries for nutrition and lunch and will not enter restricted areas, buildings, or classrooms.

N. School Visiting – Students are not allowed to visit any other public or private school nor loiter on the grounds of another school unless they have permission from the school principal. Students are not allowed to bring friends or relatives to ATC.

O. Deliveries – Deliveries of flowers, food items, balloons, etc., will not be accepted because of their disruptive nature. All such unauthorized deliveries will be refused or returned to the vendor.

SCHOOL ATTENDANCE

All students are required by law to attend school on time, every day. Remember that good attendance has proven to be one of the best indicators of student success.

A. School, Class Cutting and Truancy – Students shall attend all assigned classes on time every day and not be absent from school unless they are ill or have a legal absence. Students will be assigned Saturday Academics or after school detention to make up time due to tardies and truancies.

B. Tardiness – Tardy is defined as not being in your assigned seat when class BEGINS. The student shall be punctual to school and to each of his/her classes ready for instruction when class begins. Students who are tardy and come in with any food or drink items will get their items confiscated. Students may pick-up those items at nutrition or lunch.

C. Legal Absences – All absent students must return with a notice signed by parents or guardians explaining the reason for their absence. Notes must
be brought by the student to the Attendance Office before school on the day the student returns.

D. **SART (School Review Team) SARB (School Attendance Review Board)**—Consistent attendance maximizes the students learning potential. Excessive absences will result in the student being referred to the SART and/or the SARB. These entities may include a Deputy District Attorney from L.A. County District Attorney’s office, the parent, the student, a school representative, an administrator, a counselor, and a district representative. The purpose of the team is to resolve the attendance issue.

E. **Permission to leave**—Students may not leave the campus except when checked out by a parent or guardian with proper identification through the Attendance Office for medical appointments, family needs, or other acceptable reasons. Students will not be released on their own for any reason. This includes students who are 18 years of age or older.

F. **Arrival to Campus**—Students are not to arrive to campus before 7:00am, and once students arrive, they must remain on campus.

G. **Departure from Campus**—Unless they are under the direct supervision of a teacher, counselor, administrator or campus supervisor, all students must leave the campus by 3:15pm.

H. **Closed Campus**—The ATC is closed campus. Once students are on or near the school campus, they may not leave until the end of the school day.

**STUDENT SAFETY RULES**

A. **Safety Rules**—Students must follow all school safety rules, obey the laws for city street traffic, cross at intersections and exercise good judgment in protecting themselves in coming to school and going home. Students are responsible for following all school rules to and from school and home to school.

B. **Permissible areas**—Due to the size of our campus and the availability of supervision, there are areas that are deemed “out of bounds”. These areas and details regarding these areas are outlined during our Expectations Assemblies, which include Hubs and classrooms that are not supervised. Students are allowed in the ACE Hub to complete project and work on computers when supervision is provided.

C. **Student Parking**—All students who drive must have a parking permit in order to park on campus. Students must have a valid driver’s license and proof of insurance and must complete a parking permit application before bringing a vehicle to school. Students will also need the year, make, model, license plate number, and color of the vehicle. Parking permits must be displayed at all times when parking on campus. There is no charge for a parking permit at the moment.

D. **Bicycles**—Students may ride a bicycle to school and should bring a lock for securing the bike – use the bike rack in the designated area. When on or near the campus, students will walk bicycles. Bicycle riders may only enter campus from the front gate. Helmets are required by law.

E. **Skates and Skateboards**—Students shall not ride skateboards on campus and are responsible for the proper use and access of their personal skateboards at all times.

F. **Parking Lots**—Students will not loiter in the parking lot or non-pedestrian areas.

G. **Hall and Campus Traffic**—Students will go to class in an orderly fashion without shouting, shoving, or engaging in any behavior that will impede, restrict or disrupt a safe orderly flow of traffic to classes.

H. **ID’s**—All students must wear or be in possession of their current year ATC ID. Replacement ID’s are $5. Failure to do so will result in disciplinary action.

**CAFETERIA RULES**

A. **Food and Drink Consumption**—The student will consume all food and drink within the designated boundaries during nutrition and lunch periods where adult supervision is provided.

B. **Free and Reduced Price Lunches**—May only be used by the student who has been approved eligible for that number. A student caught using another student’s number or stealing from the cafeteria Speed Line will be subject to disciplinary action including possible suspension.

C. **Delivery of Food Items**—Students will not be allowed to order or receive food items delivered from vendors or local restaurants. All deliveries will be refused and students will not be notified. Only when necessary, parents may drop off lunches (only for
their student) that does not need refrigeration and are clearly identified with students’ first and last names. Student must be notified by parent to pick up their meal only during nutrition or lunch. Students who are tardy and come in with any food or drink items will get their items confiscated. Students may be pick-up those items at nutrition or lunch.

PARENT COMMUNICATION

A. School Loop - School Loop is our school and district learning management system and it is a great way to check student progress and communicate with facilitators. Please register for school loop by visiting our school website.

B. HERO - HERO is another tool that the ATC uses to help monitor attendance, tardies, and overall student behaviors by rewarding the actions and behaviors we would like exhibited by our students. It works in synchronization with our student ID’s. Registration information for parents will be sent out during the first week of school.
2019-2020

Acknowledgement of Student/Parent Guidelines and Expectations

Parent/Guardian

By signing this acknowledgement sheet, I am giving evidence that I have read, understood, and will comply with the rules, regulations, and procedures for the Applied Technology Center 2019-20 school year.

Parent/Guardian Name: __________________________________________

Parent/ Guardian Signature: ___________________________ Date: __________

________________________________________

Student

By signing this acknowledgement sheet, I am giving evidence that I have read, understood, and will comply with the rules, regulations, and procedures for the Applied Technology Center 2019-20 school year.

Student Name: __________________________________________

Student Signature: ___________________________ Date: __________