



Bay Area Technology School Student & Parent Handbook

2026-2027

Bay Area Technology School
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Dear BayTech Families and Students,

Welcome to Bay Area Technology School! We believe that every student's success is the product of a partnership between families, teachers, staff, and students. When all of us understand our role and show up for it, BayTech becomes what we want it to be: a place where students are challenged, supported, and known.

Our mission is to infuse assistive technology throughout the school so that every student receives a personalized educational experience and graduates college and career ready. That mission shapes everything in this handbook, from how we support diverse learners to how we structure the school day. Our vision extends that mission into the future we are building together: preparing students for academic success and college readiness, opening a broad range of paths for what comes next, and developing young people who are responsible, engaged citizens in our community and any community they come in contact with.

We hold ourselves and our students to the **EAGLES** values so that each day we all strive to be: **E**ffective communicators, **A**cademic achievers, **G**oal-oriented students, **L**ifelong learners, **E**xcellent critical thinkers, and **S**ocially responsible students. These are not just words on a wall. They are the habits and character we work to build in every student, every day, in the classroom and beyond it.

Every student and family at BayTech has the right to feel safe, respected, and fully included, regardless of race, color, gender identity or expression, sexual orientation, ability, religion, national origin, or any other characteristic. That commitment is foundational to who we are and it is reflected throughout the policies in this handbook.

This handbook lays out the expectations, policies, and procedures that keep BayTech running as the safe, orderly, and ambitious learning environment our students deserve. We ask that you read it closely, talk through it as a family, and keep it on hand as a reference throughout the year. Where you have questions, we want to hear them. Our doors are open.

We are glad you are here and we are looking forward to the year ahead!

Warmly,

BayTech

OUR VISION

BayTech strives to shape our future by:

- Preparing students for academic success and college readiness.
- Enabling students to have a broad spectrum of options for their future endeavors.
- Preparing students to be responsible and productive citizens.

OUR MISSION

BayTech infuses assistive technology throughout the school to provide a personalized educational experience for every student to be college and career ready.

E.A.G.L.E.S. VALUES

We strive to be:

E*ffective communicators*

A*cademic achievers*

G*oal-oriented students*

L*ifelong learners*

E*xcellent critical thinkers*

S*ocially responsible students*

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EQUAL OPPORTUNITIES/NON DISCRIMINATION STATEMENT

In compliance with federal and state equal opportunity laws, including California Education Code §§ 200–220 and the Safe Place to Learn Act (Ed. Code § 234 et seq.), equal opportunity will be afforded to all applicants and students in every aspect of the school community, regardless of the characteristics listed below.

BayTech is committed to providing a working and learning environment free from unlawful discrimination, harassment, intimidation, and bullying. BayTech prohibits discrimination, harassment, intimidation, and bullying based on an individual's actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, immigration status, or any other characteristic contained in the definition of hate crimes set forth in California Penal Code § 422.55, including association with a person or group with one or more of these actual or perceived characteristics. This prohibition applies to all acts related to school activity or school attendance occurring within BayTech, and to all acts of BayTech's governing board and administration in enacting policies and procedures.

Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment. Harassing conduct may take many forms, including but not limited to verbal remarks and name-calling, graphic and written statements (including electronic communications), or conduct that is threatening or humiliating. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated. BayTech personnel who witness an act of discrimination, harassment, intimidation, or bullying are required to take immediate steps to intervene when it is safe to do so.

This nondiscrimination policy covers admission to, access to, treatment in, and employment in all BayTech programs and activities. The lack of English language skills will not be a barrier to admission to or participation in BayTech programs or activities.

BayTech prohibits retaliation against anyone who files a complaint or participates in a complaint investigation. Complainants are protected from retaliation, and the identity of a complainant alleging discrimination or harassment will remain confidential as appropriate.

For inquiries or complaints related to discrimination or harassment, contact BayTech's designated compliance officer. Complaints may also be filed based on: sex (Title IX of the Education Amendments of 1972; 20 U.S.C. § 1681 et seq.); sexual orientation or gender identity (Title 5, CCR, § 4910); race, color, or national origin (Title VI of the Civil Rights Act of 1964; 42 U.S.C.

§ 2000d et seq.); or mental or physical disability (Section 504 of the Rehabilitation Act of 1973; 29 U.S.C. § 794).

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information, visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

BayTech also provides notification to parents and guardians regarding data-sharing with the California College Guidance Initiative (CCGI), including the use of California Pupil Achievement Data System (CALPADS) data as outlined in Education Code § 60900.5, and the use of the CaliforniaColleges.edu tool. Data shared will be used to provide pupils and families with direct access to online tools and resources and will enable pupils to transmit information to: (1) postsecondary educational institutions for purposes of admissions and academic placement; and (2) the Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid.

RIGHTS AND RESPONSIBILITIES

Effective Communication:

When issues or concerns arise with a teacher, staff member or administrator, students and parents are encouraged to address the situation with the person involved first.

If students express that they are having a problem at school, it is important for parents to understand the best way to address these problems. If the problem involves a classroom situation or a situation with a teacher, the following remedies are recommended:

1st: Parents should encourage their child to talk with the teacher.

2nd: Parents can encourage their child to talk with an administrator or school counselor.

3rd: If the child is reluctant to talk with a teacher or administrator, a parent may offer to accompany their child and talk with the teacher.

It is very important to demonstrate to children how to actively and constructively solve a problem. If the problem is important enough for the child to talk about, it is important for the child to learn how to be a part of the solution.

If a parent feels there is a concern they should:

1st: Talk with the teacher. Teachers can explain classroom situations from a professional and adult

perspective which will usually resolve misunderstandings.

2nd: If the problem persists after a reasonable time, talk with the teacher again.

3rd: If the problem is still not resolved, make an appointment with the related administrator.

Teachers, staff, and administration are available through email, phone calls, in person, and by appointment. Please call the office or email the staff member to set an appointment.

Students' Rights and Responsibilities:

As a member of the BayTech community, every student has the following rights and responsibilities.

Rights

- To be informed of all school rules, regulations, and policies.
- To learn and work in an environment free from discrimination, harassment, intimidation, bullying, and violence.
- To have access to your academic records and the school's learning management systems (which may include the student information system, such as Aeries, and/or Google Classroom).
- To receive reasonable accommodations if you have a disability or other qualifying need. *Note: Students with IEPs or 504 Plans have additional procedural protections under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. These protections include specific rights related to disciplinary decisions, placement changes, and manifestation determinations. Families should refer to their child's IEP or 504 Plan documents or contact the Director of Special Education for more information.*
- To receive a free public education regardless of immigration or documentation status.
- To have your educational records kept private and confidential.
- To be informed of the reason for any disciplinary action and to have an opportunity to respond before a decision is made.
- To have complaints and concerns addressed through a formal process, free from retaliation.

Responsibilities

- To attend class regularly and on time.
- To be familiar with and uphold school policies, rules, and regulations, and to contribute to a positive school community.
- To monitor academic progress, including upcoming work or work to be submitted,

assessment results, and grades in the student information system.

- To respect the dignity, rights, and well-being of all members of the BayTech community.
- To come to class prepared with appropriate materials and ready to engage.
- To treat all school staff and community members with courtesy and respect (administrators, teachers, office personnel, custodial staff, security staff, and others).
- To use school technology and resources responsibly and in accordance with the Acceptable Use Policy.
- To take care of school property and help maintain a clean and welcoming campus.
- To report concerns about safety, discrimination, harassment, or bullying to a trusted adult or school administrator.
- To be prepared for learning by removing distractions, such as cell phones, personal tablets, or other items not necessary for the learning process.

Student Right to Free Speech

Students have the right to express their opinions, share diverse perspectives, and engage in open dialogue within a supportive learning environment. This includes discussing academic or social topics during appropriate class times, using symbolic speech like buttons or apparel that align with the dress code, and voicing constructive disagreements through formal channels free from retaliation. Your voice matters and you always have the right to be informed of and respond to any concerns regarding your expression before any disciplinary decisions are made. Additionally, students have the right to voice complaints or disagreements through formal processes free from retaliation.

Free speech does not protect expression that is legally obscene, libelous, or slanderous, or that directly incites a substantial disruption of the school day. Specifically, bullying, severe or pervasive harassment, true threats or intimidation targeted at individuals, and any language that incites violence or damage to school property are strictly prohibited and may result in disciplinary action.

Parents' Rights and Responsibilities

BayTech values family partnership. The following rights and responsibilities help ensure every child's success and every family's meaningful participation in our school community.

Rights

- To be informed of the school's rules, regulations, and policies.
- To be informed of all school actions related to their child.
- To have access to their family account in the school's student information and learning management systems (including the student information system, such as Aeries, and Google Classroom).
- To request and participate in conferences regarding their child's academic progress or behavior.
- To receive communications and school documents in a language they can understand. *Note: BayTech is required to provide translation or interpretation services upon request under Title VI of the Civil Rights Act and Education Code § 48985.*
- To participate in IEP or 504 Plan meetings if their child has a qualifying disability, and to receive prior written notice before any changes are made to their child's educational program. *Note: Parents of students with IEPs or 504 Plans have additional procedural rights under IDEA and Section 504. Contact the Director of Special Education for more information.*
- To file a complaint regarding discrimination, harassment, or other concerns through the school's Uniform Complaint Procedures, free from retaliation.

Responsibilities

- To be familiar with the Student–Parent Handbook and to sign the acknowledgment form at the beginning of each school year.
- To be familiar with school policies, rules, and regulations.
- To contact teachers directly via phone or email to schedule a conference as needed.
- To participate in school-requested conferences pertaining to their child's academic progress or behavior.
- To monitor their child's academic progress and attendance records regularly through the student information system and Google Classroom.
- To support their child's learning at home by ensuring adequate sleep, nutrition, and a home environment conducive to completing homework and studying.
- To ensure that their child completes homework assignments and comes to school prepared each day.
- To provide the school with current and accurate contact information and to respond promptly to school communications.

Teachers' Rights and Responsibilities

BayTech teachers are professionals committed to the academic success and well-being of every student. The following rights and responsibilities reflect that commitment and the support teachers can expect from the school community.

Rights

- To work in a safe, respectful, and supportive professional environment.
- To expect students to behave in a manner that does not interfere with other students' learning.
- To expect parental engagement and support related to their child's academic and social progress.
- To expect all students to participate and put forth genuine effort in class.
- To receive administrative support in addressing discipline issues in and outside the classroom.
- To be familiar with and receive clear guidance on school policies, rules, and regulations.

Responsibilities

- To conduct well-planned, effective, and engaging classroom instruction.
- To establish and consistently enforce classroom rules that are aligned with the school's discipline policies.
- To implement accommodations and modifications for students with IEPs or 504 Plans as specified in those documents, and to communicate with the case manager or administration regarding student needs. *Note: Implementation of IEP and 504 accommodations is a legal obligation under IDEA and Section 504.*
- To keep assignments, grades, and attendance current in the student information system.
- To inform families through progress reports, report cards, and conferences about their child's academic progress and behavior.
- To contact parents and guardians as needed to maintain involvement and to address concerns early and to celebrate successes.
- To explain, model, and consistently enforce the Student Code of Conduct and the school's Anti-Discrimination, Harassment, Intimidation, and Bullying (DHIB) Policy.
- To function as a positive role model for students in conduct, communication, and citizenship.
- To fulfill mandatory reporter obligations under California law and to report suspected child abuse or neglect to the appropriate authorities immediately.
- To participate in required professional development and school-wide improvement efforts.

Administrators' Rights and Responsibilities

BayTech administrators are responsible for creating and sustaining a safe, equitable, and high-functioning school environment for students, families, and staff.

Rights

- To work in a safe, respectful, and professional environment.
- To address the Board of Trustees on any issue relevant to the school's operations or student welfare.
- To receive the support necessary to carry out their leadership responsibilities effectively.
- To take appropriate action in response to student conduct that violates school rules, up to and including recommending Supervised Suspension Classroom, suspension, or expulsion, in accordance with Education Code requirements and due process protections.

Responsibilities

- To be familiar with and consistently apply school policies, rules, and regulations.
- To provide instructional leadership that establishes, encourages, and promotes effective teaching and learning for all students.
- To establish, promote, and enforce school rules that facilitate effective learning and positive habits of citizenship.
- To hold students accountable for their conduct in and around school, in a manner that is fair, consistent, and culturally responsive.
- To ensure that the school's DHIB policy is implemented and enforced, and that all students and staff have access to a safe and inclusive learning environment, consistent with the Safe Place to Learn Act (Ed. Code § 234 et seq.).
- To ensure compliance with all IEP and 504 Plan requirements and to support equitable access to educational programs for students with disabilities.
- To communicate transparently and regularly with families, staff, and the broader school community.
- To support teachers in maintaining effective classroom environments and to respond promptly and appropriately to discipline referrals.
- To ensure that disciplinary actions comply with Education Code requirements, including due process protections and the additional procedural rights of students with IEPs or 504 Plans.

POLICIES AND PROCEDURES

As a student at BayTech, you are required to abide by and respect all rules and regulations in this handbook, both on and off campus. The handbook was established to maintain a safe and healthy school environment conducive to learning. Students who choose to not follow these rules may be subject to disciplinary action.

