Student Behavior Expectations

555 Post Street
San Francisco, CA 94114-0077
Student Behavior & Expectations

Welcome to SF Flex!

The SF Flex Academy is a special school where we expect courtesy and respect for people, school property and the school. While every student is eligible to enroll, it is a privilege not a right to attend this particular public school. The staff at SF Flex Academy holds students to the highest academic and behavior expectations. To help students reach their full potential, all SF Flex staff and administrators will enforce the following expectations. Students are expected to follow all requests made by faculty or staff while they are in the school building.

Sincerely,
The SF Flex Academy Staff

Academic Integrity Policy

- SF Flex seeks to establish academic integrity within the high school community. SF Flex has identified the following as unacceptable practices, including, but not limited to:

- Cheating in its various forms, whether copying another student’s work, allowing your own to be copied, using unauthorized aids on an assignment, getting answers from an online source, essay, quiz, or test, having someone else complete an assignment, essay, quiz, or test for you, submitting as your own another person’s work, rescheduling a test on a false excuse;

- Plagiarizing (i.e., presenting as your own the words or ideas of another person), including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on similar order of sentences while altering a few words or word order;

- Submitting the same work for more than one course or assignment without prior written approval from the instructor(s);

- Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission;

- Fabricating data: This includes falsifying or manipulating data to achieve a desired result, reporting results for experiments not done, or falsifying citations in research reports;

- Destroying, tampering, or altering another student’s work to impede academic progress;

- Signing in to a ClassConnect session for another student who is not present, using a false name, or indicating that you have “stepped away” from the session when you are actually present;

- Falsely reporting completion of any assignments.
At the instructor’s discretion, depending on the nature of the offense, the student’s grade or ability to earn credit for the course may be affected if a student violates any of the standards above.

All students who violate the principles of academic integrity will be reported to the Administration and violations will lead to further disciplinary action according to the Student Code of Conduct.

Academic Probation
The academic advisor monitors student progress in their coursework throughout the school year and helps encourage students who may need more frequent reminders or support to excel in their coursework. Students who show signs of failure (infrequent logins on the LMS, missing assignments, lack of communication with the teacher, etc.) and/or fall below a 60 percent average of their core courses will be contacted by the academic advisor and put on “Academic Probation.” Students who qualify for probation will be given a notice.

Students on probation will be required to meet with their academic advisor for an extra tutoring and advising session in addition to their regular weekly class session. Attendance at the additional session is mandatory and will be counted as an absence if the student does not show or k-mail the Registrar a valid excuse for an absence. See section School Policies, Procedures and Expectations. Students will work with their academic advisor during this time to acknowledge how they got to this point and will set goals to improve habits that will help them get back on track in their coursework. Students will be required to complete a Grade Improvement Plan acknowledging the goals they set to move forward. For additional questions about this process or if you want to see a student’s Grade Improvement Plan, please contact the Head of School.

Students who repeatedly remain on Academic Probation will be reported to the Administration for further action.

Academic Progress
SF Flex functions as a school only if there is a partnership between the student, parent, and teacher. Without an active parent, students will be challenged to find success in this school, for our school is designed to be a partnership between families and teachers. Parents are required to ensure students are completing their coursework as assigned by their content teachers and making sure students ask for help when it is needed. Parents should check their students’ progress in the Learning Management System daily, where parents can find definitive answers to the question, “What did you do in school today?” It is extremely important students have an active parent who is involved in tracking their academic progress while working with their teachers’.

Academic Success Plan
Every student will work with his or her academic advisor to create an Academic Success Plan that will outline an individualized path of courses to take in order to successfully graduate high school within four years. This plan will be referenced frequently throughout each student’s high school career and is updated yearly, but may require intermediate modifications if a student is not able to successfully pass any courses. Ask the student’s academic advisor for a copy of this plan at any time.
Acceptable Use Policy

In order to access online curriculum at SF Flex, students must access the Internet, but such access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, SF Flex believes that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. SF Flex especially appreciates partnering with our parents to teach responsible Internet use. The following policy on acceptable use of SF Flex technology equipment and resources by students is intended to provide the SF Flex community with guidance as to how to use the valuable educational tool that the Internet is in a responsible manner. Please see the Appendix for the SF Flex Acceptable Use Agreement, which must be signed by a parent or guardian.

