

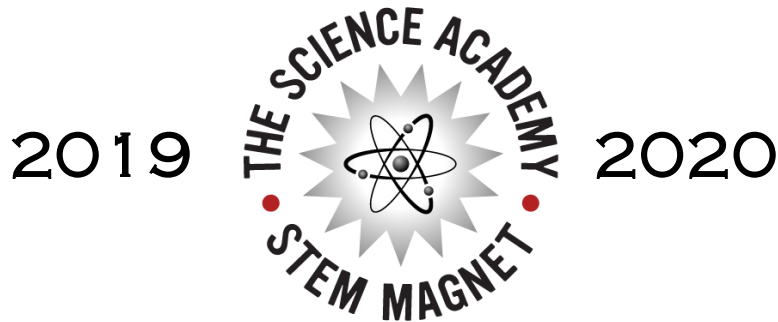
# STUDENT HANDBOOK

## *THE SCIENCE ACADEMY STEM MAGNET*

5525 VINELAND AVENUE

NORTH HOLLYWOOD, CALIFORNIA 91601

PHONE: 818-753-4470 FAX: 818-753-4466



Welcome to *The Science Academy STEM Magnet*. This handbook contains the information parents and students need to become acquainted with our school. Please read it carefully and sign below. Students should carry this handbook in their backpack and refer to it as needed when questions arise.

We have read and understand the information contained in this handbook and agree to work together to keep it available for reference.

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

This agenda belongs to:

Name: \_\_\_\_\_

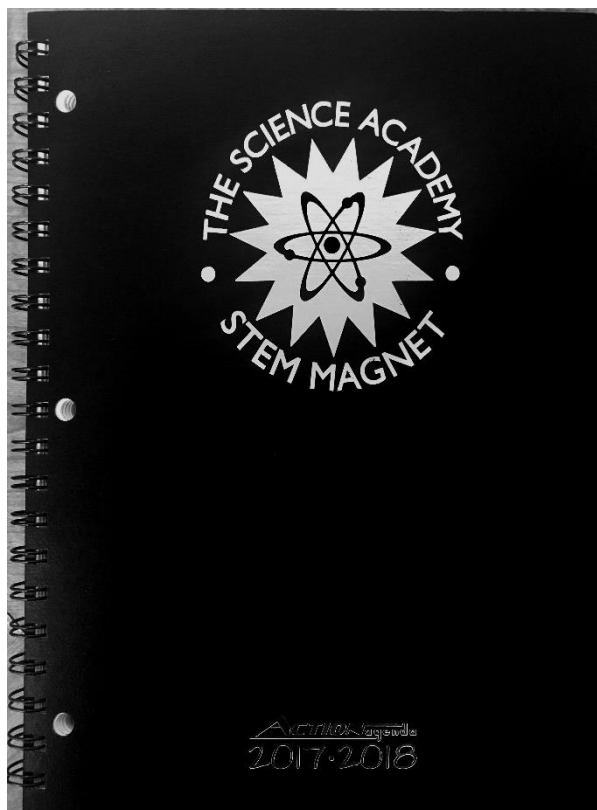
Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Student No.: \_\_\_\_\_

# Proper Use of the Student Agenda



- The agenda must be open to the current day and kept on the corner of your desk in all academic classes, including electives.
- At the end of each class period, write the homework given for that night in every subject.
- If you have completed all of your homework before the end of class, you are **not to** write “NONE” in your agenda. You must still write what the

homework was, but you may put a checkmark or write “Done” after the assignment.

- If your teacher actually did not assign homework, and you have no long-term assignments, write “None Assigned” for that class. Since you have to study for each class, you still need to write “Study...” (Be specific about what you will be studying, ex: Key Terms, Ch. 4, pages 98-117, etc...)
- Write the due dates for all long-term projects.
- If no nightly homework is assigned, but you do have long-term projects, write SPECIFICALLY what you will be doing each night toward the completion of that long-term assignment.
- Make a row for Homeroom and indicate if there are any papers you need to have signed and returned.
- Use the “NOTES” spaces for any special reminders for school events or announcements.
- Write as neatly as you can.
- Have your parents check your agendas at the end of **each day** for assignment completion and to communicate with your teachers.

# BEHAVIORAL EXPECTATIONS FOR THE SCIENCE ACADEMY STEM MAGNET

## INTEGRITY

ADHERENCE TO MORAL AND ETHICAL PRINCIPLES; SOUNDNESS OF MORAL CHARACTER; HONESTY.

1. Students value other people's time.
2. Students give credit where it is due.
3. Students are authentic.
4. Students are always honest.
5. Students never take advantage of others.
6. Students do not argue over disagreements.
7. Students give most people the benefit of the doubt.
8. Students know when something is bothering someone.
9. Students believe others.
10. Students apologize first.
11. Students are humble.
12. Students are always kind to those who need it.

## COMMITMENT

A PLEDGE OR PROMISE; OBLIGATION

1. Students actively participate in the lesson and is fully engaged at all times.
2. Students actively seek feedback on how to improve the quality of their work.
3. Students show great resilience with all challenges, even when those challenges are difficult.
4. Students try to sort out problems themselves.
5. Students manage their own time and are highly self-disciplined.
6. Students use their initiative and don't always need to be told what to do.
7. Students go above and beyond what the teacher asks of them

## EXCELLENCE

OUTSTANDING QUALITY OR SUPERIOR MERIT; REMARKABLY GOOD

1. Students will align their actions with their values.
2. Students will see failures as feedback.
3. Students will speak with Good Purpose.
4. Students will focus their attention on the present moment.
5. Students will do what they set out to do.
6. Students will take responsibility for their thoughts, feelings, words, and actions
7. Students will change their actions to get the desired outcome.