I. ACADEMIC POLICIES

A. GENERAL GUIDELINES

Grading: The primary purpose for grading is to provide feedback to students and parents on the achievement of learning goals. At BayTech, course report card grades will be represented in letter-grade equivalent to the percentage earned in each course.

Course report card grades are based on in-class performance tasks (assessments, projects, assignments, and classroom participation), homework, responsibility, and in some instances, additional discretionary components. Each department will work with the school counselor and/or administration to develop specific and consistent weights for each component to be shared with parents and students.

Homework: Homework is essential to success at BayTech. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers may assign homework that will foster individual learning and growth that is appropriate for the subject area. Homework may be part of student evaluations and grading. It is the student's responsibility to complete and turn in homework on time (see also the Late Work Policy or classroom syllabus for policies regarding submitting work on time). If the student or parent has questions about homework, they should immediately contact the teacher who assigned it.

Generally, all homework assignments will be posted on a school information system (e.g. Aeries, Google Classroom, etc.) which will be accessible to the parents/guardians by using an authenticated password. The password will protect confidentiality and allow parents/guardians to access their children's academic records. The student information system (e.g. Aeries) is not intended to replace contacting parents for regular conferences to discuss student progress.

Make-up Procedures - Incomplete Grades: Every effort should be made for a student to make up work as soon as possible when returning to school from an absence or series of absences. If a student fails to complete a significant number of performance and/or homework tasks due to absence or other extraordinary circumstances, a grade of Incomplete (I) may be assigned with administrative approval. If the necessary

performance and/or homework tasks are not completed by the end of the following marking period, the report card grade will revert to the earned numeric grade. In the final marking period, an Incomplete (I) will revert to the earned numeric grade if not complete by a date agreed upon by the teacher and administrator.

Please refer to the full Late Work Policy and/or course syllabus for additional information regarding late work.

Grading Periods

BayTech will have three grading periods within a given semester with a final grade assigned at the end of the semester. Students should turn in all of their assigned work before the end of each grading period. Assigned work turned in after the grading period may not receive credit, per the Late Work Policy and/or discretion of the classroom teacher. This will encourage our students to complete their assignments on time. Please see the Academic Calendar for progress report and final report card dates.

Final Assessments/Exams: All academic classes will have cumulative final assessments/exams at the end of each semester. These final assessments may be in different forms such as test, essay, project, book report, etc. depending on individual teachers' discretion upon approval by the BayTech administration. All students are required to take these final assessments. Cumulative assessments are part of the college preparatory culture; these assessments will help students learn how to study more effectively, as well as improve their retention of the subject content.

B. GRADING SYSTEM

Numerical Grade	Letter-Grade Equivalent	Grade-Point Equivalent (Unweighted)	Grade-Point Equivalent (Weighted)
98 – 100	A+	4.0	5.0
93 – 97	A	4.0	5.0
90 – 92	A-	3.7	4.7
87 – 89	B+	3.3	4.3
83 – 86	B	3.0	4.0
80 – 82	B-	2.7	3.7
75 – 79	C+	2.3	3.3
70 – 74	C	2.0	3.0
67 – 69	C-	2.0	2.7
63 – 66	D	1.0	No Credit
60 – 62	D-	1.0	No Credit
59 - Below	F	0.0	No Credit

Grading scale: BayTech will follow the standard scale above to assign letter grades for semester work.

Grading is based on a 4.0 (unweighted) scale for regular courses and a 5.0 (weighted) scale for AP and approved college courses.

Teachers will establish individualized grading policies and procedures for their classes, using the scale above as a guide. Each teacher will give written policies to students the first week of school.

Courses at BayTech have passing grades that are outlined in the provided grading scale chart, with a minimum passing score of "C-" (67%).

D Grades: Students will not earn credits for "D" grades. The primary concern of BayTech is the educational success of our students. This policy will allow for BayTech to maintain a high standard throughout its program and to ensure that BayTech students remain competitive, especially in the area of college and scholarship applications.

Determining Final Grades:

In grades 6 through 8, the numerical grades for year-long courses, the grades from both semesters will be averaged to determine an end-of-the-year grade. The average numerical grade will then be converted to a letter-grade and grade-point equivalent for GPA calculations.

In high school, course grades are semester-based and credit is granted at the end of each semester. Students need to have an end-of-semester final grade of at least a "C-" (67%) to earn credit for the course. BayTech high school grade promotion policy is based on each semester grade and not on the yearly average of two semester grades.

BayTech actively monitors student academic performance. Occasionally a member of the administration will contact a parent to set up a SST team meeting. Parents will be invited to SST team meetings, however, after the third attempt to contact the parent to schedule the SST Team Meeting, BayTech may schedule and hold the meeting without the parent.

C. PROMOTION

Middle School

Grade Retention: Students who fail three or more core courses at the end of the year may need to repeat the grade. This will be handled on a case-by-case basis with the school administration.

Summer School: BayTech may offer a Summer School Program to middle school students who have failed classes. Students must attend summer school at BayTech or at a public school of their choice.

Middle School Promotion Ceremony: Eighth Grade Promotion Ceremony will be held at the end of the school year, and participating students will receive Promotion certificates. Students must have a good academic and behavior standing in order to be eligible

to participate in the promotion ceremony. Specific guidelines will be presented to Eighth Grade families.

High School

Grade Retention: Students who earn Ds or Fs in classes will be required to re-take those classes in order to meet graduation requirements.

Students who did not make adequate progress to promote to the next grade level may be required to repeat the school year again. The final decision will be made by the school administration in conjunction with the student's parents. Students may alternately be "conditionally" promoted to the next grade level. A promotion agreement will be provided to the parent and student to sign, if or as applicable.

Core Courses: Core courses are Math, Science, English Language Arts, and History/Social Science.

Schedule changes may be requested. Please see the appendices for the full schedule change policy.

Grade levels will be determined by minimum required credits or at the discretion of an administrator. Below are the standard credit requirements.

To be enrolled in grade 10, a student must have a minimum of 50 credits, including at least 20 credits in core courses.

To be enrolled in grade 11, a student must have a minimum of 100 credits, including at least 50 credits in core courses.

To be enrolled in grade 12, a student must have a minimum of 150 credits, including at least 90 credits in core courses.

Participation in Senior Activities/Graduation Ceremony: Senior students will only be able to participate in senior activities if they meet specific behavior and academic requirements, which will be specified for each event.

To participate in the Graduation Ceremony, students have to fulfill all the graduation requirements and not be on suspension, or recommended for expulsion at the time of the Graduation Ceremony. Further behavioral and discipline requirements may also be given.

D. HONOR ROLL

Honor Roll/High Honor Roll: At the end of each semester BayTech publishes the honor roll for students.

Honors, High Honors, and Highest Honors (Principal's List) are awarded to students with a semester GPA of 3.00-3.49 (Honors), 3.50-3.74 (High Honors), and 3.75+ (Highest Honors/Principal's List).

Grade requirement for school team participation: All students are required to maintain a minimum 2.0 GPA better in all classes to play/participate on a school athletic team.

Cumulative GPA: A cumulative GPA is calculated for all high school level courses based on the number of credits received and a 4.0 (unweighted) and 5.0 (weighted) scale. Cumulative GPAs are used to determine class rank and graduation honors. The high school transcript is a record of all final course grades received for high school courses.

E. HIGH SCHOOL GRADUATION REQUIREMENTS

Please see Appendix A for the full list of graduation requirements.

BayTech believes that students need to have physical and mental experience in high school, which includes academic, life skills, and applied experiences. BayTech meets the admission requirements of all four-year universities including University of California.

Students must meet all the requirements listed in Appendix A to graduate from BayTech.

Credit Requirement: Every student must earn a total of 220 semester credits in grades 9 through 12 in order to receive a high school diploma. (*See section "High School Credit Earned in Middle School" for middle school courses identified for high school credit.*) Each high school course at BayTech is semester based and worth 5 credits. Students need to have an end-of-the-semester final grade of at least a "C" (=2.0; 67%) to earn credit for the course. Credit is awarded on the basis of student participation, mastery of subject matter, and/or attainment of skills.

Specific Course Requirements: The table shown in Appendix A lists courses required in order to graduate from BayTech. The graduation requirements meet and exceed the state graduation requirements and fulfill the "A-G" subject requirements of California's four-year public universities. Students are always welcome, and often encouraged, to exceed these minimum requirements.

Cumulative GPA: BayTech requires a minimum of 2.00 cumulative (non-weighted) GPA for graduation.

Credit Acceptance: Students transferring to BayTech from another accredited school, private or public, a home school, or an alternative school, will receive credit toward graduation for courses successfully completed. These courses will appear on the student's transcript as they are transferred and will be included in cumulative GPA calculations. Upon review and approval by the school administration, students transferring to BayTech from a non-accredited school may receive credit toward graduation within the following guidelines: Documentation must be provided to BayTech by the sending school as to the course of study the student followed, materials used, course

description, total number of contact hours per course, grading criteria, teacher name and qualifications, student work or projects, and scores of any standardized tests the student has taken. Grades from such courses will not be included in cumulative GPA calculations.

Credit Recovery: A high school student who fails a course at BayTech is expected to take full responsibility for their personal credit recovery process. Following are some recovery options:

1. **Summer School:** Students can take a summer school course at any public school to recover missing credits. BayTech may offer summer school depending on student needs and availability of teachers and resources.
2. **Online Courses:** Students who are credit deficient may enroll in accredited online courses to recover missing credits. Students will use the online platform-Edmentum. Approval from the High School Principal is necessary in order for the grade of an online course to be included in cumulative GPA calculations.

College Dual Enrollment: Students may enroll in a post-secondary course creditable toward high school completion with the approval of the High School Principal. Additional approval is necessary in order for the grade of a college course to be included in cumulative GPA calculations. Students taking dual enrollment classes during the school year may substitute core classes to fulfill their BayTech Graduation requirements at the discretion of the Executive Director or their designee.

Advanced Placement (AP) Courses: BayTech may offer Advanced Placement (AP) classes depending on student needs/demands and availability of teachers and resources. AP courses are college-level courses, taught with college textbooks and exams that can give students college credit in the form of advanced standing when they enter their college freshman year. Students have to pass the corresponding AP test in order to get college credit. AP classes may have prerequisites such as high grades in related courses, high GPA, and/or teacher recommendation.

Dual Enrollment: Dual enrollment is a program that allows eligible high school students to enroll in a college course. Dual enrollment eliminates duplication of coursework between high school and college and allows students to earn their college degree in less time, save money, and experience the college environment. Junior and senior high school students who have demonstrated academic, personal, and social maturity are welcome to apply. Students should visit their high school counselor or college advisor prior to the beginning of the semester to seek permission for enrolling and complete a dual enrollment registration/parent consent form.

If a student wishes to receive high school credit for a college class, a 3.0 unit or more one-semester college class will earn one semester of high school credit (5.0 credits). To determine how a college course fulfills a high school requirement see your high school college advisor. Approval from a school administrator is necessary in order for the grade of a college course to be included in cumulative GPA calculations. Academic college courses that meet the University of California "A-G" requirements will be given a weighted grade point on the high school transcript and included in cumulative GPA calculations.

Graduating with Honors: In addition to a standard diploma, students may graduate with one of three levels of Honors based on their earned weighted cumulative GPA:

- Cum Laude 3.50-3.69 GPA
- Magna Cum Laude 3.70-3.89 GPA
- Summa Cum Laude 3.9+ GPA

F. COUNSELING PROGRAMS

BayTech offers a comprehensive counseling and guidance program addressing personal/social, post-secondary education or career, and academic needs for all grade levels. Students may sign up to see the counselor or college counselor, as needed, to discuss personal or academic concerns. Social skills, career, and college planning lessons will be provided by the college counselor, at various times throughout the school year depending on grade level, need etc. The school counseling office may provide the following resources:

College & Career Counseling

- Academic advising
- College planning resources
- Scholarship information
- SAT/ACT/ASVAB test dates and study materials
- Career planning resources

General Counseling

- Conflict resolution
- Family resources
- Counseling resources

Students or parents are welcome to make an appointment to see the counselors. All information discussed is confidential except when involving harm to the student, the student is in danger of harming themselves, or the student is at risk for harming someone else.

BayTech adheres to the National Counseling Standards. The standards (1-3) are as follows:

1. Academic Development

Standard A: Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.

Standard B: Students will complete school with the academic preparation essential to choose from a wide

range of substantial post-secondary options, including college.

Standard C: Students will understand the relationship of academics to the world of work and home and community life.

2. Career Development

Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

Standard B: Students will employ strategies to achieve future career success and satisfaction.

Standard C: Students will understand the relationship between personal qualities, education and training, and the world of work.

3. Personal/Social Development

Standard A: Students will acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others.

Standard B: Students will make decisions, set goals, and take necessary action to achieve goals.

Standard C: Students will understand safety and survival skills.

PSAT/NMSQT Tests & Applications:

BayTech is dedicated to providing a comprehensive college preparatory program that facilitates students' ambitions to pursue higher education at the nation's top universities and colleges. As part of this process, grade 11 students are required to take the PSAT/NMSQT test in fall. Grade 10 students are encouraged to take SAT10 in the spring.

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides first hand practice for the SAT Reasoning Test™. It also gives the students a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

The PSAT/NMSQT measures:

- Critical reading skills;
- Math problem-solving skills; and
- Writing skills.

