



# **STUDENT HANDBOOK**

## **Policy and Procedures 2006-07**



### **HighTechHigh-Los Angeles**

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# HighTechHigh-Los Angeles

## Mission Statement

HighTechHigh-Los Angeles is a diverse community of active learners dedicated to fusing the traditional academic subjects with real-world, technical applications and problem solving skills. Students are productive, self-directed learners, engaged in rigorous, relevant work. HTH-LA prepares students to be motivated, influential leaders committed to the challenge of connecting our community to the larger society.

HighTechHigh-Los Angeles is an institution of learning:

- Housed in a state-of-the-art educational facility to create a stimulating educational environment
- Enriched by the utilization of technology to develop vital career skills required of professionals in tomorrow's workforce
- Centered on project-based learning that emphasizes real-world, hands-on educational experiences
- Committed to community service and awareness through student internships with local business and industry
- Personalized to meet the holistic needs and to maximize the unique talents of the individual student
- Dedicated to the development of students with individual integrity and a strong sense of ethics

## CURRICULUM AND SCHEDULE

In order to graduate from HTH-LA, a student must 1) earn a minimum of 230 credits (each semester class is valued at 5 credits), 2) complete the specific course requirements as listed, and 3) pass both the English/Language Arts and the Math portions of the California High School Exit Exam (CAHSEE).

The course of study at HTH-LA is set out below, broken down by grade.

### GRADE 9 COURSE OF STUDY

- English
- Humanities
- Math 1
- Physics
- Spanish 1
- Photography

### GRADE 10 COURSE OF STUDY

- English
- World History and Geography
- Math 2
- Chemistry
- Spanish 2
- Elective\*

### GRADE 11 COURSE OF STUDY

- English
- United States History and Geography
- Math 3
- Biology
- Documentary Studies
- Internship (1 semester)/ Elective\* (1 semester)

### GRADE 12 COURSE OF STUDY

- English
- United States Government/Economics
- Statistics or Calculus
- Science
- Elective
- Senior Seminar

\* Examples of electives offered: Computer Programming, Psychology, Sociology, Art Appreciation, A+, Robotics, Math Enrichment, Logic, Advanced Photography, Digital Music, Drama.

HTH-LA's graduation requirements meet or exceed the A - G requirements for admission to the University of California. The following chart

outlines HTH-LA's graduation requirements compared to CSU and UC admission requirements.

SUBJECT	CSU Requirements	UC Requirements	HTH-LA
Social Studies	2 years	2 years	4 years
English	4 years	4 years	4 years
Math	3 years	3 years	4 years
Science	2 years	2 years	4 years
Foreign Language	2 years	2 years	2 years
Visual/Perf. Arts	1 year	1 year	1 year
Internship			1 Semester

HTH-LA is on a "block schedule." The bell schedule is set out below:

<b>Mon/Wed</b>			
Period	Start	Stop	Length
Attendance	8:45	8:55	10
1	8:55	10:40	105
Nutrition	10:40	11:00	20
2	11:00	12:40	100
Lunch	12:40	1:10	30
X-Block	1:10	2:00	50
3	2:00	3:45	105

<b>Tue/Thu</b>			
Period	Start	Stop	Length
Attendance	8:45	8:55	10
4	8:55	10:40	105
Nutrition	10:40	11:00	25
5	11:00	12:40	100
Lunch	12:40	1:10	30
X-Block	1:10	2:00	50
6	2:00	3:45	105

<b>Friday</b>			
Period	Start	Stop	Length
Advisory	8:45	9:20	35
1	9:20	10:15	55
2	10:15	11:10	55
Nutrition	11:10	11:35	25
3	11:35	12:30	55
4	12:30	1:25	55
Lunch	1:25	1:55	30
5	1:55	2:50	55
6	2:50	3:45	55

## 2006 - 2007 SCHOOL CALENDAR

The following is a list of the important dates in the 2006-2007 school calendar:

August 22 - 25, 2005 (1:00 p.m. - 4:00 p.m.)	9 <sup>th</sup> Grade Boot Camp
September 5, 2006	School opens
October 2, 2006	No School
November 10, 2006	Veteran's Day Holiday
November 23 & 24, 2006	Thanksgiving Holiday
December 18, 2006- January 5, 2007	Winter Break
January 15, 2007	Martin Luther King Holiday
February 5, 2007	First Day of second semester
February 19, 2007	President's Day Holiday
April 2 - 6, 2007	Spring Break
May 28, 2007	Memorial Day Holiday
June 20, 2007	Last Day of Semester

### CLOSED CAMPUS POLICY

HTH-LA is a closed campus. HTH-LA hours are 8:45 a.m. and 3:45 p.m. on school days, during which all students must remain on campus, unless supervised by HTH-LA's staff or they otherwise have been given written permission by their parent or guardian to leave campus, as set forth below.