Rules for Student Use of the Internet

1. Always use a computer in a way that shows consideration and respect for others.

2. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.

3. SF Flex takes the integrity and authenticity of its students’ work very seriously. Students must not cut, copy or plagiarize Internet content or the work of their classmates.

4. Email is not private. Students should not say anything via email that they would not mind seeing on a school bulletin board or in the local newspaper.

5. Students should beware of emails from anyone, particularly adults they do not know, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Students should immediately notify their teachers, Academic Coaches, other SF Flex personnel, and/or their parents if they receive a message that is inappropriate or makes them feel uncomfortable.

6. Students’ email with their online classmates should be course-related. Students shall not send unsolicited email to online classmates including, but not limited to, chain mails.

7. Students shall not post personal information on the Internet or other web sites about themselves or other people. “Personal contact information” includes addresses, telephone numbers, school address, work address, pictures or video clips.

8. Students shall not agree to meet with someone they have met on the Internet without their parents’ approval and participation.

9. Students shall not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another individual’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing,” “snooping,” or “electronic discovery.”
10. Students shall not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another’s ability to use equipment and systems, or destroy data.

11. Students shall not use SF Flex equipment to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of other individuals, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.

12. Students shall not use SF Flex equipment to solicit information with the intent of using such information to cause personal harm or bodily harm to others.

13. Students shall not post information that could endanger an individual, cause personal damage, or a danger of service disruption.

14. Students shall not knowingly or recklessly post false or defamatory information about a person or organization.

15. Students shall not engage in personal attacks, including prejudicial or discriminatory attacks. Students may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

16. Students shall not engage in “cyberbullying.” Cyberbullying means the use of information and communication technology to bully, embarrass, threaten, or harass other students or SF Flex staff members by way of sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which have the effect of:

(a) Physically, emotionally, or mentally harming a student or SF Flex staff member;
(b) Placing a student in reasonable fear of physical, emotional, or mental harm;
(c) Placing a student or SF Flex staff member in reasonable fear of damage to or loss of personal property; or
(d) Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

17. Students shall not re-post a message that was sent to them privately without permission of the person who sent them the message.

**Alcohol and Drugs**

Students under the suspicion, in possession, or under the influence of alcoholic beverage or intoxicant of any kind are subject to an immediate search of body and belongings with a member of the same sex faculty member present. Under any of the above conditions the student is subject to suspension and/or expulsion hearing due to particular circumstance.

**Attendance/Truancy**

Attendance is mandatory at school five days a week. School hours are 8:00am-3:15pm on Mondays-Thursdays and 8:00am-12:00pm on Fridays except on school holidays. SF Flex is a public school and is held accountable for reporting attendance to the State. Students will be expected to make up any
missed work in the online course system. Students should expect to devote approximately 6 to 7 hours per day on coursework, and more hours for Honors or Advanced Placement courses. Instructional time directly relates to lesson objectives, which are aligned to California standards. The following may count as a valid cause for an absence:

1. Illness
2. Observance of a religious holiday (Inform staff before holiday and parental proof of practicing religious faith).
3. Death in the immediate family as evidenced in the obituary ("immediate family" shall mean: parents, legal guardians, spouse, brothers, sisters, children, grandparents, parents-in-law, brothers-in-law, sisters-in-law, aunts and uncles).
4. Emergency (Written documentation provided upon return).
5. Circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent’s or legal guardian’s concern is subject to evaluation by the Head of School, Head of School’s designee, or other Board officials, on a case-by-case basis).
6. Other situations beyond the control of the student as determined by the Head of School, or Head of School’s designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the Office of Specialized Services for additional assistance.)

**Truancy** - The State of California by law requires school attendance for all children between the ages of 5 and 18 years of age. Attendance applies to SF Flex students in the form of regular attendance at the site and “logged in” participation in the educational activities of SF Flex’s On-Line School (OLS). Such participation is documented by the attendance component of the SF Flex On-Line School.