The most common reason for taking the PSAT/NMSQT is for the students to receive feedback on their strengths and weaknesses on skills necessary for college study. Students can then focus their preparation on those areas that could most benefit from additional study or practice.

G. SPECIAL EDUCATION & SECTION 504

BayTech is committed to ensuring that all students with disabilities receive a free and appropriate public education (FAPE) in the least restrictive environment (LRE). BayTech fulfills its obligations under the Individuals with Disabilities Education Act (IDEA; 20

U.S.C. § 1400 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act (ADA; 42 U.S.C. § 12101 et seq.), and applicable California Education Code provisions (Ed. Code §§ 56000–56885). BayTech does not discriminate on the basis of disability in its programs, services, or activities.

Part I: Special Education (IDEA)

1. Enrollment Notification and Records

Parents and guardians must notify BayTech prior to their child's enrollment if the child has previously received or is currently receiving special education services, or has an active Individualized Education Program (IEP). A copy of the student's most current IEP must be provided to BayTech no later than the student's first day of enrollment.

Upon enrollment, BayTech will immediately review the existing IEP and take steps to implement it without delay. California law now requires that schools immediately accept unofficial IEPs and records, coordinate with the sending school or district, and ensure no lapse in services for students who transfer, including military families who transfer frequently. Families should not experience a gap in their child's supports during any transition to BayTech.

2. Child Find

Under IDEA, BayTech has an obligation to locate and evaluate all students within its enrollment who may have disabilities, regardless of the severity of the disability, whether the student is advancing from grade to grade, and regardless of race, ethnicity, language background, immigration status, or economic circumstance. This is known as the **Child Find** obligation.

If BayTech has reason to suspect that a student may have a disability and may need special education and related services, BayTech must offer to assess the student. Indicators that a referral may be warranted include, but are not limited to:

- A parent or guardian has expressed written concern to school staff or administration that their child may need special education or related services
- A parent, guardian, or school staff member has formally requested an initial evaluation
- A teacher or other BayTech staff member has observed and documented a specific, consistent pattern of behavior or academic difficulty and communicated that concern to supervisory personnel

Note: Before referring a student for special education evaluation, BayTech staff should consider and, where

appropriate, document the resources of the general education program that have been utilized, including MTSS supports, SST processes, tutoring, and other interventions. However, the general education intervention process does not delay or replace a family's right to request a special education evaluation at any time.

3. Special Education Assessment

A student may be referred for a special education evaluation at any time by school staff, parents, guardians, or other service providers. Upon receipt of a written request for an assessment, BayTech must:

- Develop and provide a written **Assessment Plan** to the parent or guardian within **15 calendar days** of the written referral request (Ed. Code § 56321)
- Obtain written parental consent before proceeding with any assessment activities
- Complete the assessment and provide a written **Assessment Report** to the parent within **60 calendar days** of receiving signed parental consent (Ed. Code § 56043)

Assessments shall be administered in all areas related to the suspected disability, conducted by trained and credentialed personnel, and use valid, non-discriminatory instruments that are not racially or culturally biased. No single measure may be used as the sole basis for eligibility determination.

A student may demonstrate a disability without meeting eligibility criteria for special education under IDEA. Eligibility requires both the presence of a qualifying disability and a determination by the IEP team that the disability adversely affects the student's educational performance and necessitates special education and related services.

4. IEP Development, Implementation, and Review

If the student is found eligible for special education, the IEP team must develop and implement an IEP within **60 days of receiving signed parental consent** for the Assessment Plan (Ed. Code § 56043).

The IEP team includes, at minimum:

- a. The parent or guardian
- b. At least one general education teacher of the student
- c. At least one special education teacher or specialist
- d. A BayTech administrator or designee with authority to commit school resources
- e. The student, when appropriate
- f. Other relevant service providers or specialists, as appropriate

Annual Review: Each IEP must be reviewed at least once per year to assess progress toward annual goals and revise the plan as appropriate (Ed. Code § 56343).

Triennial Reassessment: Every three years (unless the parent and school agree otherwise), BayTech must reassess the student to determine continued eligibility and educational needs (Ed. Code § 56381).

Parent-Requested IEP Meeting: BayTech must hold an IEP meeting within **30 days of receiving a written request** from a parent or guardian (Ed. Code § 56343.5).

Teacher Responsibility: All BayTech teachers and service providers who work with a student receiving special education services are responsible for implementing the student's IEP as written, including all accommodations, modifications, and supports. Questions about implementation should be directed to the Director of Special Education.

5. Transition Services

Effective July 1, 2025, IEP teams must consider and include measurable postsecondary goals and corresponding transition services beginning with a student's first high school IEP, if deemed appropriate — rather than waiting until age 16 as previously required. If the IEP team determines that transition planning should be delayed until age 16, the team must document and justify that decision (AB 438; Ed. Code §§ 56043, 56341.5).

Transition planning addresses postsecondary education, vocational education, integrated employment, independent living, and community participation. Students are encouraged to actively participate in their transition planning meetings.

6. Restraint Prohibitions

Effective January 1, 2025, California law bans the use of prone restraint (physically restraining a student face-down) in all educational settings, including charter schools, for any duration and for any reason, including emergencies. This applies to all school employees and service providers working with students (SB 483). BayTech strictly complies with this prohibition. Any use of physical restraint must comply with all applicable state law and must be documented and reported to the Director of Special Education and the student's parent or guardian.

7. Parent and Family Rights

Parents and guardians of students receiving special education services have extensive legal rights, including:

- a. The right to participate as equal members of the IEP team
- b. The right to receive all IEP documents and assessment reports in their primary language
- c. The right to request an independent educational evaluation (IEE) at public expense if they disagree with BayTech's assessment
- d. The right to prior written notice before BayTech proposes or refuses to initiate or change the identification, evaluation, or placement of their child
- e. The right to give or withhold consent for assessments, initial placement, and certain other actions
- f. The right to inspect and review all educational records
- g. The right to request mediation or file for a due process hearing if they disagree with BayTech's decisions (Ed. Code § 56500 et seq.)
- h. The right to file a state complaint with the California Department of Education

BayTech will provide a copy of the **Procedural Safeguards Notice** to parents at least once per school year, upon initial referral for evaluation, upon receipt of a due process complaint, and at any time upon parent request.

Part II: Section 504 Policy

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law that prohibits discrimination against individuals with disabilities by any program receiving federal funding. In the school context, Section 504 requires schools to provide educational services to students with disabilities, and describes nondiscrimination responsibilities including obligations to identify, evaluate, and place students with disabilities appropriately.

Section 504 covers a broader population than IDEA. A student may qualify for a 504 Plan even if they do not meet the eligibility criteria for special education under IDEA.

1. Enrollment Notification and Records

Parents and guardians must notify BayTech prior to enrollment if their child has an active 504 Plan. A copy of the current 504 Plan must be provided no later than the student's first day of enrollment. BayTech will immediately review and implement the plan upon receipt.

2. Eligibility

A student is eligible for a 504 Plan if they have a physical or mental impairment that substantially limits one or more major life activities (including, but not

limited to, learning, reading, concentrating, thinking, communicating, walking, seeing, or hearing). Eligibility is determined by a **504 team** which includes persons knowledgeable about the student, the meaning of evaluation data, and placement options.

Common conditions that may qualify include, but are not limited to: ADHD, anxiety, depression, asthma, diabetes, dyslexia, food allergies, GERD, hearing or vision impairments, and other chronic health conditions. OCR has issued guidance clarifying that when a school learns a student has been diagnosed with a medical condition such as asthma, diabetes, food allergies, or GERD, the school should evaluate whether the student may require accommodations under Section 504.

A medical diagnosis alone does not automatically confer eligibility, but is strong evidence that BayTech must consider.

3. Evaluation and 504 Plan Development

Any staff member, parent, or guardian may request a 504 evaluation. Upon request, BayTech will conduct a timely evaluation using multiple sources of data, including school records, teacher input, parent information, and, as appropriate, medical or psychological information.

If the student is found eligible, the 504 team will develop a written 504 Plan that documents:

- a. The student's disability and how it substantially limits a major life activity
- b. The specific accommodations, modifications, and supports to be provided
- c. Who is responsible for implementing each accommodation
- d. How implementation will be monitored and reviewed

BayTech will obtain parent consent before conducting an initial 504 evaluation and before implementing a 504 Plan for the first time.

4. Implementation

All BayTech teachers and staff who work with a student on a 504 Plan are required to implement that plan as written. The 504 team is responsible for identifying, and the school must provide, the placement and supports needed for the student to receive FAPE under Section 504. Failure to implement an active 504 Plan constitutes a violation of federal civil rights law.

Questions about a student's 504 Plan should be directed to the school administration and/or main office.

5. Annual Review

504 Plans must be reviewed at least annually by the 504 team to assess whether the student's needs and accommodations remain appropriate. Parents and guardians are invited to participate in all 504 review meetings.

6. Discipline Protections

Students with 504 Plans have important protections when facing disciplinary action. When a disciplinary action constitutes a significant change in placement, schools must conduct a manifestation determination review to assess whether the student's misconduct is related to their disability before implementing the change. BayTech will comply with all Section 504 discipline protections and will consult the Director of Special Education before taking any disciplinary action that could constitute a significant change in placement for a student with a 504 Plan.

7. Parent and Family Rights Under Section 504

Parents and guardians have the right to:

- a. Participate in all 504 team meetings
- b. Receive notice of any proposed changes to their child's 504 Plan
- c. Inspect and review all records related to their child's evaluation and 504 Plan
- d. Request a re-evaluation if they believe their child's needs have changed
- e. Request an impartial hearing if they disagree with BayTech's identification, evaluation, or placement decisions under Section 504
- f. File a complaint with the U.S. Department of Education's **Office for Civil Rights (OCR)** if they believe BayTech has violated Section 504. An OCR complaint is free, does not require an attorney, and can be filed online.

Contact

For questions or concerns related to special education or Section 504, please contact: **Main Office** at 800-741-2287 or contact@baytechschool.org.

H. ENGLISH LEARNERS

This policy is grounded in California's English Learner Roadmap (CA EL Roadmap), the State Board of Education policy adopted in 2017 to guide schools toward a coherent, asset-based approach to educating English learners (ELs). BayTech is committed to the Roadmap's four guiding principles: schools that are asset-oriented and needs-responsive; instruction of high intellectual quality with meaningful access to the full curriculum; system conditions (staffing, training, and assessment) that support effective EL instruction; and alignment of EL services across grade levels into college and career readiness. These principles,

alongside applicable federal and state law, shape every part of this policy.

1. Identification

Home Language Survey

At the time a student first enrolls in BayTech, or in any California public school, the parent or guardian completes a Home Language Survey (HLS). The HLS asks which language(s) the student and family use at home and is required under Title 5, California Code of Regulations, Section 11518.5(a).

Initial Assessment

If the HLS indicates that a language other than English is used in the student's home, BayTech administers the Initial ELPAC (English Language Proficiency Assessments for California) within 30 calendar days of the student's enrollment, or up to 60 calendar days before instruction begins (but not before July 1). Based on the results, the student is classified as either an English Learner (EL) or Initial Fluent English Proficient (IFEP).

Initial Parent Notification

Within 30 calendar days of enrollment, BayTech notifies the parent or guardian in writing of the student's English language classification, an explanation of what that classification means, and contact information for BayTech staff who can answer questions. This notice is provided in English and, where applicable, in the family's primary language.

2. Language Acquisition Program

BayTech offers a Structured English Immersion (SEI) program, the minimum language acquisition program required under Education Code Section 306(c). In an SEI setting, students receive content instruction primarily in English, supported by instructional scaffolding, integrated and designated English Language Development (ELD) aligned to the student's proficiency level, and access to the same standards-based, grade-level curriculum as their peers.

3. Parent Choice

Consistent with Proposition 58 and Education Code sections 305, 306, and 310–311, parents and guardians have the right to choose a language acquisition program other than SEI for their child, where such a program is available or where sufficient parent interest exists to explore establishing one. A parent or guardian wishing to request an alternative program may submit a parental exception request to the BayTech front office at any time; BayTech will respond regarding available options and, where a program is not currently offered, will document the request as part of its annual program planning.

4. Annual Assessment & Progress Monitoring

Each year, until a student is reclassified as Fluent English Proficient, BayTech administers the Summative ELPAC during the state-designated testing window. The Summative ELPAC measures progress in listening, speaking, reading, and writing, and the results are used both to monitor individual student growth and to inform instructional planning. Students whose Individualized Education Program (IEP) team has determined that the Alternate ELPAC is appropriate are assessed using that instrument instead.

5. Reclassification to Fluent English Proficient

Reclassification is the process by which a student who has met the state's criteria is reclassified from English Learner to Reclassified Fluent English Proficient (RFEP) status. Per Education Code Section 313(f), a student must meet all four of the following criteria before being reclassified, and reclassification can occur at any point during the school year once all four are met:

Criterion 1: English Language Proficiency

Standard: An Overall Performance Level of 4 on the Summative ELPAC (or Level 3 on the Summative Alternate ELPAC).

Criterion 2: Basic Skills

Standard: Performance in basic skills compared against an established range of performance for English-proficient students of the same age, using a locally defined objective measure.

Criterion 3: Teacher Evaluation

Standard: A review of the student's curriculum mastery and the teacher's evaluation of the student's readiness for instruction without EL support.

Criterion 4: Parent/Guardian Consultation

Standard: Parent or guardian input and notification regarding the reclassification decision.