<b>SCIENCE ACADEMY STAFF I SHOULD KNOW</b>
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<b>Title</b>	<b>Name</b>
Principal	Carlos Lauchu
Magnet Coordinator /Dean	Jodi Huff
Counselor	Maria Welch
Administrative Assistant	Carolyn Cole-Diamond
Senior Office Tech	Kristy Ebert
Community Representative	Ryan Huff
Campus Aide	Elizabeth Mercado

<b>MY CLASS SCHEDULE</b>
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<b>Period</b>	<b>Subject</b>	<b>Teacher</b>	<b>Room</b>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

# IMPORTANT DATES 2019 - 2020

## AUGUST 2019

Pupil Free day	08/19
1 <sup>st</sup> Day of School	08/20
Admissions Day	08/30

## SEPTEMBER 2019

Labor Day	09/02
No School: Unassigned	09/30

## OCTOBER 2019

No School: Unassigned	10/09
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## NOVEMBER 2019

No School: Veterans Day	11/11
No School: Unassigned days	11/25-11/27
Thanksgiving Holiday	11/28-11/29

## DECEMBER 2019

1 <sup>st</sup> Semester ends	12/20
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## WINTER RECESS

12/23/19 - 01/10/20

## JANUARY 2020

Second Semester begins	01/13/20
Dr. Martin Luther King Jr. Day	01/20

## FEBRUARY 2020

President's Day	02/17
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## MARCH 2020

## APRIL 2020

No School: Cesar Chavez Day	04/03
Spring Recess	04/06-04/10

## MAY 2020

Memorial Day	05/25
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## JUNE 2020

Last Day of Instruction	06/12
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# BELL SCHEDULE

## MONDAYS AND THURSDAYS

Opening Bell	8:20
Period 5 / BIC:	8:30 - 10:10
Nutrition:	10:10 – 10:25
Period 6:	10:30 – 12:00
Lunch:	12:00 – 12:30
Period 7:	12:35 – 2:05
Period 8:	2:10 - 3:40

## WEDNESDAYS AND FRIDAYS

Opening Bell	8:20
Period 1 / BIC:	8:30 - 10:10
Nutrition:	10:10 – 10:25
Period 2:	10:30 – 12:00
Lunch:	12:00 – 12:30
Period 3:	12:35 – 2:05
Period 4:	2:10 - 3:40

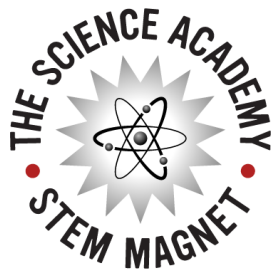
## TUESDAYS

### PD/COMMON PLANNING DAYS

Opening Bell	8:20
Period 1 / BIC:	8:30 – 9:15
Period 2:	9:20 - 9:55
Period 3:	10:00 –10:35
Period 4:	10:40 –11:15
Period 5:	11:20 –11:55
Lunch:	11:55 –12:25
Period 6:	12:30 – 1:05
Period 7:	1:10 – 1:45
Period 8:	1:50 – 2:25

### MINIMUM DAY SCHEDULE

Opening Bell	8:20
Period 1 / BIC:	8:30 – 9:06
Period 2:	9:11 – 9:37
Period 3:	9:42 - 10:08
Period 4:	10:13 – 10:39
Brunch:	10:39 – 10:59
Period 5:	11:04 – 11:30
Period 6:	11:35 – 12:01
Period 7:	12:06 – 12:32
Period 8:	12:35 – 1:03



# THE SCIENCE ACADEMY STEM MAGNET

## VISION AND MISSION

### VISION STATEMENT

It is the vision of The Science Academy STEM Magnet to provide an opportunity where students of all socio-economic and diverse backgrounds will be challenged to develop into college and career-prepared citizens who are able to enter the highly competitive adult world, making a difference in tomorrow's society. With inquiring and analytical minds, they will demonstrate the critical thinking skills and results-based outcomes necessary to tackle any endeavor that they desire. The Science Academy STEM Magnet recognizes and values the importance of this educational mindset and plans to meet the needs of this community of scholars by nurturing students' intrinsic motivation for learning and a belief in the students' desire to surpass conventional expectations. At The Science Academy STEM Magnet, it is our vision to offer a high quality education by focusing on local and global issues that instill a sense of purpose and responsibility, which builds character within the whole child emotionally, physically and socially.

### MISSION STATEMENT

It is the mission of The Science Academy STEM Magnet to empower students to discover their maximum potential through a revolutionary educational experience and supportive environment. Through innovative programs, we seek to develop citizens of a greater global community that are dedicated to generating, questioning and contributing knowledge to create a better tomorrow. We are dedicated to providing our students with an education that combines rigorous study, inquiry-based teaching and human curiosity to real world problems. Our teachers will utilize a constructivist approach that includes debate-style conversations, Socratic Method approach, and essential questioning using Webb's Depth of Knowledge.

The Science Academy STEM Magnet is an articulated program which adopts innovative methodologies in teaching and learning in science. The purpose of this venture is to allow students the opportunity to explore non-conventional learning styles in a college preparatory atmosphere. Our learning modules are rigorous with the intensity of a college-bound program.

The STEM Magnet incorporates **Science, Technology, Engineering and Mathematics** across all academic disciplines, preparing students for roles that will shape our nations' future. We recognize that STEM education is vital in preparing our students for global competitiveness and economic prosperity.

## **CORE BELIEFS**

1. We believe in providing students with a clean, safe, healthy and nurturing environment.
2. We believe in encouraging kindness, compassion, tolerance, understanding and respect for all people and cultures.
3. We believe in promoting life-long learning for the Science Academy community.
4. We believe in fostering the development of critical and creative thinking.
5. We believe that meaningful, positive and effective communication is a key to a successful learning environment.

## **VISITORS**

District policy requires that all visitors to The Science Academy STEM Magnet **must sign in at the front desk in the Science Academy Office to receive a Visitor's Pass before visiting the campus.** Parents are welcome to visit the school, but must make a prior appointment with the teacher if they wish to visit the classroom. **Visitors under the age of 18, not accompanied by an adult, are not allowed.** Visitors are expected to follow all rules and regulations of The Science Academy STEM Magnet and the Los Angeles Unified School District. Violation of these rules will result in removal from the campus and suspension of visitation privileges.

## **AFTER SCHOOL HOURS**

Students are required to leave campus by 30 minutes after dismissal time. **Please make arrangements for pick up.** For safety reasons it is imperative that students do not remain on campus unsupervised after hours. Prior to school, arrangements for after school pick up should be made. Pick up times and designations need to be clearly defined and agreed upon by parent and / or guardian and students.

## **ABSENCE INFORMATION**

When you return from an absence, you must report to the Science Academy Office the morning you return before 1<sup>st</sup> period. A parent and / or guardian note must be presented to document the absence. A

stated reason for the absence is necessary. The Science Academy Office will readmit you to class. Please refer to the Parent/Student Handbook for a list of excused absences. **Any student returning from suspension must first see an Administrator to be re-admitted to school.**

It is the student's responsibility to find out what work was missed while he/she was absent. If a student will be absent for an extended amount of time (more than 3 days), the parent may call the student's grade level counselor and request work from the student's teachers. If the student is absent for more than five days, he or she must visit the administrative assistant in the main office upon returning to school.