A SF Flex student will be considered truant if a student misses school for one week (30 hours) without providing the school valid reasons to excuse the absence. A letter will be sent to families whose student violates this policy and accumulates five or more absences; another letter will be sent at ten or more absences. Continued truancy of a period of 18 days without logged attendance will lead to Truancy Adjudication. If a student or family becomes unreachable by k-mail, phone, or mail, and accumulates an excess of 10 absences per semester, the school will assume that the family has selected another school to attend and failed to contact SF Flex. In the event this happens and the school has made a repeated number of attempts to contact the family, the student will be withdrawn from school.

**Bathroom Breaks**
Students are allowed to take breaks as needed for the restroom. It is expected that students do not wander around during this time.

**Behavior Consequences**
The school recognizes that there is a responsibility to ensure that the school environment is safe for all
students and school personnel and that it is important to provide students with a consistent set of expectations for behavior. Consequences for violating any of the policies written in the Student Code of Conduct could include, but are not limited, to the following:

**Teacher options:**
1. Verbal warning
2. Teacher/Academic Coach – Student Conference (document in Total View Notes)
3. Teacher/Academic Coach – Parent-Student- phone call (document in Total View Notes)
4. Teacher/Academic Coach – Student – Parent – Face to face Conference. Student cannot return unless parent and student attend conference. If the circumstances require a phone conference that is an alternative. (document in Total View Notes)
5. Detention (before school, after school, or Saturday)

**School options** (along with the items mentioned above):
1. In-House Suspension
2. Out-of-School Suspension
3. Expulsion

**Cell Phone Usage**
The use of cell phones and other electronic devices on school grounds during school hours or in class is prohibited except during lunchtime and breaks. Students are required to have their cell phone off during class time and cell phones must remain in a student’s pocket, backpack, or bag. The cell phone of a student who violates this policy will be confiscated and turned in to the office.

**Computer Use**
All issues regarding SF Flex-provided computers can be directed to the SF Flex administration. When a student brings a SF Flex computer home, families are expected to use the computer equipment to serve and pursue the educational goals of students. In addition, parents are to comply with the Use of Instructional Property Agreement completed as part of the enrollment process upon registering to attend SF Flex.

Communications and Internet access should be conducted in a responsible and professional manner reflecting the school’s commitment to honest, ethical, and non-discriminatory practice. Therefore the following are prohibited:

- Any use that violates federal, state, or local law or regulation.
- Knowing or reckless interference with the normal operation of computers, peripherals, or networks.
- The use of SF Flex Internet-related systems to access, transmit, store, display, or request inappropriate materials.
- Any use that is deemed to adversely affect SF Flex.
- Violation of SF Flex or K12’s Terms of Use for any SF Flex or K12 website.
SF Flex reserves the right to review any material transmitted using SF Flex instructional computing resources or posted to a SF Flex instructional computing resource to determine the appropriateness of such material. SF Flex may review this material at any time, with or without notice. Email or k-mail transmitted via SF Flex instructional computing resources is not private and may be monitored or reviewed at any time.

**Contact Information**

Keeping contact information current and up to date is essential for the school to be able to communicate quickly and reliably with families. The school sends report cards, test scores, and letters by U.S. Mail to families’ home addresses. Therefore, it is extremely important that the school has the most current address on file at the main office. If student address, telephone number, or email address changes, it is imperative that they know to notify the **Office Manager** at the front desk as soon as possible so s/he can assist you with the appropriate process to update your contact information. In the event student’s home address changes, student must stop by the main office and bring in an **updated proof of residency**, which can be verified with a utility bill (light, water or gas), mortgage/rent statement, stamped USPS change of address form, medical card with current address, paycheck stub, vehicle insurance card, state-issued driver’s license or ID, or voter registration card. To change student phone number and/or email address, they can make the changes in their **My Info** account on the K12 website (www.k12.com/sfflex) by clicking on the “Edit My Profile” link on the homepage within your **My Info** account. **Office Manager** can make all edits to student account by accessing their Total View School administrative account.

