



Matrix Entrepreneur ACADEMY

STUDENT-PARENT HANDBOOK

And

SCHOOL SAFETY HANDBOOK

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

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Welcome to Matrix Entrepreneur Academy!

Matrix Entrepreneur Academy is launching the entrepreneur program starting this year. We imagined the year 2020 as Vision 2020. Obviously, this year has been extremely different than we planned and many of the ways we were planning to get the word out about our program didn't happen. We were scheduled to have a booth at the Leader's in Life Conference attended by over 2000 teens in Kern County on March 12. About 180 teens were scheduled to attend our presentation on starting a business while in school. This was canceled that very morning. We also had to cancel our Teen Biz Expo which would have brought more community support. We had teens scheduled to entertain throughout the day and about 15 teens had reserved booths for their businesses by March for the April 11 event. This will be planned for the future. All of this is to say that we will continue forward starting Matrix Entrepreneur Academy as scheduled because that's how entrepreneurs roll. Obstacles are always going to be there. The program will not just start, it will be very exciting, and we look forward to the participation of your family.

The curriculum is extremely valuable and provided by Dr. Tim Stearns, our curriculum consultant. He has been amazing. When the Covid-19 issue was upon us, he put the core curriculum online with Canvas, a platform used by many colleges. Since he has helped launch several other entrepreneur academies and schools, he is committed to our success.

Matrix Entrepreneur Academy plans to start in a classroom, but may need to start online in order to abide by the guidelines provided by the Governor of the State of California. Currently, the University of Phoenix will not be renting their classrooms until at least Aug. 31, and then there are some very specific rules to be followed. It may be necessary to meet at Regus, next door, in order to meet locally. Of course, the Online class will meet online.

Again, the Matrix Entrepreneur Academy staff, as well as the Board of Directors of the nonprofit, Innovative Entrepreneur Education which founded our academy, want to welcome you. Your students are in for quite a ride, so hang on as we embark on this journey together.

Please read the enclosed material, sign the Parental Acknowledgment form and return it to Matrix Entrepreneur Academy through TADS. A Spanish version of this material is available upon request. Please review the form carefully. Please direct questions about this publication to the CEO or their assigned. By signing below, you acknowledge receiving this notice regarding your rights relating to activities which might affect your child/children.

Donna Schwartz

Chairperson of the Board of Directors

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Matrix Entrepreneur Academy School Description

I. Introduction

Matrix Entrepreneur Academy is opening on August 17, 2020, as a Private School with a focus on Entrepreneurship for 7th – 12th grade students. We are also adding a Young Adult class. The official address is 5401 Business Park South, Suite 223, Bakersfield, California, using the mailing address as PO Box 10569, Bakersfield, CA, 93389. Classes are scheduled to be held at the Regus, Bakersfield, to begin with and later, the University of Phoenix, Bakersfield, California. The Regular and Online Classes will begin the week of September 14, 2020.

The goal of the admissions policy of Matrix Entrepreneur Academy (hereinafter “School”) is to attract, enroll and retain at the School the broadest spectrum of students and families, representative of the rich diversity existing in Kern County. The School will be nonsectarian in its programs, admissions policies, employment practices and all other operations. The School will not discriminate in admissions or outreach against any student on the basis of ethnicity, national origin, religion, gender, disability or any other legally protected category.

Matrix Entrepreneur Academy is founded by Innovative Entrepreneur Education, a nonprofit corporation in the State of California which is the governing body of the school established on September 27, 2018 as a 501(c) (3) tax-exempt organization. Other situations not in this handbook as well as exceptions to any policy will be determined by the Chief Executive Officer (hereinafter “CEO”) or their assignee, or by a ruling of the Board of Directors.

The Entrepreneur Program is not based on a time frame similar to regular schools. It is ongoing from whenever a student begins until they age out at 19, approximately. The schedule will match regular schools in terms of vacations and holidays, but business does not take a break. When one starts a business, the owner is always learning, tweaking, and fine tuning all aspects of the business. There is curriculum for each grade level from 7th grade through 12th grade. Some classes may be combined at first, but as time goes on we expect to have students in classes according to grade level. The Entrepreneur Class Online in only the basic curriculum.

Regular students will take the Entrepreneur Class which is two days a week for a 2 ½ hour class. Beyond this class there will be an increasing number of classes which will be supplemental education regarding the particular type of business in which the student is interested. Since each class will start with a “Class Business”, the beginning supplement classes will be for the class businesses. This will begin with a process of the class choosing a type of business on which the class can generally agree. We anticipate a variety of class business types which could be event planning, technology, product sales, or service businesses. There are specialty staff members for Event planning, Technology, Product Sales, and Performing Arts businesses. For example, students who are looking forward to using their vocal, acting, instrumental, or dance skills to be their business will be grouped in the same class . While the entrepreneur class will cover all of the entrepreneur skills, just like all other class businesses, the marketing, sales, scheduling, etc. will be specific to that class. The same will be true of the Event Planning class, the Technology class, etc.

ADMISSIONS AND ENROLLMENT POLICY

II. Admission and Requirements for Admission

The School is open to any student who meets the admissions requirements described herein. If the number of students who wish to attend the School exceeds the school's capacity, attendance (except for existing students of the school) shall be determined by a public random drawing. Online classes will be added as student registration increases.

Beginning on July 1, 2020, approximately, all payments and documents will be uploaded onto TADS – Community Brands. All admission, financial, and most communications will be accessed through TADS.

A. Admission Eligibility and Requirements

In order to be eligible for enrollment in the School, students must meet the following eligibility requirements:

- All students must have successfully completed education through grade 6.
- All students must submit the Intent to Enroll.
- All students must submit the Enrollment Packet with the required documents and registration fee.
- All students must have been fully immunized and, if requested, present the appropriate health examination record in accordance with the California Health and Safety Code.
- No student will be admitted during the term of an expulsion for bringing to or possessing a firearm at any school, unless the **CEO** makes a determination based on the specific facts of the situation in accordance with the School's discipline policy.
- Matrix Entrepreneur Academy does not typically accept students who have been expelled from any school. However, a student who has been expelled may be admitted to the school at the discretion of the governing board on a case-by-case basis.
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B. Placement of Students

In order to ensure that all students will be placed appropriately and benefit fully from the entrepreneur program, the following pre-admission procedures will be enforced. The Intent to Enroll form must be submitted, followed by the Enrollment Packet, once it is received by the parents/guardian or student. Failure to comply with any of these procedures will result in denial of admission. An admitted student will be removed from the School if failure to comply with these procedures is discovered after admission has been granted.

C. Tuition and Fees for 2020-21

	Yearly Tuition
Entrepreneur Class - First Student	\$3500 / 1750 / 1150
Entrepreneur Class Additional Students – 10% Discount	\$3150 / 1575 / 1035
No additional discounts apply.	

Payment Plans

Regular Classes (In Person or Online)

1. Regular class 2 days a week for 2 1/2 hours. \$1750 per semester
Registration: \$500 annual or \$250 per semester
2. Regular class 1 day a week for 2 1/2 hours. \$875 per semester
Registration: \$250 annual or \$125 per semester

Online Only Classes

3. Online class 1 day a week for 1 1/2 hours. \$575 per semester
Registration: \$200 annual or \$100 per semester

PAYMENT PLANS

All plans include a non-refundable Registration Due-when enrolling.

PLAN 1 ANNUAL PAYMENT REGULAR CLASS 2 DAYS PER WEEK

\$3500 – \$500 Registration = \$3000 Payment
2% discount if paid on or before July 31, of registration year.

PLAN 2 SEMI-ANNUAL PAYMENT REGULAR CLASS 2 DAYS PER WEEK

\$3500 – \$500 Registration = \$3000
2 Payments of \$1,500 Each
1% discount if paid on or before July 31 & Dec. 1, of registration year.

PLAN 3 – 10 MONTH PAYMENT

\$3500 – \$500 Registration = \$3000
\$300 Payment Per Month August to May
Automatic Debit is Required

PLAN 1 ANNUAL PAYMENT REGULAR CLASS 1 DAYS PER WEEK

\$1750 – \$250 Registration = \$1500 Payment
2% discount if paid on or before July 31, of registration year.

PLAN 2 SEMI-ANNUAL PAYMENT REGULAR CLASS 1 DAY PER WEEK

\$1750 – \$250 Registration = \$1500
2 Payments of \$750 Each
1% discount if paid on or before July 31 & Dec. 1, of registration year.

PLAN 3 – 10 MONTH PAYMENT REGULAR CLASS 1 DAY PER WEEK

\$1750 – \$250 Registration = \$1500
\$150 Payment Per Month August, to May,
Automatic Debit is Required

PLAN 1 ANNUAL PAYMENT ONLINE ONLY CLASS 1 DAY PER WEEK

\$1150 – \$200 Deposit = \$950 Payment

2% discount if paid on or before July 31, of registration year.

PLAN 2 SEMI-ANNUAL PAYMENT ONLINE ONLY CLASS 1 DAY PER WEEK

\$1150 – \$200 Registration = \$950

2 Payments of \$475 Each

1% discount if paid on or before July 31 & Dec. 1, of registration year.

PLAN 3 – 10 MONTH PAYMENT ONLINE ONLY CLASS 1 DAY PER WEEK

\$1150 – \$200 Registration = \$950

\$95 Payment Per Month August to May

Automatic Debit is Required

Partial Scholarships Available – Apply for qualification for Financial Aid through TADS. Create an account. [Click Here](#)

Tutoring for all areas of academic education are available. These fees will vary.

D. Tuition Refund Policy

Matrix Entrepreneur Academy desires to demonstrate fiscal responsibility and show good stewardship of the financial commitment made by each family for their student's entrepreneur education. For this reason, and to maintain a sound-operating budget, Matrix Entrepreneur Academy has created a schedule for payment of tuition fees in the event an enrolled student is withdrawn/expelled during either the current or upcoming school year.

E. Student Insurance

It is the responsibility of the parent(s)/legal guardian(s) to provide health insurance for their students. Evidence of insurance must be provided to the school office before participation in athletic type activities.

F. Publicity Policy

Matrix Entrepreneur Academy occasionally publishes students' names, photographs, or achievements in school publications. This information may also be released to local newspapers or posted on the website or official networking site to promote the school. Neither students nor parents/legal guardians will be compensated financially for the use of these images at any time during or after attendance at Matrix Entrepreneur Academy. To decline publicity, please indicate on the handbook agreement form by initialing the space next to decline.

III. Application for the School Year 2020 – 2021

Open Enrollment Period: The Application form is the first step in the enrollment process. Please note each student applying must have his/her own form on file. Students will be accepted in order of receipt of the Intent to Enroll Form.

IV. Enrollment

Enrollment is available after receipt of the Application Form Online and shall include, but is not limited to, the following:

1. US or foreign government-issued identification with proof of age through documents such as the following: birth records, statements by the local registrar or a county recorder certifying the date of birth, baptism certificate duly attested, a declaration from the parent/guardian, or a passport.
2. Unofficial transcripts or last report card from school(s) the student is currently attending or attended last school year.
3. An acknowledgment of receipt and review of the Student Handbook signed by the Parents/guardians/caregivers and students.
4. Student questionnaire
5. \$500 nonrefundable deposit which will be applied to the tuition fee.

The following may be due upon request:

- a. Proof of full immunization or exception from the requirement
- b. Proof of health examinations required by the Health and Safety Code

If any information provided to by the parents/guardians could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending the School. If parents or guardians choose not to provide information that could indicate their children's immigration status, citizenship status, or national origin information, the School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

Enrollment packets **MUST** be completed and returned to Matrix Entrepreneur Academy or uploaded on TADS Community Branding with all required documentation prior to being enrolled in a class. Enrollment packets that are missing any information will be considered incomplete and may not be accepted.

Admissions Interview

Once the Enrollment Packet and supporting documents have been submitted, students and parents will be contacted to schedule an interview. Students interested in attending Matrix Entrepreneur Academy must meet the prerequisites for enrollment listed below:

- A. Be willing to comply with the school's policies (Please review our Parent/Student Handbook)
- B. Maintain satisfactory citizenship records in their previous and current school
- C. Maintain a minimum GPA of 2.0 in their previous and current school
- D. Have a sincere desire to learn about finances, business, and entrepreneurship
- E. Have an interest in learning how to start a business while in school

6. Parent/Guardian/Caregiver Meeting

Parents/guardians/caregivers should attend a pre-admission Information Open House Meeting and School Tour. In the event, the facility is not available due to Covid-19 regulations, the meeting(s) will be on Zoom.

Additionally, each application will be reviewed by staff to ensure it is complete before the student will be considered for admission. Any student that has been denied admission for failure to meet the School's Admission Requirements and Process may avail him/herself to request reconsideration.

The School's personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport or citizenship papers. Where any law or grant requirements contemplates submission of national origin related information to satisfy the requirements of a special program, school personnel shall solicit that documentation or information separately from the school enrollment process.