## **TARDIES**

Students arriving late to school must report to the Science Academy Office before going to class. A parent/guardian note must be presented to document the tardiness. The following reasons will not be excused: parent running late, personal reasons or personal business, car problems, traffic, rain, waking up late, or alarm issues.

## **TRUANCY**

Students are identified as truant when they are "absent without a valid excuse three full days in one school year or are tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof (EC48260)."

## **EARLY RELEASE FROM SCHOOL**

A student who plans to leave school before the close of the day must go to the Science Academy Office before school with a note explaining why he/she will be leaving early, the time to be released, and a telephone number for confirmation. The student will be summonsed from class **after** the parent or guardian presents picture identification to the Science Academy Office. Picture I.D. is required at all times when picking up a student and that person must be on the Emergency Card.

Faxed permission or telephone calls will not be accepted. No Exceptions.

## **DISMISSAL**

To improve school safety at The Science Academy STEM Magnet, it is important to clarify the expectations for everyone once the school day ends. Upon dismissal from school, students are to:

- Obey all traffic signs
- Report to a supervised activity (special classes, after-school tutoring, etc...)
- Go home

All students must leave the campus within 30 minutes of dismissal time unless they are participating in a supervised activity. Students who stay after school for a supervised activity must leave campus within 10 minutes after the activity has ended. Leaving campus means not waiting within or outside the school. Students may not wait for pick-up across the street. Students that are participating in the Beyond the Bell Program must be in the P.E. or lunch area no more than 15 minutes after dismissal from school. Any student outside of those assigned areas will be subject to disciplinary action.

When dropping off or picking up your child, parents are requested to ensure the safety of our students by following and maintaining proper safety protocols for the designated pick-up and drop-off locations; specifically the side gate in the parking lot.

When entering the lot, please be aware of your speed. We ask that you do not drive over 5 mph while in the parking lot, as we have many students who are exiting vehicles and walking to the gate.

When arriving to the drop-off area, please make sure to pull your car all the way forward to the entrance of the side gate before allowing your student to exit the vehicle. We ask that you do not let your students out of the car before you have reached the designated drop-off area, as there may be cross-traffic in the lot.

Additionally, when picking up your students from the parking lot after school has ended, we ask that you pull into an open parking spot and wait for your child. This reduces the congestion in the parking lot as people are trying to exit.

Drive in a clockwise direction. Refrain from dropping off or picking up your child in the middle of the street or parking lot.

Obey all traffic signals and signs and **DO NOT PARK IN RED ZONES, NEAR FIRE HYDRANTS, OR IN CROSSWALKS OR DRIVEWAYS.**

**PLEASE DO NOT DRIVE WHILE USING YOUR CELL PHONE IN THE PARKING LOT OR ANYWHERE SURROUNDING THE SCHOOL.**

All students must be picked up in a timely fashion. It is also essential that students are respectful of the surrounding community when waiting for pick up. Loitering and vandalism will not be tolerated. Any damage to private property caused by students remaining after school will result in disciplinary action. All arrangements for after-school plans or pick-up should be made by the parent or guardian and child before coming to school in the morning.

## **PHONE CALLS**

Offices are not available to answer phones until 7:30 AM. The office will deliver messages to individual students during the school day as needed. Office phones are available to students as needed.

## **FUNDRAISING**

All School sponsored fundraising sales shall be conducted before or after school hours only.

Teachers and parent groups are prohibited from soliciting on campus during the school day per Education Code Section 51520.

Any collection of funds must be accounted for through the establishment of an account with the financial manager through the Student Store.

## **COUNSELING INFORMATION & CONTACTING TEACHERS**

Teachers communicate student progress through the use of Schoology, as well as four times each semester via report cards. If you wish to conference with a teacher, contact the Science Academy Office. All teachers include contact information in their course syllabus. Refer to the course syllabus for contact information. Parents can also contact teachers by calling the school



and leaving a message. The teacher will return the call as soon as possible.

### **CLASS CHANGES**

Class changes are disruptive to all concerned. Changes are necessitated by the need to collapse classes, or occasionally, if a student is programmed incorrectly. Changes are not permitted because students want a particular teacher or a class during a certain period of the day.

### **TEXTBOOKS**

All students will be issued State adopted textbooks for the following subjects: English, Mathematics, Science/Health, and History. They are to write their name, teacher's name, and date in ink in the space provided inside the front cover. All textbooks are assigned and monitored through a web-based program, using the LAUSD bar code. Students are required to turn in the textbooks with the exact bar code that was assigned to them. Textbooks will be inspected periodically for damages. Students are required to pay for lost, stolen or damaged books. **All students will need to clear any textbook debt in order to participate in graduation activities.**

### **LOST AND FOUND**

Lost and found is located in the Magnet Office. Do not leave purses or backpacks unattended. Keep money and meal tickets in a safe place. **Protect your valuable articles by leaving them at home. School is not responsible for locating lost or stolen items.** Lost and found will be cleared once a month and all remaining items will be donated to charity.

### **STUDENT STORE**

The Student Store is open before and after school and during nutrition and lunch. **The Student Store does not accept personal checks or credit cards.**

### **STUDENT HEALTH**

The following are the laws and LAUSD policies regarding student health: New California state law requires all students entering or advancing 7<sup>th</sup> through 12<sup>th</sup> grade to show proof of a pertussis (whooping cough) booster shot (Tdap); no

whooping cough immunization, no school entry.

### **Immunizations**

1. New or transfer students will not be admitted to school without presenting an up-to-date written immunization record from a physician or the health department at the time of enrollment.
2. Students who require additional vaccine doses or who lack a written record are no longer allowed a grace period.
3. Students' immunization status will be reviewed periodically. Students not meeting the state guidelines will be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department.

### **Medications**

Students may not carry or use medications including over the counter or cough drops on campus without written consent. A student who needs to take medication during school hours must have a statement to this effect on file at the school, signed by the prescribing physician and/or the parent/guardian. The required forms are available from the school nurse. School health personnel do not prescribe or give advice regarding medication or other care beyond first aid.

### **Physical Examinations**

1. Students enrolling for the first time in LAUSD secondary schools are encouraged to provide the school with a report of a recent physical examination. Forms for this purpose may be obtained from the school nurse.
2. Screening of vision and hearing will be done in accordance with state guidelines. All girls in grade 7 and boys in grade 8 will be screened for possible scoliosis (curvature of the spine). Parents/guardians will be notified of any findings in these mandated screening tests, which require further attention.