**Dress Code**

Clothing that distracts students, disrupts the educational process, or poses a health or safety threat to anyone will not be allowed. Students are required to wear tops that cover them from their shoulders to below their waist. Below the waist, pants, shorts, skirts, or dresses must cover the waist and extend far enough down the legs to achieve modesty. Undergarments should be covered. Students should remove hats and hoods upon entering the building. Students should select clothing that will support the learning process and contribute to a positive environment for all. Students will need to remove hats and head scarfs upon entering the building and may not wear hats at any time in the building as specified in the Dress Code. If a student violates the dress code, the school will loan the student a shirt to cover whatever infraction has occurred and will communicate to the student’s parents/guardians the expectations of the dress code and document in Total View Notes. Loaner shirts will be managed by the **Office Manager**. Students are encouraged to purchase a SF Flex shirt. Students may purchase a shirt from the student school store or place an order with the SF Flex **Officer Manager**.

**Elevator**

The elevator onsite is functional and is off limits to **students and is for adults only**. All students should use the staircases when traveling to different floors within the building. Any student using the elevator can be immediately suspended and/or expelled from school.

**Fighting**

Fighting will not be tolerated whatsoever in this school. Any student who engages in a physical fight will be automatically suspended from school and subject to expulsion.
Fire Alarms
Fire alarms are located throughout the building in the case of a fire emergency. Tampering with these fire alarms is not prohibited by students. Any student found tampering with fire alarms is subject to suspension or even expulsion.

Food and Drinks
Food and drinks are only permitted in the Student Union and the Café.

Graduation Plan
The Graduation Plan will be reviewed at the end of each semester to ensure each student is on track to graduate SF Flex within four years. Ask for a copy of this plan at any time. Recommendations will be made if credit recovery is needed and it is the student and parent’s responsibility to pursue all credit recovery options made available to them.

The School’s current graduation requirements, subject to change, are the courses currently listed in the University of California “a-g” admissions course sequence. Year-Long Courses Required to Graduate from SF Flex Academy

- English - 4 years
- Mathematics - 3 years
- History/Social Science - 2 years
- Laboratory Science - 2 years
- Language other than English - 2 years
- Visual and Performing Arts - 1 year
- Elective - 1 year

Students may fulfill course requirements through coursework at the school or at a local community college. Before arrangements are made approval must be gained by the school counselor as stipulations do apply.

Late To School
School starts promptly at 8:00am. It is expected for students to be in their seats logged into their individual computers at 8:00am. To ensure students start their day on time students are expected to get to school prior to 7:50am as that is the time (7:50am) that students are allowed to enter into the work space in preparation for the 8:00am start. All students who are not logged into their computers at 8:00am are considered late and are required to adhere to school policy for lateness.

Multiple latenesses will result in strict consequences per school policy, from detention to suspension and, in severe circumstances, expulsion.
Students who live outside of San Francisco may request a late start time. Late start times are granted at the discretion of the Head of School.

**Lunch (On Campus)**
Students who remain on campus for lunch are permitted to eat only in designated areas. While some students choose to work during their lunch period, it is important that students do not eat or drink at their computer work stations during this or any time.

**Lunch (Off Campus)**
Students are allowed (with permission slips) to have an off-campus lunch. Students are expected to adhere to the lunch schedule and be on site, logged into their computers by 12:00pm. Students who are not logged in will face disciplinary actions from the SF Flex staff and/or administrative team. Students must remember that they represent SF Flex at all times and must behave respectfully and in accordance with school expectations when off campus for lunch. With off-campus lunch being a “privilege”, students have to earn the right to continue to participate in this level of freedom. This privilege can and will be withdrawn for any of the following but not limited to:

- Breach of the school rules, codes, and contracts
- Breach of rules establish by teachers
- Disrespect of staff or school property
- Misrepresentation of self and school while in route to school, during school, or in route home
- Tardiness from lunch

**Late Assignment Policy**
To be successful, students should turn their work in on time the day it is due or earlier. Late assignments are given a zero. It is each student’s responsibility to check for daily assignments in the teacher’s *Course Announcements* and *Assignment Calendar* for each course. Please contact your teacher to determine how to catch up if you fall behind in your work.

**Loitering**
Students are not allowed to loiter in front of the building or nearby. If a student arrives at school early, he or she must come into the building. Officer Manager will monitor area and reinforce expectations on regular bases. All staff will follow *School Duty Schedule* regarding dates, times and person responsible for monitoring loitering.