**Students at HTH-LA during school hours must always be in class and under the supervision of an adult.**

Students who stay for any after school activity must remain on campus. If a student requires an after school snack, he or she must bring it to school with them in the morning. Students who leave campus to get something to eat or otherwise will not be allowed back into the building.

Students not attending an after-school activity must leave campus at 4:00pm and may not remain on campus unsupervised. Students attending an after-school activity must leave campus immediately upon conclusion of such activity and may not remain on campus unsupervised. HTH-LA does not provide day care or adult supervision after school, except for adult supervision of school-sponsored after-school activities.

#### **Written Permission to Leave Campus**

Students cannot leave campus during the school day without prior written consent from their parents or guardians. A written note must be given to the front desk staff prior to 8:45 a.m. the day the early dismissal is being requested. A phone number where a parent can be reached on that day must be on the request. An early dismissal slip is needed for students to leave school before the end of the day. The only exception to the closed-campus rule is the academic internship program, which requires different

approval forms which require parental consent and will be distributed to the students at the time they participate in their academic internship.

### **Student Drivers**

Students who drive their own vehicles to and from school must sign and comply with the rules set out in the Parking Permit Agreement, a copy of which is included at the end of the Handbook. Failure to follow these rules will result in an immediate disciplinary meeting and appropriate disciplinary action, which may include denial of a parking permit, suspension or more serious consequences, depending on the severity and repetitiveness of the violation. Please note: HTH-LA has an allocation of parking spaces, and students must obtain permission and a parking pass to use one of those spaces. Students must provide a copy of their driver's license, registration, and proof of insurance before being issued a parking permit. Parking permits are for sale before school, at lunch, and after school until 4:00 p.m.

### **Student Passengers**

Students who drive to and from school may not drive other HTH-LA students in their vehicle during HTH-LA school hours without written permission, in advance, from the parents of any student who may be a passenger. Students are not allowed to drive other students to their academic internships without written permission in advance from the parents of the student passenger.

## **STUDENT ATTENDANCE**

The project-based nature of the HTH program makes attendance extremely important.

Significant absences due to illness or repeated unexcused absences will lead to academic and disciplinary consequences, as will repeated tardiness.

HTH-LA request that families schedule vacations or special programs so as not to conflict with school. In particular, the final two weeks of any semester are critical, as they culminate in the student exhibitions and presentations upon which faculty base their final assessments.

We encourage you to schedule appointments before or after school. However, we understand that on occasion, missing school can't be helped. If your child needs to be excused early due to a medical or dental appointment, let the office know before the appointment, either by call or a note before 8:45 a.m. Your child will be given an early dismissal slip to be excused from class. Parents: please come in to the office and sign your child out of school at the front desk and provide us with a doctor's excuse following the visit, which can be brought in the following school day.

When your child is late for school, a call is preferred but not required and when your child is tardy or absent, a note is always required in the form set out at the end of the Handbook.

## CODE OF ACADEMIC INTEGRITY

HTH-LA has adopted the following Code of Academic Integrity and all students are expected to adhere to its letter and spirit:

The students of High Tech High-Los Angeles, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedure in this Code of Academic Integrity.

Violation of the Code of Academic Integrity may take several forms. Cheating of any kind is obviously a violation of the Code, whether a student is cheating for him or herself or is helping another student cheat.

In addition, plagiarism is a violation of the Code. Any of the following, without full acknowledgement of the debt to the original source, counts as plagiarism:

- Direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, Web site, another student's assignment, etc. **without proper citation or notification.**
- Duplication in any manner of another's work during an exam.
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained.
- Piecing together sections of the work of others into a new whole.
- Submitting one's own work which has already been submitted for assessment purposes in another subject.
- Producing an assignment in conjunction with other people (e.g. another student, a parent, a tutor) which is expected to be **your own independent work.**

For examples of acceptable and unacceptable uses of sources in writing, visit the following website: [www.oregonstate.edu/admin/stucon/plag.htm](http://www.oregonstate.edu/admin/stucon/plag.htm)

The website for the Paul Robeson Library at Rutgers University also provides an excellent overview of plagiarism and can be found at the following website: [www.libraries.rutgers.edu/rul/lib/robeson lib/flash presents/text plag.htm](http://www.libraries.rutgers.edu/rul/lib/robeson_lib/flash_presents/text_plag.htm)

**Note:** Students are responsible for clarifying expectations and following the Code with respect to all assignments and in all disciplines.