## Miscellaneous

1. **Pink Eye:** Students waking up with itchy, sticky, red eyes may have Pink Eye, a contagious eye infection. Please seek medical advice before coming to school.
2. **A student returning to school with sutures, casts, ace bandages crutches, braces, a wheelchair, or other ambulatory assisted devices** must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration and Health Services.
- 3.. **A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization,** must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.
4. **An excuse from a physical education class** may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to 3 days; thereafter, for up to 10 days, a written request is needed from the student's health care provider. Requests for exemption beyond 10 days are referred to the school nurse.
5. **A current District emergency information card must be on file** at the school so that parents/guardians can be notified promptly in case of accident or illness involving their child. School health personnel are available for consultation.

## **THE SCIENCE ACADEMY STEM MAGNET MINIMUM ESSENTIALS**

Requirements vary from class to class. However, the following minimum essentials are required in all classes:

1. **Personal Respect:** Actions and communications of students must show regard and respect for others
2. **Property Respect:** Students are responsible for the school equipment and property they work with. Damages will be charged to violators

3. **Attention:** Students are expected to give their attention and respect to class activity without having to be asked by the teacher
4. **Supplies:** Students must bring all materials required by the teacher to class
5. **Tardiness:** Students are marked tardy if they are not in their seat or at their station when the bell rings
6. **Dismissal:** **The signal to leave class comes from the teacher.** The bell rings to alert the teacher and the class.

## **ELIGIBILITY POLICY**

The LAUSD has a policy that requires students in grades 4 -12 maintain a "C" average in order to participate in extracurricular activities. The "C" average is determined by the grades students receive on the midterm and final semester report cards.

Students who are ineligible may not participate in extracurricular activities. Extracurricular activities are those activities that are not a part of the regular school curriculum, and as such, are not graded and do not take place during class time or after school hours.

Co-curricular activities are defined as those programs associated with the curriculum in a regular classroom as indicated in the Guidelines for Instruction, Secondary School Curriculum, Office of Instruction (Pub. No. SC-863.1-22), or in the California State Frameworks (EC-641). When this is the case, ineligible students may continue the activity, performance, or competition as part of the class (LAUSD Policy Bulletin –BUL. 676.)

Eligibility can be gained or lost only at the 10 week and 20 week grading periods. Students who are not eligible at the end of a grading period remain ineligible until the next 10 week or 20 week grading period. A student may regain his or her eligibility by meeting the "C" average requirement.

## **PROGRESS REPORTS & REPORT CARDS**

Progress reports are issued at the end of the 5<sup>th</sup> and 15<sup>th</sup> weeks. Satisfactory progress is indicated by a slash (/) mark. Report cards are issued at mid semester and at the end of each semester. Academic marks of A, B,

C, D, or Fail and marks of E, S, or U in work habits and cooperation are reported at these times.

### **ACADEMIC CLASS STANDARDS**

All teachers include classroom expectations and homework policy in their course syllabus that is distributed at the beginning of the school year. Refer to the course syllabus for more information.

Assignments must include the following heading in the upper right-hand corner of the paper:

- Name (Last name, First Name)
- Subject, Period
- **DUE DATE** (written out)

❖ All written work must be legible and in ink. Pencils may be used on map and lab work, math and for art/history assignments.

❖ Students should review each day's class work for 30 minutes per subject in addition to specific homework assignments.

❖ Students must be in their seats, prepared to learn at the ringing of the tardy bell.

❖ Students must have a book, which they read for 20 minutes per day for English homework.

### **LATE WORK POLICY**

#### **For all classes in The Science**

**Academy**, every assignment turned in late will receive a 10% grade deduction for each day that it is late, up to five days, (50% credit). No late assignments will be accepted later than three days before each grading window closes and teacher grade verifications are due.

Again, please note the acceptable heading for all work:

Assignments must include the following heading in the upper right-hand corner of the paper:

- **Name (Last name, First Name)**
- **Subject, Period**
- **DUE DATE (written out)**

### **DISCIPLINE POLICY**

The Science Academy STEM Magnet faculty and staff are committed to providing a high quality education in a

safe environment conducive to learning. The Science Academy STEM Magnet Discipline Policies, Behavioral code, and classroom rules and procedures have been adopted to help students reach their full potential. Students who do not strive to meet required standards, and whose behavior affects others' ability to meet them will face disciplinary action and may lose the privilege of attending The Science Academy STEM Magnet.

### **Additional Behavioral Expectations**

1. **Weapons of any kind.** Real or toy weapons are prohibited. This includes knives, guns, chains, sharp or pointed wood or metal objects that may be used as weapons, bullets, baseball bats and fireworks or explosives of any kind (including smoke or stink bombs). Students with such items in their possession will be subject to arrest and face suspension or expulsion from the Los Angeles Unified School District.
2. **Drugs, alcohol, or tobacco.** Students found using, possessing, selling, or under the influence of illicit drugs, including alcohol, tobacco or marijuana will face arrest, be suspended from school, and may be subject to further disciplinary action. The use of E-cigarettes or vapes is prohibited on The Science Academy STEM Magnet's campus. In the case of drugs, students may face immediate transfer from The Science Academy STEM Magnet.
3. **Fighting, violence, and intimidation.** Fighting is a violation of The Science Academy STEM Magnet's zero tolerance policy. Fighting will not be tolerated at The Science Academy STEM Magnet.
  - Students participating in fights (mutual combat between students) will be subject to disciplinary action.
  - Students who cause injuries to others or incite other students to join a fight may be suspended from school and/or arrested and may be transferred from The Science Academy STEM Magnet.

