



American Indian Public High School  
3637 Magee Avenue  
Oakland, CA 94619

**Family Handbook**

# **A Guide to Conduct and Expectations for AIPHS Families**

## **2011-2012 School Year**

**3637 Magee Ave.  
Oakland, CA 94619**

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***“A School at Work”***



## AIPHS Mission Statement and Credo

### **Mission Statement**

The American Indian Public High School serves 220 inner-city students in ninth through twelfth grade. The focus of AIPHS is excellent student attendance (99.5%), which helps to ensure the academic needs of American Indian students and others who are interested in attending our school. We will provide them with an education to enhance their academic skills in reading, writing, spelling, mathematics, science, social science, business, and humanities in order to compete and be productive members in a free market capitalistic society. This will be a collaborative effort between school, family, and community.

### **Credo**

The Family:

We are a family at AIPHS.

The Goal:

We are also working for academic and social excellence.

The Faith:

We will prosper by focusing and working toward our goals.

The Journey:

We will go forward, continue working, and remember we will always be part of the AIPHS family.



## Commitment to your Child, Family Responsibilities, and Attending a Charter School

At AIPHS we make educating your child our highest priority, and we require that families make the same commitment. That often requires our staff and volunteers to make themselves available above and beyond the traditional school hours. In addition, families should be committed to supporting the efforts of the school by having their child attend school daily, on time, ready to learn. Students who miss school will be required to make it up during Saturday school. At AIPHS we also recognize that learning must take place year-round; therefore, we require participation in an approved summer school program or course of study. We institute these policies because our students need this support to excel. Although, at times, it may be inconvenient for staff and families, our student's success makes the inconveniences worthwhile. Follow & support our model and your child will be prepared to graduate from college.

AIPHS is a public charter school of choice and has its own unique programs and policies. While OUSD has granted our charter and oversees our operations, AIPHS is governed by its own School Board and policies. If families have suggestions for the school or complaints about it, the school's staff and then the Board of Directors should be the first points of contact. We work to create a family atmosphere at AIPHS, and like most families, there may be disagreements, arguments, and heated emotions at times. In those cases we ask that all members of the school community work to resolve issues cooperatively and keep in mind the best interests of the students and school. We focus on students who reside in the Fruitvale and Laurel communities. Students who reside outside the community may also apply. Those students who do not live in Oakland will be given consideration; however, they too must adhere to a strict code of conduct. If they are disrespectful to the directives of the staff, they will not be allowed to attend AIPHS.



## School Directory and Welcome Policies

Mrs. Claudia Walker	Site Administrator
Mrs. Kimberly Palmore	Administrative Assistant
Mrs. Jenna Greene	College Counselor
Mr. Isaac Berniker	Math Teacher
Mr. Gregg Hood	Theater Teacher
Mr. Stephen Chee	Math Teacher
Mr. Douglas Dickens	English Teacher
Mr. Gabriel Ross	Science Teacher
Mr. Joshua Urich	English/Social Studies Teacher
Ms. Yusi He	Science Teacher
Ms. Sloane Berman	Social Studies Teacher
Mr. Matthew Russell	English/Social Studies Teacher
Ms. Ping Tsai	Mandarin Teacher
Ms. Mona Ding	Mandarin Teacher
Dr. Ben Chavis	Advisor Emeritus

All families and community members are encouraged to visit our school. You must sign in with the administrative assistant. You are welcome to sit in class and observe any lesson. Please do NOT interrupt the teacher while he or she is teaching. We encourage parents to select from various books in our library to read, observe teachers' lessons, or take notes while in the classroom. You may walk around the classroom and look over the students' shoulders to observe their work. The students enjoy visitors. However, the teachers are working with an average of 25 students per class and cannot be interrupted.

If you need to leave a message for your child, we will ensure that he or she receives it. If you have any questions or concerns, the site administrator or administrative assistant will be happy to assist you. You may schedule a meeting with your child's teacher before or after school.



## Core Curriculum and Supplemental Programs

### **Course Offerings**

The goal of American Indian Public High School is to prepare all of our students to attend college and to make positive choices in life. We have high academic standards for our students and offer rigorous classes that challenge our students. The core curriculum is integrated and designed to enhance students' academic and social skills in:

- English Language Arts
- Mathematics
- Science
- History/Social Science
- Foreign Language
- Visual/Performing Arts
- Health Education
- College Planning & Study Skills

All students within a given grade level take the same courses. For example, all incoming 9<sup>th</sup> grade students take Honors Geometry and Mandarin 1.

Additionally, AIPHS offers Advanced Placement (AP) Courses in the following subjects:

- AP Physics AB
- AP Calculus B
- AP US History
- AP World History
- AP Government
- AP Statistics
- AP English Literature & Composition
- AP English Language & Composition
- AP Chinese Language & Culture

AIPHS's AP courses are open to all students and allow them the opportunity to take the Advanced Placement exam at the end of the year. Students can earn college credit by obtaining a passing score (3, 4, or 5) on AP exams.

## **Graduation**

Courses offered at AIPHS will fulfill, and in some cases exceed, the UC/CSU a-g requirements and the state of California's graduation requirements.

To qualify for graduation, cumulated credits at each level must include required courses. Students who have not passed the core subjects with at least a "C" will not be promoted until they retake the course and complete it with a passing grade. Similarly, students must earn a "C" or above in courses listed in the University of California's "a-g" requirements in order to be eligible for admission into the University of California.

Students must receive a letter of acceptance from a 4-year college or university in order to graduate from AIPHS. To this end, AIPHS offers a mandatory College Planning course to assist students in the college application and financial aid/scholarship process.

100% of AIPHS graduates have been accepted into 4-year colleges including MIT, Stanford, Amherst, Columbia, Cornell, UC Berkeley, UC Davis, UCLA, UC Santa Barbara, San Jose State, Mills College, Dartmouth, and Syracuse.