**Consequences for Violation of the Code of Academic Integrity:**

**First Offense:** Student (1) receives a zero (failing grade) on the assignment/project and (2) teacher contacts advisor and parents.

**Second Offense:** Student (1) receives a zero (failing grade) on the assignment/project and (2) a meeting is scheduled with student, parent(s), teacher, advisor, and administrator.

**Third Offense:** Varies from failure of the course to removal from HTH-LA.

## **RESPECT FOR SELF AND OTHERS**

HTH-LA students and staff are expected to respect others and support teaching and learning. Prohibited behavior at HTH-LA includes offensive language, ignoring a staff request, threats, slander, sexual harassment or misconduct, lying, theft and fighting. Willfully causing physical harm to another member of the HTH-LA community may lead to removal from the school. Any student who steals from the school, another student or a staff member will be subject to removal from the school.

**Weapons:** Guns, knives, explosives or weapons of any type are not permitted in the school, on the campus or at any off-campus school functions. Violations will lead to removal from the school. Items that appear to be weapons are prohibited as well and their possession carries the same penalty as possession of a weapon.

**Drug, alcohol, and tobacco:** Drugs, alcohol, and smoking are prohibited in the school, on the campus, or at off-campus school functions. Violations may lead to removal from the school.

**Personal electronics:** Cell phones, pagers and/or beepers must be off from 8:30 a.m. until 3:45 p.m. and stored in backpacks, except during lunch. The taking of photographs with any cell phones during school hours is prohibited. Walkmans, iPods, MP3 Players and all similar electronic devices must be off and stored in backpacks from the time a student enters the school building until 3:45 p.m. Headphones may be used in the school only when under the supervision of an HTH-LA faculty member or before and after school and at nutrition and lunch. Violations may result in the confiscation the electronic devices, which may be returned only to the parent or guardian of the student.

**Computer games:** Playing computer games or video games on campus is unacceptable at anytime, whether on the school's computers or a device owned by a student.

## **INTERNET AND ELECTRONIC MAIL USAGE POLICY**

We are pleased to offer the students of HTH-LA access to the school computer network for electronic mail and the Internet. To gain access to email and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the Acceptable Use Policy form included at the end of the Handbook. Students 18 and over may sign their own forms.

Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging

messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available to further our educational goals and objectives, students may find ways to access other materials as well. HTH-LA believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, HTH-LA supports and respects each family's right to decide whether or not to apply for access.

HTH-LA uses electronic mail to provide a wealth of information to students and it is one of the primary means of communication between staff and students at the school. As a result, **it is required that students check their HTH-LA email at least once a day, but may never check email during a class activity such as a lecture, discussion or project.**

#### **Expectations of Student Behavior on Computer Networks**

Students are responsible for good behavior on school computer networks just as they are everywhere in the school environment. Communications on the network are often public and general school rules for behavior and communications apply.

The HTH-LA network is provided for students to conduct research and communicate with others. Access to network services is given to students who abide by the expectations for behavior set out in this Handbook. **Access to the HTH-LA network is a privilege, not a right. Access entails responsibility.**

Individual users of HTH-LA's computer network are responsible for their behavior and communication over those networks just as employees of corporations are. Other than clarifying the expected standards, HTH-LA is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be accessed by network administrators to review files and communications in order to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on the HTH-LA servers will be private or that areas on the Internet that they have visited will be private. **There is no expectation of privacy at HighTechHigh-LA.**

**For the avoidance of doubt, the following are not permitted on the HTH-LA network:**

- Sending or displaying offensive pictures or messages
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws
- Using another's password
- Trespassing in another user's folders, work, or files

- Intentionally wasting system resources
- Employing the network for commercial purposes

Violations may result in a loss of system access as well as other disciplinary or legal action.

**Use of the following programs and software is strictly prohibited:**

- ANY File Transfer Protocol (FTP) program or software
- ANY Telnet.Remote Control program or software
- ANY video game or copy of videogame not written and designed at HTH-LA or pre-approved by the principal. This applies to console and desktop PC video games, as well as any such program on an external hard drive (including a so-called "thumb drive" that is connected to the HTH-LA network or any school computer
- ANY File Sharing Applications (Kazaa/AudioGalaxy/Gnutella/Bearshare/WinMX/Morpheus/etc.)
- ANY operating system or network probing utilities including, but not limited to:
  - o Netsend
  - o NMap
  - o Wcat
  - o VNCViewer or any other remote desktop software
  - o Password Cracking software
  - o Desktop Theme Software
  - o Portscanning Software
  - o Network Sniffing Software
  - o Chat and Instant Messaging applications including downloadable java clients
  - o Anonymous Proxy Software or websites
  - o Shortcuts to any DOS programs (that are not academic programs)

Students may not bring any copies of any commercial or shareware software (such as PhotoShop, Illustrator, Winzip, etc.) into the HTH-LA system or attempt to download any such software from the Internet, their home system, or any foreign system to the HTH-LA system. If a student wishes to have any software installed on the HTH-LA system, they must speak to the Director of Technology. **A student may NEVER install any software on the HTH-LA system.**

Students may not attempt to copy any files off any HTH-LA computer via network, diskette, zipdisk, USB drive, CD-R, etc., except those explicitly created and intended for your use.