Once a student meets all four criteria, BayTech notifies the family in writing and records the reclassification in the student's file and in the California Longitudinal Pupil Achievement Data System (CALPADS).

6. English Learners with Disabilities

BayTech ensures that English learner identification and special education processes work in coordination, not in sequence. A student's status as an English Learner is never used as the sole basis to delay, deny, or qualify a student for special education evaluation, and a disability is never used to delay or deny EL identification or services. Where a student has an Individualized Education Program (IEP), the IEP team considers the student's language acquisition needs as part of the student's program, determines whether the Alternate ELPAC is appropriate, and coordinates EL and IEP supports and/or services.

7. Long Term English Learners

Consistent with Education Code Section 313.2, BayTech's will notify parents of English learners whether the student is a Long-Term English Learner or at risk of becoming one, and how instruction and supports are designed to meet that student's needs. BayTech reviews the progress of students who have not reclassified within six years of initial identification and may adjust instructional support accordingly.

8. Language Access for Families

Consistent with Education Code Section 48985, if 15% or more of BayTech's enrolled students speak a single primary language other than English at home, BayTech provides school notices, reports, and records to those families in that language as well as in English, and families may respond in either language. Beyond this threshold, BayTech is committed to providing interpretation and translation support at IEP meetings, parent-teacher conferences, disciplinary meetings, and other significant family interactions, so that every family has meaningful access to their student's education regardless of the language spoken at home.

9. Questions or Complaints

Families with questions about their student's English learner identification, services, or reclassification status are encouraged to contact BayTech's main office or administration directly at 800-741-2287 or info@baytechschool.org. Concerns regarding English learner services that cannot be resolved informally may be filed through BayTech's Uniform Complaint Procedures, as described elsewhere in this handbook.

I. ATTENDANCE

1. Why Attendance Matters

Attendance is one of the most significant factors in student success. Research consistently shows a strong positive correlation between regular attendance and academic achievement. Every day a student misses school is a day of instruction, discussion, and learning that cannot be fully recovered. BayTech's professional staff will proactively encourage and support student attendance; however, parents and legal guardians bear the primary legal responsibility for ensuring their child attends school.

California law requires every parent or guardian of a minor between the ages of 6 and 18 to ensure that their child attends school (Ed. Code § 48200). Failure to meet this obligation may result in legal consequences for the parent or guardian (Ed. Code § 48290 et seq.).

Every student is expected to be in school, in each class, on time, and in their seat before the bell rings.

2. Reporting an Absence

Parents and guardians must notify the school of any absence **by 9:00 a.m.** on the morning of the absence using one of the following methods:

- **Phone:** (800) 741-2287
- **Email:** attendance@baytechschool.org
- **In person:** Main office

A written note must also be submitted on the day the student returns to school. If no phone call or note is received, the absence will be marked **Unexcused**. Students have **two school days** following their return to submit a note and request a change to Excused status.

3. Types of Absences

Excused Absences

Under California Education Code § 48205, the following absences are excused by law:

- Illness, including absences for the benefit of the student's mental or behavioral health
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometrical, or chiropractic appointments
- Funeral services or bereavement for an immediate family member (or a person considered by the parent/guardian to be equivalent to immediate family). This is limited to one day if services are held in California, or up to three days if held out of state
- Jury duty
- Illness or medical appointment of a child for whom the student is the custodial parent
- Attendance at religious retreats (not to exceed four hours per semester)
- Observation of religious holidays
- Justifiable personal reasons pre-approved by the principal
- Domestic violence–related absences to access victim services, obtain a restraining order, or take safety-related actions (up to three days per incident; Ed. Code § 48205(a)(13))
- Participation in a civic or cultural event, as defined under Ed. Code § 48205 and pre-approved by administration

Note: For students with IEPs or 504 Plans, attendance and absence decisions must also be considered in the context of the student's individual plan. Contact the Director of Special Education with questions.

Make-Up Work for Excused Absences

An excused absence does not relieve students of their academic responsibilities. **Upon returning, it is the student's responsibility** to contact each teacher to determine what work was missed and when it must be completed. Students will be given the same number of school days they were absent to complete make-up work.

Make-up tests will be scheduled at a time designated by the teacher or as outlined in the course syllabus. Students who fail to take a make-up test at the designated time forfeit the right to reschedule. No student may receive a reduced grade or lose academic credit solely due to an excused absence when missed work is satisfactorily completed within a reasonable time (Ed. Code § 48205(b)).

Unexcused Absences

An absence will be marked **Unexcused** if the student:

- Does not submit a written note within two school days following the absence
- Leaves campus without signing out at the school office
- Is absent from class without permission, including leaving class without authorization
- Is absent from school without parental knowledge or permission
- Receives a pass to report to a specific location but fails to do so
- Is absent for reasons not recognized under Ed. Code § 48205, including but not limited to: vacation or out-of-town travel, traffic or car trouble, oversleeping, errands, missing the bus, employment, babysitting, personal appointments, or being kept home without documented necessity

Make-Up Work for Unexcused Absences

For unexcused absences, any or all of the following may apply:

- Students may not be permitted to make up missed work, quizzes, or tests
- Teachers are not obligated to provide make-up opportunities
- Students may receive a grade of "F" or zero for each class period missed

Emergency and Personal Necessity Leave

While BayTech strongly discourages extended absences outside of designated instructional days, a principal may authorize personal necessity leave under limited circumstances. Such approval **must be obtained prior to the absence**. We strongly encourage families to utilize the school's Academic Calendar when planning vacations or other travel or time away during the school year to prioritize school

attendance. For questions regarding personal leave, please contact the main office.

4. Chronic Absenteeism

Under California Education Code § 60901(c)(1), **a student is considered a chronic absentee if they are absent on 10 percent or more of school days in a school year regardless of whether those absences are excused or unexcused. For a typical 180-day school year, this means 18 or more days of absence.**

Chronic absenteeism is a serious concern with documented effects on academic performance, graduation rates, and long-term outcomes. When a student is identified as a chronic absentee, BayTech will communicate with the student and their parent or guardian to determine the reason(s) for the excessive absences, ensure the family is aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's attendance.

Chronic absenteeism is tracked and reported as part of BayTech's Local Control and Accountability Plan (LCAP) and is a state performance indicator on the California School Dashboard.

5. Tardiness

BayTech's instructional day begins at **8:30 A.M.** Students are expected to be in their assigned location and ready to learn before the bell rings.

- Students arriving after 8:30 A.M. are marked **tardy**.
- Students arriving after **8:45 A.M.** must report to the main office to sign in and receive a late pass before proceeding to class.
- Students arriving **30 or more minutes late** will be marked **absent** for first period. This absence counts toward truancy calculation.
- The time of each tardy arrival must be documented.

Excused Tardiness

A tardy is excused when a parent or guardian contacts the office by phone or submits a written note, and the student reports to the office upon arrival. If the student fails to report to the office, the tardy will be recorded as Unexcused.

Unexcused Tardiness

A tardy is **Unexcused** if:

- The parent or guardian fails to contact the office
- The student socializes or lingers on campus before reporting to class

- The tardiness results from habitual oversleeping, missing the bus, babysitting, or other non-qualifying reasons
- The tardiness results from unsanctioned athletic workouts or other personal activities

If a student arrives without a note, a late slip will be issued for class admittance. The student has **two school days** to submit a note to request a change to Excused status.

Consequences for Habitual Tardiness

Three or more unexcused tardies for any class period constitutes habitual tardiness and may result in disciplinary action ranging from detention to suspension, including loss of privileges.

6. Truancy

Under Education Code § 48260, any student subject to compulsory education who is absent from school without a valid excuse for three full days in one school year, or tardy or absent for more than 30 minutes without a valid excuse on three occasions in one school year, or any combination thereof, is classified as a truant.

A student is deemed a **chronic truant** if they are absent from school without a valid excuse for 10 percent or more of school days in one school year from the date of enrollment to the current date.

Truancy Notification Process

BayTech follows a structured notification process in compliance with Ed. Code §§ 48260–48263.6:

1st Truancy Notification — Issued when a student accumulates three unexcused absences, three unexcused tardies of more than 30 minutes, or any combination thereof in one school year. This notice is mailed to the parent or guardian and informs the family of the classification, available resources, and the right to meet with school personnel (Ed. Code § 48260.5).

2nd Truancy Notification (Truant Repeat) — Any student who has been reported as a truant and is subsequently absent or tardy without a valid excuse on one or more additional occasions shall again be reported as a truant (Ed. Code § 48261). A second notice is mailed after providing the family an opportunity to respond to the first.

3rd Truancy Notification (Habitual Truant) — A student is classified as a habitual truant after being reported as truant three or more times per school year, provided that a school official has made a conscientious effort to hold at least one conference with the student and parent or guardian (Ed. Code § 48262). This notice requests a mandatory

parent/student conference with an administrator prior to formal reclassification.

Consequences for Truancy

- Up to one day of suspension at administration's discretion
- Completion of community service hours
- Exclusion from extracurricular activities, including athletics, prom, and graduation ceremonies (for students with habitual tardiness patterns)
- Referral to the School Attendance Review Board (SARB) for chronic or habitual truancy (Ed. Code § 48263)
- Fines of up to \$100 for the student and up to \$500 for the family in more serious cases (Ed. Code §§ 48264.5, 48293)

Note: Students with IEPs or 504 Plans may have additional due process protections in disciplinary matters related to attendance. Contact the Director of Special Education before initiating any disciplinary action related to attendance for a student with a disability.

7. Early Release

BayTech takes student safety seriously. The following procedures apply to all early releases*:

- A student may be released only to a parent, guardian of record, or a properly identified person authorized in writing by the parent or guardian.
- A student may be released before the end of the school day only upon parent or guardian request or for emergency reasons.
- A student may be released independently only with verified written parental permission.
- No staff member may permit a student to leave school prior to the regular dismissal time without the knowledge and approval of both an administrator and the parent or guardian.

***Please refer to Excused Absences for valid reasons for a student's early release.**

J. BELL SCHEDULE:

The full Bell Schedule can be found under Appendix B. BayTech has a rotating 10 period schedule with short supplemental periods at the start of school and after lunch. Students will attend their ELA and Math classes every day, but other classes will vary. Every standard school day will either be a "BLUE DAY" or "ORANGE DAY," and the schedule each student follows will correspond to that day.

On Wednesdays, the students will have shorter periods and be released early. Wednesdays will rotate between BLUE and ORANGE days, following the schedule in Appendix B.

II. DISCIPLINE POLICIES

Bay Area Technology School Student Code of Conduct

BayTech is committed to excellence in academic instruction and in cooperating with parents/guardians to teach students the behaviors and skills that support social successes throughout life. To accomplish this goal, BayTech takes a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes teaching of the behaviors necessary for effective and satisfying social interaction in school, on field trips, in the community, and at home.

Uniform and Personal Appearance

The uniform policy at BayTech helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are required to arrive in uniform every day and wear the school uniform at all times except for "free dress days." Students may be sent home if they are not wearing the proper uniform. Refer to Student Uniform Policy in Appendix C.

A. EXPECTED STUDENT BEHAVIOR

Students should always remember that their behavior and actions at school and at school-sponsored activities are a reflection not only of themselves, but also of the school. The following is a guideline of what is expected from a BayTech student:

All Baytech policies, procedures and expectations are to be followed and upheld during all school activities even off campus (i.e. sports events & field trips). A general best practice for determining if an action is acceptable is to answer the following questions:

1. Is it safe?
2. Is it legal?
3. Would you do it in front of your family?

Emergency Drills:

Fire drills, lockdowns/active shooters, and evacuation drills are conducted periodically for everyone's protection and are required by law. During these drills it is imperative that students remain silent, follow the instructions given by the staff, and carry out all directions in an orderly fashion.

Sample Classroom Procedures and Consequences

Please check the teacher's syllabus for specific consequences which may include:

1. In Class Warning or Redirection
2. In Class Timeout or "Buddy Room" Timeout
3. Detention & Parent Contact
4. Student/Teacher Conference
5. Parent Conference
6. Office Referral & Administrative Disciplinary Procedures

*Administration supports teacher created procedures. Sequences may vary.

Discipline Philosophy & Positive Behavioral Supports

BayTech is committed to fostering a positive school community by encouraging and supporting students in the development of both academic and social-emotional skills, including active listening, healthy relationship-building, and constructive alternatives to aggression. Our approach to discipline prioritizes restoration, growth, and student accountability.

Behavioral Interventions & Consequences

When behavior concerns arise, BayTech will first seek to address them through supportive interventions. This may include a meeting with the student and their parent/guardian to collaboratively develop a behavioral plan or agreement outlining expectations and next steps. Consequences for misconduct may be positive in nature (e.g., recognition, incentives for improved behavior) or corrective (e.g., loss of privileges, detention, suspension), depending on the nature and severity of the incident.

Recording of Discipline Incidents

Discipline incidents will be documented by school staff in accordance with BayTech's recordkeeping procedures. If a student fails to comply with an established behavioral plan, or if an agreement between the student, parent/guardian, and administration cannot be reached, the matter may be referred to the appropriate administrator for further action.

