



**MANN UCLA
COMMUNITY SCHOOL
PARENT/STUDENT
HANDBOOK
2017-2018**

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MANN UCLA COMMUNITY SCHOOL

7001 South St. Andrews Place, Los Angeles. CA 90047
Telephone (323) 541-1900 Fax (323)758-8203

Greetings Magnificent Mann Family:

Welcome to success and to the 2017-2018 school year!!! We are very excited about greeting your child at **8am on Tuesday, August 15, 2017**, as we look forward to a very productive and rewarding school year.

Working closely in partnership with you, and the school community, we are committed to ensuring that your child reaches his/her academic potential.

As we collaborate with UCLA to build a stronger community school, we will have a “laser-like” focus on academic instruction, the development of the whole child, and school safety. We plan to do this by:

- Increasing student proficiency in all academic subjects and improving student achievement on the SBAC State Assessment.
- Producing a college-going culture where students see beyond their immediate circumstances and plan for their future, and
- Ensuring a safe, productive learning environment where all students are vested and known.
- Improving parent involvement through the use of Schoology (Online Grading).
- Offering quality enrichment and extra-curricular programs for our students.
- Enhancing our curriculum by partnering with UCLA Graduate and Undergraduate Programs.

Parents can begin to support these endeavors by signing up for PASSport to monitor their student(s) grades and attendance and ensuring that students are on time and present at school daily complying with our school rules.

In closing, we recognize the hard work ahead, but we also embrace the potential impact on students and our school community.

Once again, we welcome you and your child, to the Mann UCLA Community School and encourage your input, support, and partnership as we “Build a Stronger Horace Mann.”

If you have any questions, please call the Main Office at (323) 541-1900.

Sincerely,

Orlando M. Johnson
Principal

MANN UCLA VISION

The Horace Mann UCLA Community School is a community-based, learner-centered, university-assisted school—a school where many different people come together, driven by the nation’s long legacy of common schooling, to create a place of learning for the next generation. We expect students to enter the adult world as confident and capable human beings, prepared to succeed in college, pursue meaningful careers, and participate in our democracy.

MANN UCLA MISSION STATEMENT

The Horace Mann UCLA Community School prepares all students to live rich and meaningful lives by providing a rigorous and relevant instructional program within a personalized environment. All students are supported to achieve the following four core competencies that will prepare them to succeed in college, careers, and civic participation.

1. Self-directed & passionate learners
2. Master of content knowledge & skills
3. Globally & culturally competent
4. Active & critical participant in society

School Calendar for 2017-18: Important Dates

The first semester begins Tuesday, August 15, 2017 and ends Friday, December 15, 2017 for winter recess. The second semester starts Monday, January 8, 2018 and finishes Friday, June 7, 2018. In all, there are 180 days of instruction.

Important Calendar Dates	
Important Events	No School
<p style="text-align: center;">Registration: Aug. 1 - Aug. 4</p> <p style="text-align: center;">First Day of Instruction: Aug. 15</p> <p style="text-align: center;">Back to School Night: Sept. 14</p> <p style="text-align: center;">Community Day: October 7</p> <p style="text-align: center;">Parent Conf. Night: Nov. 16</p> <p style="text-align: center;">Second Semester Begins: Jan. 8</p> <p style="text-align: center;">Open House: Feb. 1</p> <p style="text-align: center;">Parent Conf. Night: April 5</p> <p style="text-align: center;">Shortened Day: June 4 Shortened Day: June 5 Minimum Day: June 7 (Last Day of School)</p>	<p style="text-align: center;">Admissions Day, Sept. 1</p> <p style="text-align: center;">Labor Day: Sept. 4</p> <p style="text-align: center;">Veterans Day: Nov. 10</p> <p style="text-align: center;">Thanksgiving Break: Nov. 20-Nov. 24</p> <p style="text-align: center;">Winter Recess: Dec. 18 - Jan. 5</p> <p style="text-align: center;">Dr. Martin Luther King, Jr. Day: Jan. 15</p> <p style="text-align: center;">Presidents' Day: Feb. 19</p> <p style="text-align: center;">Spring Recess: March 26 – March 30</p> <p style="text-align: center;">Cesar Chavez Day: April 2</p> <p style="text-align: center;">Memorial Day: May 28</p>

BELL SCHEDULE

This is the bell schedule for the upcoming 2017-18 school year. Please note the late start days on Wednesday and Friday. If you would like to enroll your child in a Zero Period class (they would receive credit), please fill out the Zero Period Interest form in the Main Office.

Bell Schedule 2017-18 School Year

MONDAY Assessment/HW	TUESDAY Advisory	WEDNESDAY (Late Start) Professional Development	THURSDAY Advisory	FRIDAY (Late Start) Professional Development
Period 1: 8:00-9:01 (61) Period 2: 9:06-10:07 (61) Nutrition: 10:07-10:23 (16) Period 3: 10:28-11:29 (61) Period 4: 11:34-12:35 (61) Lunch: 12:35-1:05 (30) Period 5: 1:10-2:11 (61) Period 6: 2:16-3:17 (61)	Period 1: 8:00-9:39 (99) Nutrition: 9:39-9:54 (15) Advisory: 9:59-11:19 (80) Period 3: 11:24-1:03 (99) Lunch: 1:03-1:33 (30) Period 5: 1:38-3:17 (99)	Zero Period: 7:15-9:20 (125) P.D.: 7:50-9:20(90) Nutrition: 9:20-9:35 (15) Period 2: 9:40-11:19 (99) Period 4: 11:24-1:03 (99) Lunch: 1:03-1:33 (30) Period 6: 1:38-3:17 (99)	Period 1: 8:00-9:39 (99) Nutrition: 9:39-9:54 (15) Advisory: 9:59-11:19 (80) Period 3: 11:24-1:03 (99) Lunch: 1:03-1:33 (30) Period 5: 1:38-3:17 (99)	Zero Period: 7:15-9:20 (125) P.D.: 7:50-9:20(90) Nutrition: 9:20-9:35 (15) Period 2: 9:40-11:19 (99) Period 4: 11:24-1:03 (99) Lunch: 1:03-1:33 (30) Period 6: 1:38-3:17 (99)

STATEMENT OF COOPERATION

1. I have read and understand the school's philosophy on education and I am in agreement with the Horace Mann Middle School Handbook.
2. I will support the school by signing up for PASSport through the LAUSD website, involvement in parent/teacher conferences, parent meetings and other school-sponsored meetings and activities.
3. I give my permission for my child to take part in all school activities including school-sponsored trips away from the school premises. I absolve the school from liability to me or my child because of any injury to my child at school or during any school activity, with the understanding that insurance will be maintained on my child during the school year.