- Students who damage or destroy the property of others are responsible for the repairs or reimbursement.
  - Students committing a battery against a staff member may be suspended, arrested, and transferred from The Science Academy STEM Magnet.
  - Students who join an ongoing fight, may be suspended, arrested, and/or transferred.
4. **Theft.** Students involved in a theft or who are in possession of stolen property are subject to arrest and suspension from school. The school reserves the right to transfer students involved in thefts.
  5. **Graffiti/Vandalism.** Vandalism or destruction of school property will result in arrest and the involved parties will be financially responsible. The school reserves the right to transfer students involved in vandalism. Items used for vandalism including spray paint, permanent markers or white out are not permitted on campus. Students in possession of these items are subject to suspension and/or arrest. Individuals who vandalize the school will be held liable for damages.
  6. **Defiance.** The Science Academy STEM Magnet students are expected to follow the instructions of all The Science Academy STEM Magnet faculty and staff. Defiance or disrespect toward any member of the staff will result in disciplinary measures.
  7. **Play Fighting.** There is no such thing as play fighting. Because of the safety issues this behavior can lead to, play fights will be viewed as fighting and is subject to similar punishments.
  8. **Disruptive Items.** Items such as water balloons, water shooting devices, laser pointers and stink bombs are not permitted on campus. Students using these items will face disciplinary actions.
  9. **Gambling.** Cards, dice, items, items used in games of chance, and/or gambling paraphernalia are not permitted and will be confiscated and destroyed.
  10. **Vending Machines.** Vending machines are not to be used during class time or passing periods. Vending machines are serviced by outside agencies. The Science Academy STEM Magnet is not responsible for any malfunctions. Use at your own risk.
    11. No running in the halls or arcades.
    12. No food in the PE area at anytime.
    13. No congregating in “out of bounds” areas during lunch, nutrition, and before and after school.
    14. No Public displays of affection.
    15. No sitting on tabletops or bars in the cafeteria lunch area.
    16. Students must carry their Science Academy STEM Magnet ID card at all times.
    17. Profanity or willful disobedience will not be tolerated.
    19. Students are required to properly dispose of their trash at all times.
    20. Students are not permitted to sell anything on school grounds. This excludes school-sponsored fundraisers.

**STUDENTS WHO VIOLATE ANY OF THE SCHOOL RULES WILL BE SUBJECTED TO DISCIPLINARY ACTIONS.**

**CELL PHONE / ELECTRONICS POLICY**

It is the policy of the Los Angeles Unified School District (LAUSD) to prohibit the use of cellular phones or any electronic signaling devices by students on campus during normal school hours. Students are not permitted to possess cellular phones, Smartwatches, iPads, earphones, air pods or other electronic signaling devices in the building and classrooms. Cell phones are to be turned off, put away and not visible any time while in the building.

Students may use their phones during lunch, outside in the lunch area only. **All cell phone and electronic device use must end by 8:20am.** We ask that they be left at home since parents can call and we will have their child call them back immediately no matter what. If they do bring them to school, we are NOT responsible for any loss or damage.

***Counselors and administrators will not spend time and resources looking for lost or stolen items.***

Students must comply whenever a request is made by school personnel to cease the use of a cellular telephone or other signaling device even before or after school. All cell phones taken from a student during class time will be sent to the office and may only be released to the parent. If a cell phone has been confiscated more than once, future use of cell phones for that student will be terminated.

Cell phone use on the school bus is for emergency purposes only; driver authorization is required. The Science Academy STEM Magnet and The Los Angeles Unified School District are not responsible for lost or stolen cellular telephones or other personal items of value such as iPods, cameras, electronic games, Smartwatches and computers.

**NO GAMES and VIDEO GAME CONSOLES ARE PERMITTED ON CAMPUS EVER.**

#### **COMPUTER USE POLICY**

In order to use any school computer, students must have an *LAUSD Acceptable Use Policy* form signed by both student and parent on file at The Science Academy STEM Magnet office. Students who violate this policy will be subjected to school and if necessary law enforcement consequences.

#### **BULLYING**

The Los Angeles Unified School District is committed to providing a safe working and learning environment. The Science Academy STEM Magnet will not tolerate bullying or any behavior that infringes on the safety or well being of students, employees, or any other persons within the District's jurisdiction. The Science Academy STEM Magnet administration will not tolerate retaliation in any form when bullying has been reported. Immediate disciplinary action will be taken in the event that bullying occurs. Students and teachers have an obligation to report all suspected bullying.

**Cyber-bullying (bullying/harassing over the internet) falls under the LAUSD bullying policy**

**and will be handled with the appropriate disciplinary actions which may involve law enforcement.** Those who choose not to get involved or not to report such activity are condoning this inappropriate behavior and contributing to an unsafe learning environment.

#### **DRESS CODE**

The Science Academy STEM Magnet's dress code makes no distinction among cultural, ethnic, or economic characteristics of our student population. It is designed to ensure a secure social environment for our students, faculty, and staff.

1. Only hats bearing The Science Academy STEM Magnet name or logo are acceptable. All other hats and/ or head wear are subject to confiscation.
2. The Science Academy STEM Magnet hats may be worn as protection from the sun during non-academic times. Hats may not be worn indoors at any time.
3. No shirts or tops that expose cleavage.
4. No cropped shirts (Students should be able to raise their hands without exposing their stomach or back)
5. No bandannas, hairnets or curlers.
6. No excessive or dangerous facial jewelry, chains or earrings (including hoop) that dangle below the shoulder.
7. No clothing that displays gang-related
8. No logos, obscene expressions, sexually related material or names of alcohol, drug, or tobacco products.
9. No sagging pants or shorts.
10. No backless, halter, tube, spaghetti-strapped and/or short tops or shirts that expose the midriff.
11. No shorts or skirts that are more than two inches above the knees.
12. No low rise jeans or inappropriately ripped/torn jeans.
13. No exposed undergarments.
14. No shoes with open backs or toes, such as thongs, flip flops, open sandals or bedroom slippers.
15. No sheer, revealing, or see-through clothing.
16. No sunglasses, except in direct sunlight.
17. No pajama tops or bottoms except during school sponsored functions. Ex. Spirit Week Pajama Day.

18. Leggings may be worn as long as they are worn with a mid-thigh length shirt.

**The administration reserves the right to determine what is inappropriate, offensive or distracting.**

Students wearing inappropriate clothing will be required to change into suitable clothing. Students who do not comply with dress code policy will be asked to change and this may require a parent/guardian to bring appropriate clothing. **\*Violation of dress code will result in disciplinary actions.**

### **LOCKER USAGE**

The use of a locker is a privilege that can be revoked if abused (This includes the sharing of lockers). Students are responsible for the maintenance and security of their locker. The school takes no responsibility for items lost or stolen from a locker. No student shall share a locker with another student. The person assigned to the locker is responsible for its contents. Students are restricted from using lockers during class time. Students may use their lockers before and after school, between classes and the first five minutes of lunch and nutrition. Students should not share their locker combination with anyone; lockers will not be re-issued. "Jammed" lockers will be serviced upon availability of school personnel.

### **SCHOOL/CLASS ATTENDANCE**

Students are to be in class during the assigned school day. Students out of class without permission are truant.