Students with IEPs

If a student has a behavior plan in their IEP, the consequences cited in that plan will be used in the event of specific misbehavior, if or as applicable. If the behavior(s) worsens or the frequency increases, the student's IEP team is recommended to meet to review the plan and its implementation, and modify it, if or as necessary, to address the behavior(s). Special Education staff, general education staff, parents, and related service providers specified in the IEP should be informed and involved.

Suspensions of students with disabilities cannot exceed ten days without a "manifestation determination." A student cannot be suspended for

more than ten days for misconduct that is a manifestation of their disability. State law defers to federal law for most of the rules governing suspension and expulsion of special education students.

B. UNACCEPTABLE TYPES OF BEHAVIOR

BayTech's disciplinary policies and procedures are established through its charter petition (Education Code § 47605(b)(5)(J)) and are intentionally aligned with the discipline framework set out in California Education Code sections 48900, 48900.5, and 48915. BayTech administration retains discretion to determine the most appropriate response to student misconduct on a case-by-case basis, taking into account the nature and severity of the act, the student's age and disciplinary history, and the safety of the school community.

Consistent with current California law, suspension or expulsion is imposed only after other means of correction; such as parent conferences, counseling referrals, restorative practices, and individualized behavior support plans; have failed to bring about appropriate conduct, except where the behavior involves violence, weapons, drugs, robbery/extortion, or otherwise poses a danger to the safety of others, in which case a student may be suspended on a first offense.

For students with an Individualized Education Program (IEP) or a Section 504 Plan, all disciplinary actions will be administered consistent with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and applicable California special education law, including manifestation determination procedures where required.

A student may be suspended or expelled for acts that are enumerated herein and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off campus.
4. During, or while going to or coming from, a school-sponsored event or activity. This includes off-site sporting events and field trips, as well as events listed on the Academic Calendar, such as Science Fair, Open House, and Saturday School.

BayTech considers the offenses below among the most serious; however, this list is illustrative and not exhaustive:

- Fighting
- Harassment of Students, Teachers, Administrators, or Staff

- Possession or Use of Drugs and/or Alcohol and the Sale or Intention to Sell Drugs and/or Alcohol
- Bullying & Cyber Bullying
- Smoking or Use of Other Tobacco Products
- Recording a Fight
- Plagiarism/Scholastic Dishonesty
- Accessing Inappropriate Websites
- Tampering with Hardware or Software
- Disrupting Learning
- Horseplay
- Violating the School Dress Code
- False Fire Alarms
- Forging a Signature
- Gambling
- Vulgarity, Profanity and Obscenity
- Behaving Disrespectfully toward Teachers or Staff
- Student Hazing
- Stealing and/or Vandalizing School/Private Property & Graffiti
- Possession of Permanent Markers or Aerosol Cans at School
- Displaying Threatening Behavior
- Bringing a Weapon to School
- Being Aware of a Weapon, Drugs, or Alcohol on Campus and Not Informing School Staff
- Possession or Use of Fireworks
- Gang or Secret Society Symbols
- Arson
- Public Display of Affection
- Provoking/Intimidating Behavior
- Encouraging or Urging Other Students to Violate School Rules

The behaviors above will be addressed, and consequences determined, on a case-by-case basis. BayTech considers any offense that threatens the safety, security, or mental health of a student or staff member; including cyberbullying, psychological bullying, exclusion, and physical intimidation; to be serious and appropriate disciplinary action will be taken, when necessary. The full policy on bullying and harassment can be found at:

<https://www.baytechschool.org/page/anti-bullying-policy>

Fighting & Physical Altercations

Fighting is strictly unacceptable at BayTech. In accordance with California Education Code Section 48900(a)(1) and (a)(2), students may face suspension or a recommendation for expulsion if they cause, attempt to cause, threaten to cause physical injury to another person, or willfully use force or violence upon another person.

A fight is defined as a physical altercation occurring between two or more students. The physical nature of a fight includes, but is not limited to: hitting, punching,

slapping, poking, grabbing, pulling, tripping, kicking, and pinching.

The exact disciplinary consequences will vary depending on the severity and intensity of the physical contact, the intent of the parties, and the level of safety risk posed to the school community. In alignment with California law, exceptions to disciplinary actions will be made for students determined by the administration to have acted strictly in **self-defense** (EC § 48900(a)(2)).

Instigation and Digital Recording

Students who instigate fights but are not actively involved may subject themselves to disciplinary consequences under Education Code Section 48900(t) (aiding and abetting physical injury). Instigation includes, but is not limited to:

- Carrying rumors or actively setting up an altercation.
- Passing hostile information back and forth between individuals who subsequently fight.
- **Digital Transmission:** Recording, filming, or broadcasting an active physical altercation on personal devices, or posting fight videos to social media platform networks, which compromises campus safety and incites retaliatory violence.

Students should safely and immediately report any potential conflict or threat of physical violence to an administrator, teacher, or staff member. Serious infractions or acts of violence on school grounds, during school activities, or while transit to/from school may also be referred to local law enforcement.

Disciplinary Consequences & Interventions

In accordance with California Education Code 48900.5 and local restorative-centered practices, BayTech prioritizes "Other Means of Correction" to address student behavior. However, physical violence serves as a statutory exception where immediate out-of-school suspension is legally permitted on a first offense if an imminent safety threat exists.

- **1st Offense:** Prior to an out-of-school suspension lasting up to 5 days, administration will utilize and document alternative interventions where appropriate, including mandatory restorative practices, conflict mediation, and/or a mental health counseling referral.
 - *Legal Caveat on Immediate Escalation:* Pursuant to CA Ed Code § 48900.5, if the principal or superintendent determines the student's presence causes a danger to physical safety, the administration

reserves the right to immediately escalate the consequence to an extended suspension and/or a formal recommendation for expulsion on the very first offense. • 2nd Offense: Out-of-school suspension for 5 to 10 days. A mandatory parent/guardian re-entry conference is required to establish a strict Behavioral Intervention Plan (BIP). Based on the repeat nature of the physical safety threat, the administration will issue a formal recommendation for expulsion to the Pupil Disciplinary Hearing Panel.	2nd Offense: Meeting with Parent/Guardian; up to three (3) day Suspension; ; loss of credit on the assignment or assessment
Recording a Fight	Plagiarism
The act of recording/videoing a fight between other students is not permitted. If a student is caught recording a fight with their cell phone, then the following disciplinary procedures will be followed: Consequences: The phone will be confiscated until the end of the day at which time it will be returned to the student's parents upon their request. (The school will recommend holding the phone until the end of the semester.) The video will be deleted from the cell phone immediately. The person responsible for recording the fight will be suspended out-of-school for three days. In addition, anyone who is caught forwarding the video to other students/persons will be suspended for three days. If the student who recorded the fight is caught forwarding the video to other students/persons will be suspended for an additional three days. Any student who posts the video on YouTube, Facebook, or any other social networking page, will be suspended and placed on probation for the remainder of the school year.	Consequences: 1st Offense: It is recommended that teachers do not provide a letter of recommendation for the student; note in student file; one (1) day Supervised Suspension Classroom and/or assigned Saturday School; complete a report on plagiarism; contact parent/guardian; teacher may deduct up to 20% of final grade 2nd Offense: Teachers are strongly encouraged to not provide a letter of recommendation for the student; note in student file; three (3) day Supervised Suspension Classroom; complete a report on academic dishonesty; parent conference; teacher may deduct up to an additional 25% (cumulative 45%) of final grade.
Scholastic Dishonesty	Accessing Inappropriate Websites
Scholastic dishonesty includes (but is not limited to) cheating on tests, and/or any other types of deception to obtain credit without effort. Scholastic dishonesty is unacceptable conduct. Each teacher sets their own standards of behavior for their classroom, and students are expected to know the standards and procedures for each of their classes. Consequences: 1st Offense: Parent/Guardian contacted; Detention or up to one (1) day Suspension; loss of credit on the assignment or assessment with ability to recover credit at the discretion of the classroom teacher and school counselor	Consequences: 1st Offense: Parent/Guardian contacted; Detention and loss of privilege of using school computers for the remainder of the week with school work to be completed in hard copy, unless otherwise stated in a student's IEP or 504 Plan; up to one (1) day suspension. 2nd Offense: Meeting with parent/guardian; loss of privilege of using school computers for the remainder of the week with school work to be completed in hard copy, unless otherwise stated in a student's IEP or 504 Plan; up to three (3) day suspension and/or in-school community service. 3rd Offense: Meeting with parent/guardian; loss of privilege of using school computers for the remainder of the week with school work to be completed in hard copy, unless otherwise stated in a student's IEP or 504 Plan; up to three (5) day suspension and/or in-school community service.
	Tampering with Hardware or Software
	Consequences: 1st Offense: Parent/Guardian contacted; the student will repair, undo, reset, and delete tampering under supervision; the student may have to pay for computer technicians to undo tampering; up to a three (3) day Suspension and/or and/or in-school community service. 2nd Offense: Meeting with parent/guardian; the student will repair, undo, reset, and delete tampering under supervision; the student may have to pay for computer technicians to undo tampering; up to a five (5) day Suspension and/or and/or in-school community service.
	Disrupting Learning

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to inappropriate language, moving around class without permission, eating or drinking during class against teachers' classroom rules, chewing gum, insubordination, and/or selling or trading personal possessions to other students. Consequences: Continuous classroom disruptions will result in parent conferences, probation, detention, in-school community service and/or other restorative practices.	• Unauthorized prescription or non-prescription medications • Alcohol, intoxicants, solvents, and inhalants/gases • Synthetic drugs, mood-altering chemicals, and look-alike/counterfeit substances • Drug paraphernalia, including vaporizers (vapes), e-cigarettes, and butane lighters. <i>Exception: Prescription and over-the-counter medications are permitted only when managed under the direct supervision of the school nurse/administration, requiring documented authorization from both a physician and a parent/guardian.</i>
Horseplay Rough or boisterous play including but not limited to shoving, play fighting, kicking, name calling, teasing, pushing/pulling on a student and shoulder bumping at BayTech. Consequences: Horseplay may result in a parent conference, detention, suspension, in-school community service, loss of privileges, and/or other restorative practice(s).	Jurisdiction and Search Policy The sale, distribution, possession, or use of any of the above items is prohibited everywhere on school grounds, at all school-sponsored activities (whether on or off-campus), on all school transportation, and within a 1,000-foot radius of the campus (Federal/State Drug-Free School Zone). To maintain a safe learning environment, school administration reserves the right to search a student's person, backpack, locker, gym bag, vehicle (if parked on school grounds), or any other container if there is reasonable suspicion that the student is in possession of prohibited items. Law enforcement may be involved in searches when necessary and in accordance with state law.
Violating Uniform Policy A student's dress and appearance shall conform to the specific uniform and appearance limitations described in this handbook. Students may be sent home or be required to stay in the office if they are out of uniform. Students will be sent home immediately if any of their clothing: 1. Is pornographic 2. Advertises drugs or alcohol 3. Advertises gambling 4. Is gang-related (including wearing of known gang colors, such as red or royal blue; this includes shoe laces, solid-color t-shirts or sweatshirts, bandanas, and/or nails or other accessories) 5. Smells of marijuana or alcohol Repeated non-compliance of uniform policy may result in parent conference, probation, detention, or temporary removal from the regular classroom (e.g. placement in alternative area of study).	Consequences: A. Possession, Use, or Under the Influence For students found in possession of, using, or under the influence of drugs or alcohol, the following progressive continuum will apply: 1st Offense: Parent/guardian notification and required meeting; Referral to the school counselor and/or a school-approved substance abuse education program; Assignment of in-school community service; 1 to 3 days of Supervised Suspension Classroom (SSC) or Out-of-School Suspension (OSS), depending on the severity of the incident; <i>Law enforcement notification only if mandated by specific local/state codes.</i>
Possession or Use of Drugs and/or Alcohol and the Sale or Intention to Sell Drugs and/or Alcohol Prohibited Substances and Behaviors The possession, consumption, use, handling, storing, concealing, or being under the influence of drugs, alcohol, or any controlled substance is strictly prohibited. This includes, but is not limited to: • Narcotics, hallucinogens, amphetamines, and barbiturates • Cannabis (marijuana) in any form	2nd Offense: Parent/guardian notification and required meeting; Referral to an outside community substance abuse or mental health agency; Completion of additional in-school community service; Placement on a behavioral contract; 3 to 5 days of Out-of-School Suspension (OSS); <i>Law enforcement notification only if mandated by specific local/state codes.</i> 3rd Offense: Parent/guardian notification; 5-day Out-of-School Suspension (OSS) pending a pre-expulsion hearing or alternative education placement; <i>Law enforcement notification only if mandated by specific local/state codes.</i>