4. I understand profanity, obscenity in word or action, dishonor or disrespect of personnel or students of the school will not be tolerated.
5. I herewith agree to authorize this school to employ such discipline as it deems wise and expedient for my child; I both understand and agree with their policies in this area.
6. Realizing that my attitude toward the teachers and policies of The Mann UCLA Community School affects the emotional and academic stability of my child, I will support and uphold the ideals of the school in every way and will abide by the discipline and regulations of this administration.
7. At no time will I participate in destructive criticism of the staff or the school to my child or others, but instead, if a problem arises, regarding our child, I agree that I will adhere to the policy of 1) discussing the issue with the child's teacher, 2) if not resolved, discussing the issue with the administrator and teacher, and 3) if the issue remains unresolved, to contact the principal to set up a conference to discuss the issue. I understand that in certain circumstances, depending on the nature of the parental concern, it may be appropriate to omit the first and second steps. These steps will be addressed privately and confidentially.
8. I understand that if my child is withdrawn during or at the end of the school year, student records **will not** be released to anyone until all textbooks and school equipment has been returned to the appropriate office, cleared and signed off by the attendance office.

Procedures Section

Registration

Mann UCLA Community School enrolls students entering sixth grade through ninth grade. Registration hours are from 8:00 AM to 12:00 PM. These hours are strictly enforced.

Registration—A child is not officially enrolled until all of the following requirements have been met:

The following forms must be completed and received by the attendance office:

- ___LAUSD Enrollment Form for all newly enrolled students regardless of grade
- ___Student Records from Previous School (PAR Pupil Accounting Report)
- ___Birth Certificate
- ___Immunization Records (NOTE: All students entering the seventh grade **MUST** have evidence of having **TDAP** before they are admitted into school. Students who do not have evidence **WILL** be excluded from school until the shot has been received

- ___ Photo ID of parent or guardian enrolling the student
- ___ Verification of residence of parent/guardian address must match ID
- ___ Gas or DWP bill ONLY
- ___ Official Rental/Lease Agreement
- ___ Current IEP, if applicable

Change of Address, Phone number, and Return mail

If there are any changes to address, phone numbers, or emergency contacts please come to the Attendance Office immediately to complete or update an emergency card. Failure to do so may result in your child/children being dis-enrolled at Mann UCLA Community School. Students who no longer reside in the Mann UCLA Community School service area will be dis-enrolled and referred to the home school according to the new address

Record Request and Attendance Verification

Parents, please allow a 48 hour return on all record request as well as attendance verification requests.

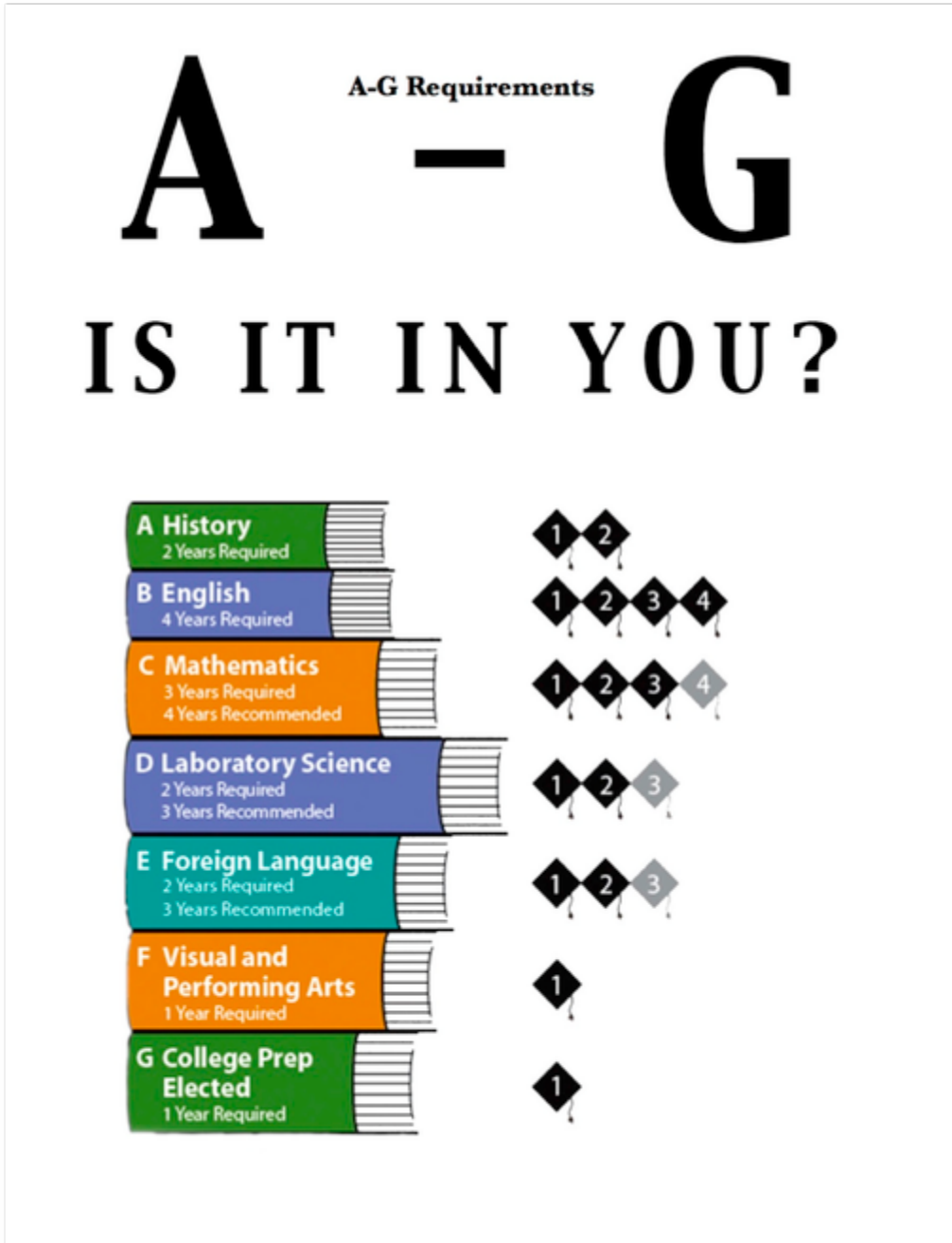
Academics

The Mann UCLA Community School follows the Common Core State Standards.