Pursuant to this policy and where permitted by law, the **CEO** of the School shall enumerate alternative means to establish age or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status or national origin, and that do not reveal information related to citizenship status or immigration status.

If the School solicits the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the School shall explain the limited purpose for which the information is collected. It is the School's policy that a failure to provide this information will not bar the student from enrolling in or attending the School, and such policy will be explained at the time the School asks for this information.

7. Preferences

In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

- a. Students currently attending the School
- b. Siblings of students currently enrolled in the School
- c. Children of the School's founding families, current employees, staff, and board members (not to exceed 10% of the school's total population) may be granted admissions preference
- d. Students residing within the boundaries of Kern County
- e. Online only students will follow the same guidelines for a, b, and c. These students do not receive any preference for residing in Kern County

8. Enrollment Process and Guidelines

Each of the following years starting in 2021-2022, there will be an Intent to Enroll period from the first Monday in December to the last Friday in February which will be advertised within the school community so that all interested students may have an equal opportunity to apply for admission.

The process for enrollment proceeds as follows, (not necessarily in the exact order provided):

- a. The School will determine class size/configuration for the school year;
- b. The School will solicit Intent to Enroll forms from current students their intention to return the following year;
- c. The school will solicit Intent to Enroll forms from parents/guardians of current students and their intention to apply for admission for siblings of current students;
- d. The school will solicit Intent to Enroll forms from founders and staff members their intention to apply for admission for their children;
- e. The School will design program informational materials;
- f. The School will plan one or more Information Open House Meetings (attendance at which is strongly encouraged for admission);
- g. The School will advertise that Intent to Enroll Forms are available and use other communication strategies;
- h. The School will actively recruit students throughout the community;
- i. The School will host Information Open House Meeting(s) recording attendance;
- j. After the students in the preferred categories are placed, students will be accepted in order of returning the Intent to Enroll forms;
- k. The School will hold a random public drawing, if necessary;
- l. The School will notify the families of the applicants who are accepted and rejected;
- m. Non-accepted families will be placed on the waitlist in the order in which the students are drawn from the random public drawing. If Enrollment Packets are not turned in by the accepted students on the due date, or there is a change in plans, students from the waitlist will be added in that order.

A wait list will be maintained from year to year. Once on the wait list, a student would remain in that position until he/she is offered a spot in the school or expresses no further interest. During enrollment, volunteers and paid employees return calls and answer questions from prospective families. If families from the wait list are offered a position, they must accept that position within three business days or if they decline or fail to respond within three business days they may be removed from the wait list or placed at the bottom of the wait list of the class for which they desire.

9. Parental Responsibility

Matrix Entrepreneur Academy requires that all students are under direct parental (or legal guardian) authority and responsibility while attending the school. This includes seniors who may have turned 18 years old while attending Matrix Entrepreneur Academy. The school is in partnership with the parents/legal guardians, working cooperatively as a team with the students. Students are expected to honor, respect and obey both parents/legal guardians and school staff. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and other school-related information regarding the student. If there

is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a current official copy of the court order. Court orders need to be given directly to the Administrative Assistant, or the CEO.

Enrollment at Matrix Entrepreneur Academy is dependent upon adherence to the policies and guideline of the school. This is a three-way commitment between parents/legal guardians, students, and the school to have a working relationship. This requires agreement with the following:

- Parents/legal guardians accept the responsibility for their student while enrolled at Matrix Entrepreneur Academy, cooperating fully with school rules and regulations, including during non-school hours.
- Parents/legal guardians understand there is a code of conduct which does not tolerate profanity or obscenity in word or action, intentional damage of school property, or disobedience and disrespect toward one another and the personnel of the school.
- Parents/legal guardians agree to pay for any damage or loss to school property, the property of another student, or property used by students for business purposes which is caused by their student due to intent or negligence.
- Parents/legal guardians are expected to meet their tuition obligation to Matrix Entrepreneur Academy in the manner outlined on the financial agreement. While the school desires to work with families to meet the challenges which tuition payments can produce, the parents/legal guardians must be willing to resolve the issues as quickly as possible.

ATTENDANCE POLICY

Attendance

I. Excused Absences for Entrepreneur Class Attendance

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-class hours.

Also, if at all possible, the school and the instructors prefer to be notified of absences PRIOR to the absence. This enables the best possible outcome for the student since they may be able to keep up with the class by completing the missed activities in an alternative way.

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, ophthalmologic, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Jury duty in the manner provided by law;
6. Justifiable personal reasons, when accompanied by a written request by the parent or guardian and approved by the CEO or his/her designee, including, but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
7. Serving as a member of a precinct board for an election pursuant to Elections Code § 12302.

8. Spending time with a member of the student's immediate family, who is an active duty of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this section shall be granted for a period of time to be determined at the discretion of the CEO.
9. If a student is the custodial parent of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours. Appointments should be scheduled at times other than class time, if at all possible.
10. For the purpose of attending the student's naturalization ceremony to become a United States citizen.
11. Attendance at religious services or retreats shall not exceed four days per semester.

Students absent for the reasons deemed "excused" shall be allowed to complete all assignments and evaluations missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The instructor of the class from which a student is absent shall determine which assignments shall be reasonably equivalent to, but not necessarily identical to, the assignments and evaluations that the student missed during the absence.

Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification

- a. When excusing students for confidential medical services or verifying such appointments, school staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
- b. When a student has had 6 absences in the school year for illness verified by methods listed in #1-#3 above, any further absences for illness must be verified by a physician.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian when permitted by law. Students in grades 7-12 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointments.

II. Unexcused Absences for Classroom Based Attendance

The CEO, or designee, shall implement positive steps to reduce unexcused absences. Students who are habitual absent or habitually insubordinate or disorderly during attendance at School may be referred to the CEO for consideration as to whether this School is appropriate for the student

III. Certificates of Completion

- a. As each student completes each entrepreneur course, the student will be awarded a certificate of completion. The certificate will only be awarded to students who have completed fully each level of the curriculum.
- b. The regular Entrepreneur program certificate will indicate adequate understanding of Personal Finances, completion and understanding of the Entrepreneur Curricula Pathway (EPI) Course activities and evaluations.

IV. College Credit

- a. Matrix Entrepreneur Academy entrepreneur curriculum is A – G Approved.
- b. To receive college credit, a student must enroll in the college or university approving the entrepreneur program. Then, if this is not the college or university the student is attending, a request to have the units transferred will need to be made.

STUDENT COMPLAINTS POLICY

I. Student Complaints

Notification

It is the intent of the School to integrate conflict resolution skills into the curriculum. In accordance therewith, students who have complaints against other students are encouraged to first address the issue with the person directly using the learned conflict resolution skills without the intervention of a school employee. If, however, the student does not feel comfortable with this approach or the complaint involves sexual harassment or discrimination, the student may notify an instructor or other school staff member. The instructor or staff member will notify the CEO or their assignee of the complaint if it cannot be resolved immediately at that level and will notify the student's parent/guardian of the complaint.

Students who have complaints against school personnel or programs must notify an instructor or the CEO or assignee. If an instructor, or any other staff member, is notified of a student complaint against school personnel or programs, the instructor shall notify the CEO or assigned.

II. Procedures

Depending upon the nature of a complaint, the student will be provided information concerning the applicable policy and procedures to be followed. For instance, if the complaint is one of sexual harassment or other discrimination, the student will be provided with a copy of the School's policy against harassment and discrimination and provided a complaint form and apprised of the procedures under the policy.

The CEO, or his/her designee, will undertake a responsible inquiry into the student's complaint to ensure it is reasonably and swiftly addressed. When appropriate, a written statement of the student's complaint will be obtained from the student.

III. Confidentiality

Complainants will be notified that information obtained from the student and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

IV. Non-Retaliation

Complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

V. Resolution

The administration will investigate student complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complain

STUDENT DRESS CODE POLICY

Student Dress Code

Board Philosophy

The Board recognizes the need for students of the School to dress appropriately for school to increase student achievement, promote safety and enhance a positive school environment. There will be several categories of dress depending on the activity. Business Casual and Business Dress will be part of the curriculum. The uses and type of attire will be part of class activities. Clothing may also be reflective of the class business or individual business in which the student is involved.

General Guidelines

Inappropriate apparel includes clothing that compromises safety or is disruptive and/or distracting to the school environment and instructional process. The Board is committed to protecting the health, safety, and welfare of the students and the Board believes that appropriate dress and grooming contribute to a productive learning and business environment.

Review Process

The dress code will be written, and reviewed, by the School Advisory Board, a committee of students, faculty, parents and administrators, each year, prior to presenting it to the Board for approval.

Sun Protective Clothes

The code allows students to wear sun protective clothing, including hats. However, specific hats determined by the School to be gang-related or inappropriate apparel may be prohibited.

Prohibited Conduct and Sanctions

Students who repeatedly violate the School Dress Code may need to meet with the Entrepreneur Success Team and the CEO or assigned to determine a common ground.

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

Educational Records and Student Information

I. Definitions

a. Education Record

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by the School. Such information includes but is not limited to:

1. Date and place of birth; parent and/or guardian's address, and where the parties may be contacted for emergency purposes.
2. Certificates earned or Grades, if needed for transfer, Completion Certification of sections of the curriculum, test scores, if any, courses taken, academic specializations and school activities;
3. Special education records;
4. Disciplinary records;
5. Medical and health records;
6. Attendance records and records of past schools attended, if necessary;
7. Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student. Please note that the School shall not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians, unless otherwise required to do so by state or federal law.

The School shall not use any school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity or national origin.

An education record does not include any of the following:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records maintained by a law enforcement unit of the School that were created by that law enforcement unit for the purpose of law enforcement;
3. Records relating to a School employee that are made and maintained in the normal course of business, relate exclusively to the individual and that individual's capacity as an employee; and are not available for use for any other purpose;

4. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the School;
5. Records that only contain information about an individual after he or she is no longer a student at the School.
6. Grades on peer-graded papers before they are collected and recorded by an instructor.

b. Directory Information

Part of the education record, known as directory information, includes personal information about a student that the School may make public. Directory information includes a student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received and the most recent previous educational agency or institution attended by the student.

c. Parent

Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

d. Eligible Student

Eligible student means a student who has reached 18 years of age or is attending an institution of postsecondary education.

II. Disclosure of Directory Information

At the beginning of each year, the School shall provide parents and eligible students with a notice containing the following information: 1) The categories or type of personally identifiable information it designates as directory information 2) A statement that directory information does not include citizenship status, immigration status, place of birth or any other information indicating national origin (except where the School receives consent as required under state law); 3) The recipients of the directory information; 4) The parent's or eligible student's right to refuse to let the School designate any or all of those types of information about the student as directory information; and 4) The period of time within which a parent or student has to notify the School in writing that he/she does not want any or all of those types of information about the student designated as directory information. The notice shall be in the form of **the Student/Parent**

Handbook dated for the year. Within 7 days of sending notice, any parent(s) who does not want his/her child's directory information made public without prior written consent must inform the School in writing. This parental notice must identify what student directory information (any or all) is subject to the prior written consent requirement.

The rights to require prior written consent does not apply to disclosure or requiring a student to disclose his/her name, identifier or institutional email address in a class in which the student is enrolled or to require the student to wear, display publicly or disclose a student ID card or badge that exhibits directory information.

III. Annual Notification to Parents and Eligible Students

At the beginning of each school year, in addition to the notice required for directory information, the School shall provide parents and eligible students with a notice of their rights under FERPA, the Family Educational Rights and Privacy Act. The notice shall inform the parents and eligible students that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent; and
- File with the Department of Education a complaint concerning alleged failures by the School to comply with the requirements of FERPA and its promulgated regulations.
- Request that the School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

- The procedure for exercising the right to inspect and review educational records;
- The procedure for requesting amendment of records;
- A statement that the School forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.
- The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
- Assurances that the School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order;

- A description of the types of student records maintained by the School;
- A list of the circumstances or conditions under which the School might release student information to outside people or entities;
- A statement that, unless the School is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the School shall notify parents or guardians and eligible students – and receive their written consent – before it releases a student’s personally identifiable information.

IV. Parental and Eligible Student Rights Relating to Education Records

Parents and eligible students have the right to review the student’s education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the **Administrative Assistant**. Within 10 business days, the School shall comply with the request. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the School will provide the parent or eligible student with a copy of the requested records or make other arrangements for inspection and review of the requested records.

a. Copies of Education Records

The School will provide copies of requested documents within 10 days of a request for copies. The School will charge reasonable fees for copies it provides to parents or eligible students, unless it effectively prevents a parent or eligible student from exercising the right to inspect and review the education records. The charge will not include a fee to search for or to retrieve the education records.

b. Request for Amendment to Education Records

If upon review, a parent or eligible student discovers any information or notation that is factually inaccurate, misleading or in violation of the student’s right of privacy, he or she may request, in writing, that the School amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student’s right of privacy. The School will respond within ten (10) days of the receipt of the request to amend. The School’s response will be in writing and if the request for amendment is denied, the School will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record.

c. Hearing to Challenge Education Record

If the School denies a parent or eligible student’s request to amend an education record, the parent or eligible student may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student’s education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

The hearing to challenge the education record shall be held within 30 days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by the School to the parent or eligible student no later than 20 days before the hearing.