## **Supplemental Programs**

AIPHS students attend a variety of supplemental programs, including AIPHS summer school, Stanford Academic Institute of Learning (SAIL), UC Berkeley's Academic Talent Development Program (ATDP), Johns Hopkins University's Center for Talented Youth (CTY), Merritt College's course offerings, UC Berkeley's HOPE Engineering Program, Purdue's EDGE Engineering Program, Stanford's Junior Statesmen Program, and UCSF's Biomedical and Health Science's Internship (BHSI).

The American Indian Public High School is sponsored by the Oakland Unified School District as a charter school. We have a partnership with Native American Health Center, Family Bridges, and the local community.



## AIPHS School Policies

**Academic Integrity:** All students must complete their own work without copying from or looking at anyone else's assignments. Students must submit original work for all assignments. Students and family members may not copy any number of words or sentences from outside sources. Examples of these sources are the internet, books, newspapers, other research papers and others assignments.

**Appointments:** Our doors are always open to meet with family members and students. To ensure that we are available and that we can dedicate our full attention to a meeting, please make appointments with teachers and administrators through the front desk. Appointment requests should be put in writing.

**Assessment and Grading Policies:** Report cards are issued every 9 weeks. Progress reports are issued every three weeks of each quarter to students who have a "C-" or lower in any subject. Grades are compiled from daily classroom participation, homework, tests pertaining to subject matter, and project work. Report card grades will reflect the effort and work students put forth in these areas.

**Change of Address/Family Information:** Families must provide up-to-date contact information to the school and must notify the school of any changes in phone number and/or address as soon as possible. Every student must have complete Emergency Contact Information, properly signed and on file in the school office. Students may only leave campus with an adult whose name is listed on the emergency contact information.

**Child Abuse Reporting:** Any staff member who suspects that a student has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, is mandated by the Child Abuse Reporting Law to notify the proper authorities. This policy ensures the safety of our students.

**Closed Campus:** Students are not allowed to leave campus under any circumstances once they have arrived on school grounds. It is unlawful for anyone to take a student away from school or a student to leave on his or her own accord during the regular school day without parent/guardian permission and notification of the School Office.

**Confidentiality Policy:** School personnel are legally bound to inform a parent and/or authority in the following instances 1) when a student indicates he or she is going to physically harm himself or herself or jeopardize his or her life; 2) when a student indicates he or she is going to physically harm another or jeopardize another's life or has knowledge that another's well-being is threatened; 3) when a student indicates he or she is being physically and/or emotionally abused; 4) when a student indicates he or she has committed a felony.

**Cumulative File:** State law requires that certain information be maintained by the school. As required, the Cumulative File is a student's academic record from Kindergarten through high school.

**Field Trips:** Field trips require parent participation and/or a signed permission slip. All students are expected to be on their best behavior and be good representatives of AIPHS. Each field trip will have a stated departure and arrival time. Parents must provide an emergency telephone number with the child to take on the field trip.

**General Maintenance:** Students are expected to make every effort to keep all school property neat and clean. As a courtesy and respect for the environment, students must not throw trash on the ground or leave it in the classroom. Payment or replacement of damaged property will be the responsibility of the parents/guardians.

**Homework:** Teachers will assign homework on a daily basis; it must be completed in full and turned in on time. If homework is not completed, students must stay one hour after school the following day.

**Lunch Program:** There is no formal lunch program at AIPHS. Students at the main campus must bring their own lunch with them to school each day. Parents are not allowed to drop off lunches for students.

**Medication:** According to the California State Education Code, school personnel may only administer medication if the following guidelines are followed:

- All medication must be left in the main office; students are not allowed to carry medications with them. Students report to main office to take their medication under supervision.
- The school must receive a written statement from the physician detailing the method, amount and time at which the medication is to be taken.
- The school must receive a written request from the parent if medication is to be administered during school hours.

**Immunizations:** Every student entered a California school must provide a written immunization record showing the date of each of the following immunizations:

POLIO (ages 4-6)	4 doses at any age; 3 doses meet requirement if at least one dose was given on or after 4th birthday
POLIO (ages 7-17)	4 doses at any age; 3 doses meet requirement if at least one dose was given on or after 2nd birthday
DPT (age 6 and under)	5 doses at any age; 4 doses meet requirement if at least one was given on or after 4th birthday
DT,Td (age 7 & older)	4 doses at any age; 3 doses meet requirement if at least one dose was given on or after 2nd birthday
HEPATITIS B	3 does required for Kindergarten and 7th grade entry
MEASLES, MUMPS AND RUBELLA	2 doses for Kindergarten and 7th grade entry each given on or after 1st birthday. 1 dose for grades 1-12, given on or after 1st birthday. (Mumps immunization is not required for pupils 7 years of age or older)
TUBERCULOSIS SKIN TEST	Required test is a MANTOUX skin test given within 18 months prior to kindergarten enrollment or transfer, or within 6 months prior to enrollment in grades one through twelve.
VARICELLA (Chicken Pox)	[Kindergarten entry] 1 dose or physcian documented varicella disease or immunity and (grades 1-12) 2 doses are needed if vaccine received after 13th birthday (entering CA school for the first time)
Tdap (7th-12 <sup>th</sup> grade)	A new school immunization law requires all students entering 7th through 12th grades in the 2011-2012 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap. Students may not attend school without the Tdap vaccination.

**Physical Education:** PE classes meet four days a week, Monday – Thursday. PE grades are based on daily participation.

**Restitution:** Student grades, diplomas and transcripts may be withheld from students and parents/guardians when a student has damaged, destroyed, or not returned loaned property of the school and restitution has not been made. Records are withheld from students and parents/guardians, but not from requesting schools.

**School Hours:** AIPHS classes are held Monday through Thursday from 8:00am - 3:15pm and Friday’s from 8:00am – 1:00pm. After school tutoring, extra-curricular programs and detention take place after classes have been dismissed.

**Smoking on Campus:** There is no smoking on campus. This policy applies to all visitors.

**Special Needs, 504 Plan:** Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance (29 USC 794). Section 504 prohibits discrimination while assuring that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

**Standardized Testing (STAR):** Standardized Testing and Reporting is required by State and Federal Law. 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students are tested in the appropriate California Standards Tests (CST).