Beginning the students' seventh grade year all students must earn points for classes passed. In the seventh grade, students earn one point per class, five points per semester and ten points for the year. Eighth grade students will earn two points per class in class, ten points per semester, 20 points per year. Students will not receive points for Fails. Students must earn 21 out of 30 points to be able to receive a Middle School Certificate of Completion as well as to participate in the culmination ceremony. Reference **LAUSD Bulletin 3815.1**

A-G REQUIREMENTS

All high school students must meet their A-G Requirements in order to be college ELIGIBLE. Please view the chart below to view college eligibility requirements.



LAUSD graduation requirements are slightly different from general college eligibility. Please note that students must pass their core classes with a 'C' OR BETTER to be eligible to graduate.

Classes of 2017 & 2018 Graduation Requirements

Credits & Grade Needed

A-G Requirements

A Social Studies	30 – C
B English	40 – C
C Math	30 – C
D Science	20 – C
E World Languages	20 – C
F Visual/Performing Art	10 – C
G College Prep Elective	10 – C

Electives	25 – D
PE	20 – D
Health	5 – D
Life Skills	Not Required
Applied Technology	Not Required

Total Credits:210

Comparison Chart of LAUSD High School Graduation Requirements and CSU, UC, Private and Community Colleges						
Subject	LAUSD HIGH SCHOOL GRADUATION (Grade if "D" or better is required)	CALIFORNIA STATE UNIVERSITY (Grade of "C" or better is required)	UNIVERSITY OF CALIFORNIA (Grade of "C" or better is required)	PRIVATE COLLEGES (Grade of "C" or better is required)	COMMUNITY COLLEGES	
Subject Requirements and Non-Course Requirements	"A" Social Sciences	3 years: World History AB US History AB Principles Am Democracy Economics	2 years: 1 year – World Hist., Geog. Culture from "A" or "G" 1 year – US Hist. or ½ US Hist. and ½ Prin. Am Dem	2 years: 1 year – World History, Geog. Culture from "A" 1 year – US Hist. or ½ US Hist. and ½ Prin. Am Dem	2-3 years: World History US History Prin. Am Dem	<p>No Subject Requirements</p> <p>Must be 18 years of age, a high school graduate OR Possess a high school proficiency test certificate</p> <p>Students are most successful when they continue to take college preparatory courses.</p> <p>Students are also encouraged to enroll in honors, Advanced Placement and other rigorous courses</p>
	"B" English	4 years English 9AB English 10AB Am Lit/Cont. Comp ERWC AB or Expo Comp/English Elective	4 years	4 years	4 years	
	"C" Mathematics	3 years Algebra 1 Geometry AB Algebra 2AB (In addition to middle school math, students must enroll in math in grades 9-11)	3 years Algebra 1 Geometry AB Algebra 2AB <i>Validation rules apply*</i>	3 years Algebra 1 Geometry AB Algebra 2AB <i>Validation rules apply*</i> <i>Geometry AB must be attempted to use an ADV Level math course to validate the entire math requirement</i>	3-4 years College Preparatory mathematics each school year	
	"D" Science	2 years 1 year – Biological 1 year – Physical	2 years 1 year – Biological from "D" or "G" 1 year – Physical from "D" or "G"	2 years 2 out of the 3 categories of Biology, Chemistry and Physics	3-4 years Lab Sciences	
	"E" Language other than English (LOTE)	2 years Same language <i>Validation rules apply*</i>	2 years Same language <i>Validation rules apply*</i>	2 years Same language <i>Validation rules apply*</i>	3-4 years Same language	
	"F" Visual & Performing Arts (VPA)	1 year Same discipline	1 year Same discipline	1 year Same discipline and in sequence	VPA courses may count as electives	
	"G" College Prep Elective	1 year No introductory courses	1 year No introductory courses	1 year No introductory courses	College preparatory courses in area of interest	
	Physical Education	2 years				
	Health	1 semester				
	Service Learning Project	Verified and recorded in MiSiS				
	Career Pathway Selection	Verified and recorded in MiSiS				
	Total Credits	210				
	Additional requirements		Min GPA: 2.0 SAT or ACT EPT/MPT	Min GPA: 3.0 SAT or ACT SAT Subject Tests	Min GPA: varies SAT or ACT SAT Subject Tests	
<i>*Validation applies only with marks of "C" or better</i>						

HIGH SCHOOL APPLICATION PROCESS

Students who attend Mann UCLA Community School from 6th-8th grade are NOT automatically accepted into the High School. In order to apply for the high school, you must complete and submit the following:

1. If currently a Mann student: submit the High School Interest Application to the main office
2. If not a Mann student: complete the online 'Open Enrollment' application through LAUSD
3. 2-Letters of Recommendation from a core teacher (Math, Science, English, Social Science)
4. Transcripts from previous school (non-Mann student) or grade verification through counselor (for current Mann students)
5. 1-Discipline Recommendation from Restorative Justice Counselor, Dean, Discipline Administrator or Principal

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Academic Probation

A Student may be placed on academic probation for the following reasons:

- Two D's or an F in the fall semester (10-week & 20-week grading period), and the spring semester (10-week grading period).