**Laptop Use and Care**
All issues regarding SF Flex-provided computers can be directed to the SF Flex administration. When a student brings a SF Flex computer home, families are expected to use the computer equipment to serve and pursue the educational goals of students. In addition, parents are to comply with the Use of Instructional Property Agreement completed as part of the enrollment process upon registering to attend SF Flex.

- Communications and Internet access should be conducted in a responsible and professional manner reflecting the school’s commitment to honest, ethical, and non-discriminatory practice. Therefore the following are prohibited:
  - Any use that violates federal, state, or local law or regulation;
Knowing or reckless interference with the normal operation of computers, peripherals, or networks;

- The use of SF Flex Internet-related systems to access, transmit, store, display, or requesting appropriate materials;

- Any use that is deemed to adversely affect SF Flex; and

- Violation of SF Flex or K12’s Terms of Use for any SF Flex or K12 website.

SF Flex reserves the right to review any material transmitted using SF Flex instructional computing resources or posted to a SF Flex instructional computing resource to determine the appropriateness of such material. SF Flex may review this material at any time, with or without notice. Email or k-mail transmitted via SF Flex instructional computing resources is not private and may be monitored or reviewed at any time.

**Medications**

All medications (prescribed or over the counter) must be submitted to the Head of School and not kept with students. No student is allowed to take these medications on campus without consent of parents and must be administered by school staff. Parents are to provide Flex office staff with a note stating reoccurrence and frequency of medication usage.

**Plagiarism & Source Citation**

Plagiarism is the act of submitting someone else’s work as an original piece of work. If a student uses another person’s writing or original work, the student must cite their words using an appropriate manuscript style in the Works Cited page, Endnotes, or in a Bibliography. The exact wording should be in quotation marks or paraphrased in the paper and referenced as such in the paragraph in which it appears. A student may not copy and paste directly from the Internet without giving appropriate credit to the author. Plagiarism is a serious academic violation. Plagiarism will result in no credit and will also be considered as a disciplinary issue and may result in removal from SF Flex. Many courses require written work in which many of the sources will need to cited. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If citing information found on a web site, provide the complete web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available. Students should ask their teacher for help if they are unsure of how to cite a source.

Students are required to sign the Academic Integrity Policy found in the Appendix of this handbook and submit it to their SF Flex teacher. There is also a copy of this policy in every course.

**School Supplies**

SF Flex is tuition free and does not charge any specific fees for academic programs or services provided to families. However, as with many school programs, certain expenses do fall within the responsibility of enrolled families. Regular school supplies are an example of these costs. Many teachers also may require students to bring specific supplies with them to the school. Please ask your teacher for a list of recommended supplies.
Seating Assignments
Students will be assigned study carrels that will serve as their academic workstations. Additional expectations for how to care for the carrels will be shared by SF Flex staff. These seating arrangements must be followed by all students.

Traveling throughout the building
Students are not allowed to travel to any other level of the building accept the main learning level. Any student found in other parts of the building can be suspended, required to serve in-house suspension, or expelled from school.

Smoking is prohibited for students and all adults on school grounds or in the vicinity of the school building.

Suspension:
This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at the San Francisco Flex Academy (“School”). When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy and procedures has been prepared to provide due process to all students. The list of offenses and procedures provide adequate safety for students, staff, and visitors to the school and serves the best interests of the school’s pupils and their parents/guardians.

Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will clearly describe discipline expectations, and should be distributed to school families. Families should also be notified that these Policies and Procedures are available on request at the Head of School’s office.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

The School does not have the authority to expel students from the school district where the school is located or where the student lives. Expulsion from the appropriate school district will be pursuant to school district policies and procedures. Accordingly, the terms suspension and expulsion used in these policies only refers to suspension from the School, not necessarily any school district.

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 force that is reasonable and 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 Education Improvement Act of 2004 (“IDEIA”) 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 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.