1. Students are not to leave the school grounds during the school day without authorized adult supervision. Cutting or ditching classes will result in after school detention and parent conference. Students picked up by police during school hours may be arrested and/or be required to appear in court where parents may be ordered to pay a fine.

Students need the teacher's permission and must have a pass in order to leave the classroom. Students out of class without a pass will be considered tardy or truant and will be subject to the appropriate consequences.

2. Students are to be in their assigned seats ready to work before the bell rings or will be marked tardy.

3. Students caught in a tardy sweep will be assigned appropriate consequences. Excessive tardies will result in detention and/or community service after school, assigned by the counselor or administrator,

4. Excessive unexcused tardies and absences will have a detrimental effect on grades and cooperation marks. Continued absences or tardies may result in a report to local authorities.

5. Students returning from absence must take a written notice to the attendance office before the start of school.

6. Only one student at a time is permitted out of class. The student must wear the orange vest. Sixth grade students may be excused two at a time during the first semester only.

7. No student is permitted out of class during the first and last ten minutes of the period.

### **STUDENT AREAS**

Students are to remain in supervised areas at all times. Students will have five minutes at the beginning of the lunch period to visit their lockers. Students must be in authorized areas before, during, and after school. Students may not be in the hallways before 8:00am, at nutrition, at lunch, (unless in a classroom for Academic Support or a club meeting), and 10 minutes after the dismissal time on any day. The Students are not allowed to loiter in the stairwells or congregate in unsupervised areas on campus after school hours. Students not in an authorized after-school class or activity must wait for pick-up by parents in the P.E. or lunch area.

### **SCHOOL ASSEMBLIES**

Students will demonstrate proper behavior:

- No eating, booing, whistling, yelling or stamping of feet permitted.
- No talking unless directed to do so.

Students who violate proper audience behavior will receive a warning and then be escorted from the assembly.

### **SEXUAL HARASSMENT**

Sexual harassment is a violation of state and federal laws and school district policy. It is considered a major offense, which can result in disciplinary action to the offending employee or student. Sexual harassment should be reported immediately to a school counselor or administrator. If you experience sexual harassment, you should report the incident to a Title IX complaint manager.

### **METAL DETECTOR SEARCHES**

Administrator(s) conduct daily, random metal and locker searches to prevent weapons and other dangerous objects from being brought to school.

### **STUDENT TRANSPORTATION**

1. Riding a bike on campus is not allowed. Students must walk bikes to the assigned bike rack areas. The school is not responsible for the security of bikes.
2. Students may not roller skate/blade or skateboard on campus. Skates, skate shoes, rollerblades, or scooters are not permitted on The Science Academy STEM Magnet's campus. Skateboards are not permitted on or around the perimeter of the campus at any time.
3. Students riding the bus are expected to follow the rules established by the bus driver. Students who break transportation rules are subject to sanctions and appropriate consequences.

### **STUDENT ID CARDS**

Students will receive a free The Science Academy STEM Magnet ID card during the fall semester. Lost I.D. cards can be replaced in the Science Academy office.

### **LIBRARY MEDIA CENTER**

The LMC is available to all students before and after school, and during Nutrition and Lunch. To use the LMC during class time, students must have a hall pass and a library related assignment. Students must have a current Science Academy STEM Magnet ID

card to use the computers or check out library materials. Materials are checked out for two weeks and may be renewed. Students are responsible for the replacement costs of lost, stolen or damaged books.

### **PARENT ORGANIZATIONS**

Parents can obtain more information about these organizations by contacting the Science Academy office.

### **EARTHQUAKE PREPAREDNESS**

The Science Academy STEM Magnet is prepared for earthquakes and/or other emergencies. Our staff is trained to deal with emergencies. A copy of our emergency plan is available in the main office. Additionally, our school regularly conducts drills and emergency simulations throughout the school year. The Los Angeles Unified

School District has also provided the following for earthquake readiness:

- Cargo containers to store emergency supplies and equipment
- Water barrels to supply enough water for students and staff for at least 72 hours
- Emergency search and rescue kits
- Emergency first aid supplies for students and staff

In addition to these items, our school is equipped with:

- Emergency food supplies for students and staff
- Emergency kits in each classroom
- Battery powered two-way radios

In case of an emergency, parents can pick up their children at the Request Gate, located southwest of the school's large faculty parking lot. Children will be released only at the Reunion Gate to authorized persons listed on the emergency card. Identification will be required. Do not go to any classroom or office.



# **CRISIS HOTLINE NUMBERS**

**Youth Crisis Hotline (24 hours)**

1.800.843.5200, *English and Spanish*

**Teen Line (6 p.m. -10 p.m.)**

1.800.852.8336

**Suicide Prevention Hotline (24 hours)**

1.877.727.4747

**Girls and Boys Town (24 hours)**

1.800.448.3000. *Help and information for runaways, addicts, abused, and suicidal youth. All languages. Parent information also available*

**Child Abuse Hotline 1.800.540.4000**

**Child Abuse National Hotline 1.800.422.4453** *Referrals, services and child abuse reporting.*

**Drug and Alcohol Hotlines**

**Ala-Teen** (Open Mon.-Fri., 5 a.m. – 3 p.m.)

1.888.684.6444

*Provides referrals to local assistance groups for relatives and friends of alcoholics.*

**National Institute of Drug Abuse**

1.800.662.4357

**Health Hotlines**

**HIV/AIDS & Sexually Transmitted Diseases**

**National STD Hotline** (Mon.-Fri., 5 a.m. – 8 p.m.)

1.800.227.8922. *Provides information about sexually transmitted diseases (STDs) and referrals to local clinics. Free written information.*

**National AIDS Hotline**

1.800.342.2437



## **PARENT INVOLVEMENT POLICY**

### **The Science Academy STEM Magnet**

**The Science Academy STEM Magnet recognizes that parents play a significant role in the education of children. The school and the home cannot be effective in isolation from one another. It is essential that parents, families and The Science Academy STEM Magnet staff collaborate to help children adjust to the responsibilities of being successful students**

The staff of The Science Academy STEM Magnet believes that the education of its students is a responsibility shared with parents. Parents shall have the responsibility and opportunity to work with the schools in a mutually supportive and respectful partnership with the goal of helping their children succeed in school. The school's primary responsibility is to provide high-quality and engaging curriculum and instruction that enables all students to meet the academic expectations set forth in the state of California Academic Standards.

Parental involvement as described in this policy shall be developed with the assistance of parents, agreed upon by parents, incorporated in the school action plan, reviewed and updated annually by parents, and readily available to the local community.