Students may not attempt to pirate any software.

Students may not attempt to gain passwords from other users through watching keystrokes, guessing, persuading, cracking programs, or by any other means.

**No HTH-LA equipment of any kind (hardware and software) should leave the campus at any time.**

Personal laptops of any kind are not allowed to be used or carried in HTH-LA.

Any exceptions to any of the above are to be approved by the Director of Technology ONLY before any activity is conducted or performed.

Violation of any of the above guidelines may result in the denial of computer(s) to the student and other possible disciplinary consequences. During a time that a student is denied access to HTH-LA computers, the student's computer account will be disabled and the student will not be allowed to use any other computer accounts at HTH-LA. During this time the student is expected to continue all normal coursework but is not allowed to use their computer privileges at HTH-LA.

**PLEASE NOTE:** User activity on the HTH-LA system is subject to all applicable HTH-LA regulations and Federal and State laws. Any known violations of these regulations or laws may be referred to the appropriate departments or agencies for review and may result in termination of the violator's computer account, suspension, probation, or other sanctions as outlined in Section 41301 of the CA Administration Code and criminal charges under Section 502 of the CA Penal Code as well as additional civil or criminal penalties.

#### **Guidelines for Student Use of the HTH-LA Computer System**

Protect your password. You are responsible for the activities in your account, so do not let anyone else use it! **DO NOT GIVE YOUR PASSWORD TO ANYONE.**

Your account is to be used for HighTechHigh-LA related work only, not for commercial purposes.

Abide by all rules and regulations of remote computer systems, networks, and network bulletin boards.

The proper use of electronic mail comes down to common sense and good citizenship. Do not send unwanted or harassing email or files to any user or system. This means users are not to send SPAM (unsolicited email), messages that could be interpreted as sexually harassing, hateful messages or messages that could be reasonably interpreted as threatening.

## **DRESS CODE**

HTH-LA has adopted a dress code to foster a professional, safe and respectful environment at school and all regulations relating thereto should be read in that context.

The dress code is in effect from the time students enter the grounds of HTH-LA until 3:45 p.m. The dress code applies to field trips, site visits, academic internships and other school-related activities, unless the supervising adult informs the student otherwise.

The requirements of the HTH-LA dress code are as follows:

#### TOPS

Boys must wear a short or long-sleeved shirt with a collar. Tee shirts, halter-tops and tank tops are not acceptable for any student. Shirts should be neither excessively baggy nor excessively revealing. Sweaters, jackets and sweatshirts of appropriate size and length may be worn over, but not in place of, an appropriate shirt.

#### BOTTOMS

Appropriate school attire includes long pants worn with the waistband at the waist. Shorts, excessively baggy pants, leggings, athletic wear and sweat pants are not acceptable. Jeans of any color are not acceptable. Denim of any type, or any clothing resembling denim, is not acceptable for either pants or skirts.

#### THE FOLLOWING ARE PROHIBITED (even on "Casual Friday"):

- Text on clothing that promotes violence, alcohol, tobacco or drugs.
- Beach sandals and similar footwear.
- Exposed midsections.
- Hats, hoods and bandanas.
- Earrings are acceptable, but no other visible piercings.

Appropriate attire for academic internships varies by workplace and may be different (either more stringent or less stringent) than required by HTH-LA. Students must remain in dress code at school until they sign out to leave for academic internships.

#### **Consequences for Dress Code Violation**

Students who violate dress code will have their parents notified. The student will be loaned a shirt for the day and **all casual Friday privileges will be revoked for the remainder of the school year.** Repeated violations of the dress code may result in disciplinary action, including suspension and separation from HTH-LA.

**"Casual Friday"** (during which the dress code regulations will be relaxed, but all prohibited items set out above remain prohibited) may be allowed if the campus is clean all week and all students are in compliance with dress code during the week. Students will be notified of "Casual Friday" via email. If not notified, students must assume that they must abide by all dress code requirements on Friday.