Students on academic probation and their parents will be required to meet with a school administrator or designee to discuss the student's performance and to devise a plan for improving the student's performance. Teachers or other staff members may be invited to this meeting to help devise the plan. During this conference the following areas will be discussed:

- Factors that are negatively impacting the student's academic performance e.g. extra-curricular activities, learning problems, behavior, etc
- Steps will be outlined for dealing with each of the factors identified
- Goals will be established to measure the student's progress

As a result of this discussion, an academic contract will be written, which the student/parent/guardian will sign. If a student does not receive two D's or an F in the following grade period, he or she will be removed from academic probation. If they receive two D's or an F, but fulfill the goals in their academic contract, they will remain on academic probation.

Activity Eligibility

All students participating in school sponsored activities who have below average grades in two or more subjects will be placed on the ineligibility list and will have his/her grades

checked on a consistent basis and may be reinstated for eligibility when all of his/her grades have improved to at least a "C" (70% or above).

Conferences

Parent/teacher conferences will be held during the Fall Semester (10-week parent conference) and Spring Semester (10-week parent conference), in order to discuss each student's progress.

In addition to the LAUSD scheduled conferences, teachers are always happy to discuss a student's progress or address any questions during their conference period or during a scheduled before or after school time. Please refer to the teacher directory and email the teacher directly to set up time to meet with them.

Grading Scale

The following grading scale will be used for report cards and on each student's permanent academic record starting in the first grade.

100-90%	A
89-80%	B
79- 70%	C
69-60%	D (does not meet standards)
59-0%	F

Work habits and Cooperation grades

E=Excellent

S= Satisfactory

U=Unsatisfactory

Report Cards and Progress Reports

Report cards will be issued quarterly approximately one week after the end of each quarter. The 5 week and 15 week progress report will be given to students to take home. The 10 week and 20 week report cards will be mailed. It is imperative that the Attendance Office has the correct home address so report cards can reach you in a timely manner. Report cards and mid-term progress reports need to be signed by a parent and returned to the Advisory teacher.

Homework Policy

Each teacher will collect and review the homework that was assigned from the previous week every Monday. Teachers will assign no more than one hour of homework per class, per week for a total of 6 hours of homework over 7 days.

Curriculum and Instruction

Learn. See. Do. Experiential Instructional Program

Starting the 2017-18 school year we will begin our new instructional program that emphasizes hands-on learning with real-world connections. Real-world connections are solidified through field trips and guest speakers that open up the four walls of the classroom to truly create community-based learning.

Learn refers to the daily in-class activities that occur within the walls of the classroom. This includes hands-on activities, assessments, collaboration and class/homework.

See refers to the activities that happen outside of the four walls of the classroom. This includes field trips, guest speakers, and off-campus activities that will reinforce the skills and units taught in class. We will have two months specifically set aside for field trips and guest speakers.

Do refers to the culminating task(s) that each student will have for all classes. Each teacher will assign a culminating task at the beginning of the year/semester and will tailor all lessons, skills, field trips and guest speakers to support the completion of the culminating task.

LAUSD PASSport & Schoology

Each teacher will be recording student performance assigned tasks in **Schoology**, our new online grading system. In order to access student grades parents need to sign up for **LAUSD PASSport**. This will allow parents to do the following:

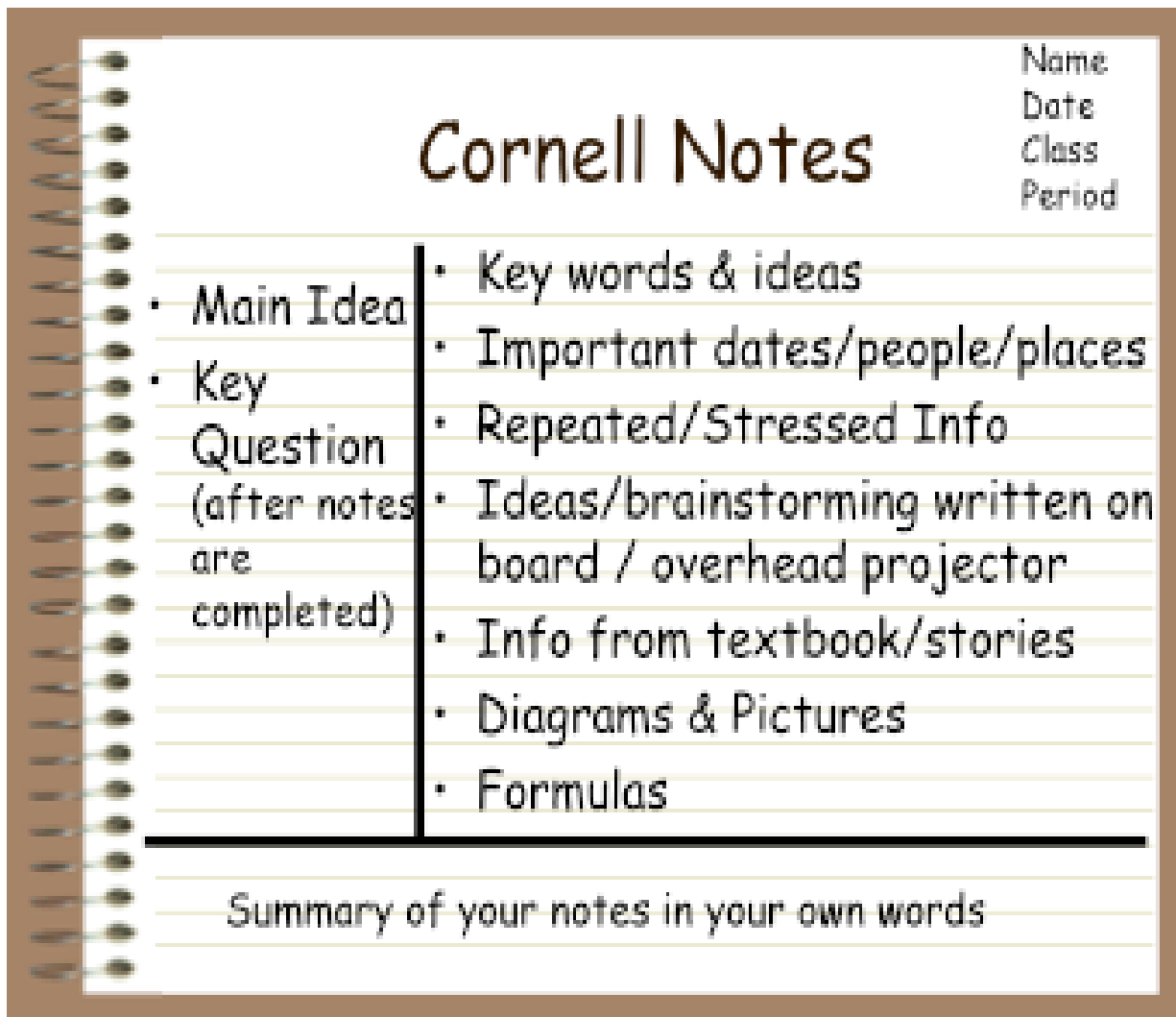
- Monitor student's attendance and final grades
- Update emergency telephone numbers
- Track student's progress towards completion of graduation requirements
- Connect with the classroom teacher
- Track progress of English Learners
-and much more!