B. Sale and Distribution (Zero-Tolerance) The sale, distribution, transmission, or intent to sell/distribute drugs, alcohol, or counterfeit substances is a severe violation of state law and school policy. 1st Offense: Parent/guardian contact, mandatory law enforcement notification, and a five (5) day Suspension with potential Expulsion proceedings, in accordance with California Education Code; <i>Law enforcement notification only if mandated by specific local/state codes.</i> Note: Students that are aware of drug, tobacco, and/or alcohol use or possession on campus that do not report to school faculty/staff may also be issued a school consequence for failure to report. This may include up to a three (3) day school suspension, detention, parent/guardian contact and/or meeting, and in-school community service.	Consequences: 1st Offense: Parent/Guardian contacted; in-school community service and/or detention and/or up to one (1) day Suspension 2nd Offense: Parent/Guardian meeting; in-school community service and/or detention and/or up to three (3) day Suspension; referral to school counselor 3rd Offense: Parent/Guardian meeting; in-school community service and/or detention and/or up to five (5) day Suspension; referral to school counselor
False Fire Alarms	Bullying & Cyberbullying
Issuing a false fire alarm is a violation of State law. Making false 911 calls is also a violation of the State Law. Consequences: Parent/Guardian contacted; five (5) day Suspension; restitution for any damage(s); possible prosecution.	Bullying is not permitted at BayTech in any form, on campus or off, in person or online. BayTech will not tolerate unlawful discrimination, intimidation, or bullying based on actual or perceived characteristics, including but not limited to age, ancestry, color, ethnic group identification, gender, gender expression, gender identity, disability, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or a person's association with a person or group with one or more of these actual or perceived characteristics. Every student deserves an equal opportunity to learn free from the negative pressure of peers.
Forgery of Signatures	Bullying includes any severe or pervasive physical or verbal act or conduct that places a student in fear of harm, or that has a serious negative effect on a student's physical or mental health, academic performance, or ability to participate in school life. This includes, but is not limited to, pushing, shoving, hitting, spitting, name-calling, picking on, making fun of, mocking, threatening, and excluding someone, whether the conduct happens in person, in writing, or electronically.
Any attempt by a student to sign a teacher's, administrator's, parent/guardian's, and/or another student's name to any school document will be considered forgery. Consequences: 1st Offense: Parent/Guardian contacted; up to three (3) day Suspension; in-school community service and/or other restorative practice(s) 2nd Offense: Parent/Guardian contacted; up to five (5) day Suspension; in-school community service and/or other restorative practice(s); possible Expulsion	Cyberbullying; including bullying carried out through cell phones, tablets, computers, social media, text messages, group chats, or any other electronic means; is treated with the same seriousness as in-person bullying. This includes online remarks, posts, comments, messages, images, or other statements that attack, demean, or target another person, whether the attack is explicit (direct insults, threats, or name-calling) or implied (vague or "subtweet"-style posts clearly aimed at someone without naming them, screenshots shared to mock or expose another student, or excluding someone from a group chat or online space as a form of social punishment). This also includes encouraging, forwarding, or amplifying someone else's bullying content. BayTech addresses cyberbullying regardless of whether it originates on or off campus, when it is connected to the school community or has the effect of disrupting a student's safety, wellbeing, or ability to learn.
Gambling	Bullying causes real pain and harm to those who experience it and is never excusable as "kids being
Consequences: 1st Offense: Parent/Guardian contacted; possible Detention and confiscation of the card(s), dice etc. with retrieval only by parent/guardian; up to two (2) day suspension; referral to school counselor. 2nd Offense: Meeting with parent/guardian; up to three (3) day Suspension; in-school community service. 3rd Offense: Meeting with parent/guardian; up to five (5) day Suspension; in-school community service.	
Vulgarity, Profanity and Obscenity	
Any gesture or material of a vulgar, profane, or obscene nature is not permitted at school or school functions.	

kids," "just teasing," "joking," "playing around," or any other rationalization whether online or off. Each BayTech student agrees to: • Value student differences and treat others with respect, in person and online. • Not become involved in bullying or cyberbullying, whether as the person initiating it, a participant, or someone who shares or amplifies it. • Report bullying or cyberbullying they experience or witness to a teacher or administrator. Consequences: 1st Offense: Parent/Guardian contacted; detention and/or up to three (3) day Suspension; referral to school counselor; in-school community service and/or other restorative practice(s) 2nd Offense: Meeting with parent/guardian; referral to school counselor; in-school community service and/or other restorative practice(s); up to five (5) day Suspension, possible Expulsion	2nd Offense: Meeting with Parent/Guardian; temporary removal from the classroom in which the incident(s) occurred and/or detention(s); restorative practices and/or counseling referral. Student Hazing Hazing is defined as doing any act or coercing another person for initiation into any organization that causes or creates a substantial risk or causes mental or physical harm. Permission, consent, or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences. Consequences: Parent/Guardian contacted; Administrative discretion with a recommendation for Suspension; possible Expulsion; possible prosecution
Harassment of Students, Teachers, Administrators, or Staff Harassment means making unwelcoming advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment can be verbal, physical and visual. (Education Code, § 212.5) Harassment is a violation of Federal Law and is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn. Consequences: 1st Offense: Parent/Guardian contacted; up to three (3) day Suspension and/or possible Expulsion; counseling referral 2nd Offense: Meeting with parent/guardian; up to five(5) day Suspension and/or possible Expulsion	Smoking or Use of Other Tobacco Products Possession of tobacco products in any part of the school (drug free zone 1000 feet radius) or on the student is prohibited under this policy. This includes cigarettes, cigars, herbs, vaping, and smokeless tobacco. Backpacks, gym bags, coats, and/or any other containers may be searched if the presence of such items is suspected. Consequences: 1st Offense: Parent/Guardian contacted; up to three (3) day Suspension 2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension Stealing and/or Vandalizing School/Private Property & Graffiti This means to cause or attempt to cause damage to private property, stealing or attempting to steal private property either on school grounds or during school activities, functions or events. Students and their parents or guardians will be held responsible for any theft/ vandalism/ graffiti that the student commits. Theft or vandalism of school property can carry heavy legal penalties. Permanent Markers and/or Aerosol Cans Permanent markers and/or aerosol cans are not allowed at school.
Behaving Disrespectfully towards Teachers or Staff Disrespect (i.e. arguing, talking back, etc.) and insubordination (failure to comply with directives) toward any member of the faculty or staff will not be tolerated. Profanity, either spoken or written, is considered a form of disrespect. Consequences: 1st Offense: Parent/Guardian contacted; temporary removal from the classroom in which the incident(s) occurred and/or detention; restorative practices and/or counseling referral.	Consequences: 1st Offense: Parent/Guardian contacted; administrative discretion; restitution if required; detention and/or in-school community service. 2nd Offense: Meeting with parent/guardian; administrative discretion; restitution if required; detention and/or in-school community service; up to three (3) day Suspension; police report filed when needed. 3rd Offense: Meeting with parent/guardian; restitution if required; detention and/or in-school community service; up to five (5) day Suspension; police report filed when needed and/or possible expulsion.

Displaying Threatening Behavior Threatening behavior includes: verbal threats, both face to face and over electronic media (phone and/or computers), non-verbal threats (“hard” stares, gestures), willfully causing or attempting to cause physical injury to another person, causing or attempting to cause any student, teacher, administrator, or staff member to feel frightened or intimidated. Consequences: 1st Offense: Parent/Guardian contacted; Detention; up to three (3) day Suspension 2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension and/or possible expulsion. Bringing Weapon in School A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, clubs of any type, mace, tear gas, or other chemicals. This may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of a weapon. Backpacks, gym bags, coats, and/or any other containers may be searched by administration or law enforcement if they suspect the presence of such items. Consequences: Parent/Guardian and law enforcement officials contacted; ten (10) day Suspension with a recommendation for Expulsion; possible prosecution	<i>enforcement, reserves the right to update the definition of gang-associated colors and trends as necessary).</i> Signs, Symbols, and Paraphernalia: Gang activity; defined as any disruption or intimidation caused by the display of gang-affiliated signs, symbols, or gestures; is strictly forbidden. Gang symbols written, drawn, or displayed on personal or school property (including notebooks, school property, book bags, electronics, or skin) are not permitted. Any such markings will be documented, photographed, and immediately removed or confiscated. Recruitment and Membership Students may not participate in, recruit for, pledge to join, or hold membership in any gang, secret society, or unauthorized/illegal club, sorority, or fraternity while enrolled at this school. Consequences: 1st Offense: Parent/Guardian contacted; up to three(3) day Suspension; referral to school counselor. 2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension; referral to school counselor; possible Expulsion
Possession or Use of Fireworks Using or possessing any amusement device, smoke bomb, stink bomb, etc. Consequences: 1st Offense: Parent/Guardian contacted; Detention; up to three (3) day Suspension 2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension; possible Expulsion	Arson Intentionally starting any fire or combustion on school property Consequences: Meeting with parent/guardian; law enforcement officials contacted; possible Suspension and/or Expulsion.
Gang and Secret Society Symbols No gang activity, gang association, or related intimidation will be permitted on school grounds, on school transportation, or at any school-sponsored activities. Apparel: The wearing of clothing, jewelry, accessories, or specific colors associated with known gangs (including, but not limited to, red and royal blue) is explicitly prohibited. Any violation of this policy will result in the disciplinary consequences enumerated under the Dress Code Violations section of this handbook. <i>(Note: The school administration, in consultation with local law</i>	Public Display of Affection School is a place for learning, community, and building healthy relationships. While we want students to feel supported, connected, and safe, maintaining a comfortable and focused environment for everyone means setting boundaries around physical affection on campus. Students are expected to exercise common sense and respect for their peers and teachers by keeping physical contact appropriate for a school setting. Brief, casual expressions of friendship or dating are a normal part of growing up and are acceptable. However, highly distracting or intimate physical contact is not permitted during the school day, at school-sponsored events, or on school transportation. Acceptable Forms of Affection: • Holding hands • Brief hugs when greeting or saying goodbye • Linking arms or putting an arm around a shoulder

• High-fives, fist bumps, and casual greetings Prohibited Public Displays of Affection: • Prolonged or passionate kissing ("making out") • Sitting on another student's lap or intertwining legs/bodies • Groping, rubbing, or any physical touching of a sexual or intimate nature • Any physical contact that blocks hallways, disrupts class, or creates a hostile or uncomfortable environment for bystanders Consequences: 1st Offense: Parent/Guardian contacted; conference with student, referral to school counselor. 2nd Offense: Meeting with parent/guardian; Detention; up to one (1) day Suspension; behavior contract; referral to school counselor. 3rd Offense: Meeting with parent/guardian; Detention; up to three (3) day Suspension; referral to school counselor; loss of privilege(s).
Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules Any student who, by means of provocation, intimidation, encouragement, request, or other means of promotion, induces or attempts to induce another student to violate a BayTech school rule shall be subject to the following discipline. Consequences: 1st Offense: Parent/Guardian contacted; conference with student, Detention, up to three (3) day Suspension 2nd Offense: Meeting with parent/guardian; up to five (5) day Suspension; possible Expulsion

threat to the physical safety of themselves or others, emergency removal may occur, with due process proceedings to follow as soon as practical.

2. Progressive Discipline and Consequences

In accordance with California Education Code, BayTech utilizes a progressive discipline model and restorative practices to correct behavior whenever possible. After a thorough and impartial investigation, students who exhibit unacceptable behaviors will face appropriate consequences. Depending on the severity and frequency of the behavior, consequences may range from restorative interventions and parent notification to detention, suspension, expulsion, or referral to law enforcement. BayTech reserves the right, and holds the legal obligation, to notify local authorities and the Department of Education regarding certain severe disciplinary infractions.

3. Safe Campus & Harassment Reporting

All students at BayTech have the fundamental right to a physically, emotionally, and intellectually safe learning environment. If at any time a student feels they are the subject of bullying, cyberbullying, harassment, hazing, threats, or any intimidating behavior, they should immediately report it to a teacher, counselor, or administrator.

Similarly, any student who witnesses or is concerned about the safety of another student facing these behaviors is expected to immediately notify a staff member.

All reports will be investigated promptly and impartially. To protect students against retaliation, reports will be kept strictly confidential **to the fullest extent permitted by law**. (*Note: Complete anonymity cannot always be guaranteed depending on the nature of the investigation, due process rights of the accused, or legally mandated reporting requirements, but student safety will always remain our highest priority*).

C. DUE PROCESS & STUDENT RIGHTS

All students at BayTech are entitled to the rights guaranteed by the United States Constitution and the Bill of Rights. These rights will not be denied by our code of conduct or by any disciplinary actions taken by the school.

1. The Right to Due Process

Before significant disciplinary action is taken (such as suspension or expulsion), students have the right to due process. This means a student has the right to be informed of the alleged rule violation (notice) and will be given an opportunity to present their version of events and relevant evidence (an opportunity to be heard). In cases where a student poses an immediate

4. Discipline Committee

To ensure equitable and comprehensive review of severe or repeated infractions, the Principal or administrative designee may convene a Discipline Committee. This team, which may include teachers, counselors, and administrative staff, will review the facts of the case, discuss appropriate interventions, and present their findings and recommendations to the Principal. The Principal retains the authority to make the final disciplinary decision in alignment with school policy and state law.

D. DETENTION & SUSPENSION

1. Detentions BayTech utilizes detentions as a behavioral consequence and opportunity for reflection. When detentions are assigned, students and parents/guardians will be provided with specific dates and times, as well as adequate prior notification to ensure family transportation and scheduling needs can be accommodated. Students earning multiple detentions* (e.g. 5 or more incidents) may be placed on a behavior contract at the discretion of the Dean of Students.

Any student sent out from class may receive a detention and be referred to the school counselor, if or as appropriate, for restorative measures.