The hearing will be conducted by the Chairperson of the Board of Directors. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The Chairperson of the Board of Director's decision will be based solely on the evidence presented at the hearing. Within 30 days of the conclusion of the hearing, the School's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the School decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the School decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the School, or both. If the School places a statement by the parent or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

V. Disclosure of Education Records and Directory Information

The School must have a signed and dated written permission from the parent or eligible student before releasing any information from a student's education record with the exceptions listed below and for directory information. With the exceptions listed below, the School will not release educational records to any person or entity outside the School without the written consent of a parent or eligible student. The written permission must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent. The School shall permanently keep the consent notice with the record file. A parent, guardian or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, the School shall not release the information.

The School shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by FERPA. No student information shall be disclosed to immigration authorities for immigration-enforcement purposes without a court order or judicial subpoena. The School believes that immigration-enforcement agencies do not have a legitimate educational interest in a student's or family's citizenship or immigration status. A student's or family's citizenship or immigration status is not considered to

be directory information.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the School prohibits disclosure, the School shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

The School will only disclose personally identifiable information on the condition that the receiving party not disclose the information to any party without the prior consent of the parent or eligible student and that the receiving party use it for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below and the School maintains the appropriate records, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, of directory information or to parents or eligible students, the School will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior writing consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made.

If the School receives an information request related to a student's or family's immigration or citizenship status, the School personnel shall take the following action steps:

- Notify the **CEO or assignee** about the information request;
- Provide students and families with appropriate notice and a description for the immigration officer's request;
- Document any verbal or written request for information by immigration authorities;
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

The School will train its personnel regarding gathering and handling sensitive student information as identified in this policy.

The School will disclose education records, without consent, to the following parties:

- a. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- b. Contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions may be considered a school official provided that the outside party performs an institutional service or function for which the school would otherwise use employees, is under the direct control of the school with respect to the use and maintenance of records, and is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information.
- c. Other schools to which a student seeks or intends to enroll;
- d. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;

- e. Appropriate parties in connection a student’s application for, or receipt of, financial aid to a student if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- f. Organizations conducting certain studies for the School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- g. Accrediting organizations in order to carry out their accrediting functions;
- h. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- i. Individuals who have obtained lawful court orders or subpoenas, with prior notice to parents or eligible students with some exceptions;
- j. Persons who need to know in cases of health and safety emergencies;
- k. State and local authorities, within a juvenile justice system, pursuant to specific State law.
- l. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by the School with respect to that alleged crime or offense. The School may disclose the final results of the disciplinary proceeding, regardless of whether the School concluded a violation was committed.
- m. An agency caseworker or other representative of a State or local child welfare agency or tribal organization who has the right to access a student’s case plan, when such agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, provided those records will not be disclosed by such agency or organization, except as required by law.
- n. Other disclosures as provided by applicable law.

VI. Requirements in Specific Disclosure Situations

If the School discloses education records pursuant to Section V.b. above without consent to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, the School will make a reasonable attempt to notify the parent or eligible student at his/her last known address, unless the disclosure is initiated by the parent or eligible student.

Additionally, the School will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to Section IV.C. above.

VII. Record Keeping Requirements

The School will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record must include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of the School in accordance with 34 C.F.R. 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of the School and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents and eligible students, School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, School officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the School.

VIII. Complaints

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202**

STUDENT SUSPENSION AND EXPULSION POLICY

IX. Introduction

This Student Suspension and Expulsion Policy (the “Policy”) for **Matrix Entrepreneur Academy** (“School”) has been established in order to promote learning and protect the safety and well-being of all students. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. At the same time, the School intends to provide effective interventions for students who engage in acts of problematic behavior to help them change their behavior and avoid exclusion from the School.

Staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students. The Policy will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. The **CEO** or assignee shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy is part of the Student-Parent/Guardian Handbook and is also available on request at the **Administrative Assistant’s** office.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, detention during and after school hours, community service on or off campus, the use of alternative educational environments, suspension and expulsion. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee’s use of reasonable force necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

A student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities in Education Act (“IDEA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The School will follow Section 504, the IDEA, the Americans with Disabilities Act of 1990 (“ADA”) and all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students. Parents should invite at least one staff member of Matrix Entrepreneur Academy to any Section 504 meeting held either on the student’s regular school campus, or elsewhere.

X. Suspension

a. Definition

Suspension is the temporary removal of a student from class instruction for adjustment or disciplinary reasons. Suspension does not mean any of the following:

- Reassignment to another education program;

- Referral to a certificated employee designated by the CEO or their assignee to advise students;
- Removal from the class, but without reassignment to another class for the remainder of the class period without sending the student to the **CEO** or designee;

Suspended students shall be excluded from all School and School-related activities unless otherwise agreed during the period of suspension.

The School shall consider suspension from School only when other means of correction fail to bring about proper conduct or where the student's presence would constitute a danger to persons or property or seriously disrupt the educational process.

b. Authority

An instructor may suspend a student only from his/her classroom for the day of the suspension plus the following school day. The CEO or his/her designee may suspend a student from class, classes or the school for a period not to exceed five days. CEO or his/her designee may extend a student's suspension pending final decision by the Board of Directors of the School on a recommendation for expulsion. Such extended suspension should not exceed 10 days, unless specific procedural safeguards are met. Those are identified below.

On a recommendation for expulsion, the Board of Directors may suspend a special education student being considered for expulsion in accordance with the laws relating to expulsion of special education students.

A student may not be suspended or expelled for any of the acts enumerated in this Policy unless the act is related to school activity or school attendance of **Matrix Entrepreneur Academy**. A student may be suspended or expelled for acts that are enumerated in this Policy and related to school activity or attendance that occur at any time, including, but not limited to any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the school campus facility
- During, or while going to or coming from a school sponsored activity
- All acts related to school activity or school attendance occurring within the School

c. Grounds

The CEO or his/her designee may use his/her discretion to provide alternatives to suspension or expulsion recommendations that are age appropriate and designed to address and correct the student's specific misbehavior. Alternatively, students may be suspended or recommended for expulsion for any of the following acts (whether completed, attempted or threatened) when it is determined the student:

- Caused physical injury to another person or willfully used force or violence upon the person of another, except in self-defense

- 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 student had obtained written permission to possess the item from an authorized certificated school employee, with the **CEO** or designee's written concurrence
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code sections 11053-11058 (including, but not limited to, opiates, hallucinogenic substances, stimulants, depressants and narcotic drugs), alcoholic beverage or intoxicant of any kind.
- Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented the same as a controlled substance, alcoholic beverage or intoxicant
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school property or private property
- Stole or attempted to steal school property or private property (as used in this policy, "school property" includes but is not limited to electronic files and databases)
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel and e-cigarettes, whether or not they contain tobacco
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Unlawfully possessed or offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, instructors, administrators, other school officials or other school personnel engaged in the performance of their duties
 - A student enrolled shall not be suspended for any of the acts enumerated in the previous bullet point, and the previous bullet point shall not constitute grounds for a student enrolled in any of grades 7 to 12 to be recommended for expulsion.
- Knowingly received stolen school property or private property
- Possessed an imitation firearm, i.e., 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
- Committed a sexual assault as defined in Penal Code sections 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4
- Harassed, threatened or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness
- Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma
- Engaged in, or attempted to engage in, hazing. "Hazing" means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body

is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective student. “Hazing” does not include athletic events or school-sanctioned events.

- Engaged in an act of bullying. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students directed toward one or more students that has or can be reasonably predicated to have the effect of one or more the of the following:
 - Placing a reasonable student(s) in fear of harm to that student(s)’ person or property;
 - Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
 - Causing a reasonable student to experience substantial interference with his or her academic performance;
 - Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- An electronic act, for purposes of the immediately preceding paragraph, means the transmission, by means of an electronic device, including but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including but not limited to, any of the following:
 - A message, text, sound or image.
 - A post on a social network Internet Web site including, but not limited to:
 - Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed above.
 - Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
 - Creating a false profile for the purpose of having one or more of the effects listed above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
 - An act of cyber sexual bullying.
 - For purposes of this section, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described above. A photograph or other visual recording shall include the depiction of a nude, semi-nude or

sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording or other electronic act.

- Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political or scientific value or that involves athletic events or school-sanctioned activities.
- An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- A “reasonable student” means a student, including, but not limited to, an exceptional needs student, who exercises average care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- Made terrorist threats against school officials and/or school property
- Committed sexual harassment
- Caused or participated in an act of hate violence
- Carried, possessed, sold or otherwise furnished an electronic signaling device
- Committed hazing
- Committed vandalism/malicious mischief
- Violated academic ethics
- Falsified or misinterpreted notes or phone calls of parents or guardians
- Falsely activated fire alarm
- Habitually violated the dress code
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment
- Discriminated against, harassed, intimidated, and/or bullied any person or groups of persons based on the following actual or perceived characteristics: disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression, religion, or association with one or more of these actual or perceived characteristics.
- A student 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 be subject to suspension, but not expulsion, pursuant to this policy.

The above list is not exhaustive and depending upon the offense, a student may be suspended or recommended for expulsion for misconduct not specified above.

d. Procedures Required to Suspend

Step One

The **CEO** shall investigate the incident and determine whether or not it merits suspension.

Searches: In order to investigate an incident, a student's attire,¹ personal property, vehicle or school property, including books, desks, school lockers, computers and other electronic devices, may be searched by a CEO or designee who has reasonable suspicion that a student has violated or is violating the law or the rules of the school. Illegally possessed items shall be confiscated and turned over to the police.

Step Two

Unless a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a suspension will be preceded by an informal conference between the **CEO** or their designee and the student in which the student shall be orally informed of the reason for the suspension, the evidence against him, the other means of correction that were attempted before the suspension and be given the opportunity to present informal proof of his/her side of the story. If the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the informal conference will be held within two school days, unless the student waives this right or is physically unable to attend for any reason, including, but not limited to, hospitalization or detention in a correctional facility.

At the time of the suspension, a School employee shall make a reasonable effort to contact the parent/guardian by telephone or in person to inform him/her of the suspension and the reasons therefor.

If a student is suspended without the informal conference, both the student and the parent/guardian will be notified of a student's right to return to school for the purpose of a conference.

Step Three

The **CEO** or their designee determines the appropriate length of the suspension. When suspensions do not include a recommendation for expulsion, they shall not exceed 3 consecutive school days per suspension.

Step Four

The **CEO** or their designee fills out a Notice of Suspension Form, a copy of which will be sent to the student's parent/guardian and to the student. A copy of this form is also placed in the student's cumulative file at the School. The Notice of Suspension Form shall state the fact of suspension, its duration and the specific offense committed by the student. In addition, the notice may state the date and time when the student may return to school. The notice shall also state that if desired by the parent/guardian, a prompt meeting or hearing will be held at which the suspension may be discussed and at which the student may be present and afforded an opportunity to present informal proof of his/her side of the case. Additionally, if the School officials wish to ask the

¹ This does not include removing clothing to permit visual inspection of the under clothing, breasts, buttocks or genitalia of the pupil.

parent/guardian to confer regarding matters pertinent to the suspension, the notice may request the parent/guardian to respond to such requests without delay.

Step Five

The **CEO** or designee determines whether the offense warrants a police report. **CEO** or designee will report certain offenses to law enforcement authorities in accordance with Education Code section 48902.

When **CEO** or designee releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the **CEO** shall take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, unless the minor has been taken into custody as a victim of suspected child abuse

Step Six

The **CEO** or designee may require the student and his/her parent/guardian to sign a contract that states the conditions that the student is expected to meet while at the School. Copies of the signed contract are kept by the school and given to the parent/guardian.

***e.* Definition**

Expulsion means involuntary disenrollment from the School.

***f.* Authority**

A student may be expelled either by the Board following a hearing before it or by the Board upon a recommendation of an Administrative Panel to be assigned by the Board as needed. The Panel may recommend expulsion of any student found to have committed an expellable offense.