**California English Language Development Test (CELDT):** The CELDT is only given to students whose primary language is not English. The test evaluates a student's ability to listen, speak, read and write in English. Once a student is deemed English Proficient, they are no longer required to take the test.

**Advanced Placement Exams:** All AIPHS students are enrolled in Advanced Placement classes, giving them the opportunity to earn college credit. Upon the recommendation of a teacher, students receiving a "C-" or lower in an Advanced Placement (AP) course may be withdrawn from the course and enrolled into the non-AP equivalent. Students must pass the course with at least a "C."

**Student Records:** Parents and legal guardians have a right to review their child's pupil records. Written requests for record access should be directed to the administrator. Pupil records shall be available for review during regular school hours. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records (Family Educational Rights & Privacy Act - FERPA). In the case of separated or divorced parents, both parents shall have equal access to school records, unless there is a current restraining order specifically preventing record access. (A restraining order preventing access to the student does not prevent access to the student's records.) (Ed. Code § 49069. Ed Code § 49061). A log shall be maintained in each student's record which lists all persons requesting or receiving information from that record. Requests to access the log should be directed to the administrator (Ed Code 49064). A school district may permit access to pupil records by a specific person if the parent or guardian files written authorization specifying the records to be released and identifying the person to whom the records may be released. The recipient must be notified that further transmission of records is prohibited. The consent notice shall be permanently kept with the pupil's record file. (Ed Code § 49075).

**Telephone Use:** Students are not allowed to use the school phone. In exceptional cases, students may be allowed to use the phone with staff's explicit permission. Messages will be given to the students at lunchtime or at the end of the school day.

**Textbooks/Resources:** Students are responsible for all textbooks and other resources (workbooks, graphing calculators, etc) issued to them from the school. All textbooks must be protected with book covers. Students will be fined for lost or damaged books and resources.

**Transportation:** Parents and/or guardians are responsible for providing their children with transportation to and from school.

**Truancy:** A student is considered truant anytime a student is absent from school, or arrives more than 30 minutes late to school without a valid excuse. In the case of truancy, the student's parent/guardian will be notified via certified letter and a meeting will be requested (Ed Code § 48260.5). This meeting will include the student, the parent/guardian, the teacher and the administrator. The following items will be addressed:

1. The truancy
2. The parent/guardian is obliged to compel the student to attend school
3. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Ed Code § 48260 et seq.
4. The right of the parent/guardian to meet with school staff to discuss the solution to the student's truancy.
5. The student will be assigned Saturday school

**Retention Policy:** Students who receive a "C-" or lower in core subjects may be retained. Students will not be promoted until they repeat the failed courses with a passing grade. Students are responsible for making sure that they enroll in, and retake, the appropriate courses. They should meet with the site administrator or administrative assistant to get approval for the classes.

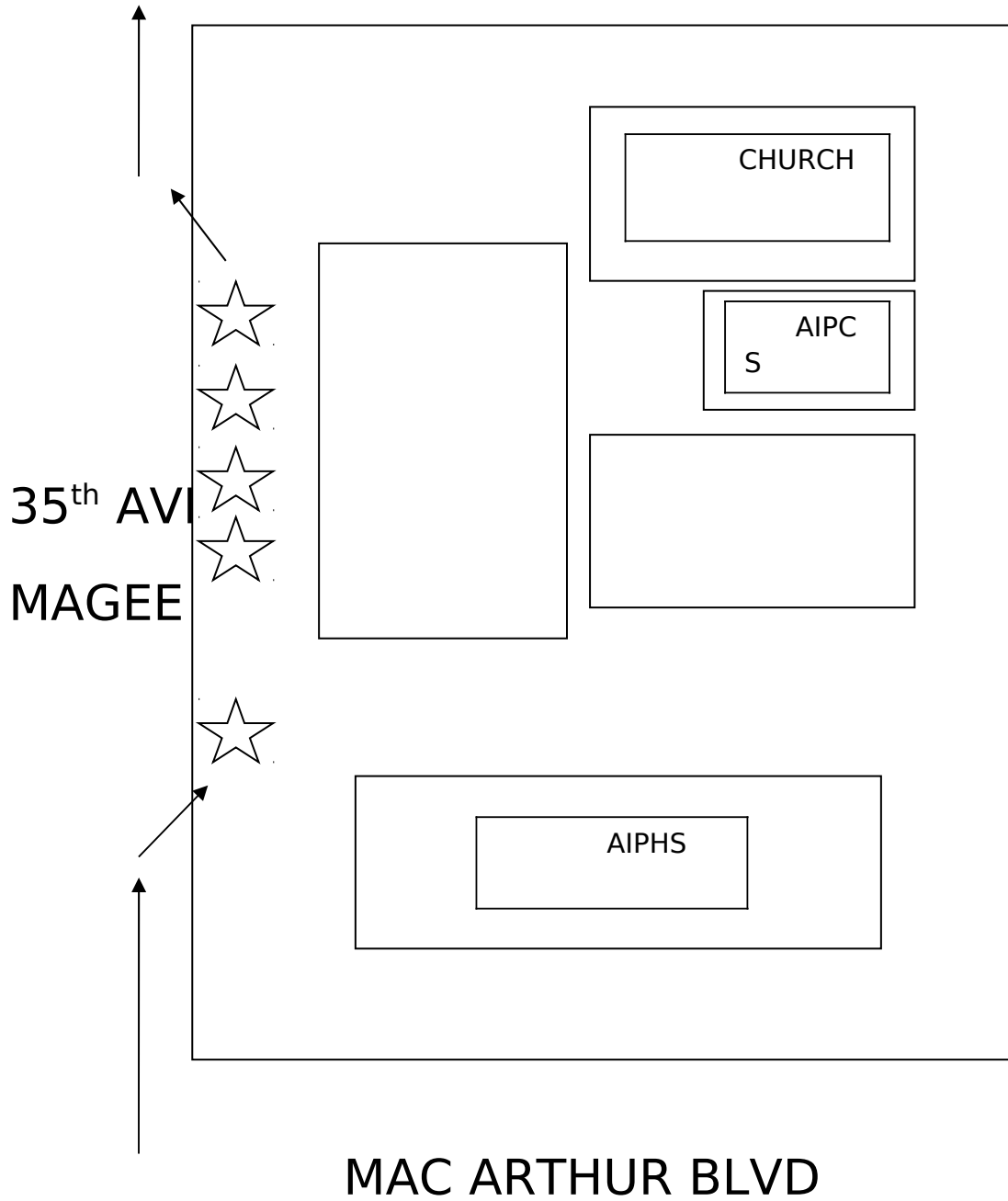
**Visitors:** All visitors must sign in and out at the reception desk. Any student visiting from another school must be an active participant in one of our school programs. In order for teachers to concentrate on students and instruction, they cannot be interrupted during the school day.