## **DISCIPLINARY CONSEQUENCES**

The purpose of disciplinary action at HTH-LA is to ensure that both individual students and the HTH-LA community stay focused on growth and learning. Prompt resolution of problems or issues is expected. Disciplinary action may follow whenever a student violates any of the regulations, requirements or expectations of students set out in this Handbook or set out by a particular faculty or staff member at HTH-LA. Discipline may include a warning to the student, parent notification, and/or a written commitment by the student to improve his/her behavior and/or performance. In addition, disciplinary action may take the form set out throughout this Handbook for particular infractions of rules

or expectations. Finally, depending on the nature of the infraction and the student's past performance, any or all of the following consequences may be appropriate:

**Academic consequences:** Infractions that are primarily academic in nature, such as non-participation in class or turning in an assignment late, may result in a student receiving a lower grade.

**Suspension:** A student may be suspended from school for one to three days, if deemed necessary by the HTH-LA Administration or Principal. Academic make-up work is required. Return to school is contingent upon submission of a written essay by the student addressing the issue at hand and stating how the student intends to move forward.

**Removal from HTH-LA:** After a proper investigation and hearing, a student may be removed from HTH-LA:

- When the student has demonstrated through their behavior or otherwise that s/he does not value his/her place at the school
- When the student's behavior renders it appropriate
- When removal is in the greater interest of the school community.

## **INTELLECTUAL PROPERTY STATEMENT**

All intellectual property which is generated at HTH-LA, or is related to HTH-LA, including, without limitation, all equipment, documents, books, computer disks (and other computer-generated files and data), and copies thereof, created on any medium and furnished to, obtained by, or prepared by any student in the course of or incidental to student matriculation at HTH-LA, belongs to HTH-LA.

### **STUDENT AND PARENTS MEDIA RELEASE**

HTH-LA is frequently approached by print and/or broadcast media outlets with requests for interviews and pictures of students, staff and/or the school. HTH-LA reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of print, live broadcast, videotape, photograph, internet or any other form any student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities. In accordance with the foregoing, the parent or guardian of each student must sign and return the Authorization to Use and Release Photographs included as a part of this Handbook.

## **APPENDIX OF FORMS**

## **HighTechHigh-Los Angeles Parking Permit Agreement**

1. Parking Permits must be displayed in the front driver's side windshield at all times.
2. HTH-LA students may park only in the Victory parking lot, in designated parking spaces.
3. Permission to park on the Birmingham High School campus is a privilege – not a right. It may be revoked at any time by HighTechHigh-Los Angeles or Birmingham High School with or without cause.
4. Students who do not park in designated areas, speed, or drive recklessly will have their permits taken away and otherwise be subject to other disciplinary action.
5. Students may not go to their cars during the school day for any reason.
6. Students park their vehicles in the lot on the Birmingham High School campus at their own risk and HighTechHigh-Los Angeles is not responsible and does not assume any responsibility or liability for any damage, theft or other injury to the students, their vehicle or any possessions in the vehicles while parked on campus.

This Permit is non-transferable.

I have read and understand the conditions listed above. My signature indicates my understanding and agreement.

\_\_\_\_\_  
Student's Name – PRINT

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent's Name – PRINT

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

\_\_\_\_\_  
Date

Acceptable Use Agreement  
2006 - 2007

I have read and reviewed the contents of the HTH-LA Student Handbook and agree to abide by the policies started therein for the entire time that I am enrolled in HTH-LA.

As a user of the HTH-LA computer network I hereby agree to comply with the rules, policies, and procedures pertaining to communication over the network contained in this handbook and agree to honor all relevant school policies relating thereto, laws and restrictions.

---

Parent or Guardian  
Signature

---

Date

---

Home Telephone Number

---

Work Telephone Number

---

PRINT Parent Email

---

PRINT Student Name

---

Student Signature

Please return to the Main Office at HTH-LA.

**AUTHORIZATION TO USE AND RELEASE PHOTOS**

The undersigned, being of legal age, does hereby agree and consent that HighTechHigh-LA, its successors, legal representatives and assigns may use and reproduce my child's name, likeness, voice, photograph and/or motion picture film, videotape or audiotape recordings; and circulate, use, publish, broadcast or otherwise distribute the same for any and all purposes including advertising, publications and other purposes of trade without limitation and/or compensation to me or my child.

The unsigned, by signing this authorization and release, hereby releases HTH-LA from any and all liability growing out of or relating to the use of my name or the name, grade or age of my minor child, or any photograph or photographs, motion picture film, videotape or audiotape recordings of the my minor child.

Signed this date: \_\_\_\_\_, \_\_\_\_\_, 2006  
Month Day

Name of Minor Child:

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PRINT

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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