To sign up for LAUSD PASSport parents must:

1. Register at passport.lausd.net
2. Once registered, link your child(ren) to your newly created PASSport account

CORNELL NOTES

All instructors at the Mann UCLA Community School will have students record important information in a Cornell Note format.



STUDENT PLANNER

All students will be issued a personal academic planner that will be used to record the following items:

- Record homework and important information
- Copy items from the 'Student Planner' section on the teacher's whiteboard
- Listen to announcements and include important dates and events in their planners
- Teacher comments/feedback

Planners will also contain important quick facts for student's everyday use. After each weekly homework section, students are required to obtain a parent signature. Students will receive a grade based on the accurate and comprehensive information in their planner along with weekly Parent/Guardian signatures.

DRESS CODE/ELECTRONIC DEVICE POLICY

Mann UCLA Community School reserves the right to advise and discipline any student about personal appearance that may be considered distracting or deemed inappropriate by the school administrator. The Los Angeles Unified School District believes that appropriate student dress contributes to productive learning environment (BUL 2549). In accordance with this belief, The Mann UCLA Community School has established a dress code and uniform policy. These standards for dress strongly emphasize that this school is a place of business with high expectations for student achievement.

	Students may not wear or have visible:
Shirts	Tops that expose bras, cleavage, midriffs or any skin between the armpits. Tops that are sheer, too tight, or made of fabric that is too thin (determined at the discretion of school staff). Tops with writing or logos that are obscene, vulgar, sexually suggestive, inflammatory in nature, gang, or alcohol related (determined at the discretion of school staff).
Pants, Shorts, Skirts	Ripped jeans or pants that expose skin; sagging pants or shorts that hang below the buttocks and/or top of the underwear; leggings, fishnet stockings, or stretch-pants; shorts or skirts shorter than mid-thigh (determined at the discretion of school staff).
Jackets and Outerwear	Jackets or sweatshirts with writing or logos that are obscene, vulgar, sexually suggestive, inflammatory in nature, gang, or alcohol related (determined at the discretion of school staff)
Shoes and Socks	Sandals, slippers, house shoes; open-toed shoes; long socks pulled up past the bottom of the student's shorts. No All Red or Blue shoes or shoestrings.
Headwear	Any Non-Mann or Non-UCLA headgear, including (but not limited to): hats or beanies with writing or logos (other than Mann or UCLA), do-rags, wave caps, bandanas.
Accessories	Any accessories that promote drugs, alcohol, or other restricted substances; any items that promote sex, violence or gang activity -All Red, Blue, Orange, Purple- (determined at the discretion of school staff), and belt buckles displaying initials. Chains or accessories that could create a safety or health hazard are prohibited (determined at the discretion of school staff).
Electronic Devices	Students are not allowed to use headphones, earplugs, cell phones; I-pods or any other device that is a disruption to the instructional program in classes. <u>Students are allowed to use the aforementioned during Nutrition, Lunch, before and after school. (The school will not be responsible or liable for any of these lost or stolen items.)</u>

Travel Uniforms

Starting the 2017-18 school year, all students will be required to wear uniforms for all off-campus events (field trips) and on-campus guest speakers.

Travel Uniforms by Grade Level

GRADE	COLOR	TOP	BOTTOM	OUTERWEAR	SHOES/ SOCKS	OTHER
9TH	BLACK	WHITE DRESS SHIRT/ BLOUSE	BLACK SLACKS/ PANTS	BLACK SWEATER VEST	BLACK SHOES/ BLACK SOCKS (MALE & FEMALE)	TIE (MALE OR FEMALE)
8TH	BLACK	BLACK POLO	BLACK SLACKS/ PANTS/ PLAID SKIRT	MANN UCLA BLACK ZIP SWEATER	BLACK SHOES/ BLACK SOCKS (MALE & FEMALE)	
7TH	NAVY	NAVY POLO	BLACK SLACKS/ PANTS/ PLAID SKIRT	MANN UCLA BLACK ZIP SWEATER	BLACK/ NAVY SHOES/ BLACK SOCKS (MALE) NAVY SOCKS (FEMALE)	
6TH	GRAY	GRAY POLO	BLACK SLACKS/ PANTS/ PLAID SKIRT	MANN UCLA BLACK ZIP SWEATER	BLACK/ GRAY SHOES/ BLACK SOCKS (MALE) GRAY SOCKS (FEMALE)	

Purchasing Mann UCLA Attire

Mann UCLA Travel Uniforms are available for purchase through the student store. The travel uniform includes:

Polo shirt (in appropriate grade level color)

Black Pants/Slacks

Plaid Skirt (6-8th grade only)

All Mann UCLA gear will be available for purchase through the student store. Mann UCLA gear includes:

- T-shirts (Black, Blue, White)
- V-neck T-shirts (Black, Blue, White)
- Hooded Sweater (Black, Gray)
- Beanie (Gray & Black)

Field Trips

During the school year, teachers may schedule educational or community-based field trips. Trips will be announced in advance by the teacher or school office. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The permission form will provide details of the trip (destination, times, transportation, and cost if applicable). Parents may be asked to chaperone field trips. **Parent chaperons on a field trip are not to bring other children on the trip.**

ALL students attending any field trip MUST be in a complete Mann UCLA Travel Uniform, (as stipulated in this handbook).