***g.* Grounds for Expulsion**

Category I Expulsions – Mandatory Recommendation for Expulsion

The **CEO** shall immediately suspend a student, and recommend for expulsion, a student who has committed one or more of the following acts:

- Possessing, selling or otherwise furnishing a firearm when a school employee verifies firearm possession, unless the student obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the CEO or his/her designee
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing a sexual battery
- Possession of an explosive

Category II Expulsions – Recommendation for Expulsion Required, Unless Inappropriate Under the Circumstances

A student who has committed one of the following acts of misconduct must be recommended for expulsion, unless the **CEO** or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

- Causing physical injury to another person, except in self-defense
- Possession of any knife, explosive or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis or for possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician
- Robbery or extortion
- Assault or battery on a school employee

Category III Expulsions – Discretionary Expulsion Recommendation

In the discretion of the **CEO** or his/her designee, any act that warrants suspension may warrant expulsion. Additionally, a student may be expelled for misconduct that is not listed above if the acts disrupt and/or present ongoing health and/or safety concerns, or the student has repeatedly engaged in the misconduct.

h. Procedures to Expel a Student

Step One

CEO investigates the incident and determines whether the offense results in a suspension. If so, the **CEO** follows the procedures to suspend the student as outlined above.

Step Two

In the discretion of **CEO**, a student's suspension may be extended pending expulsion. If such extended suspension exceeds 10 days, and for any suspension exceeding 10 days, the following procedures must be followed: 1) The **CEO** or assigned shall provide timely, written notice of the charges against the student and an explanation of the student's basic rights; 2) The School will provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the student has a fair opportunity to present testimony, evidence and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel. At this hearing, it will be determined whether the presence of the student at the School would cause a danger to persons or property or a threat of disrupting the instructional process.

If the proposed extended suspension is under 10 days, a meeting is held within 5 school days of the student's suspension to extend the suspension. The student and his/her parent/guardian are invited to attend this meeting with **CEO** or his/her designee.

At this meeting, the offense and the repercussions are discussed. An extension of the suspension may be granted only if the **CEO** or his/her designee has determined, after the meeting, that the presence of the student at the School would cause a danger to persons or property or a threat of disrupting the instructional process. If the student has committed an offense that requires a mandatory expulsion recommendation, this is discussed so that it is understood by all parties. The purpose of the meeting is to decide upon the extension of the suspension order and may be held in conjunction with the initial meeting with the parents after the suspension.

Step Three

The School shall send a letter to the student and parent/guardian regarding the expulsion hearing. The expulsion hearing shall be held no later than 10 school days of the date that expulsion is recommended, unless a brief extension is requested by the student or his/her parent/guardian.

The letter shall be sent via certified mail to the student and his/her parent/guardian to the address reflected in the student's student file at least 10 calendar days before the date of the hearing. The letter shall notify the student and parent/guardian when and where the expulsion hearing will take place and the rights of the student with respect to the hearing, including:

- The date and place of the expulsion hearing;
- A statement of the facts, charges and offenses upon which the proposed expulsion is based;
- A copy of the School's disciplinary rules relating to the alleged violation;
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the School to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person and/or to employ and be represented by counsel or an advocate;
- The right to inspect and obtain copies of all documents to be used at the hearing
- The opportunity to confront and question witnesses who testify at the hearing if it is safe for them
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witness testimony.

Step Four

The **CEO** shall maintain documents that may be used at the hearing and make them available for review by the student and/or his/her parent/guardian. These papers may include, but are not limited to, the following: A record of the student's attendance and grades, a record of previous infractions, a statement of the facts surrounding the case made by a **CEO**; a statement of the facts surrounding the case made by a witness, a law enforcement agency's report and any other relevant matter.

Step Five

An expulsion hearing shall be held before **the Board of Directors**. A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and a complete written transcription of the proceedings can be made.

While the technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the **CEO** or their designee to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on evidence produced at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay evidence, although sworn declarations may be admitted as testimony from witnesses who are determined by **Board of Directors** that disclosure of their identity or live testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

Step Six

The decision of the **Board of Directors** shall be in the form of a written recommendation, with findings of fact, to the Board of Directors who will make a final determination regarding the expulsion. The final decision by the **CEO** shall be made within 10 days following the conclusion of the hearing, or within 40 school days after the date of the student's removal from the School for the incident for which the recommendation for expulsion is made. If the **Board of Directors** decides not to recommend expulsion, the student shall be reinstated and permitted to return to classroom programs. The decision not to recommend expulsion shall be final.

Step Seven

The **CEO**, or designee, following a decision of the Board of Directors to expel a student, shall send written notice of the decision to expel, including the **Board of Director's** findings of fact, to the student or parent/guardian. The notice shall include the following:

- Notice of the specific offense committed by the student
- Notice that the student may submit a written objection and request for reconsideration to the school's Board of Directors within 10 days. Decisions of the Board of Directors shall be final.

HEALTH EXAMINATIONS, IMMUNIZATIONS, AND

ORAL HEALTH ASSESSMENTS POLICY

i. Health Examinations, and Immunizations

XI. Health Examinations

Health Examination Certificates or Waivers

Initially, the School will not request a certificate of the health examinations required under Health & Safety Code section 124040, or a waiver from those requirements. These may be requested at a later date.

Matrix Entrepreneur Academy will follow the Governor's Rules for the State of California regarding the Covid-19 virus. This will include, most likely, taking the temperature of each person before they enter the school and practicing safe distancing. The school will follow all regulations that will be forthcoming as time goes on in order to provide the safest environment possible. This will include isolation from other students by staying home for two weeks if exposed to the Covid-19 virus, as well as a medical release from a physician stating the student has no symptoms from the disease and is not infectious. If the student contracts the Covid-19 virus, besides isolation, a medical release from a physician stating the student has fully recovered from the disease and is no longer infectious will be required.

XII. Immunizations

Initially, the School will not request the immunization records since these are provided to their current school to meet state qualifications.

To protect the health of all students and staff and to curtail the spread of infectious diseases, especially Covid-19 Virus, the Board of Directors desires to cooperate with state and local health agencies. This may require additional immunization of all students against this disease if it becomes a preventable disease.

Exemptions from Requirements: Students who, prior to January 1, 2016, submitted a letter or affidavit on file at any public or private elementary or secondary school stating beliefs opposed to immunization, shall be allowed to unconditionally enroll in the School. Health and Safety Code section 120370.

However, whenever there is good cause to believe that the person has been exposed to a communicable disease such as Covid-19 virus or a communicable disease for which immunization is required, that student may be temporarily excluded from the School until the local health officer is satisfied that the person is no longer at risk of developing the disease.

**ADMINISTRATION OF MEDICATIONS, ANTI-SEIZURE MEDICATION,
EMERGENCIES AND HEAD LICE POLICY**

Administration of Medications, Anti-Seizure Medication, Emergencies and Head Lice

XIII. Administration of Medications

The following policy regarding the administration of medications is applicable when the staff of **Matrix Entrepreneur Academy** (the “School”) is responsible for the administration of, or assisting in the administration of, medication to students attending school during regular school hours, including before- or after-school programs, field trips, extracurricular and co-curricular activities, and camps or other activities that typically involve at least one overnight stay away from home (5 C.C.R. § 601(g)), because administration of the medication is absolutely necessary during school hours and the student cannot self-administer or another family member cannot administer the medication at school.

Requirements for Administration or Assistance: Before the School will allow a student to carry and self-administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must receive a copy of the following:

- **A written statement executed by the student’s authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken;**
- A written statement by the student’s parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider’s written statement. The written statement shall also provide express permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider’s written statement.
- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the student is able to self-administer the medication and a written statement from the parent/guardian consenting to the student’s self-administration and releasing the School and its personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering his/her medication.
- New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student’s authorized health care

provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. If there is not a current written statement by the student's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication. The School may provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver (or, if age appropriate, have the student deliver) the medication for administration to the **Administrative Assistant**.

Responses to the Parent/Guardian upon Request: The School shall provide a response to the parent/guardian within 10 business days of receiving the request for administration and the physician statement regarding which School employees, if any, will administer medication to the student, and what the employees of the School will do to administer the medication to the student or otherwise assist the student in the administration of the medication.

Termination of Consent: Parent(s)/guardian(s) of students who have previously provided consent for the School to administer medication or assist a student with the administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the office of the School CEO or assigned.

A nurse, if available, who is employed by the School and certified in accordance with Education Code section 44877 will administer or assist in administering the medication to students. If not available, a designated School employee who is legally able to and has consented to administer or assist in administering the medication to students will administer the medication or otherwise assist the students.

Storage of Medication: Medication for administration to students shall be maintained in the office of the School in a locked cabinet. It shall be clearly marked for easy identification. If the medication requires refrigeration, the medication shall be stored in a refrigerator in a locked office, which may only be accessed by the School nurse and other authorized personnel. If stored medication is unused, discontinued or outdated, the medication shall be returned to the student's parent/guardian where possible. If not possible, the School shall dispose of the medication by the end of the school year in accordance with applicable law.

Confidentiality: School personnel with knowledge of the medical needs of students shall maintain the students' confidentiality. Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures student confidentiality. All medication records or other documentation relating to a student's medication needs shall be maintained in a location where access is restricted to the School CEO or assigned, the School nurse or other designated School employees.

Medication Record: The School shall maintain a medication record for each student that is allowed to carry and self-administer medication and for each student to whom medication is administered or other assistance is provided in the administration of medication.

The medication record shall contain the following: 1) The authorized health care provider's written statement; 2) The written statement of the parent/guardian; 3) A medication log (see

below); 4) Any other written documentation related to the administration of the medication to the student or otherwise assisting the student in the administration of the medication.

The medication log shall contain the following information: 1) Student's name; 2) Name of the medication the student is required to take; 3) Dose of medication; 4) Method by which the student is required to take the medication; 5) Time the medication is to be taken during the regular school day; 6) Date(s) on which the student is required to take the medication; 7) Authorized health care provider's name and contact information; and 8) A space for daily recording of medication administration to the student or otherwise assisting the student, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.

Deviation from Authorized Health Care Provider's Written Statement: If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows: 1) If discovery is made by a licensed health care professional, notification of the deviation shall be in accordance with applicable standards of professional practice; 2) If discovery is made by an individual other than a licensed health care professional, notification shall be given to the School CEO or assigned, the student's parent/guardian, any School employees that are licensed health care professionals and the student's authorized health care provider.

Specialized Physical Health Care Services for Individuals with Exceptional Needs:

Students with exceptional needs are required to have a parent or a caregiver provided by the parent with them at all times. The school will NOT be providing authorized personnel such as those mentioned in the following paragraph.

Authorized Personnel: The following individuals may assist students with exceptional needs who require specialized physical health care services during the regular school day:

- Qualified persons who possess an appropriate credential issued pursuant to Education Code sections 44267 or 44267.5
- Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, pursuant to 5 C.C.R. § 3051.12, of a credentialed school nurse, public health nurse or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the student, to include all of the following:
 - Routine for the student;
 - Pose little potential for harm for the student;
 - Performed with predictable outcomes, as defined in the Individualized Education Program of the student;
 - Does not require a nursing assessment, interpretation, or decision making by the designated school personnel

- Persons providing specialized physical health care services for students with exceptional needs shall demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

Specialized health care or other services for students with exceptional needs that require medically related training shall be provided pursuant to the procedures identified in this policy generally.

Specialized physical health care services include catheterization, gastric tube feeding, suctioning or other services that require medically related training.

XIV. Emergencies

a. First Aid and CPR

All instructors are certified in first aid and CPR and are re-certified every year in either first aid or CPR. Every classroom has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

b. Resuscitation Orders

School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, trained staff shall make every effort to resuscitate him/her. The School does not accept or follow any parental or medical “do not resuscitate” orders. School staff should not be placed in the position of determining whether such orders should be followed. The School CEO or assigned, or his/her designee, shall ensure that all parents/guardians are informed of this policy.

c. Emergency Contact Information

For the protection of a student’s health and welfare, the School shall require the parent/guardian(s) of all students to keep current with the School emergency information including the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached.

d. Emergency Aid to Students with Anaphylactic Reaction

Parents whose children have an allergy should provide the school with emergency epinephrine auto-injectors if prescribed by a health care provider. The School will not provide emergency epinephrine auto-injectors, however, School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical aid to persons suffering from an anaphylactic reaction. The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414 and any regulations promulgated in line therewith.

Trained School personnel may immediately administer an epinephrine auto-injector to a person suffering, or reasonably believed to be suffering, from an anaphylaxis reaction at School or a School related activity when a physician is not immediately available.

For purposes of this policy, “anaphylaxis” means a potentially life-threatening hypersensitivity to a substance. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock or asthma. Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, drug reaction and exercise.

XV. Head Lice

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the Administrative Assistant, or designee, as soon as possible. The nurse, or designee, shall examine the student and any siblings of affected students or members of the same household in accordance with the School’s health examination policy. If nits or lice are found, the student(s) shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

In the event of one or more persons infested with lice, an exposure notice with information about head lice shall be sent home to all parents/guardians of the students that have been exposed to the head lice.

School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to School when reexamination by the nurse, a designee, or other authorized health care representative shows that all nits and lice have been removed. After returning, the student may be reexamined by the Administrative Assistant as appropriate to ensure that re-infestation has not occurred.