## AIPHS Pick up Drop Off Policy

1. Students should not be running and/or j-walking across 35<sup>th</sup> Avenue. Students must use the crosswalk at all times.
2. Students cannot get dropped off on Magee Ave.
3. All students must be picked up and dropped off on 35<sup>th</sup> Avenue between the orange traffic cones at the following times (please reference the attached map):
  - Mondays-Thursdays from 7:30-8:00 am and 3:15-4:15 pm
  - Fridays from 7:30-8:00 am and 1:00-1:30 pm
4. If you are picking up your child and he or she is not there, you must circle the block and return to the pick up/drop off zone. Waiting and double parking is not permitted in this area.
5. If you are picking your child up after detention, tutoring, study hall, or an extra-curricular class, they must wait for you inside of the school's gates.
6. The police department will be issuing citations for those who do not follow this request. If you have any questions, please put them in writing and submit them to the office.
7. Students caught being dropped off or picked up at a location other than the designated zone will receive a detention.

# KANSAS ST



★ cars indicate drop-off/pick-up area.

Pick up & drop off students between orange cones in front of entrance gate located on 35<sup>th</sup> Ave. If you do not see your child when you enter the pick-up drop-off cones, you must drive through and circle the block. You cannot wait between the cones.



## AIPHS Admission Procedures

All students are encouraged to submit an application for enrollment. If the number of students who wish to attend American Indian Public High School exceeds the school's capacity, attendance will be determined by a public lottery. The student will be notified by mail regarding the status of the student's application.

Interested students must complete the parts I and II of the application. Upon receipt of application part I, the student will be issued part II. Without submission of both application documents, the student will be ineligible for enrollment.

Priority for student enrollment is as follows:

1. Currently enrolled students who are re-enrolling
2. Residents of Oakland, California
3. All other students in the state of California



## AIPHS Rules and Regulations

Students must be present and on time every day. Although every effort will be made to consider hardship situations, five continual absences are likely to fail their classes. Students with five or more absences in a single semester may be retained.

**Absences:** If a student will be absent, parent/guardians are responsible for calling the school on the day of the absence before 8:00 a.m. Our phone number is (510) 482-6000. If no one is available, a message should be left. When the student returns, he/she must bring a written note explaining the absence/s. Parents are encouraged to pick up students' homework when they are absent. Students are considered absent if they miss 2 or more hours of the school day. All students who are absent are required to attend Saturday school to make up missed work.

**Confiscated items:** School staff has the right to confiscate prohibited items, including but not limited to electronic devices, jewelry, and weapons. All confiscated items will remain the property of the student or family, unless they are abandoned. Confiscated items will be held in a secure place by school staff and may be picked up on the last day of school or when the student transfers, whichever occurs first. Weapons or illegal items may be held indefinitely by the school or turned over to proper authorities where appropriate.

**Detentions:** Any student who refuses or fails to attend after school detention will get an additional detention. Those who choose not to follow this rule will be subject to the school's disciplinary policies up to and including suspension and expulsion. The school will not meet to debate this policy.

**Early Dismissal:** A student cannot be dismissed early without written permission by a parent/guardian. The written note must explain the reason and give the name of the person who will pick up the student. If the student will be taking the bus, the parent must give permission for the student to ride the bus. The note must be given to the teacher at the beginning of the school day. We encourage parents to make medical appointments in the afternoon to ensure students receive as much academic instruction as possible. In the event that a student must attend a medical appointment during class, proof of the appointment must be submitted to the office. Students will not be released unless a parent/guardian signs them out.

**Saturday School:** AIPHS may hold an instructional Saturday school to allow students to make up for work missed from absences during the week or to provide optional additional instructional time for students at the request of families or staff.

**Summer School:** AIPHS students must successfully complete mandatory summer school. In some cases, AIPHS permits students to attend outside academic summer programs. The principal or the Board of Directors has the ability to approve particular programs.

**Tardies:** If a student is tardy, a parent/guardian must write a note explaining the reason. A letter will be sent to the students' home if absences or tardies become a problem. Tardies result in after-school detention the next day to make up work and confer with teachers. Academic probation or grade failure may result if a student misses excessive amounts of class time.



## AIPHS Dress Code

All students must adhere to this dress code while on school campus.

### **Top:**

1. Students must wear a **WHITE** shirt with a **COLLAR**. The white collared shirts may be short-sleeved or long-sleeved.
2. The shirts must be completely **PLAIN** with no logos, emblems, or designs of any kind.
3. Students cannot wear colored shirts underneath their white shirts.
4. Tank tops are not permitted.
5. Shirts cannot be revealing or inappropriate in any way.
6. All males must tuck in their shirts.

### **Bottom:**

1. Students must wear **NAVY** or **KHAKI** pants that are completely **PLAIN** with no colorful designs or details (including stripes, patches, flashy stitching, etc.)
2. No jeans, shorts, capri pants, or athletic pants (sweatpants, nylon jogging pants, etc.) are permitted.
3. Skirts are permitted as long as they are below the knee.
4. Pants can have a maximum of four pockets: two in the front and two in the back. The pockets need to be near the waistline—not down the leg of the pants.
5. **NO SAGGING PANTS** are permitted.
6. Students cannot rubber band the bottom of their pants.