Attendance

Regular attendance is a critical component for success in school. Parents are requested to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated: Mann UCLA Community School strives for a 96% attendance rate or no more than 7 absences, which is in accordance with the LAUSD attendance policy.

Excused Absences

In order for an absence to be excused for any reason, the parent must notify the school. A written note the first day back to school is acceptable as long as the note includes the date returning, child's full name, DOB, grade level, dates absent, and the reason for the absence. School work that is missed will be allowed to be made up for excused absences (see makeup work). When a student is absent, it will be considered an excused absence for the following reasons (assuming the school office has received parental notification):

- Student illness – in an event of an extended illness or frequent absences due to illness, a doctor's note may be required. A doctor's note is required after 5 full days of absence
- Doctor or dentist appointments – occasional, unavoidable medical appointments.
- School-sponsored activities
- Death in the immediate family and/or close family friends.
- Unavoidable mechanical failure of automobile or accident

- Unavoidable traffic delays – this refers to unanticipated delays such as an accident blocking traffic or road blockage due to inclement weather.
- Other approved absences – approval for other absences may be requested from the school office, and if approved makeup work will be allowed.

Please note that an absence is not automatically excused because a parent gives written or oral permission for the student to be gone from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.

Unexcused Absences

Any absence for which the school does not receive appropriate notification will be unexcused. There will be no allowances made for missed work if an absence is unexcused. Examples of unexcused absences include, but are not limited to:

- Lack of parental notification
- Oversleeping – either intentional or unintentional
- Running late –daily schedules need to be adjusted to ensure that the student arrives on time.
- Birthdays – student birthdays are special events; however, absence from school will not be excused
- Absences due to family vacations or extended weekends that have not been pre-approved by the school office – prior notification and approval are required for absences due to family vacations to be excused. Parents are encouraged if at all possible to avoid taking family vacations during times when school is in session.
- Student skips school – any absence when a student simply chooses to skip school/class for any reason. Skipping school/class will result in disciplinary action as well.

No student is to leave the school premises without first obtaining permission from the Mann UCLA Community School attendance office. It is essential that the school be aware of a student’s location at all times.

Excessive Absences

Any student who misses more than 10 days in a semester or 20 days per school will be in jeopardy of failing and or not meeting culmination requirements. The school reserves the right, should a student exceed these limits, to require the parents to submit, in writing, an explanation detailing the absences and the justification of each absence.

Prearranged Absences

The parents will need to notify the school office, in writing, of any prearranged absences. Arrangements will need to be made with the child's teacher for school work that will be missed.

Early Pick-Up

Students leaving school premises before dismissal time will be required to bring a note to the Attendance Office in the morning on the day of the expected early pick-up. The Attendance Office will call to verify the early leave and will have student ready at said time. **Early-pick up will not be permitted after 2:55 pm unless there is prior notification. PLEASE, do not call the office to ask to release your child from school. We will not release students by phone.**

We ask parents to be aware that consistently picking up students early jeopardizes academic progress in one or more subject areas.

Makeup Work

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. The work will be due the first day the student returns to school. For other absences of less than two (2) days the makeup work will be available to the student on the day of their return to school. If a student is absent two (2) days or longer the parent should contact the Attendance Office and work will be collected and available at the end of the following day, if possible. Students will have one day to complete missed work for each day they are absent, excluding scheduled absences. If work is not returned by scheduled deadline, student will not get extended time and will lose credit for the assignment.

Tardy Policy

Students arriving after 8:10 a.m. will be considered tardy. When a student arrives after 8:10 a.m. the student must sign the tardy log at the front security desk. **If a student is tardy (unexcused) three times during a 5-week period, disciplinary action will be taken. If a student is habitually tardy, additional disciplinary measures may be taken.**

Tardy Sweeps:

- Tardy sweeps will be held after nutrition and Lunch every day.
- Students will be swept to room 100 recorded and sent back to class with special classes.
- Once a tardy sweep is complete supervision staff will continue to monitor their areas for students out of class without official passes.
- Students without passes will be swept to the front of the school to be recorded and given a tardy not excused pass.

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense	Sixth Offense
Tardy Before School, After Nutrition or	Warning	Warning	A phone call home Parent	A phone call home Lunch	A phone call home Lunch	Referral to COST

After Lunch			Letter	Detention/ Beautification Parent Letter	Detention/ Beautification Mandatory attendance parent meeting (Once per month) Parent Letter	Parent Letter
Tardy to Class	Poor attendance will be reflected on the students' grades.					

Searches

Parents should be aware that students are subject to random searches. Per The LAUSD Policy Bulletin BUL-5424.0 and Education Code 35160 our school is required to randomly conduct metal detector searches.

Eligibility

All students participating in school sponsored activities who have below average grade in two or more subjects will be placed on the ineligibility list and will have his/her grades checked on a weekly basis and may be reinstated for eligibility when all of his/her grades have improved to at least a "C" (70% or above).

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to themselves, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school or at school activities as well as the time they are away from school. Students and parents understand that the school reserves the right to impose discipline including expulsion, based upon conduct which occurs outside of the school. Expectations for general conduct that have been adopted are:

1. Students will refrain from using inappropriate language.
2. Students will exercise courtesy and kindness when dealing with others, as well as not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Sexual harassment of employees, students, visitors, or others will not be tolerated.
4. Students will not possess nor use tobacco, alcohol, other controlled substances, or engage in inappropriate conduct.
5. Students will respect the authority of the faculty and staff of Mann UCLA Community School.

6. Students will show respect for the school facilities by keeping hands and marking utensils away from the walls, tables, floors, and windows. Unnecessary waste or damage to school property or facilities will not be tolerated. **Students are not to have markers or sharpies on campus at any time. If they are found in a student's possession they will be confiscated.**
7. Students will show respect for others by not taking things that do not belong to them.
8. Students will be representatives of their school in the community in which they live and will observe this conduct code at all times.
9. Students will not participate in or view inappropriate websites.