FREEDOM OF EXPRESSION POLICY AND PROCEDURES POLICY

I. Freedom of Expression Policy and Procedures

Students attending the School have the right to exercise free expression including, but not limited to the use of bulletin boards, distribution of printed materials or petitions, wearing buttons, badges and other insignia and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities. The Board of Directors (“Board”) respects students’ rights to express ideas and opinions, take stands and support causes, whether controversial or not, through their speech, their writing, their clothing, and the printed materials they choose to post or distribute.

Student liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the School community.

Students will not be disciplined solely on the basis of speech or other communication that would be constitutionally protected when engaged in outside of school, but may be disciplined for harassments, threats, or intimidation unless constitutionally protected. Education Code § 48950.

a. Freedom of Expression Procedures

i. Circulation of Petitions and Other Printed Matter

Students shall be allowed to distribute petitions and other printed matter subject to these procedures.

The time of distribution shall be limited to the half hour before school begins, during the lunch period, and the half hour after school is dismissed.

The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions. Materials are not to be left undistributed or stacked for pick-up while unattended at any place in the School or on School grounds.

ii. Buttons, Badges and Other Insignia of Symbolic Expression

Students will be permitted to wear buttons, badges, armbands, and other insignia as a form of expression.

Students will be subject to disciplinary action when expressive activities such as the distribution of materials, wearing of buttons or displays, or posting of notices or other materials:

1. Are obscene, libelous or slanderous;
2. Incite students so as to create a clear and present danger of the imminent commission of unlawful acts on school premises or of the violation of lawful School regulations or of the substantial disruption of the orderly operation of the School;
3. Express or advocate racial, ethnic or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on School premises or of

the violation of lawful School regulations or of the substantial disruption of the orderly operation of the School;

4. Are distributed in violation of the time, place and manner requirements;
5. Are in violation of current federal, state and local laws.

iii. Unofficial School Publications

School officials may not ban the distribution of non-School-sponsored publications on School grounds. Writers and editors of unofficial student publications who violate any state or federal law may be disciplined after distribution. Students distributing or posting any materials that are obscene, libelous or slanderous, or which demonstrably incite students to commit unlawful acts on School premises, violate School rules, or substantially disrupt the School's orderly operation will be subject to disciplinary action.

The following points apply to unofficial student publications:

1. The School and its employees may disassociate themselves from the material printed inasmuch as it is not an official publication of the School.
2. School officials may reasonably regulate the time, place and manner of distribution. This distribution will be limited to:
 - a. One half hour before school begins, during the lunch period, or the half hour after dismissal.
 - b. In locations that do not obstruct the normal flow of traffic within the School or at entrances.
 - c. Without undue noise.
3. No student shall use coercion to induce students or any other persons to accept printed matter or to sign petitions.
4. "Distribution" means dissemination of a publication to students at a time and place of normal School activity, or immediately prior to or subsequent thereto, by means of handing out free copies, selling or offering copies for sale, accepting donations for copies of the publication, or displaying the student publication in areas of the School which are generally frequented by students.

School officials cannot:

1. Prohibit the distribution of anonymous literature or require that literature bear the name of the sponsoring organization or author.
2. Ban the distribution of literature because it contains advertising.
3. Create regulations that discriminate against non-School-sponsored publications or interfere with the effective distribution of non-sponsored publications provided such publications abide by time, place and manner regulations.

iv. **Official School Publications**

Student editors of official school publications shall be responsible for assigning and editing the news, editorial and feature content of their publications subject to the limitations identified above. It shall be the responsibility of a journalism advisor(s) of student publications within the School to supervise the production of the student staff, to maintain professional standards of English and journalism and to maintain the provisions provided in the Education Code relating to student expression.

v. **Other Forms of Student Expression**

Forms of student expression may include, but are not limited to speech, debate, assemblies, posters, bulletin board announcements, and the wearing of buttons, badges and armbands. In general, the laws pertaining to all forms of student expression are the same. The rights of students to express their opinions are recognized by law and are not limited to verbal expression. The basic guidelines listed above for publications apply to all forms of student expression. No instructor or administrator shall interfere with such expression on the grounds that the message may be unpopular with students or faculty.

In conforming to state and federal laws, student expression must obey copyright laws; for example, student posters cannot use nationally registered and copyrighted characters such as those from Walt Disney or “Peanuts” publications.

A student shall be subject to discipline for off-campus expression, including expression on off-campus Internet web sites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program. The School CEO or assigned will document the impact the expression had or could be expected to have on the school program.

vi. **Distribution of Procedures Governing Student Rights**

Site administrators will distribute copies of this Administrative Procedure to all instructors who are advisors of students who produce publications or present public performances. It is the responsibility of the School and site administrators to see that these guidelines are kept up-to-date and accurate.

vii. **Appeals**

The student and a School staff member shall attempt to resolve the problem before consulting the administrative staff. If the issue cannot be resolved between the staff member and the student, the student may appeal the decision to the CEO or assigned or his/her designee. As a final step, the student may follow the School’s complaint procedures as outlined in this Student/Parent Handbook.

POLICY AGAINST PLAGIARISM

II. Policy Against Plagiarism

a. Academic Honesty

The Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to discipline, up to and including suspension or expulsion from School.

The CEO or assignee, or designee, may establish a committee comprised of students, parents/guardians, staff, administrators, and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty.

STUDENT INTERNET USE POLICY AND AGREEMENT

I. Student Internet Use Policy and Agreement

c. INTRODUCTION

The Internet is a place for the exchange of ideas and information. Accordingly, the Internet is an excellent educational tool that allows students to access a wide variety of information to supplement academic study and research. The Matrix Entrepreneur Academy provides students with Internet access and eventually email accounts to further their education and research. However, the access the Internet provides to computers and people across the world also provides access to materials that do not have educational value in a school setting. As such, students may encounter information and ideas they may consider obscene, controversial, abusive, or otherwise offensive. Despite these risks, the School believes that the value of the educational information available on the Internet far outweighs the risk that students may access information that is not consistent with educational goals and purposes.

The School has promulgated and adopted the Student Internet Use Policy and Agreement (“Policy”) to ensure that student access to and use of the Internet is consistent with the educational goals and purposes of the School. This Policy sets forth student responsibilities and duties when accessing and using the Internet through School equipment and resource network and when using email accounts maintained by the School. The School has deemed certain uses of the Internet inappropriate for an educational setting and therefore not appropriate for use with School equipment and resource networks. The School stresses that an inappropriate use does not always mean that the use is in itself “bad” or illegal, but only that the use does not further the educational goals and purposes of the School.

In addition to the below identified policies, the School will use technology protection measures that protect against Internet access (by both minors and adults) whenever possible to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

An authorized administrator, supervisor or other employee may disable the technology protection measure concerned only during use by an adult to enable access for bona fide research or other lawful purposes.

Students are reminded that their use of School equipment and resource networks reflect upon the School, and Students should guide their activities accordingly.

b. STUDENT RESPONSIBILITIES

1. Use Limited to an Educational Purpose

The Student acknowledges that access to the Internet via School equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is

therefore limited to only those activities that further or enhance the delivery of education. The Student recognizes that he or she has a duty to use School equipment and resource networks only in a manner specified in the Policy.

a. Educational Purpose

“Educational purpose” means classroom activities, research in academic subjects, career or professional development activities, research in matters of civic importance or that further citizenship in a democratic society, School approved personal research activities, or other purposes as defined by the School from time to time.

b. Inappropriate Use

An “inappropriate use” is one that is inconsistent with an educational purpose or that is in clear violation of School policy.

2. Plagiarism

Researching information and incorporating that information into a student’s work is an acceptable educational use, but students have an obligation to credit and acknowledge the source of information. Accordingly, the Student acknowledges that plagiarism is inappropriate and unacceptable. Plagiarism means the copying of a phrase, a sentence, or a longer passage from a source written by someone else and claiming the written work as the student’s original work. Student agrees that when quoting from information obtained on the Internet, he or she will acknowledge the source through quotation or any academically accepted form of notation.

3. Copyright.

Student agrees that he or she will not use School equipment or resource networks to download or print text, music, or pictures for the purpose of selling or giving the files to others unless specifically authorized by the School and the owner of the copyrighted material.

4. Communication.

Student agrees that he or she will use School equipment or resource networks or School email accounts in the following manner:

- a. Student will not post on newsgroups or other message posting systems any communication containing profanity, racially disparaging remarks, or lewd and/or obscene language.
- b. Student will not at any time use speech that is not appropriate for an educational setting. Examples of speech that is not appropriate for an educational setting includes, but is not limited to, inflammatory language, profanity, personal attacks, harassment, threats to do personal harm or other criminal activity, and language that is intended to be racially derogatory.
- c. Student will not make threats against others.
- d. Student will not reveal personal information about others.

- e. Student will not use email to send chain letters or “spam” email to a list of people or to an individual. Excessive email use may constitute grounds for suspecting misuse.
- f. Student will not place illegal information on the Internet, nor will Student use the Internet in any way that violates federal, state, or local law.
- g. All communications will be polite and respectful of others.
- h. Student will not give out to any other Internet user or post on the Internet his or her personal information, including name, address, telephone number, credit card information and social security numbers, unless expressly authorized by the School in writing.
- i. Student will not arrange a face-to-face meeting with someone he or she has “met” on the computer network or Internet without a parent’s written permission.
- j. Student will not use the School’s equipment in a manner that jeopardizes the security of access of the computer network or other networks on the internet.
- k. Student will not engage in cyberbullying or cyberthreats.

In instances of misuse or suspected misuse, in addition to any disciplinary actions appropriate, the Student’s parent or guardian may be granted access to the Student’s email files.

5. Illegal, Dangerous Activities and Hacking.

Student shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law. Student shall not access information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the School, other students, or the community. Additionally, Student shall not damage, debilitate or disable computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs. Student shall not engage in any unauthorized online access to other computers by means of hacking into other computers, download hacker tools such as port scanners and password crackers designed for use with Windows (or applicable operating systems), or use Internet Explorer (or other WWW browsing tools) to evade restrictions on what programs Student can run on the School’s computers.

6. Obscene Materials.

Student acknowledges that obscene materials do not further an educational purpose. Accordingly, Student shall not use the Internet to access, upload, download, distribute, or transmit obscene materials or images. Obscene materials include, but are not limited to, materials that offend generally accepted social standards. This includes the access of or retrieval of any sexually explicit materials, and materials that are pornographic, abusive or threatening. Students are to exercise their best judgment when encountering sexually explicit or obscene materials. As a general rule, if the material could not be openly displayed in a classroom setting without violating generally accepted social standards, the material is obscene for purposes of this Policy and must not be accessed. Student further agrees that he or she will not access any Internet site which requires the Student to state that he or she is eighteen years of age or older as a condition of accessing the site.

7. Supervision and Student Privacy

Student acknowledges that computer equipment, Internet access networks, and email accounts are owned by the School and provided to students for educational purposes. The School will provide staff to monitor and supervise all Student access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens will be positioned so that they are visible to the staff member supervising the students, if at all possible. The School also reserves the right to access stored computer records to assure compliance with this Policy. Student is aware that communication over School owned networks is not private and acknowledges that email and records of Internet activities will be accessed by School, but not limited to, the following circumstances:

- a. Routine system maintenance.
- b. General inspection or monitoring, with or without notice to Student, if there is suspicion of inappropriate use.
- c. Specific review of individual files or monitoring of individual activity, with or without notice to Student, if there is suspicion that Student is engaging in inappropriate use.

8. Commercial Activities.

Student agrees that Student will not use the Internet to buy or sell, or attempt to buy or sell, any service or product unless authorized by the School in writing. The exception will be any communication or research for the class or personal business. Once the individual's business is set up, then selling of products and/or services will be approved when the instructor sees that all the pieces are in place for a profitable business.

9. Information About Others.

Student agrees that he or she will not make any statement or post any communication on the Internet about another person that he or she knows or suspects to be untrue.

a. Social Media 101

At Matrix Entrepreneur Academy we fully support technology and love the benefits that social media can bring to our lives. Unfortunately, with technology, there can be negatives that arise as well. In an effort to help students and parents to fully understand some of the dangers of social media we have created a list of social apps that, when used improperly, have really hurt the culture in many schools.

b. Apps like **Facebook**, **Instagram**, **Twitter** and Snapchat are important to monitor, but the following apps are ones that can pose additional issues that all should be aware of:
Yik Yak, Kid Messenger, Poor, Omegle, Whisper, Down, Blendr, Ask.FM

Again, many of the listed apps can be enjoyable and harmless if used in a healthy way. If your students use any social media site, it is important to be engaged and have a presence. Ways to do this may include friending, following, or joining them on it to monitor what they're doing and saying. Another option is to occasionally look at their phones to confirm which apps they have installed, or even review their activity on the site. Regardless, the most important thing is to stay involved.