A. **Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the School or at any other school or a School sponsored event, occurring at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

B. **Suspension Offenses**

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

   a) Caused, attempted to cause, or threatened to cause physical injury to another person.

   b) Willfully used force of violence upon the person of another, except self-defense.

   c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.

   d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 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 same as controlled substance, alcoholic beverage or intoxicant.

   e) Committed or attempted to commit robbery or extortion.

   f) Caused or attempted to cause damage to school property or private property.

   g) Stole or attempted to steal school property or private property.

   h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

   i) Committed an obscene act or engaged in habitual profanity or vulgarity.

   j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

l) Knowingly received stolen school property or private property.

m) Possessed an imitation firearm, 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.

n) Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.

o) 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.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil 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 pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

r) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) 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. This section shall apply to pupils in any of grades 4 to 12, inclusive.

v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

   a) 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 students had obtained written permission to possess the item from a certificated school employee, with the Head of School or designee’s concurrence.

C. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Head of School or the Head of School’s designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Head of School. The conference may be omitted if the Head of School or designee determines that an emergency situation exists or if time does not permit. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.
At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil’s parent or guardian at the conference.

2. Notice to Parents/Guardians

At the time of suspension, the Head of School or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of Expulsion by the Head of School or Head of School’s designee, the pupil and the pupil’s guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Head of School or designee upon either of the following determinations: 1) the pupil’s presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil’s suspension will be extended pending the results of an expulsion hearing.

D. Expellable Offenses

1. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

   a) Caused, attempted to cause, or threatened to cause physical injury to another person.

   b) Willfully used force of violence upon the person of another, except self-defense.

   c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 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 same as controlled substance, alcoholic beverage or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.

k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

l) Knowingly received stolen school property or private property.

m) Possessed an imitation firearm, 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.

n) Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.

o) 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.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil 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 pupil.
For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

r) Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) 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. This section shall apply to pupils in any of grades 4 to 12, inclusive.

v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

2. Non-Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:
a) 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
students had obtained written permission to possess the item from a certificated school
employee, with the Head of School or designee’s concurrence.

If it is determined by the Governing Board that a student has brought a fire arm or
destructive device, as defined in Section 921 of Title 18 of the United States Code, on to
campus or to have possessed a firearm or dangerous device on campus, the student
shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is
designed to or may readily be converted to expel a projectile by the action of an
explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or
firearm silencer; or (D) any destructive device. Such term does not include an antique
firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas,
including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge
of more than four ounces, (iv) missile having an explosive or incendiary charge of more
than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described
in the preceding clauses.

E. Authority to Expel
   A student may be expelled either by the Head of School following a hearing or by the Executive
   Administrative Panel upon the recommendation of a Head of School.

F. Expulsion Procedures
   Students recommended for expulsion are entitled to a hearing to determine whether the
   student should be expelled. Unless postponed for good cause, the hearing shall be held within
   thirty (30) calendar days after the Head of School or designee determines that the Pupil has
   committed an expellable offense.

   The hearing shall consist of the Head of School and/or a designee and 2 staff members. It will
   be held in closed session unless the pupil makes a written request for a public hearing three (3)
   calendar days prior to the hearing.

   Written notice of the hearing shall be forwarded to the student and the student's
   parent/guardian at least ten (10) calendar days before the date of the hearing, unless waived in
   writing by the student’s parent or guardian. Upon mailing the notice, it shall be deemed served
   upon the pupil. The notice shall include:

   1. The date and place of the expulsion hearing;

   2. A statement of the specific facts, charges and offenses upon which the proposed
      expulsion is based;

   3. A copy of the School’s disciplinary rules which relate to the alleged violation;
4. 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;

5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;

6. The right to inspect and obtain copies of all documents to be used at the hearing;

7. The opportunity to confront and question all witnesses who testify at the hearing;

8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Upon completion of the expulsion hearing:

1. Parents/guardians/caregivers and student will be notified within three calendar days as to the decision reached by the Head of School and the Administrative Panel.

2. If the panel decides not to expel, the student will return to school with a 3 month contract which details expectations. If not followed the student will began the expulsion process revisiting the prior offense(s) and evidence of the new infraction.