Disregard for, or violation of, these standards will be dealt with according to the Student Discipline Policy of Mann UCLA Community School.

Student Discipline & Behavior Procedures

It is imperative to Mann UCLA Community School that our school norms are followed to ensure that all students are safe on our campus. We are true believers in Progressive Discipline and we have included our discipline procedures in this handbook for your reference.

We believe students should show respect for both parents and teachers. Staff and parents working together to teach our children to do what is right according to LAUSD and Mann UCLA Community School policies.

Each student will be disciplined as needed in according to individual needs.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance to the discipline policy. The administrator will be available to assist as needed.

At all times, Mann UCLA Community School reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, and the frequency of misconduct.

Discipline and order are attained through the effective implementation of a quality positive behavior support plan. Teachers will use a variety of methods to promote good behavior and aid in character training through the use of Restorative Justice Strategies. The teacher will use positive responses for appropriate behavior.

NOTE: The school reserves the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary

actions, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

***POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO OR WEAPONS MAY RESULT IN EXPULSION FROM MANN UCLA COMMUNITY SCHOOL.**

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved, if the matter is not resolved with the teacher, the parents would then discuss it with the administrator.

Mann UCLA Community School Discipline Policy: Escalating Consequences

Bullying/Threats

First Offense: Meeting with parents; sign bullying contracts

Second Offense: Parent Conference & Restorative Justice Counseling

Third Offense: In-House Suspension; Bullying Research & Presentation (Advisory), Referral to SSPT (COST/SST); Individualized Student Safety Plan

Fourth Offense: Revised Bullying Plan; Restorative Justice Counseling

Fifth Offense: Threat Assessment & RSA

Sixth Offense: Suspension & Recommendation for new placement

Final Offense: Recommendation for Expulsion

*Bullying/Threats that are interrelated will continue to escalate on the scale

Fighting/Physical Altercations

First Offense: Parent Conference; In-House Suspension & Restorative Justice

Second Offense: Parent Conference; Behavior Contract

Third Offense: Parent Shadow or Suspension

Fourth Offense: Referral to SSPT, RSA; Restorative Justice

Fifth Offense: Suspension & Recommendation for new placement

Final Offense: Recommendation for Expulsion

*Fights that are interrelated will continue to escalate on the scale

Removed from Class/Walkouts

First Offense: Parent Conference; Restorative Justice Counseling

Second Offense: Parent Conference; Behavior Contract & Parent Shadow

Third Offense: Parent Conference & Detention; Referral to SSPT

Fourth Offense: RSA; Restorative Justice Counseling

Fifth Offense: Suspension and Recommendation for New Placement

Non-Responsive Parents/Guardians

If there are 2 separate incidents with no parent/guardian response;

First: Home Visit & Schedule Parent Conference

If the parent misses conference or if there is no response at the home visit;

Then: Contact DCFS

Sexual Assault/Battery/Rape (physical touching or sexual acts)

Step One: Gather statements from victim, alleged assailant and all witnesses

Step Two: Contact LAUSD Discipline Unit for further instructions

Step Three: Contact the parents of both victim and alleged assailant

Step Four: Contact LAPD

Step Five: Suspend alleged assailant and complete paperwork to recommend for expulsion

***Must complete ALL steps**

General Progressive Discipline Guidelines

Step One: Campus Beautification; Apology; Restorative Justice; Parent Communication; RSA

Step Two: Detention; Campus Beautification; Parent Conference; Behavior Contract; SSPT Referral; RSA

Step Three: Parent Shadow; In-House Suspension; RSA

Step Four: Book Room; Alternative Scheduling

Step Five: Suspension

Step Six: Expulsion/New Placement

If you are requested to attend a Parent Conference for an issue with your child you will be given the following document to sign, which informs you of all the steps we have taken with your child up to the time of the conference.

Mann UCLA Community School Parent/Guardian Notification Letter

Date: _____ Dear Parent/Guardian of _____,

We regret to inform you that your child has been involved in or displaying the following behaviors:

1.1 Firearm*
1.2 Brandished knife or dangerous object at another person*
1.3 Sold controlled substance*
1.4a Sexual assault* 1.4b Sexual battery*
1.5 Explosives*
2.4 Robbery or Extortion

<p>2.1 Serious physical injury/not self-defense 2.5 Assaulted/battered school employee 3.1a Caused physical injury 3.1b Attempted to cause physical injury 3.1c Threatened to cause physical injury 3.16 Willful use of force/violence not self-defense 3.22 Aided or abetted the infliction of physical injury to another</p>
<p>3.2 Marijuana possession or alcohol or controlled substance or prescription medication 3.3 Substitute of a controlled substance 3.6 Possesses or used tobacco 3.8 Drug paraphernalia</p>
<p>3.4 Damaged/attempt to damage school or private property 3.5 Stole or attempted to steal school or private property 3.10 Received stolen school or private property</p>
<p>3.7 Obscenity/Profanity/Vulgarity</p>
<p>3.9 Disrupted school-wide activities (issued by admin)</p>
<p>2.2 Knife or other dangerous object 3.11 Imitation Firearm</p>
<p>3.12a Harassed/threatened pupil based on race/color/national origin/disability/other factors 3.12d Harassed/threatened a school District personnel 3.17 Harassed/threatened/intimidated witness</p>
<p>3.13 Sexual Harassment</p>
<p>3.14 Hate violence</p>
<p>3.15 Terroristic threat (threat to cause death, great bodily injury)</p>
<p>3.20 Hazing</p>
<p>3.21 Bullying/cyber toward a pupil based on sex/race/color/national origin/disability/other factors 3.21e Bullying/cyber toward personnel</p>

****Requires recommendation for expulsion as the Administrative Action***

We have attempted/recommended the following interventions:

Parent Conference	Counseling
SSPT (COST/SST) Meeting	Restorative Justice

Individualized Safety Plan	In-House Suspension
Restitution	Community Service/Campus Beautification
Parent Shadowing	Threat Assessment
Other:	Other:

Due to the constant violations of school rules and culture norms, your child will be recommended for:

_____ **Behavior Plan/Contract** _____ **Expulsion** _____ **New Placement**

Parent Name (print): _____

Parent Signature: _____

Principal or Designee Signature: _____

PTA (Parent Teacher Association)

To encourage and organize participation of parents/guardians in the life of Mann UCLA Community School, the PTA will be formed to help with a variety of activities. There will be regular meetings scheduled for planning and coordinating of many different projects and events. Leaders will be chosen each year from among the active supporters. The many hours of help to students and teachers are an investment in the lives of our students.