### **Sweaters/Sweatshirts:**

1. All sweaters and sweatshirts must be plain white.
2. **NO HOODS** are allowed.
3. A collared white shirt must be **VISIBLE** underneath students' sweater or sweatshirt.

### **Jackets:**

1. Only plain white jackets can be worn on campus.
2. **NO HOODS** are allowed.

### **Accessories/Make-up:**

1. Hair may not be artificially colored or contain designs, logos, letters, etc.
2. Fake nails are not permitted.
3. No make-up, including lip gloss and nail polish, is allowed.
4. Jewelry is not permitted and will be confiscated until the end of the school year if worn. This includes watches, rings, bracelets, chains, earrings, etc.
5. Students cannot wear sunglasses, hats, head bands, bandanas, beanies, colorful hair ties, ribbons, or anything with bright color in their hair. Simple barrettes, clips, and elastic hair ties that are black, brown, or white are permitted.
6. Only black and brown leather belts are permitted. Belts cannot have studs, stripes, flashy buckles or any other kind of ornamentation.
7. Colorful socks should not be visible.
8. **HOODS** are never allowed. On rainy days, students may use an umbrella.

### **Shoes:**

1. Students cannot wear colorful laces, flip flop/sandals, high heels, fur boots, or shoes that may be distracting.
2. Brightly-colored shoes are not permitted.

If a student does not follow the dress code, the student will receive detention. Parents may be called and asked to bring the proper clothing to school or the school may provide clothing items needed to be in dress code. In cases where students are unable to adhere to this dress code due to economic hardships, alternatives will be taken by the director/teacher. Students who choose not to follow the dress code will be subject to the school's disciplinary policies up to and including suspension and expulsion. **The school will not meet to debate these policies.**



## AIPHS Student Contract

These rules and regulations must be followed at American Indian Public High School.

### Respect Self:

1. Students must attend school each day on time. This includes summer school and required summer intensive program like SAIL. This may also include CTY, ATDP, or any other program required by the school.
2. Students are considered absent if they miss 2 or more hours of school in a given day.
3. Students cannot miss more than 5 days of school. Students who miss more than 5 days may be retained.
4. Student absences must be made up during Saturday School.
5. Students who are tardy five times during the semester must attend Saturday School.
6. Students who receive two detentions in one week must attend Saturday School.
7. An absence from Saturday School must be made up by attending two Saturday Schools.
8. Students will complete all homework and class work given by the teacher.
9. Students who are absent must submit their missing work and collect new homework on the day of their absence.
10. Students will not use drugs, alcohol, smoke, or chew gum.
11. Students cannot have personal electronic devices (i.e. cell phones, pagers, game boys, iPods, etc.) from the time they leave home for school to the time they return home from school. If any of these items are visible or go off in their possession, they will be confiscated for the remainder of the school year. Cell phones are not permitted on campus.
12. Students must follow the school's dress code.
13. A "C-" is considered a failing grade.
14. Students who receive a "C" or lower in a Merritt College course will be dropped from the class. Those students will receive high school credit, provided they successfully pass the course, but will not receive college credit.
15. Students who receive a "C-" or lower in an Advanced Placement (AP) course will be withdrawn from the course and enrolled into the non-AP equivalent. Students must pass the course with at least a "C."
16. Students who receive a "C-" or lower in core subjects may be retained. Students will not be promoted until they repeat all failed courses with a passing grade. Students are responsible for making sure that they enroll in, and retake, the appropriate courses. They should meet with the site administrator or administrative assistant to get approval for the classes.
17. Students must receive a letter of acceptance to a four-year college or university in order to graduate.

### Respect Others:

1. Students will not use foul language, put-downs, or fighting.
2. Students will raise their hands to be heard and will not interrupt.
3. Students will follow staff and teachers' directions.

### Respect Facility:

1. Students must bring their own lunch. Parents **cannot** bring a student's lunch. Students may not have fast food.
2. Students cannot leave school grounds or campus.
3. Students are not allowed phone privileges.
4. Students are not allowed to drive a car, motorcycle, electric scooter, or any other moving vehicle to school.
5. Students cannot loiter on school grounds before or after school.
6. Students will not have food or drinks in the classrooms.
7. Students are not allowed on the stage.
8. Visitors must check in at the front office.
9. Upon dismissal, students must wait for their ride inside the school's gates.
10. Students may not leave school without a parent/guardian signing them out.
11. If a student misses school for an appointment, proof of the appointment must be submitted to the office.

Those who choose not to follow these rules will be subject to the school's disciplinary policies up to and including suspension and expulsion. **The school will not meet to debate these policies.**



## Consequences for Breaking School Rules

Students must take responsibility for their own actions. The following process will apply to students who violate rules or standards of conduct. Efforts will be made to fit consequences to actions and to work with families to assist students in meeting expectations. The school's goal is to provide a safe and harmonious learning environment for all of our students. Please note the following safeguards regarding disciplinary actions: documentation of all conferences, written notification of disciplinary concerns, and administrative support of classroom teachers with respect to student discipline.

Structure and discipline are an integrated part of AIPHS curriculum. A safe and orderly school environment allows our students to maximize their learning. If a student violates a standard of conduct (talking back to an adult, cursing, refusing to follow a directive, acting disrespectfully, etc.) or disrupts the learning environment, a meeting may be scheduled with the site administrator/teacher and student to address the issue. The consequences may include cleaning of the school or detention. A second incident involving prohibited behavior may result in a meeting after school that includes the student, parent, teacher and site administrator or Director. If necessary an action plan around the student's behavior will be created. The consequences may be the same as the first offense or more stringent.