#### **POLICY INVOLVEMENT**

An annual meeting will be held to distribute and discuss the information pertaining to the school. The written notice (in English, Spanish, and to the extent possible, other languages as needed) shall be emailed to all parents and will include the rights of parents to be actively involved in supporting their child's academic achievement.

Each year parents shall be required to attend all meetings planned on evenings that are convenient for their participation. Notices of these meetings will be sent via email as well as hard copies distributed to the students in class. These meetings shall include reports from various school administration, school events, safety policies, recognitions & accomplishments, fundraising activities and school performance on district-wide tests.

Each year, parents shall be provided with information pertaining to curriculum, assessments, and expected proficiency levels for student achievement at the school wide Back-To-School Night and in course syllabi distributed by all teachers. This information will be reviewed at the annual Open House.

#### **SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

Each year a committee composed of parents, student leadership, The Science Academy STEM Magnet certificated and classified staff and administration will review and revise, if necessary, the school-parent compact that clearly delineates the school's and parents' responsibility to support students achievement. The Science Academy STEM Magnet certificated and classified staff and administration will review and modify, if necessary, the school vision, mission, and guiding principles.

All The Science Academy STEM Magnet staff and student organizations will work together to identify and recognize students that achieve and maintain high academic achievement.

The Science Academy STEM Magnet staff will engage in professional development designed to facilitate successful communication with parents as equal partners in the task of educating children. This will also include strategies for reaching out to and working with parents.

### **ACCESSIBILITY**

The entire staff of The Science Academy STEM Magnet firmly believes that parent participation is essential throughout the educational journey of children. For this reason opportunities will be provided for participation by parents with limited English proficiency, parents with disabilities, and migratory parents. To ensure success appropriate support will be provided to enable these parents to be available for these opportunities for participation.

# THE SCIENCE ACADEMY STEM MAGNET

## PARENT COMPACT

The staff and parents of the students of The Science Academy STEM Magnet are dedicated to working as ongoing partners in providing opportunities for all students to become self-motivated, life-long learners who can become self-reliant, disciplined, and successful citizens. We will collaborate to promote academic achievement and positive character development as we foster individuality, creativity, and teamwork.

Communication is an essential part of any successful partnership and it is for this reason that we have established the following list of responsibilities for all parties involved.

### **School Responsibilities**

To help build and develop a successful partnership with parents the staff of The Science Academy STEM Magnet will:

- Provide high-quality and engaging curriculum and instruction in a supportive and safe learning environment.
- Communicate with parents regularly to report on student progress. Specifically, the school will provide the information every five weeks.
- Provide parents with reasonable access to staff. Specifically the staff will be available for consultation with parents as follows:
  - Twice a year at “Back To School Night” & “Open House”
  - Conferences upon request with advance notification
- Provide parents with information and opportunities to volunteer and participate in school activities by providing:
  - A school calendar of activities distributed at the start of the school year
  - Each student will receive a school agenda that includes information pertaining to all school policies, phone numbers, offices, etc.
- Each year a committee composed of parents, student leadership, The Science Academy STEM Magnet certificated and classified staff and administration will review and revise, if necessary, the school-parent compact that clearly delineates the school’s and parents’ responsibility to support students achievement. This document will be sent home annually in a language that the parents can understand.

### **Parent Responsibilities**

I, as a parent, will support the education of my child/children in the following ways:

- Encourage my child to be punctual to all classes and attend school consistently with his/her homework completed
- Stay informed about my child’s progress by visiting classes and carefully reviewing progress reports and report cards and monitoring Schoology on a daily basis

- Encourage my child to engage in reading activities at least 15 minutes every day
- Participate, as appropriate, in decisions relating to my child's education
- Volunteer and participate in school activities whenever possible
- Review and reinforce the rules of The Science Academy STEM I (i.e. dress code, discipline, sexual harassment policies, homework, etc.)
- Ensure that my child is engaged in positive activities during extracurricular time and supervised after school and does not loiter on campus after dismissal
- Review all school communications and consistently utilize The Science Academy STEM Magnet student agenda
- Attend school meetings or events

**Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and be responsible, cooperative, and contributing members of The Science Academy STEM Magnet community. To ensure my success, I will:

- Attend school daily with the materials I need to do my best.
- Arrive to each of my classes on time every day.
- Do my homework everyday and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give all notices and information distributed at school to my parent or guardian.
- Consistently utilize my The Science Academy STEM Magnet student agenda appropriately.
- Adhere to The Science Academy STEM Magnet Rules.

Copies of the compact and parent involvement policy will be sent home at the start of the 2019-2020 school years. Students and parents are expected review these documents carefully and return them to the homeroom teacher as soon as possible.

My child and I agree to adhere to these regulations and are aware of the consequences that are associated with the violation of these policies.

I agree to meet the standards set forth in The Science Academy STEM Magnet agenda.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_



## How to Take Lecture Notes

Taking lecture notes is a major part of studying and it is important that your notes are thorough and accurate. Here's how to get the most out of a lecture and have amazing notes to show for it.

### Before the Lecture Begins

**Prepare for the lecture so that you will be more likely to predict the organization of the lecture.** Check the course outline to see if the lecturer has listed the topic or key ideas in the upcoming lecture. If so, convert this information into questions, or structure your notebook according to the headings provided in the outline. If no outline is given, try to structure the presentation yourself when you revisit the notes later.

**If an outline or handout is given out at the beginning of class, skim it quickly.** Underline or highlight topics, new vocabulary, key questions and/or main ideas.

**Ideally, you will come to class having read the assigned material.** Attending the lecture with the information fresh in your mind will undoubtedly help you follow the presentation with greater ease and less confusion.

**Sit as near to the front of the room as possible to eliminate distractions.** You may even want to come five or ten minutes early to get a good seat and have time to set up your pen and notebook or laptop.

**Have a proper attitude. Listening well** is a matter of paying close attention. Be prepared to be open-minded about what the lecturer may be saying, even though you may disagree with it.

**Have extra pencils sharpened and ready, or extra lead for mechanical pencils in case a pencil breaks during the lecture.** Bring a pen as well, and a (big) eraser.

**Write down the title of the lecture, and the date.** Keeping your notes organized will pay off when it comes time to study.

**If you miss a lecture, make sure to write it down in your notes as well, so that you will not forget.** This way you ensure that you will get the notes from a friend or colleague instead of missing out on the material entirely.