3. If the student is expelled, the student has 2 calendar days to withdraw from school.

4. Appeals must be made in writing within 3 business days of the decision. Within the body of the letter should be noted why the decision should be overturned, what was learned by the student from this incident, and what they will do differently if admitted back in the school. This letter can be written by the parent/guardian/caregiver, but is suggested to be written by the student:

   Executive Administrative Panel
   555 Post Street
   San Francisco Ca. 94102

G. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the School, Panel Chair or the hearing officer in the expulsion. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may
include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

2. The School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, the School must present evidence that the witness' presence is both desired by the witness and will be helpful to the School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person
conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

H. Students with Disabilities
A pupil 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 Education Improvement Act (“IDEIA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for disciplinary action, including suspension and expulsion, and is accorded the same due process procedures applicable to regular education pupils except when federal and state law mandates additional or different procedures. The School will follow the IDEIA, Section 504, and all applicable federal and state laws when imposing any form of discipline on a pupil 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 accordance due process to such pupils.

The following procedures shall be followed when a student with a disability is considered for suspension or expulsion. These procedures will be updated if there is a change in the law.

1. SERVICES DURING SUSPENSION
   students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

2. PROCEDURAL SAFEGUARDS/MANIFESTATIONS DETERMINATION
   Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the School, the parent, and relevant members of the IEP Team shall review all relevant information in the student’s file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:
   
   1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
   
   2. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

   If the School, the parent, and relevant members of the IEP Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability. If the School, the parent, and relevant
members of the IEP Team make the determination that the conduct was a manifestation of the child’s disability, the IEP Team shall:

1. Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that the School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;

2. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and

3. Return the child to the placement from which the child was removed, unless the parent and the School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the School, the parent, and relevant members of the IEP team determine that the behavior was not a manifestation of the student’s disability and that the conduct in question was not a result of the failure to implement the IEP, then the School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

3. DUE PROCESS APPEALS
The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the HOS and/or Board of Flex Public Schools, and may possibly involve the School’s SELPA if helpful to the School.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the school, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and the School agree otherwise.

4. SPECIAL CIRCUMSTANCES
School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Head of School or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student’s disability in cases where a student
1. Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
3. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

5. INTERIM ALTERNATIVE EDUCATIONAL SETTING
The student’s interim alternative educational setting shall be determined by the student’s IEP team.

6. PROCEDURES FOR STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION SERVICES

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the School’s disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the School had knowledge that the student was disabled before the behavior occurred.

The School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

1. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to School supervisory or administrative personnel, or to one of the child’s teachers, that the student is in need of special education or related services.

2. The parent has requested an evaluation of the child.

3. The child’s teacher, or other School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other School supervisory personnel.

If the School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put. If the School had no basis for knowledge of the student’s disability, it shall proceed with the proposed discipline. The School shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by the School pending the results of the evaluation.

The School shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

I. Record of Hearing
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 complete written transcription of the proceedings can be made.

J. **Presentation of Evidence**

While 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 Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board, Panel or designee determines that disclosure of their identity or 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 pupil, 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.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The Decision of the Board is final.

If the expulsion hearing panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

L. **Disciplinary Records**

The School shall maintain records of all student suspensions and expulsions at the School. Such records shall be made available to the County upon request.

M. **Expelled Pupils/Alternative Education**

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.

N. **Rehabilitation Plans**

Students who are expelled from the School shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the School for readmission.
O. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Head of School and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Head of School shall make a recommendation to the Board following the meeting regarding his or her determination. The pupil’s readmission is also contingent upon the School’s capacity at the time the student seeks readmission.

In House Suspension-

Students whom are required to serve suspension at home are mandated to log into the OLS and complete assignments as if they are in school. There will be a call made between 8:00am and 8:15am and between 2:45pm and 3:10pm to determine the day’s attendance for the student serving in-house suspension.

Voice levels and language should contribute to a productive, positive, and respectful school atmosphere. Voice levels should be:

- Classroom appropriate
- Void of vulgarities
- No discriminatory innuendoes or undertones

“I Understand and Agree Statement” Form

I have read, understand, and agree with the responsibilities I am assuming as the Learning Coach for my student(s) at the San Francisco Flex Charter School for the 2010-11 school year, as outlined in the 2010-2011 SF FLEX Parent Handbook.

Parents First Name

Parents Last Name

Parents Signature

Date