## Suspension and Expulsion Policy

All schools within the American Indian Model (AIM) school family (AIPCS, AIPCS II, and AIPHS) will adhere to the following procedures with regard to student suspension and expulsion. Though CA educational code does allow the schools' administration a certain level of discretion in determining the appropriate disciplinary actions on a case-by-case basis, it does dictate that all schools operate within certain parameters. Those parameters are outlined in this document, the AIM Expulsion Procedures document, Appendix 1, and the CA educational code.

It should be noted that it is the intent of the Legislature that alternatives to suspensions or expulsions be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. Procedures for handling truancy are currently under consideration by the administration and school governance board. Ultimately, a School Attendance Review Board may be created to address these situations.

### **Administrative Intervention and Investigation of Pupil Offense**

1. Students who commit a zero-tolerance offense (As defined on page 3), or whose conduct falls under EC 48900 as outlined on page one and two of Appendix 1 [excluding subdivision (k)] should be referred to the Director or Site Administrator's office. If a teacher observes an offense that falls under subdivision (k), the teacher will make a determination as to whether or not administrative intervention is required. Otherwise, they may follow the school's discipline policies to bring about proper student conduct.
2. California educational code is very clear about which offenses are eligible for suspension. These codes are outlined in *Appendix 1*, and are enumerated in Section 48900 of CA educational code. To determine whether or not an offense meets these guidelines the Director or Site Administrator will meet with the pupil and school employee who referred the pupil to the principal. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. If an "emergency situation" exists, as defined in 48911 (c), the pupil may be excluded from this meeting.

The procedures that follow are only applicable if it is determined that the student committed an offense which is eligible for suspension or expulsion.

### **If a Zero-Tolerance Offense is not Identified**

The director or site administrator will determine if the student has committed a “zero-tolerance offense.”

If a zero-tolerance offense is not identified, as a matter of policy, and where allowed by law, American Indian Model (AIM) School’s consider suspension a punishment of last resort. We believe this was the intent of the legislature when they wrote, “Suspension shall be imposed only when other means of correction fail to bring about proper conduct.” Therefore, our schools will first consider other disciplinary avenues before suspending or expelling a student. Our schools will adhere to the following procedures to determine the best approach to ensuring proper student conduct.

1. The Director and Site Administrators are afforded a great deal of discretion by the legislature and by the AIM Governance Board in determining appropriate punishments when a zero-tolerance offense is not identified. Regardless of the punishment, if a suspension eligible offense is committed, written notification will be sent home to the student’s parents or guardians. If the Director or Site Administrator determines that suspension is not appropriate, the school’s discipline policy will be followed. This may or may not include community service on school grounds, as outlined in EC 48900.6. Even if suspension is deemed appropriate, the Director or Site Administrator may opt for supervised classroom suspension as outlined in EC 48911.1.
2. If the Director or Site Administrator determines that suspension is appropriate, a school employee shall make a reasonable effort to contact the pupil's parent or guardian in person or by telephone. Whenever a pupil is suspended from school, the parent or guardian shall be notified in writing of the suspension.
3. A school employee shall report the suspension of the pupil, including the cause therefor, to the AIPCS governing board.
4. A parent conference will be scheduled to discuss the matter with the Director or Site Administrator. Whenever practical the teacher or staff member who witnessed the offense will also be present. At this time, the administration and the parent or guardian will discuss the causes, duration, school policy involved, and any other matters pertinent to the suspension.
5. Any pupil who is suspended for five days or fewer must complete all assignments and tests missed during suspension within three school days of their return. Any pupil who is suspended for more than five days will have five school days to complete all assignments and tests missed during suspension. The administration has the authority to lengthen the amount of time a pupil has to make-up his or her work, as appropriate in a given situation.

### **If a Zero-Tolerance Offense is Identified**

The Director or Site Administrator will determine if the student has committed a “zero-tolerance offense.” These include the following two lists of offenses:

List 1

- *Causing serious physical injury to another person, except in self-defense*
- *Possession of any knife or other dangerous object of no reasonable use to the pupil.*
- *Unlawful possession of a controlled substance*
- *Robbery or extortion*
- *Assault or battery upon any school employee*

List 2

- *Possessing, selling, or otherwise furnishing a firearm.*
- *Brandishing a knife at another person.*
- *Unlawfully selling a controlled substance*
- *Committing or attempting to commit a sexual assault*
- *Possession of an explosive*

If a zero-tolerance offense from List 1 has been committed, the Director or Site Administrator shall recommend the expulsion of the pupil unless the Director or Site Administrator finds that expulsion is inappropriate due to the particular circumstances. If a zero-tolerance offense from List 2 has been committed, the Director or Site Administrator shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of the pupil. The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program meeting the requirements described in Section 48915.

**Important Miscellaneous Notes about Suspension and Expulsion**

1. For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the CDE, AIM Schools will identify, by offense committed, in all appropriate records of a pupil each suspension or expulsion of that pupil for the commission of the offenses outlined in EC 48900.8.
2. The Director or Site Administrator will, when necessary according to EC 48902, make the appropriate notification to the local law enforcement agency.
3. Whenever a situation arises that is not specifically addressed by these policies, California educational code will be followed, as interpreted by the Director or Site Administrator.
4. American Indian Schools will notify the District within 30 days of all transfers, disciplinary or not. For all students who are expelled, the school will contact the District of residence to notify them of the terms of the expulsion.

**Expulsion Procedures:**

All schools within the American Indian Model (AIM) school family (AIPCS, AIPCS II, and AIPHS, AIPHS II) will adhere to the following procedures with regard to student suspension and expulsion. Though CA educational code does allow the schools' administration a certain level of discretion in determining the appropriate disciplinary actions on a case-by-case basis, it does dictate that all schools operate within certain parameters. Those parameters are outlined in this document, the AIM Expulsion Procedures document, Appendix 1, and the CA educational code.

It should be noted that it is the intent of the Legislature that alternatives to suspensions or expulsions be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. Procedures for handling truancy are currently under consideration by the administration and school governance board. Ultimately, a School Attendance Review Board may be created to address these situations.