Health and Safety Issues

It is of utmost importance that Mann UCLA Community School provides a safe environment for our students. Because of this commitment, the following rules will apply:

Distribution and Consumption of Medication:

Parents are requested, whenever possible, to schedule medication to be given at home. **If medication is to be given during school hours, parents must provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable.** Medications must be brought to school in a container appropriately

labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

Administering of Medication:

A **signed permission slip** must be provided by the parent requesting that the school staff administer the medication. Forms are available from the health office. The school administrator or school nurse, if one is assigned to the school, will be responsible for administering the medication. A log will be kept of all medication administered at school. It shall include the student's name, the date, dosage, time of administration, and initials of the staff member giving the medication. All prescription medications shall be kept in a locked cabinet or drawer.

Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma. For inhalers the student must have a signed order from the doctor.

Mann UCLA Community School will not administer the first dose of any medication.

Student Illness: (procedures designed to preserve the health of each child and each class.)

If a child has been ill during the night or became ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep him/her home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees or has vomited, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion of emergency contact person(s) should be given immediately to the school office.**

If signs of contagious conditions are recognized, the exclusion of pupils from school will be done on the basis of the following symptoms (there may be additional symptoms not included in this list):

- 100 degrees of temperature or above
- Unrelieved headache
- Diarrhea
- Abdominal pain
- Unidentified rash
- Head lice
- Listlessness
- Extreme sleepiness
- Persistent cough
- Excessive sore throat
- Nausea and/or vomiting
- Excessive sneezing, running nose, or tearing
- Red, inflamed eyes with thick mucous discharge

Responsibilities of Mann UCLA Community School staff:

The teacher will be the initial judge of the health condition of a child. The administrator, school nurse or office manager may assist with health issues, as needed.

No school staff will be held responsible or liable for medications of any kind.

Mann UCLA Community School reserves the right to refuse the attendance of any ill child.

A note should be sent from a physician if Physical Education or any other activities should be restricted. This must be on file or student is expected to participate as required.

Immunizations/Medical Examination

Current immunization records must be on file at Mann UCLA Community School for every student by the first day of the school year. If not, the child will not be allowed to attend.

Emergency Drills

Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Earthquakes – In the event of an earthquake students will follow the drop procedures, listen and follow all instructions given. Students will evacuate according to the evacuation procedures for each floor. Drop and hold drills are held periodically during the school year.

Lockdown – May be implemented in situations involving intruders or activities in the community .

General and Miscellaneous Information

School Hours

School begins at 8:00 a.m. and dismisses at 3:17p.m. Unless your child is in morning tutoring, no child should be on campus before 7:30a.m. as there is not adequate supervision. Students should be picked up no later than 3:45 p.m. If students participate in the Beyond the Bell after school program they must go directly to the program once the bell rings. Students will not be allowed to walk in and out of the school or hang around inside the building once the dismissal bell has rung. The campus must be cleared by 3:40p.m.

School Business Office Hours

All school business should be conducted during the regular business hours of 8:00 a.m. and 4:00 p.m.

Campus Visitors

Mann UCLA Community School welcomes parents/guardians to visit our school. For safety, all visitors, including parents and guardians, are required to obtain a visitor sticker at the front table. From there, visitors will be directed to the appropriate office. This yellow sticker is to be worn the entire time while on campus. The sticker should be given to the person at the front table upon exiting. Any parent wishing to visit a class must have the appropriate form from the Attendance Office. This form allows a parent to **OBSERVE** the class for twenty minutes only. There should be no contact with the student and no conversation with the teacher. A conference may be set up for a later date.

Note: students not enrolled at Mann UCLA Community School are not permitted to visit the campus unless accompanied by an adult.

Breakfast/Lunch Program

All students will have breakfast in the classroom at the beginning of each day. Students will report to their class where breakfast will be served. All students are required to complete a lunch application for free or reduced lunch. The application may be completed online at <http://cafe'-la.lausd.net> or a paper application may be filled out during registration. It is imperative that each family has a completed application on file. Students will receive a number that they will use each day to receive their meal

Outside food

Students are not to bring outside food or drinks to school. Students may bring water to school but are not allowed to bring food from outside vendors i.e. Burger Palace, or Jack in the Box etc. Parents are asked not to bring their student food for lunch. There will be no cupcakes, cakes or balloons allowed on campus.

Messages

Students can receive **important messages** at school by calling the school office at (323) 541-1901. Please do not call or text your child during class time.

Textbooks

All students will be issued a state adopted textbook for home use. Students are responsible for keeping up with the textbook. Textbooks are to be returned at the end of the school year. Any lost, stolen or damaged book is the responsibility of the student and parent. Final records can be withheld until all fees are paid.

Cell Phone Use

Students are not to use their cell phones during instructional time. They are allowed to use their phones during Nutrition, Lunch, before and after school only.

PARENT/STUDENT SIGNATURE PAGE
Mann UCLA Community School
2017-2018 School Year

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a tool and guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal at Mann UCLA Community School is to be transparent in our practice and create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. This form is part of the student registration process at Mann UCLA Community School and must be returned as a condition of enrollment.

Signing below is evidence that parents and students have or will read and understand the contents of this handbook and abide by the policies and procedures delineated in this handbook. The signing of this document also grants permission for school photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station or network. Parents understand that their child's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about their child or his/her schoolwork will be revealed without prior consent.

Signature of Parent/Guardian

Date

Signature of Student

Date

Print Name of Student

Date