10. Violation of Policy.

The Student acknowledges that violation of this Policy can result in a loss of all Internet access and email privileges. If Student violates this Policy, or in any other way uses School equipment in a manner that is not consistent with educational use, the Student will be promptly notified that he or she has violated the Policy. The Student will be given the opportunity to explain why the School should deem the activity in question a use consistent with the educational purposes stated in this Policy. If the School deems that the use is inconsistent with the educational purposes stated in this Policy, the School may terminate the Student's Internet and email privileges. However, because one of the educational purposes in providing Internet access is to teach students to use the Internet appropriately, the School reserves the right to fashion penalties to specific concerns or specific violations, and Student acknowledges that he or she may receive penalties less than full termination of Internet or email privileges. Such penalties may include, but are not limited to, restricted access to Internet or supervised access to Internet and email. For students using their own computers or devices, this policy is in effect while in the classroom and parents will monitor while student is elsewhere.

Student also acknowledges that the School may contact the proper legal authorities if the School concludes or suspects that the Student's Internet activity is a violation of any law or otherwise constitutes an illegal activity.

11. Training

Student acknowledges that he/she will be required to attend training on the requirements of this Internet use policy as a condition of using School owned technology. This will include training about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyberbullying awareness and response. Student must demonstrate an understanding of the policy prior to receiving an individual account on the School's system.

12. Cyber Safety Team

The School will establish a Cyber Safety Team in the future and the **CEO** or assigned is the School's Cyber Safety contact person ("Contact"). The Contact is someone students can report online concerns. The Contact's role is to provide non-judgmental guidance to students about online issues, and act as a contact for students and parents on issues concerning student safety and well-being. Students should report any suspicious, mean or scary things that happen online to them or their friends to the Contact.

The Cyber Safety Team implements a consistent approach to cyber safety practices within the school. It assists students in understanding and managing appropriate use of personal information online. It leads the management of cyber safety issues in the school, audits school policies and procedures, establishes and enacts new policies and procedures to enhance school-wide cyber safety behaviors.

HARASSMENT, DISCRIMINATION, INTIMIDATION AND BULLYING PREVENTION POLICY

I. Harassment, Discrimination, Intimidation and Bullying Prevention Policy

Complaint with the Safe Place to Learn Act

It is the policy of the School to create and maintain a learning environment where students and employees are treated with dignity, decency and respect. It is also the policy of the School to maintain an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the School is committed to enforcing this Harassment, Discrimination, Intimidation and Bullying Prevention Policy at all levels in order to create an environment free from all forms of discrimination, harassment, intimidation and bullying. Discrimination, harassment, intimidation or bullying based on the following characteristics, whether actual or perceived: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is unlawful and undermines the character and purpose of the School. Such discrimination, harassment, intimidation or bullying violates School policy and will not be tolerated. This policy applies to anyone on campus at the School or those attending School sponsored activities.

Any form of retaliation against anyone who has complained or formally reported discrimination, harassment, intimidation or bullying or against anyone who has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated and violates this policy and the law.

If the School possesses information that could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school. If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status or national origin information, the School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

Each year, the School shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs. The School shall also train instructors, staff and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training shall provide School personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community;

- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

Definitions

Discrimination: Discrimination is adverse treatment of any person based on the protected class or category of persons to whom he/she belongs and such treatment limits students from participating or benefiting from school activities or services.

Harassment: Harassment is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, a student because of his/her membership (or perceived membership) in any protected group or on any other prohibited basis. The harasser can be a student, a School official or employee, or someone who is not an employee of the School, such as a vendor or parent.

Examples of such conduct include, but are not limited to:

- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, name calling, degrading or ridiculing another person or group
- Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes epithets or demands
- Physical assault or stalking
- Displays or electronic transmission of derogatory, demeaning or hostile materials
- Graphic and written statements, which may include use of cell phones or the Internet

Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the School.

Sexual Harassment: Sexual harassment is a form of harassment based on sex, including sexual harassment, gender harassment and harassment based on pregnancy, childbirth or related medical conditions. It generally involves unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs and jokes

- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

Intimidation: Intimidation includes adverse actions intended to fill another with fear, to overawe or cow, as through force of personality or by superior display of wealth, talent, etc., or to force another into or deter from some action by inducing fear.

Bullying: Bullying may take place in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. It may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion or intimidation). Bullying is any severe or pervasive action or conduct directed toward one or more students that have the effect of one or more of the following: 1) places a reasonable student in fear of harm to that student's person or property; 2) causes a reasonable student to experience a substantially detrimental effect on his or her physical or mental health; 3) causes a reasonable student to experience substantial interference with his or her academic performance; 4) causes a reasonable student to experience interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the School.

Other types of bullying:

- Sexual bullying includes many of the actions typical of bullying behavior with the added actions of exhibitionism, voyeurism, sexual propositioning, sexual harassment and sexual abuse (touching, physical contact, sexual assault).
- Bias or hate-motivated bullying is a basic bias against or hate for a person or group. Examples include taunting one's race, religion, national origin, sexual orientation, or physical or mental disabilities. The bullying behavior may also be aggressive, antagonistic, and assaultive.
- Hazing is a form of aggressive behavior that usually involves intimidation and humiliation during an initiation for a student organization or body, club, group or sports team. It may involve conduct that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective student. Hazing does not include athletic events or school-sanctioned events.
- Cyberbullying involves bullying conduct that is created or transmitted by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager communicating any of the following: 1) a message, text, sound or image; 2) a post on a social network Internet Web site, including a "Burn Page," an impersonation of another student, and a false profile.

Retaliation: Retaliation is any adverse action taken against a student because he or she filed a charge of harassment, discrimination, intimidation or bullying complaint to the School or another agency or participated in an investigation about the same (such as an internal investigation or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone

who is associated with the individual opposing the perceived harassment, discrimination, intimidation or bullying.

Reporting Discrimination, Harassment, Intimidation, Bullying or Retaliation

Any student who believes that he or she has been the victim of discrimination, harassment, intimidation, bullying or retaliation prohibited by this policy, or any student who has witnessed such discrimination, harassment, intimidation, bullying or retaliation, should immediately report the circumstances in accordance with the procedure set forth below. The School will investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate.

A student may make a complaint, written or oral, to any of the individuals listed below:

- Their instructor, school counselor or other school personnel
- The CEO of the School

Complaints may be submitted to the CEO by any of the following methods:

- By phone
- By personal meeting
- By email
- By mail at PO Box 10569, Bakersfield, CA 93389

Any instructor, school counselor or other school employee that receives any complaints of misconduct, or personally observes, learns about from others, or reasonably suspects has occurred, shall report the same to the CEO, so that the School may attempt to resolve the claim internally. Any School personnel that witness an act of discrimination, harassment, intimidation, bullying or retaliation shall take immediate steps to intervene when it is safe to do so.

Investigation and Disposition of Complaints

The School will conduct a prompt, thorough and impartial investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation, conducted by a qualified investigator(s) (who may be a School employee), will include an interview with the alleged student-victim and his/her parent(s)/guardian(s). It may also include interviews with the person who made the initial report, the complainant (if not the alleged victim), the alleged wrongdoer and/or any other person who may have information regarding the incident, each of whom are encouraged to cooperate with any investigation. The investigator may also review any relevant documents.

The School will endeavor to complete its investigation within thirty (30) days of a report of discrimination, harassment, intimidation, bullying or retaliation.

Confidentiality of the complaint and investigation will be kept by the School to the extent possible, but note that the investigation will not be completely confidential. The School shall ensure confidentiality with respect to a student's or family's immigration status.

The investigator (if a third party) will report his/her findings to the CEO and/or Board of Directors. Where the investigator concludes that a violation of this policy has occurred, the CEO and/or Board of Directors will take prompt and appropriate remedial action, including disciplinary action.

Depending upon the circumstances, disciplinary action may include, but is not limited to suspension and/or recommendation for expulsion. Discipline for a violation of this policy is not progressive, so a first violation of this policy may warrant suspension or a recommendation for expulsion.

Every complaint will trigger the creation of an investigatory file. The investigatory file will consist of the initial complaint, the final investigative report, including a record of the remedial action to be taken, if any, and all documents created, used or reviewed during the investigation.

At the conclusion of the investigation, the CEO shall notify the complainant of the manner in which it has resolved the matter. If, within 30 days after notification of resolution, the complainant does not agree with the resolution, the complainant may appeal the matter to the Board of Directors of the School by filing a notice of appeal stating the reasons for the appeal and specific disagreement with the School's resolution of the complaint. The Board of Directors will provide the student with a final decision of the School's resolution 5 days after the Board of Directors' next regularly scheduled board meeting. If the student does not agree with the final determination of the Board of Directors, the student may appeal to the California Department of Education using the appeal process adopted in the School's Uniform Complaint Procedures.

Parental Notification:

Each year, the School shall notify parents and guardians of their children's rights, regardless of immigration status or religious beliefs. This information shall include information related to the "Know Your Rights" immigration enforcement established by the California Attorney General. The School shall also inform students who are the victims of hate crimes of their right to report such crimes.

STUDENT ORGANIZATIONS & CLUBS POLICY

a) Student Organizations & Clubs

I. Board Philosophy

- The Board recognizes the importance of allowing students to organize and participate in student organizations and clubs for purposes and activities that will forward the betterment of the school and its community. **Student activities** combining all students in all of the entrepreneur classes will be an important part of community building among the students.

Student Government

If appropriate, the School may establish a student government so long as a faculty member will supervise such activities and ensure compliance with Board requirements and other applicable lawful regulations. The CEO or designee may establish a fair process for the nomination and election of officer for President, Vice President, Secretary and Treasurer. There shall be a minimum of two class representatives, to be selected by procedures to be developed at the discretion of the faculty of the participating classes. Meetings shall be held in a manner and at times deemed necessary by the student government. Meetings of the student government body shall create rules for the conduct of meetings, which may be modeled after Robert's Rules of Order or another formal meeting protocol. However, the body shall generally determine all other rules for its operation and activities consistent with the established rules of the School and the Board.

Student Organizations

In addition to a student government body, students may establish organizations or clubs so long as approval is obtained from the CEO or Board of Directors and is consistent with this policy and any other applicable requirements.

Approval

The student organization's constitution and by-laws may be prepared through the cooperative work of the students and faculty. A copy of the constitution and by-laws must be submitted to the CEO for initial review to ensure consistency with Board requirements. Once this determination is made, the constitution and by-laws shall be placed on the Board's agenda for review and approval. In reviewing such proposals, the Board shall respect all student constitutional and statutory rights. The funds of every student organization shall be deposited, expended and accounted for in accordance with a written procedure developed by the student government, with the assistance of the CEO of the School.

II. Fundraising

All funds raised by any student organization shall be supervised under the name of the School. The School shall also be responsible to periodically audit the funds of the organization. All fundraising must receive prior approval of the CEO and in cases when deemed necessary by the CEO, Board approval will be required. Further, fundraising activities shall not be conducted during instructional time unless part of a class business.

Fundraising shall not be confused with class businesses or personal businesses.

Student Policy #14

ACTIVITIES OF MILITARY RECRUITERS ON CAMPUS POLICY

At this time there are no plans to invite military recruiters to our location.

PARENT/GUARDIAN AND FAMILY ENGAGEMENT POLICY

PARENT/GUARDIAN AND FAMILY ENGAGEMENT POLICY

Matrix Entrepreneur Academy will be a community-based organization. We look forward to parent involvement with special activities such as Parent Mixers and opportunities to participate in organizations such as the School Advisory Board or assisting students with the Entrepreneur Success Team. Other opportunities will be available such as sponsoring events, providing volunteering for school activities, mentoring or creating internships for students.

An ongoing effort will be Fundraising of scholarships for students who want to learn about entrepreneurship, start-up funding for student businesses, and capital for the general fund.

I. Parent and Family Connections

- a. **Parent Mixers** will be held throughout the year to build a community support system for students individually and collectively.
- b. **School Advisory Board (SAB)** will ensure parents have an opportunity to participate in the governance of the school in several ways by providing a forum for parents to inquire, express concerns, and provide feedback on school policy or practice.
- c. **Entrepreneur Success Team (EST)** will attempt to meet all struggling young entrepreneur's needs within the regular instructional setting and oversee implementation of strategies to monitor the young entrepreneur's progress.

Research has shown that the attitudes, behavior and achievement of children are enhanced when parents or other caregivers are involved in their children's education. Parents and family members of participating students are invited to be involved in the school in some way.

II. Community Fundraising for Innovative Entrepreneur Education nonprofit.

a. Rhino Supporters Club

Matrix Entrepreneur Academy is looking for a minimum of 76 members to commit to a monthly gift of \$76, helping us raise over \$67,500 annually. It's the easiest and best way to offer dependable support to Young Entrepreneurs in Kern County. Donations will be divided into a scholarship fund for those families who cannot afford the tuition, start-up funding for businesses which young entrepreneurs will start, as well as special programs in the performing arts and the general fund.