### **Administrative Intervention and Investigation of Pupil Offense**

1. Students who commit a zero-tolerance offense (as outlined on page 3 of the suspension procedures), or whose conduct falls under EC 48900 as outlined on page one and two of Appendix 1 [excluding subdivision (k)] should be referred to the Director or Site Administrator's office. If a teacher observes an offense that falls under subdivision (k), the teacher will make a determination as to whether or not administrative intervention is required. Otherwise, they may follow the school's discipline policies to bring about proper student conduct.
2. California educational code is very clear about which offenses are eligible for suspension and expulsion. These codes are outlined in Appendix 1, and were enumerated in Section 48900 of CA educational code. To determine whether or not an offense meets these guidelines the Director or Site Administrator will meet with the pupil and school employee who referred the pupil to the principal. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. If an "emergency situation" exists, as defined in 48011 ©, the pupil may be excluded from this meeting.

The procedures that follow are only applicable if it is determined that the student committed an offense which is eligible for suspension or expulsion.

### **When the Administration May Recommend Expulsion**

If a pupil has committed a suspension-eligible offense, then the Director or Site Administrator has the authority to recommend expulsion. As a matter of policy, expulsion will be used as a tool of last resort for students whose conduct is so egregious that it is unlikely to be changed by any other means and whose behavior poses a threat to the safety of a member of the school community or significantly limits the ability of other students to effectively learn.

If a zero-tolerance offense from List 1 (see suspension procedures) has been committed, the Director or Site Administrator shall recommend the expulsion of the pupil unless the Director or Site Administrator finds that expulsion is inappropriate due to the particular circumstances. If a zero-tolerance offense from List 2 (see suspension procedures) has been committed, the Director or Site Administrator shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of the pupil. The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program meeting the requirements described in Section 48915.

### **Expulsion Hearings and Process**

- The Director decides whether or not to recommend expulsion to the Governance Board.
- Within 30 school days of recommending expulsion, the Governance Board will hold a hearing to determine if it is appropriate to expel the pupil. The pupil may request, in writing, a postponement of no more than 30 calendar days. Any additional postponement may only be granted at the discretion of the Governance Board.
- Within 10 school days after the conclusion of the hearing, the Governance Board shall decide whether to expel the pupil, unless the pupil requests in writing that the decision be postponed.
- If compliance by the governing board with the time requirements for the conducting of an expulsion hearing under this subdivision is impracticable, the Director of schools may, for good cause, extend the time period for the holding of the expulsion hearing for an additional 5 school days.
- Written notice of the hearing shall be forwarded to the pupil at least 10 calendar days prior to the date of the hearing and shall comply with subdivision (b) of EC 48918.
- The Governance Board shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public, unless the pupil requests, in writing, at least five days before the date of the hearing, that the hearing be conducted at a public meeting. Regardless of whether the expulsion hearing is conducted in a closed or public

session, the governing board may meet in closed session for the purpose of deliberating and determining whether the pupil should be expelled.

- A record of the hearing shall be made. The record may be maintained by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made.
- Technical rules of evidence shall not apply to the hearing, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. A decision of the governing board to expel shall be supported by substantial evidence showing that the pupil committed any of the acts enumerated in Section 48900.
- The final action to expel a pupil shall be taken only by the governing board in a public session. Written notice of any decision to expel or to suspend the enforcement of an expulsion order during a period of probation shall be sent by the superintendent of schools or his or her designee to the pupil or the pupil's parent or guardian. It will comply with subdivision (j) of EC 48918.
- The governing board shall maintain a record of each expulsion, including the cause therefor. Records of expulsions shall be a non-privileged, disclosable public record. The expulsion order and the causes therefor shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school in which the pupil subsequently enrolls upon receipt of a request from the admitting school for the pupil's school records.

### **Suspending an Expulsion Order**

- The governing board, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the governing board's determination as to whether the pupil has satisfactorily completed the rehabilitation program.

- During the period of the suspension of the expulsion order, the pupil is deemed to be on probationary status. The governing board may revoke the suspension of an expulsion order under this section if the pupil commits any of the acts enumerated in Section 48900 or violates any of the district's rules and regulations governing pupil conduct. When the governing board revokes the suspension of an expulsion order, a pupil may be expelled under the terms of the original expulsion order.
- Upon satisfactory completion of the rehabilitation assignment of a pupil, the governing board shall reinstate the pupil in a school of the district and may also order the expungement of any or all records of the expulsion proceedings.

### **Readmission**

- An expulsion order shall remain in effect until the Governance Board orders the readmission of a pupil. At the time an expulsion of a pupil is ordered for an act other than those described in subdivision (c) of Section 48915, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district or to the school the pupil last attended. For a pupil who has been expelled pursuant to subdivision (c) of Section 48915, the governing board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district, except that the governing board may set an earlier date for readmission on a case-by-case basis.
- The governing board shall recommend a plan of rehabilitation for the pupil at the time of the expulsion order, which may include, but not be limited to, periodic review as well as assessment at the time of review for readmission. The plan may also include recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs.
- Any pupil who has been expelled and who seeks readmission, must submit a request to the Director in writing no more than 21 (but no less than 7) calendar days before the end of the term of the expulsion. In addition, the pupil must provide documentation that all conditions for rehabilitation set by the Governance Board have been met.
- Upon completion of the readmission process, the governing board shall readmit the pupil, unless the governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety or

to other pupils or employees of the school district. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered.

- If the Governance Board denies the pupil's request for readmission, the Board shall provide written notice to the expelled pupil and the pupil's parent or guardian describing the reasons for denying the pupil re-admittance into the regular school district program.

### **Important Miscellaneous Notes about Suspension and Expulsion**

- a. For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the CDE, American Indian Public Schools will identify, by offense committed, in all appropriate records of a pupil each suspension or expulsion of that pupil for the commission of the offenses outlined in EC 48900.8.
- b. The Director of Site Administrator will, when necessary according to EC 48902, make the appropriate notification to the local law enforcement agency.
- c. Whenever a situation arises that is not specifically addressed by these policies, California educational code will be followed, as interpreted by the Director or Site Administrator.
- d. American Indian Schools will notify the District within 30 days of all transfers, disciplinary or not. For all students who are expelled, the school will contact the District of residence to notify them of the terms of the expulsion.