*Detention accumulation is on a semester basis

2. Supervised Suspension Classroom (SSC)

BayTech utilizes an SSC (formerly referred to as Supervised Suspension Classroom or SSC) for particular infractions, as noted under Discipline. The SSC expectations include:

- a. **Setting & Environment:** The student will remain on campus during regular school hours but will report to the designated SSC room rather than their regular classroom setting. To maintain a focused, safe, and reflective environment, students will have restricted or no contact with their peers during the school day.
- b. **Academic Expectations:** Students are required to utilize this time productively. They will be under the direct supervision of certificated personnel and are expected to complete all regular classroom assignments, projects, and exams provided by their course teachers. Full academic credit will be awarded for all completed work.
- c. **Restorative Components & Service:** In alignment with BayTech's commitment to progressive and restorative discipline, students assigned to the SSC may also be required to complete behavioral reflection modules or engage in supervised campus community service.
- d. **Support Services:** Students assigned to the SSC will retain full access to school counseling resources and support staff to assist them in successfully transitioning back to their regular class schedule.

3. Out of School Suspension In accordance with California Education Code (including Section 48900 and Section 48901.1 for charter schools), out-of-school suspensions are reserved for severe safety violations or infractions explicitly outlined in state law. Pursuant to California law, students may not receive an out-of-school suspension or a recommendation for expulsion solely on the basis of "willful defiance" or "classroom disruption," nor can they be suspended due to truancy or tardiness.

Academic Continuity and Homework Assignments

To ensure students do not fall behind academically during a disciplinary separation, BayTech complies fully with California Education Code Section 48913.5.

- a. **Access to Work During Suspension:** For any suspension lasting **two (2) or more school days**, the student, parent, or guardian may request the homework and academic assignments the student would have otherwise received in class. Course teachers will provide this work to ensure academic continuity.
- b. **Submission and Credit:** Requested homework assignments must be turned in either upon the student's return to school or within the timeframe originally prescribed by the teacher, whichever is later. Students will receive full academic credit for all work completed satisfactorily during the suspension.

Cumulative Suspensions and Expulsion

Recommendations Suspensions are cumulative for each academic year. While BayTech prioritizes progressive discipline and alternative interventions, repeated suspensions demonstrate that "other means of correction" have failed to bring about proper conduct. If a student receives multiple out-of-school suspensions within a single school year, the school administration may initiate an expulsion recommendation in strict accordance with California Education Code protocols.

4. Suspension Appeal Process For severe infractions resulting in a suspension of five (5) consecutive school days (the maximum allowed under standard California administrative suspension protocols), the student and parent/guardian have the right to appeal the decision.

- **Timeline to File:** The appeal must be submitted in writing to the Executive Director within **one (1) school day** of receiving the suspension notice.
- **Status Pending Appeal:** The student may not attend classes or campus activities while the appeal is pending. However, the student retains the right to receive, complete, and turn in all missed coursework for full credit during this window.
- **Timeline for Response:** The Executive Director or administrative designee will review the case files and issue a formal written determination within **two (2) school days** of receiving the appeal.

E. BEHAVIOR CONTRACTS & SERIOUS OR REPEATED OFFENSES

Behavior Contract Policy

BayTech may develop a Behavior Contract in response to serious or repeated violations of the Student Code of Conduct. A Behavior Contract is a formal, collaborative agreement among the student, parent or guardian, and school that outlines specific behavioral expectations, supports, accountability measures, and consequences. Parents and guardians will be notified in writing and invited to participate in the development of the contract before it takes effect. Failure to participate does not prevent the contract from being implemented if the school has made reasonable, documented efforts to engage the family.

A Behavior Contract is a supportive intervention grounded in BayTech's restorative practices framework, not a purely punitive measure. The contract will clearly identify both the behavioral expectations for the student and the specific supports BayTech commits to providing to help the student meet those expectations.

Contract Contents

Each Behavior Contract must include, at minimum:

- A clear description of the behavior(s) of concern
- Specific, measurable behavioral expectations going forward
- Supports and resources BayTech will provide (e.g., counseling, mentorship, check-ins)
- Defined consequences for violations of the contract terms
- A review schedule with designated check-in dates
- Signatures of the student, parent or guardian, and Principal (or designee)

Duration and Review

The duration of a Behavior Contract will be determined on a case-by-case basis by the Principal, based on the nature and circumstances of the behavior. Contracts will be reviewed at regular, scheduled intervals, no less than once per semester, and may be modified or lifted before the end of the school year if the student demonstrates sustained, documented improvement. A contract may also be escalated if violations continue or worsen, which may result in further disciplinary action up to and including suspension or referral to the district.

Violations

If a student violates the terms of a Behavior Contract, the school will document the violation and notify the parent or guardian within two school days. Consequences for violations will be proportionate to the nature of the breach and consistent with the consequences outlined in the contract. Repeated or serious violations may trigger a formal review of the

contract and, where appropriate, additional disciplinary measures.

Students with Disabilities

For students with IEPs or 504 Plans, a Behavior Contract may not be used as a substitute for a Behavioral Intervention Plan (BIP) or for any accommodations and supports already required under the student's plan. Any Behavior Contract involving a student with a disability must be reviewed and approved by the case manager and administrator prior to implementation to ensure full compliance with IDEA, Section 504, and applicable state law. If a conflict exists between the contract and the student's existing plan, the IEP or 504 Plan controls.

F. EXPULSION

BayTech is committed to maintaining a safe, supportive campus while protecting every student's constitutional right to due process. Expulsion is an extreme disciplinary action reserved for the most severe infractions when other means of correction have failed or when a student's presence poses a continuing danger to safety.

1. Pre-Hearing Due Process

In accordance with California Education Code Section 47605 and AB 1360, no student shall be involuntarily removed, disenrolled, dismissed, or expelled from BayTech for disciplinary reasons unless the student's parent, guardian, or educational rights holder has been provided with a written **Notice of Intent to Remove**.

- **Timeline:** This written notice must be provided no less than **five (5) school days** before the effective date of the proposed action.
- **Language Access:** The notice will be provided in the native language of the student's parent/guardian.
- **The "Stay-Put" Protection:** The notice will inform the family of their right to request a formal hearing to challenge the removal. If the family initiates a request for a hearing, **the student shall remain enrolled at BayTech and shall not be permanently removed until a final decision is issued.** BayTech will ensure there is no loss of instructional days pending the final determination by providing the student with access to alternative educational programming.

2. The Expulsion Hearing Process

Students recommended for expulsion are entitled to a formal hearing adjudicated by a neutral officer or an independent Administrative Panel appointed by the BayTech Governing Board.

a. **Hearing Timeline:** Unless postponed for good cause via a mutual, written agreement between the school and the family, the expulsion hearing shall be held within **thirty (30) school days** after the administration determines that an expellable offense has occurred.

b. **Authorizer Notification:** BayTech will provide the formal Notice of Expulsion Hearing to the Office of Charter Schools at the time it is sent to the family, allowing an OCS representative the opportunity to attend.

3. Notice of Expulsion Hearing

Written notice of the hearing shall be forwarded to the student and parent/guardian at least **ten (10) calendar days** prior to the hearing date. The notice must include:

- a. Date, time, and place of the expulsion hearing.
- b. A clear statement of the specific facts, charges, and state Education Code offenses upon which the proposed expulsion is based.
- c. A copy of BayTech's disciplinary rules relating to the alleged violation.
- d. An explanation of the student's basic constitutional due process rights.
- e. Notification of the parent/guardian's obligation to provide information about the student's status to any subsequent school district where enrollment is sought.

4. Student and Family Rights at the Hearing

During the formal hearing, the student and parent/guardian have a right to full procedural protections, including:

- a. The opportunity to appear in person and to employ and be represented by legal counsel (licensed to practice law in California) or a non-attorney advisor/advocate.
- b. The right to inspect and obtain copies of all documents and evidence to be used by the school administration at least to the extent required by law prior to the hearing.
- c. The opportunity to confront, question, and cross-examine all adverse witnesses who testify.
- d. The opportunity to challenge all evidence presented, testify, and present oral and documentary evidence on the student's behalf, including calling their own witnesses.

5. Final Decision and Appeal Rights

If an Administrative Panel hears the case, it will issue a written recommendation based upon evidence presented at the hearing. This recommendation will be sent to the BayTech Governing Board for a final determination.

a. **Board Action:** The final decision to accept or reject an expulsion recommendation will be voted on in public session at the next scheduled Board meeting (or a special meeting called for this purpose). If the Board or Panel decides *not* to expel, the student shall be immediately reinstated into their regular educational program.

b. **Right to Appeal:** Families hold a legal right to appeal an expulsion decision. Written notice of the Board's final decision to expel will be sent to the family and will outline their right to appeal. Pursuant to California Education Code Section 48919, the student or parent/guardian may file an official expulsion appeal with the **Alameda County Board of Education** within **thirty (30) calendar days** following the Board's vote to expel.

6. Post-Expulsion Procedures and Educational Placement

Expelled students remain subject to compulsory full-time education laws. BayTech does not simply drop an expelled student from its rolls without ensuring continuity.

a. **Reporting to Authorities:** Within **two (2) business days** of a final decision to expel, BayTech will provide all documentation, findings, and evidence to the ACOE Office of Charter Schools and the ACOE Attendance & Discipline Team.

b. **District of Residence Notification:** Within **thirty (30) days** of the expulsion, BayTech will formally notify the Superintendent of the student's last known school district of residence and provide copies of the student's cumulative records.

c. **Placement Coordination:** BayTech will actively cooperate with the student's district of residence to facilitate a suitable, alternative educational placement (such as a county community school or community day school). BayTech will ensure the student has a pathway to educational programming until a suitable placement is legally confirmed.

7. Enumerated Grounds for Suspension and/or Expulsion

Category I: Mandatory Expulsion Recommendations (The "Big Five")

Pursuant to CA Education Code § 48915(c), the school administration **must** immediately suspend and recommend the expulsion of any student found to have committed any of the following acts at school or at a school-sponsored activity:

1. Possessing, selling, or otherwise furnishing a **firearm**.
2. **Brandishing a knife** at another person.
3. Unlawfully **selling a controlled substance** listed in Health and Safety Code Sections 11053–11058.
4. Committing or attempting to commit a **sexual assault** or committing a **sexual battery** (as defined in Penal Code).
5. Possession of an **explosive**.

Category II: Discretionary Expulsion Recommendations

The school administration may recommend expulsion for the following infractions if it is determined that: (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or (b) Due to the nature of the act, the presence of the pupil causes a continuing danger to the safety of the pupil or others.

- **Physical Injury:** Causing, attempting to cause, or threatening to cause physical injury to another person, or willfully using force or violence upon another person (except in lawful self-defense).
- **Dangerous Objects:** Possessing, selling, or otherwise furnishing any knife, explosive, or other dangerous object without written authorization.
- **Controlled Substances:** Unlawfully possessing, using, or being under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- **Look-Alike Substance Sales:** Unlawfully offering, arranging, or negotiating to sell a controlled substance, and then delivering a substitute liquid or material represented as the drug.
- **Property Crimes:** Committing or attempting to commit robbery or extortion; causing or attempting to cause damage to school or private property; stealing or attempting to steal school or private property (including knowingly receiving stolen property).
- **Tobacco & Nicotine:** Possessing or using tobacco, nicotine products, or vapor/vaping delivery devices (excluding valid personal prescriptions).
- **Obscenity:** Committing an obscene act or engaging in habitual profanity or vulgarity.
- **Drug Paraphernalia:** Unlawfully possessing, offering, or arranging to sell drug paraphernalia.

- **Imitation Firearms:** Possessing an imitation firearm (a replica so substantially similar that a reasonable person would conclude it is a real firearm).
- **Witness Intimidation:** Harassing, threatening, or intimidating a student who is a complaining witness or witness in a school disciplinary proceeding.
- **Prescription Drug Sales:** Unlawfully offering, arranging to sell, or selling prescription medication.
- **Hazing:** Engaging in or attempting to engage in hazing practices likely to cause serious bodily injury or personal degradation.
- **Terroristic Threats:** Making terroristic threats against school officials and/or school property (statements willfully threatening death, great bodily injury, or property damage in excess of \$1,000, causing sustained, reasonable fear).
- **Sexual Harassment:** Engaging in unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature sufficiently severe or pervasive to negatively impact academic performance or create an intimidating, hostile, or offensive environment.
- **Hate Violence:** Causing, attempting to cause, threatening to cause, or participating in an act of hate violence.
- **Severe Bullying/Harassment:** Intentionally harassing, threatening, or intimidating a student or group of students to the extent that it materially disrupts classwork, creates substantial disorder, and creates an intimidating or hostile educational environment.

III. GENERAL POLICIES

A. SCHOOL ACTIVITIES

BayTech may offer a range of activities that will enrich student development during and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

School administration reserves the right to refuse anybody to attend these activities based on academic and behavioral concerns.

1. Field Trips

Field Trips offer exciting ways to learn. BayTech students may have the opportunity to go on field trips at various times throughout the school year. Students must bring to school a Field Trip Permission Slip signed by a parent or guardian by the specified date. Phone calls will not be accepted as permission for students to attend.

Please refer to the Field Trip Permission Form for additional information regarding attendance and grading requirements for field trip eligibility. BayTech reserves the right to restrict student participation in field trips based on concerns related to attendance, academic performance, and/or behavior. All such decisions will be made on a case-by-case basis.