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### During the Lecture

**Listen carefully to the introduction (if there is one).** By knowing this outline, you will be better prepared to anticipate what notes you will need to take. Decipher this outline by listening for a **topic** for each section and **supporting points** or examples for the topic.

**Copy what's written on the whiteboard, or overhead projector, especially the outline.** To make sure that you get everything, get in the habit of skipping words like "the" and "a" and make use of shorthand and abbreviations. Summarize your notes in your own words, not the instructor's. Remember: your goal is to understand what the professor is saying, not to try to record *exactly* everything he or she says.

**Recognize main ideas by signal words that indicate something important is to follow.** See the tip on signals below.

**Jot down details or examples that support the main ideas.** Take down **examples** and **sketches** which the lecturer presents. Indicate examples with "e.g." Give special attention to details not covered in the textbook.

**Come up with symbols for words used often that you can remember easily.**

**Take detailed notes if possible.**

**Draw diagrams for concepts you can't remember easily or don't understand.**

**If there is a summary at the end of the lecture, pay close attention to it.** You can use it to check the organization of your notes. If your notes seem disorganized, copy down the main points that are covered in the summary. It will help in revising your notes later.

**At the end of the lecture, ask questions about points that you did not understand.**

**If (s)he begins to get off topic by telling a story...write it down anyway.** Stories help people remember. The story might be related to what you are learning, and may even be on the test.

**If it becomes apparent that he or she is trying to stress or emphasize something, be sure to get it down** maybe even a couple times.

**Obviously, the teacher/professor will not write down everything he/she says.** Listen for key points and important details that are not written down.

**When students ask questions, write down the questions and the teacher/professor's answers.** This additional information might answer questions you have as well.

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## After the Lecture

**Revise your notes as quickly as possible, preferably immediately after the lecture, since at that time you will still remember a good deal of the lecture.** Also it is a good idea to reread your notes within 24 hours of the lecture. It may be a good idea to **rewrite or type** your notes to make them clearer and more organized.

**Revise it with a classmate or two.** Two students see and hear more than one. Your notes will have different gaps than that of your classmates.

### Edit Tips

- 
- Collect notes for each course in one place, in a separate notebook or section of a notebook.
  - Use an '*erasable pen or pencil*'.
- 
- Use a loose-leaf notebook rather than a notebook with a permanent binding.
  - Enter your notes **legibly** because it saves time. Make them clear.
  - Draw a box around assignments and suggested books so you can identify them quickly.
  - Mark ideas which the lecture emphasizes with a highlighter, arrow or some special symbol.
  - When the teacher looks at his/her notes, pay attention to what they say next.
  - **Do an outline.** (see outline note-taking format)

If the teacher has given a clear outline of the topic, ex "Today we'll learn about 10 types of leaves..", use numbers 1,2,...10 for the main points (types of leaves), and letters of the alphabet a, b, c etc.... for examples of each type.

Use 'mind maps' if you've learned how to draw them. Ask someone to show you the method, or Google the information. Mind maps are an excellent way to organize ideas on paper, and you can easily add examples / stories / supporting info / evidence in the right places even if your teacher mentions them much later.

One helpful strategy is, if your teacher writes on his or her black or whiteboard, use a bullet for anything he writes, and a dash for anything he says, and use a plus for any combination. This can help distinguish exact facts with inferences.

Incorporate different **colors of ink, diagrams, and drawings** of your own. Make your notes *your* notes. Take advantage of how you learn (visually, aurally [by ear], or actively) and write/draw your notes according to that style.

Watch for **signal words**. Your instructor is not going to send up a rocket when he/she states an important new idea or gives an example, but he/she will use signals to telegraph what they are doing. Every good speaker does it, and you should expect to receive these signals. For example, she may introduce an example with "for example" as done here. Other common signals:

"There are three reasons why...." (Here they come!)

"First...Second... Third...." (There they are!)

"And most important ..." (A main idea!)

"A major development...." (A main idea again!)

He / She may signal support material with:

"On the other hand...."

"Pay close attention to this"

"On the contrary...."

"Similarly...."

"In contrast...."

"Also...."

"For example...."

"For instance...."

He / She may signal conclusion or summary with:

"Therefore...."

"In conclusion...."

"As a result...."

"Finally...."

"In summary...."

"From this we see...."

He / She may signal very loudly with:

"Now this is important...."

"Remember that...."

"The important idea is that...."

"The basic concept here is...."

Do NOT try to write down every word of the lecture. It is better to listen attentively, understand the topic /point being explained, and jot down the notes in point form - but not so brief that they don't make sense to you later!

Afterward, go back with your red pen and highlighter and mark out the important points.

## **Edit Warnings**

Do not perform manual activities which will detract from taking notes. **Do not doodle or play with your pen.** These activities break eye contact and concentration; they are also distracting to others. **If you are gathering together your personal belongings when you should be listening,** you're bound to miss an important point--perhaps an announcement about the next exam--or, at the least, insult the teacher.

# HOW TO WRITE AN OUTLINE

An outline is a way of organizing information. It uses key words or word groups to show main topics, subtopics, details, etc.

## Sample Outline Format:

<p><b><u>TITLE OF OUTLINE</u></b></p> <p>I. Main topic</p> <p>    A. Important subtopic</p> <p>    B. Important subtopic</p> <p>        1. Detail</p> <p>            a. Sub-detail</p> <p>            b. Sub-detail</p> <p>            c. Sub-detail</p> <p>        2. Detail</p> <p>        3. Detail</p> <p>            a. Sub-detail</p> <p>            b. Sub-detail</p> <p>II. Main topic</p> <p>    A. Important subtopic</p> <p>    B. Important subtopic</p> <p>        1. Detail</p> <p>        2. Detail</p>
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## Helpful Hints - Follow these guidelines to complete your outline:

1. Title the outline - write the title of your paper at the top of the page.
2. Follow the sample outline format for numbering and lettering. Main ideas are chief points. Label them I, II, III, etc. Each main topic must include at least two subtopics.
3. Subtopics for each main topic are labeled A, B, C, etc.
4. Details for subtopics are labeled 1, 2, 3, etc.
5. Subdetails or examples for details are labeled a, b, c, etc.
6. Use a period after each division letter or number. Do not place periods after topics or subtopics not stated in the form of a sentence.
7. Begin the main topic, subtopics, and details with capital letters.
8. Maintain a parallel structure throughout the outline; if you start with phrases, don't switch to sentences.
9. Indent as shown in the example. You should be able to draw a line through all the periods after Roman numerals, another through all the periods after capital letters, etc...