### **Suspension and Expulsion Procedures – Appendix 1:**

According to EC 48900, a “pupil” – any student at American Indian Public Charter School, American Indian Public Charter School II, or American Indian Public High School – may not be suspended from school or recommended for expulsion unless the Director or the Site Administrator of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o) inclusive:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.

- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.

- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a), above.

The Director or Site Administrator may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under the above section.

In addition to the reasons specified above, a pupil may be suspended from school or recommended for expulsion if the director or site administrator determines any of the following items:

1. The pupil has committed sexual harassment as defined in Section 212.5. For the purposes of The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
2. The pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
3. The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
4. The pupil has made terroristic threats against school officials or school property, or both. For the purposes of this section, terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the director or site administrator of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

The Director or Site Administrators of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion.
5. Assault or battery upon any school employee.

The Director or Site Administrator of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

The governing board shall order a pupil expelled upon finding that the pupil committed one or more of the five acts listed above.

The governing board, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the governing board's determination as to whether the pupil has satisfactorily completed the rehabilitation program.

The governing board shall apply the criteria for suspending the enforcement of the expulsion order equally to all pupils, including individuals with exceptional needs as defined in Section 56026.

During the period of the suspension of the expulsion order, the pupil is deemed to be on probationary status.

The governing board may revoke the suspension of an expulsion order under this section if the pupil commits any of the acts enumerated in Section 48900 or violates any of the district's rules and regulations governing pupil conduct. When the governing board revokes the suspension of an expulsion order, a pupil may be expelled under the terms of the original expulsion order.

Upon satisfactory completion of the rehabilitation assignment of a pupil, the governing board shall reinstate the pupil in a school of the district and may also order the expungement of any or all records of the expulsion proceedings.

A decision of the governing board to suspend an expulsion order does not affect the time period and requirements for the filing of an appeal of the expulsion order with the county board of education required under Section 48919. Any appeal shall be filed within 30 days of the original vote of the governing board.



## Board Meetings and Governance Board

Governance board meetings typically occur on the third Thursday of June and December at 7:00 pm. At these meetings, programs are reviewed and actions may be taken on financial, governance, or personnel issues. Every member of the school community has the right to address the Board on any matters within its control, though a three minutes time limit for each person may be imposed. Agenda time may be requested by calling the school and leaving a message for the board chair at least one week in advance. Public comment is always allowable and encouraged for items related to the educational progress of the school.

*The responsibilities of the Board of Directors include, but are not limited to, monitoring overall funding, management, and implementation of the school as well as the quality and evaluation of staff, curriculum and programs offered. The school principal reports directly to the school board.*

Judy Marquardt	3637 Magee Ave., Oakland, CA 94619	President, Parent
Jordan Locklear	3637 Magee Ave., Oakland, CA 94619	Secretary, Former Student
Michael Stember	3637 Magee Ave., Oakland, CA 94619	Treasurer, Businessperson
Chris Rodriguez	3637 Magee Ave., Oakland, CA 94619	Community Member
Janet Roberts	3637 Magee Ave., Oakland, CA 94619	Community Member



## Dispute Resolution

### **Overview**

The American Indian Model School's Governance Board recognizes that the Board has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs.

The school shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging discrimination based on age, ancestry and/or national origin, color, physical or mental disability, race, ethnic group identification, religion, veteran status, sex, gender, marital status, medical condition (cancer related) and/or sexual orientation, in any program or activity that receives or benefits from State and/or Federal financial assistance.

A copy of the UCP can be obtained at the AIPCS, AIPCS II and AIPHS offices.

The Board acknowledges and respects the experience and judgment of the schools' Director and Site Administrators. As such, it has developed Local Complaint Procedures (LCP) to ensure that all complaints that do not fall under the UCP can be handled at the site level. The final authority for the handling of these complaints lies with the Director.

### **Complaint Procedures**

The following procedures shall be used to address all complaints that do not allege that the school has violated federal or state laws concerning regulations governing educational programs.

#### ***Step 1: Filing a Complaint***

All complaints shall be presented to the school's site administrator in writing.

If a complainant is unable to put a complaint in writing due to a condition such as illiteracy or disability, school staff shall help him/her to file the complaint. (Title 5, CCR 4600)

If a complaint involves the school's site administrator of the school, the Director or his designee, will receive and investigate the complaint.

#### ***Step 2: Investigating a Complaint***

Within fifteen school days, the school's site administrator (or other appropriate party as outlined above) will complete an investigation of the complaint. This investigation may include interviews with involved parties, consultation of student contract, other school policies, review of applicable educational code, and any other means necessary to resolve the complaint in an appropriate manner.

### ***Step 3: Resolution and Notice of Resolution***

Once the site administrator has determined the outcome, all parties will be notified by phone or in person. In addition, within 20 school days of receiving the initial complaint, the complainant will receive written notification of the outcome.

### ***Step 4: Procedures for Appeal***

The Director or his designee has final authority in determining the outcome of complaints outlined in these procedures. If additional information becomes available, which was not included in the original complaint, the complainant may submit an additional complaint as outlined above.

If the complainant is not satisfied with the outcome of the investigation, he or she may send notice to the AIPCS Governance Board secretary for the Board's review at the next regularly scheduled meeting.

### **Important Contact Information**

Ms. Sophath Mey  
Director, AIM Schools  
3637 Magee Ave  
Oakland, CA 94619  
510-482-6000

Mrs. Claudia Walker  
Site Administrator, AIPHS  
3637 Magee Ave  
Oakland, CA 94619  
510-482-6000

Mr. Jordan Locklear  
Secretary, AIPCS Board  
3637 Magee Ave  
Oakland, CA 94619  
510-482-6000