Sponsorship Levels

*All sponsor benefits are online/digital

\$17,500 Angel Investor: Premium logo placement in a thank you ad in xx newspaper. Premium logo placement on sponsor page of Matrix Entrepreneur Academy website. Highlighted in at least five social media posts. Inclusion in any published newsletters or e-newsletters.

\$12,250 Business Incubator: Logo placement in a thank you ad in xx newspaper. Logo placement on sponsor page of Matrix Entrepreneur Academy website. Highlighted in at least four social media posts. Inclusion in any published newsletters or e-newsletters.

\$8,750 Entrepreneurial Spirit: Company name listed in a thank you ad in xx newspaper. Logo placement on sponsor page of Matrix Entrepreneur Academy website. Highlighted in at least three social media posts. Inclusion in any published newsletters or e-newsletters.

\$5,250 Bright Futures: Logo placement on sponsor page of Matrix Entrepreneur Academy website. Highlighted in at least two social media posts. Inclusion in any published newsletters or e-newsletters.

\$1,750 Bright Minds: Company listing on sponsor page of Matrix Entrepreneur Academy website. Highlighted in at least one social media posts.

Donations are received at Network for Good:
<https://matrixentrepreneuracademy.networkforgood.com/>

b. Annual Fund

The Annual Fund is an ongoing campaign each school year that provides unrestricted, immediate-use dollars that supports Matrix Entrepreneur Academy curriculum, dedicated teachers and overall extraordinary entrepreneur experience.

Your gift to the Annual Fund supports an educational experience, rich in opportunities to learn and grow – both within and beyond the campus. Students stretch themselves in ways they never could have imagined and in ways that change them forever.

- The Annual Fund allows Matrix Entrepreneur Academy to meet its annual operating requirements and to provide students with a real-world education.
- The Annual Fund will provide a percent of the school’s operating budget.
- Tuition alone does not cover the actual cost of Matrix Entrepreneur Academy. The Annual Fund gifts provide a critical source of revenue to help bridge the gap.

A portion of our need-based financial aid is raised through events, and our annual dinner auction, but we still rely on individual gifts from our school families and faithful supporters in the community to provide need-based financial aid for our students as well as to cover the daily operations of the school.

Each Entrepreneur family is asked to participate in giving to the Annual Fund. Additionally, alumni, parents of alumni and grandparents as well as those in the community who have a passion for entrepreneur education are encouraged to invest in the lives of our students.

Contributions to the Annual Fund are tax-deductible through our link at <https://matrixentrepreneuracademy.networkforgood.com/> and acknowledgments are sent out for your records. Donation envelopes are available in the Matrix Entrepreneur Academy office or you can make a gift online.

Funds will go into the general fund unless specifically designated to go to a special fund:

- _____ Scholarship Fund
- _____ Entrepreneur Business Start-up Fund
- _____ Visual & Performing Arts Fund
- _____ Matrix Entrepreneur Academy General Fund

c. Annual Dinner Supporting Annual Fund

Each Year we will have an Annual Awards Dinner with student performers, exhibitions of businesses, fundraising activities and other activities demonstrating where our students have achieved success. Your gift to the Annual Fund supports a real-world educational experience, rich in opportunities.

Every single student benefits from the Annual Fund. Tuition alone does not cover the actual cost of the Matrix Entrepreneur Academy experience; the Annual Fund provides revenue to help bridge the gap and provides need-based financial assistance to a significant number in our student body.

How you can help? We need to raise \$50,000 for our Annual Fund. The Annual Fund campaign continues throughout the entire school year.

As we focus on giving, let your gift to the Annual Fund be a vote of confidence in the mission of Matrix Entrepreneur Academy.

Sponsor ½ Tuition for a student \$1700 alone or find a group that would all donate to make up the difference.

HOMELESS EDUCATION POLICY

Homeless Students

The Governing Board of **Matrix Entrepreneur Academy** desires to ensure that homeless students are provided equal access to the same education possible for other teens. Homeless students will be given access to an entrepreneur education, if they have the desire. Homeless students will not be stigmatized nor segregated in a separate program based on the student's status as homeless.

I. Definitions

- **Homeless youth's** means individuals who lack a fixed, regular and adequate nighttime residence and includes children and youths:
 - Who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks (not including mobile home parks), or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - Who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
 - Who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
 - Who are migratory children who qualify as homeless for purposes of this part because the children are living in circumstances described above.
- **Unaccompanied youth** includes a youth not in the physical custody of a parent or guardian.
- **The school of origin** is the School attended when permanently housed or was last enrolled when the student became homeless. The School will not be considered the school of origin when it is contrary to the wishes of a student's parent(s) or guardian(s), or is not in the best interest of the student.
- In determining the best interest of the youth, the School shall:
 - Presume that keeping the youth in the school of origin is in the best interest of the youth, less it is contrary to the request of the child's or youth's parent or guardian, or unaccompanied youth;
 - Consider student-centered factors related to the youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless youth, giving priority to the request of the youth's parent or guardian or unaccompanied youth;

- If, after conducting the best interest determination based on consideration of the presumption identified above and the student-centered factors identified above, the School determines that it is not in the youth's best interest to attend the School, the School shall provide the youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal; and
- In the case of an unaccompanied youth, ensure that the School liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

A youth or unaccompanied youth shall be considered homeless for as long as he/she is in a living situation described above.

II. Homeless Liaison

The School's homeless liaison is a designated staff member.

The School's homeless liaison is required to do all of the following:

- Ensure that homeless youth are identified by school personnel through outreach and coordination activities with other entities and agencies;
- Ensure that homeless youth enroll in, and have a full and equal opportunity to succeed in the School;
- Ensure that homeless youth have access to and receive educational services for which such families, children, and youth are eligible
- Ensure that the parents or guardians of homeless youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- Ensure that enrollment disputes are mediated in accordance with the dispute resolution process outlined below;
- Ensure that public notice of the educational rights of homeless youth is disseminated in locations frequented by parents or guardians, including schools, shelters, public libraries and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
- Ensure that the parent or guardian of a homeless student, and any unaccompanied youth, is fully informed of all transportation services;
- Ensure that school personnel providing services participate in professional development and other technical support;

- Ensure that unaccompanied youths 1) are enrolled in an appropriate school; 2) have opportunities to meet the same challenging State academic standards as the State establishes for other youth, including implementation of procedures to identify and remove barriers that prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school; and 3) are informed of their status as independent students and that the youths may obtain assistance from the liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.

III. Enrollment

All homeless students are required to follow the school's process for enrolling students, including filling out and submitting the school's enrollment packet on time. As with all students, enrollment depends upon availability. In the event of an oversubscription in a grade, homeless students will participate in the lottery as with any other student.

If the homeless student seeking to enroll is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation, this will not serve as a basis for non-enrollment. Provided that the enrollment process has been followed in all other respects, a homeless student will be enrolled in the School despite the missing paper work. Upon enrollment, the School will contact the school last attended by the students to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the School will immediately refer the parent or guardian of the student, or the unaccompanied youth, to the Homeless Liaison, who shall assist in obtaining necessary immunizations, or immunization or medical records.

IV. Transportation

The School will provide or arrange for transportation of a homeless student, at the request of the parent, guardian or Homeless Liaison, to the School.

Each homeless student will be provided access to services including but not limited to the following:

- Transportation
- Educational services for which the homeless student meets federal, state and local program eligibility criteria
- Programs in career and technical education
- Programs for gifted and talented students

NOTICE OF NON-DISCRIMINATION POLICY

Notice of Non-Discrimination

Matrix Entrepreneur Academy does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other legally protected category in its programs and activities.

IMMIGRATION ENFORCEMENT POLICY

Immigration Enforcement Policy

Responding to On-Campus Immigration Enforcement

School personnel shall notify the school CEO or assigned of any request by an immigration or law-enforcement officer for school or student access, requests for review of school documents, or requests of the services of lawful subpoenas, petitions, complaints etc., as soon as possible. In addition, if an officer appears on campus specifically for immigration-enforcement purposes, School personnel must take the following actions:

1. Advise the officer that school personnel must have the CEO or assignee review written notification prior to beginning with request;
2. Ask to see (and make a copy of or note) the officer's name and badge number;
3. Ask the officer for her/his reason for being on school grounds and document it;
4. Ask the officer to produce any documentation that authorizes school access;
5. Make copies and retain a copy of all documents provided by the officer. Retain one copy for school records;
6. If the officer asserts that special exigent circumstances exist and demands immediate access to the campus, school personnel should comply and contact the CEO or assignee.

If the officer does not declare that exigent circumstances exist, school personnel shall inform the officer that the school must consult its own legal counsel before proceeding. In the event the officer presents a federal judicial warrant (search and seizure warrant or arrest warrant), consultation with the School's legal counsel shall be made before providing the agent access to the person or materials specified in the warrant if feasible.

School personnel should not consent to access by an immigration-enforcement officer, except as described above. At the same time, personnel shall never physically impede an officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If the officer enters without consent, personnel shall document his or her actions while on campus.

School personnel shall provide notes of the interaction to the School's legal counsel and provide the governing board a report of the interaction as timely as possible. These notes must include, but are not limited to:

1. List or copy of the officer's credentials and contact information;
2. List of all school personnel who communicated with the officer;

3. Details of the officer's request;
4. Information on whether the officer presented a warrant or subpoena to accompany his/her request, the information/access requested and proof that the warrant was/wasn't signed;
5. School personnel's response to the officer's request;
6. Any further action taken by the officer;
7. Photo or copy of all/any information presented by the agent.

Any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes should be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov

Parental Notification

Before a student can be interviewed or searched by any officer seeking to enforce civil immigration laws at the School, School personnel must receive consent from the student's parent or guardian, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order, stating otherwise.

School personnel must immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes unless that access was in compliance with a warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

IMMIGRATION ENFORCEMENT POLICY

RELATED TO DETENTION

Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member

Responding to the Detention or Deportation of a Student's Family Member

The School shall encourage families and students to be prepared in the event that a family member is detained or deported. The School shall encourage families and students to:

- Know their emergency phone numbers;
- Know where to find important documentation such as birth certificates, passports, Social Security Cards, doctors' contact information, medication lists, and lists of allergies.

The School shall permit students and families to update a student's emergency contact information as needed throughout the school year and to provide alternative contacts if not parent or guardian is available.

- The School shall ensure that families may include the contact information of a trusted adult guardian as a secondary emergency contact in the event a student's parent or guardian is ever detained.
- The School shall communicate to families that the information provided on the emergency cards will only be used to respond to emergency situations – and will never be used for any other purpose.

The student's emergency card contact information is the information that shall be used in the event a student's parent or guardian is detained or deported and the student must be released to an adult designated on that card. Alternately, the School shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. The School shall only contact Child Protective Services if school staff are unable to arrange for timely care through the methods outlined above or other instructions given by the parent or guardian.

Any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes should be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov

SUICIDE PREVENTION POLICY

Suicide Prevention

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the School CEO or assignee or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

The purpose of this policy is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

In developing measures and strategies for use by the School, the School CEO or assignee or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures shall include, but are not limited to:

1. Maintaining a safe school environment designed to prevent violence, bullying, and the abuse of alcohol and other drugs.
2. Staff development on suicide awareness and prevention. Staff shall include instructors, counselors, administrators and all other School employees who interact with students.
3. Creating a protocol for response for staff to assist students at risk of suicide.
4. Instruction to students in problem solving and coping skills to promote students' mental, emotional and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others.
5. Designing programs to promote a positive school climate that enhances students' feelings of connectedness with the school.
6. Strategies to engage parents/guardians, including the provision of information regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth.

WEB SITES

K–12 Toolkit for Mental Health Promotion and Suicide Prevention <http://www.heardalliance.org/wp-content/uploads/HEARDToolkit2017.pdf>

Trevor Project: <https://www.thetrevorproject.org/wp-content/uploads/2017/09/District-Policy.pdf>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: <http://www.samhsa.gov>

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SCHOOL EMERGENCY PLANS POLICY

I. Disaster Plan

The intent of this plan is to clarify school procedures in the case of an emergency. The objectives of our plan are the following:

1. To provide for action which will minimize injuries and loss of life of students and school and emergency personnel if an emergency occurs during school hours;
2. To provide for maximum use of school personnel and school facilities;
3. To ensure the safety and protection of our students and school personnel immediately after a disaster;
4. To arrange for a calm and efficient plan for parents to retrieve their children from school, should it be necessary, following a disaster.

To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

Instructor Will:

1. Give “duck, cover and hold” instructions in event of earthquake.
2. Evacuate building in case of fire or after an earthquake
 - Take emergency folder and duffel bag and evacuate students to assigned area.
 - Take first aid kit and duffel bag only when evacuating after an earthquake.
 - Hold students in assigned yard area, take role, and wait for further instructions from authorized school or emergency personnel.
 - Remain with class and report anyone who is missing.
 - Take appropriate first aid action.
 - Refrain from re-entering buildings until deemed safe.
3. Dismiss students to go home only to parent or responsible adult designated on child’s emergency release form. Child must be signed out by parent or a responsible adult.

Assigned School CEO or assignee Will:

1. In the event of a fire, shut off gas, electricity and water (in that order).
2. In the event of an earthquake, if gas is smelled, turn off gas; if there is an electrical problem, turn off electricity; if there are water leaks, turn off water.
3. Inspect buildings for damage.

4. Report to CEO for further instructions.
5. Set up and coordinate a first aid center.

Assigned School CEO or assignee Will:

1. Assign available adults to tasks as needed.
2. Decide if evacuation to a designated shelter is necessary.

School Secretary Will:

1. If telephones are operable:
 - Notify the police department and/or fire department.
 - Monitor incoming phone calls.
2. Maintain communication with staff and outside agencies.

A. Special Information For Parents

1) Telephones/Communications

In the event of an earthquake, flood or other natural disaster, as well as any terrorist attack or active shooter situation keep your radios tuned to your local radio station for advisory information. Please do not call the school as we must have the lines open for emergency calls. Of course, call, text, or using an app, communicate with your student if they have a cell phone or other device.

2) Dismissal

Should there be a major earthquake, children will remain under the supervision of school authorities until parents or responsible adults can pick them up.

3) Student Release Procedure

1. Go directly to the entrance of the school or evacuation area.
2. Inform instructor, aide or adult responsible for that classroom that you are taking the child from the class line. This is an absolute must so school staff is aware of each student's safety.
3. Proceed with child back to Student Release Tables just outside the school entrance to sign a Student Release form for each child you are taking. Do not remove your child or any other child from school without signing the emergency release form. This provides us a record of where each child is when someone else arrives later looking for the child.
4. Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.

- Adults will be needed to help with first aid, dismissing students, helping with classes, monitoring traffic, etc. If you are able to volunteer to help, go directly to the Command Center where the Volunteer coordinator will give you an assignment. Volunteers should leave children with their classes and not sign student release form until they are ready to leave.

4) If You Can't Get to the School

Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your child to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

The school CEO or instructor in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, the students will be transferred to the nearest available safe shelter.

If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

5) Food and Water

In the event that children would need to remain on campus for several hours after any sort of a disaster, there will be a supply of fresh water and limited food, in the school earthquake kit. It is also recommended that each student bring at least one bottle of water in their back pack each day.

6) Fire Drills and Evacuation

In the case of fire at the school, the school will be immediately evacuated according to the floor plan set forth at the beginning of each school year. Instructors are required to keep a student roster with them at all times, checking attendance immediately after evacuation. Fire drills will be conducted at least once per year with the evacuation of the local fire department.

7) Bomb Threats

In the case of a bomb threat at the school, the school will be immediately evacuated according to the fire evacuation plan, appropriate emergency personnel will be summoned. Students and instructors will not re-enter the building until it has been deemed safe by emergency personnel.

8) Active Shooter Threats - Run, Hide, Fight – Active Shooter Protocol

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

The protocol is:

If you hear shots fired on campus or if you witness an armed person shooting or threatening people (active shooter):

Immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the “RUN, HIDE, or FIGHT” protocol.

a. RUN: Evacuate If Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

b. HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person’s view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights
- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you receive an “all clear” signal from CEO or assigned.

c. FIGHT: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

d. Immediately after an incident:

- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

e. Note:

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.
- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.
- Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.
- Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility.

FIELD TRIPS & EXCURSIONS POLICY

II. Field Trips & Excursions

The Board recognizes that field trips and excursions are important components of a student's development. Field trips, excursions, are educationally sound and an important ingredient to the instructional program of the School. Such activities supplement and enrich classroom learning and encourage new interests among students, make them more aware of community resources and help students relate their educational experience to the outside world. Properly planned and executed, field trips and excursions enrich the School's educational program and the social development of the School's students.

Field trips and excursions are to be planned and carried out with safety as a priority and in a manner that minimizes the School's legal liability and financial cost.

Monitoring Field Trips and Excursions

The CEO or assigned/Administrator of the School shall ensure that the effectiveness of field trips and excursions are monitored and continually evaluated to ensure that such activities continue to promote the goals and objectives of the School's educational program. Instructors are to have a considerable degree of flexibility and innovation in planning field trips.

Field Trip and Excursion Planning and Approval

All field trips and excursions that take place during school hours must receive prior written approval by the CEO or assignee/Administrator of the School. The CEO or assigned/Administrator of the School shall ensure that the sponsoring instructor has set out in writing the educational objective of the activity and how the proposed field trip or excursion relates to the School's educational program, the ratio of adult/students for the activity, and plans showing the best use of the students' learning time. Such plans must also provide for adequate restroom facilities, that proper food and water will be available during the activity and the means of transportation to and from the activity.

Field trips and excursions, including but not limited to California Interscholastic Federation ("CIF") trips, lasting longer than the school day require the above procedure and Board approval.

If the CEO or assigned/Administrator of the School or the Board does not approve the field trip or excursion, the reasons for not approving the activity must be stated in writing.

The CEO or assigned/Administrator of the School may exclude from the field trip or excursion any student whose presence on the field trip or excursion would pose a safety or disciplinary risk.

The CEO or assigned/Administrator of the School shall not approve activities that he/she considers to be inherently dangerous to students.

Permission Slips

No student will be permitted to go on a field trip or excursion without a permission slip signed by the student's parent or guardian. The permission slip shall include a waiver of all claims against the School, its employees and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. In addition, the permission slip shall include an emergency telephone number for the student; any medications the student is required to take, along with the time and dosage required; and any medications the student is allergic to or other medical information necessary to ensure the student's safety.

One copy of the permission slip shall be filed with the CEO or assignee/Administrator of the School and one copy shall be given to the instructor to take on the field trip or excursion.

Accident and Medical Insurance

The School does not provide student accident or medical insurance. However, information and applications for student injury and medical insurance are available from the CEO or assignee/Administrator of the School. Applications and payments must be sent directly to the insurance company.

Supervision of Field Trips and Excursions

The sponsoring instructor must be present to supervise the field trip or excursion. The CEO or assigned/Administrator of the School or his/her designee shall be designated as the emergency contact for the group on the field trip or excursion. The sponsoring instructor or School employee accompanying the group shall have completed a first aid course which is certified by the American Red Cross.

A first aid kit shall be in the possession of the sponsoring instructor or accompanying School employee at all times during the field trip or excursion. If the field trip or excursion is conducted in areas known to be infested with poisonous snakes, the first aid kit must contain medically accepted snakebite remedies. The sponsoring instructor or School employee must also be certified in a first aid course emphasizing treatment of snakebites.

School employees shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion.

Any injuries or unusual incidents occurring during the field trip or excursion shall be documented in writing by the sponsoring instructor or other School employee accompanying the field trip or excursion.

Adult/Student Ratio

Adult/student supervision ratio must be observed at all times during the field trip or excursion. Students are under the jurisdiction of the Board at all times during the field trip or excursion and school rules are to be adhered to at all times. Horseplay, practical jokes, harassment, taunting,

rough play, aggressive or violent behavior, profanity, viewing of pornographic material and use of alcohol or controlled substances during the field trip or excursion are strictly prohibited.

Parent/Guardian Participation in Field Trips and Excursions

Parents/guardians are encouraged to participate in field trips and excursions to assist with supervision of students. Parents/guardians accompanying the School group shall receive clear information regarding their responsibilities from the sponsoring instructor. Prior to the field trip or excursion, the CEO or assignee/Administrator of the School or his/her designee may hold a meeting for parents/guardians accompanying the School group as supervisors to discuss, among other things, safety and the importance of safety-related rules for the field trip or excursion, how to keep a group together and what to do if an emergency occurs.

Parents/guardians will be assigned a specific group of students and shall be responsible for the continuous monitoring of these students at all times. Parents/guardians shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion. Parents/guardians participating in field trips and excursions are required to pass a criminal background check and a tuberculosis screening in advance of the field trip/excursion.

Transportation

Consideration will be given to the safest mode of transportation and the safest routes of travel. If travel is by van, the legal occupancy limit must not be exceeded. Seat belts are to be used at all times while traveling.

If transportation for the field trip or excursion is provided by parents/guardians, such parents/guardians shall provide proof of liability insurance. A copy of the insurance policy shall be given to the CEO or assignee/Administrator of the School or his/her designee. The parents/guardians shall acknowledge in writing that their insurance carrier is the primary agent responsible for insurance for the field trip or excursion.

Under no circumstances shall students transport other students except siblings with parental permission.

The School shall take reasonable precautions to ensure that individuals volunteering to transport students are responsible and capable operators of the vehicles to be used.

Parents/guardians will be reimbursed the costs for use of their private vehicles when used for field trips or excursions at the rate allowed by the Internal Revenue Service for vehicle expense. To receive reimbursement the parent/guardian must submit a report indicating the destination and purpose of the trip and miles traveled. The report must be co-signed by the sponsoring instructor.

Defraying Expenses of Field Trips and Excursions

Students may help defray field trip and excursion costs through donations. A student may not be denied the privilege of participating in a field trip or excursion due to lack of funds. Other approved funding may also offset expenses of field trips and excursions. The sponsoring instructor

must provide alternative educational activities for those students not participating in the field trip or excursion due to choosing not to attend or whose parents/guardians do not give permission for the student to participate in the field trip or excursion.

INJURY AND ILLNESS PREVENTION PROGRAM GUIDANCE POLICY

a) Injury and Illness Prevention Program Guidance

Under California law, all employers must provide and maintain a safe and healthful workplace for employees. To effectuate this requirement, each employer must have a written, effective Injury and Illness Prevention Program (“IIPP”) in place. The mandatory contents of the IIPP are identified in Title 7 of the California Code of Regulations.

California’s Department of Industrial Relations, Division of Occupational Safety & Health (“DOSH”) is the agency charged with enforcing workplace health and safety laws. It also provides a comprehensive on-line guide to developing a workplace IIPP and offers free consultative services by Cal/OSHA staff for developing or improving upon an existing IIPP. These consultants do not assess fines or penalties and do not inform the DOSH of their work with employers.

The general website for the DOSH may be found at: <http://www.dir.ca.gov/dosh/dosh1.html>.

The website for the guide to develop a workplace IIPP may be found at: http://www.dir.ca.gov/dosh/dosh_publications/iipp.html.

The DOSH also provides a host of other workplace safety publications addressing various issues that may be of assistance to Schools generally. These include topics relating to bloodborne pathogens, ergonomics, janitor safety work issues, among many others. All publications may be downloaded from the DOSH publication page found at: <http://www.dir.ca.gov/dosh/PubOrder.asp>.

CHILD SAFETY ALERT SYSTEM & TRANSPORTATION SAFETY PLAN POLICY

Child Safety Alert System & Transportation Safety Plan

The Board recognizes that transporting students is a regular occurrence at the School. Student transportation is necessary for meeting the needs of special education students, as well as for field trips and other school activities such as sports or band competitions. Such off-campus activities may supplement and enrich classroom learning and encourage new interests among students.

Student safety is paramount as it relates to student transportation as it is with everything the School elects to undertake.

Mandatory Child Safety Alert System

All school buses, school student activity buses, youth buses and child care buses shall either be equipped with a child safety alert system or meet the requirements specified below if not equipped with a child safety alert system.

If a school bus is equipped with a child safety alert system, upon movement of the vehicle, the child safety alert system shall be automatically activated. The system shall be mounted to the rearmost portion of the interior of the vehicle and will require manual activation to turn it off.

A school bus is not required to have a child safety alert system if all of the following apply:

- The bus is not used exclusively to transport students;
- The students are accompanied by at least one adult chaperone selected by a school official;
- If the adult chaperone is not an employee, the chaperone shall meet the requirements for a school volunteer as established by school policy;
- The adult chaperone has a list of every student and adult chaperone, including a school employee who is on the bus at the time of departure;
- The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form acknowledging review of the safety plan and procedures;
- The adult chaperone takes and certifies a “head count” prior to each departure and the driver and adult chaperone sign a form verifying that all students are present or accounted for;
- After students have exited a school bus and before driving away, the driver checks all areas of the bus after students have exited.

The purpose of this policy is to ensure student safety and specifically to ensure that all students exit the bus when transportation needs come to an end.

In developing procedures for this policy for use by the School, the School CEO or assignee or designee shall ensure that the policy reflects the direction and intent of Senate Bill 1072 (Chapter 721 Statutes of 2016) as it was written and also the regulations written by the California Highway Patrol.

Transportation Safety Plan

The School CEO or assignee or a designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students to or from school or school activities. The plan shall be available for review by Board members and made available upon request to an officer of the California Highway Patrol.

Mandatory Notification of Department of Motor Vehicles Regarding Disciplined Bus Drivers

The School CEO or assignee or a designee shall notify the Department of Motor Vehicles within five calendar days of taking disciplinary action against a driver for leaving an unsupervised student on a bus and when the School found the driver's action constituted gross negligence.