2. After School Activities

BayTech offers a variety of after school tutoring, clubs, sports, and activities for all students free of charge. There is no better way for students to enrich their education than by taking part in clubs, after-school activities or working with a teacher (office hours). These opportunities allow students to explore more deeply things they already enjoy and to try other areas that sound interesting. Students who stay for an after-school activity must follow these rules:

- Be with a teacher or other staff member at all times.
- Arrange to have their transportation pick them up at the end of the activity.
- Abide by the BayTech code of student conduct and all school rules and policies as outlined in the handbook while participating in the activity.
- Students in grades 6-9 must sign into the afterschool program first and receive a pass to an alternate program from the after school program. They should also return directly to the afterschool program directly after their alternate activity ends.

Students who are disruptive, disrespectful, or who do not follow the rules may be prohibited from participating in the after school program.

Students not participating in after school activities may not stay after school to wait for another student.

BayTech is not responsible for students not participating in after school activities. Those students must leave the campus within ten minutes of school dismissal time.

3. Academic Tutoring Program

- Tutoring or Office Hours will be available as part of the BayTech after-school program.
- Students may receive tutoring from faculty and volunteers from local universities.
- Support shall be available to all students.
- The sessions will generally occur after school; some may be scheduled on the weekends (e.g. Saturday School).

B. HEALTH AND SAFETY

BayTech is committed to keeping every student safe and healthy. While we do not have a registered nurse on staff, our office staff are trained in basic first aid and can consult an on-call nurse by phone or video for

guidance. Students who become ill or injured during the day must report to the Main Office, and students should stay home if sick or running a fever. All medications require a completed authorization form on file with the office; epinephrine and, where available, naloxone are kept on campus for emergencies. BayTech maintains up-to-date immunization records, conducts required health screenings, supports student mental health and wellness, and provides free breakfast and lunch to all students. Each campus follows a Comprehensive School Safety Plan covering daily supervision, emergency procedures, field trip safety, and screening of all volunteers and chaperones.

For complete details and procedures, please refer to BayTech's full Health and Safety Policy, available from the Main Office or online at baytechschool.org.

C. FAMILY INVOLVEMENT & COMMUNICATION

1. Parental Involvement and Support

Because your child's education is a continuous process, parent cooperation, support, and assistance are vital to our success. Together, we can make a profound and positive difference in your child's life. We ask that parents and guardians partner with us by committing to the following:

- a. **Model Positive Behavior:** Be a positive role model for your child in both your actions and your interactions with school staff.
- b. **Listen & Collaborate:** Be a good listener to both your child and school staff when conflicts arise, working collaboratively toward solutions.
- c. **Stay Informed:** Stay up-to-date with school communications, grades, and information via our student information system (e.g. Aeries, Google Classroom) and our home-school communication platform (e.g. ParentSquare, ClassDojo).
- d. **Engage:** Participate as fully as possible in volunteer opportunities, student presentations, parenting programs, and assembly events.
- e. **Understand Policies:** Be familiar with the BayTech Student & Parent Handbook and review its expectations with your child.

2. Parent/Teacher Communication

Parents are always welcome and encouraged to discuss their child's academic progress or social-emotional wellbeing with our faculty. To ensure these conversations are productive and do not disrupt instruction, we require the following protocols:

- a. **Appointments are Mandatory:** To protect instructional time, parents may not disturb a teacher during school hours. Impromptu

conferences on campus cannot be accommodated.

- b. **Scheduling a Meeting:** To make an appointment, please email the teacher directly or call the main office. Teacher email addresses may be found on the school website, student information system (e.g. Aeries), or Google Classroom.
- c. **Chain of Communication:** If your question relates to the classroom (grades, assignments, minor behavior), please contact the teacher first. Any issue involving a student's work or classroom behavior must be discussed with the teacher before it is escalated to administration.
- d. **Classroom Observations:** Parents who wish to observe their child's classes are welcome to do so. In accordance with California Education Code, observations must be arranged with the teacher and approved by administration at least 24 hours prior to the visit to prevent disruption to the learning environment.

3. Contacting Your Child During School Hours

To maintain focus and academic integrity, students are required to turn off/turn in all personal electronic devices, including cellular phones, and they must be kept out of sight during school hours.

- a. **Emergencies:** If you must reach your child in the event of a true family emergency, please **call the main office at (800) 741-2287 or contact@baytechschool.org**. Office personnel will safely and privately relay the message to your student. Please do not call or text your child's cell phone during the school day.
- b. **Disciplinary Incidents & Student Texts:** In the event of a disciplinary issue or campus incident, official communication will come from school administration or personnel. If your child contacts you directly via cell phone regarding a conflict or disciplinary matter, please call the main office. **Parents arriving on campus unannounced to investigate a matter based on a student's text message will not be granted an immediate meeting**, as administration must prioritize actively managing the situation and following due process.

4. Expectations for Adult Behavior on Campus

It is critical that parents and visitors demonstrate appropriate, professional behavior on school grounds. Visitors must not disrupt school procedures and must conduct themselves according to the expectations outlined in this handbook.

If a parent, guardian, or visitor engages in disruptive, hostile, or threatening behavior, BayTech will follow a progressive response to protect the campus environment:

- a. **Immediate Removal:** The individual will be asked to leave the school grounds immediately.
- b. **Administrative Meeting:** If safe and appropriate, an in-person or virtual meeting will be held with the individual and at least two school employees to convey the seriousness of the school's concerns.
- c. **Warning Letter:** A formal warning letter will be issued summarizing the behavior and outlining the legal consequences of future disruptions, if or as needed.
- d. **Withdrawal of Consent (Ouster):** The school may legally withdraw consent for the individual to enter campus for up to 14 days.
- e. **Legal Action:** A Temporary Restraining Order (TRO) or permanent injunction (up to 3 years) may be filed.

5. Legal Notices Regarding Campus Disruption

BayTech enforces the following California Education and Penal Codes to ensure a safe, peaceful campus:

- a. **Education Code § 44811 (Disruption by a Parent/Guardian):** Disruption by a parent, guardian, or other person at a school or school-sponsored activity is punishable, upon first conviction, by a fine of \$500–\$1,000, imprisonment in a county jail for up to one year, or both.
- b. **California Penal Code § 626.7 (Failure to Leave):** Failure to leave campus after being directed to do so, or returning without following proper procedures, is a crime punishable by a fine of up to \$500, imprisonment for up to six months, or both.
- c. **California Penal Code § 626.8 (Notice to Leave Immediately):** Applies when a person's presence or acts interfere with the peaceful conduct of the school or disrupt activities. This restricts the individual from returning for seven (7) days.
- d. **California Penal Code § 626.4 (Withdrawal of Consent):** Allows the administration to withdraw consent for an individual to remain on campus for up to fourteen (14) days if there is reasonable cause to believe the person has willfully disrupted the orderly operation of the facility.

D. VISITORS

All visitors including parents and guardians must report to the main office when they arrive, sign in, and obtain a visitor's pass if they are to go to any part of the building. To prevent interruption to the instructional program, we request that all items brought to the

schools are left in the office labeled with the name of the teacher and student. Student visitors are NOT permitted, at any time, on campus. Visitors must make prior arrangements with administration and must be approved to visit BayTech at any time.

E. STUDENT INFORMATION SYSTEM

Parents, as well as students, will have access to their child's grades in each class, missing/incomplete/upcoming assignments, upcoming tests/projects, discipline, communication log, and teacher contact information in the student information system (e.g. Aeries). Each parent will be provided with a username and password to have access throughout the school year.

Note: All discipline entries will remain on Aeries for the entire year.

F. PHONE USE

In case of emergency, students may go to the office with a hall pass from a teacher to call home.

G. INTERNET & TECHNOLOGY USE

Internet access is a **PRIVILEGE, not a right**. It is extended to students who agree to use school technology in a considerate and responsible manner. School personnel may access any user's files at any time. Please also refer to Appendix F for device care.

Students may not:

- Use another person's username or password
- Use the network for commercial, political, or personal non-academic purposes
- Access, distribute, or promote content related to drugs, alcohol, or tobacco
- Access material that is threatening, obscene, disruptive, or sexually explicit, or that constitutes harassment based on race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
- Use the internet in any unethical or illegal manner, including violation of copyright laws
- Access personal email, instant messaging, or social media accounts
- Use proxy websites or other means to circumvent school-administered internet filters
- Play non-educational games
- Damage, alter, or misuse computer equipment, systems, or networks
- Access, tamper with, or modify another user's folders, files, or computer settings

Consequences: Violations may result in loss of internet privileges for the remainder of the school year, a lowered grade, and/or additional disciplinary action. If you are unsure whether an activity is permitted, ask a teacher or an administrator before proceeding.

H. ELECTRONIC DEVICES

In compliance with California's Phone-Free School Act (AB 3216, Ed. Code §48901.7), **BayTech prohibits student use of cell phones and personal electronic devices during the school day**. Devices are collected at the start of the day, secured in a locked classroom container, and returned to students at dismissal. Students may also choose to leave devices at home.

Violations are addressed through a progressive discipline process, beginning with a verbal warning and escalating to parent/guardian notification, conferences, research assignments, a behavior contract, and mandatory daily device check-in at the main office.

Exceptions are permitted for emergencies, staff-authorized use, documented medical needs, and students whose IEP or 504 Plan requires device access.

To reach your student during the school day, please contact the front office at **(800) 741-2287** or **info@baytechschool.org**.

Please refer to BayTech's full Cell Phone & Personal Electronic Device Policy in Appendix G.

I. LOST AND FOUND

Lost or found items should be brought to the main office. Items not picked up may be donated monthly.

BayTech does not accept any responsibility for stolen or lost money, clothing, valuables or other articles.

J. TEXTBOOKS & COURSE MATERIALS

BayTech is committed to ensuring that every student has access to sufficient, standards-aligned instructional materials for use in class and at home, in compliance with the California Williams Act (Ed. Code §60119).

Teachers will issue textbooks and/or workbooks based on course needs. Students may receive both a personal take-home set and access to a classroom set. Instructional materials may also be provided in digital format, provided each student has the ability to access them both in class and at home.

Students are responsible for the proper care of all issued materials. All textbooks and workbooks must be returned in good condition at the end of the school year or upon transferring to another school. Any damage to materials must be reported to the classroom teacher promptly. **Parents and guardians may be held financially responsible for the cost of lost or damaged textbooks.**

Williams Act — Your Rights: Under the Williams Act, every student is entitled to sufficient standards-aligned

textbooks and instructional materials in all core subject areas. If your student does not have access to required materials, you have the right to file a complaint using BayTech's Uniform Complaint Procedures (UCP). Williams complaint forms are available in English and Spanish in the main office.

K. MEAL PROGRAM

BayTech participates in the CA Universal Meals Program. Breakfast and lunch are offered daily at no charge to all students.

L. OFF-CAMPUS LUNCH PRIVILEGE

At BayTech, eligible students (e.g. seniors in good standing) may be granted the privilege of leaving campus during their designated lunch period. This program is designed to encourage responsibility and reward academic excellence. **Off-campus lunch is a privilege, not a right, and is subject to strict eligibility and behavioral standards.**

1. Eligibility Requirements To qualify for and maintain off-campus lunch privileges, a senior must:

- a. Maintain a grade of **"C" or better** in all classes.
- b. Maintain an attendance rate of **at least 90%**, which is monitored on a month-by-month basis.
- c. Arrive to school on time for 1st period (unless a valid, verified excuse is provided).
- d. Maintain good behavioral standing, with no active suspensions or severe Student Conduct Code violations.

2. General Guidelines & Food Policy

- a. **Boundaries & Punctuality:** Students must remain within approved walking distance boundaries and return to campus on time for their next class.
- b. **Food Deliveries:** Students may order food for delivery to the main office, provided the order is placed *prior* to the start of lunch and that such orders are not placed during class time.
- c. **On-Campus Consumption:** Any food brought or delivered to campus must be completely consumed in designated, approved eating areas.
- d. **Food is strictly prohibited in classrooms.** Finishing a meal will not be accepted as an excuse for being tardy to class.

3. Revocation of Privileges BayTech reserves the right to suspend or permanently revoke a student's off-campus privilege for the following reasons:

- a. **Tardiness:** Accumulating three (3) tardies when returning from lunch.

- b. **Academic/Attendance Drops:** Falling below the 90% attendance threshold or dropping below a "C" in any class (privilege is suspended until requirements are met again).
- c. **Conduct Violations:** Any behavior resulting in a supervised suspension classroom (SSC) or out-of-school suspension, or any off-campus behavior that reflects poorly on BayTech in the community (e.g., disrespecting local business staff).

Note: Students who lose their privilege may petition for reinstatement after 30 days or at the start of the next semester, which requires a formal written request, restored eligibility, and a Parent-Teacher-Student conference.

4. Parental Consent & Liability Students may not leave campus without a signed contract and liability waiver on file. Pursuant to **California Education Code Section 44808.5**, BayTech does not provide supervision during off-campus lunch and is not liable for the conduct, safety, or loss of property of any student who leaves school grounds during this time.

M. EARTHQUAKE AND MAJOR DISASTER PROCEDURES

- Parents may contribute ten dollars (\$10) to supply a survival kit to be kept at school and used in case of emergency.
- In the event of a fire, major earthquake or major disaster, students are to be evacuated to the assigned area by BayTech.
- If the local public schools announce that the students will be dismissed, BayTech will do the same.
- Parents are to remain in the assigned area and sign out their child with the appropriate staff member because BayTech has to account for all students.
- BayTech Emergency Dismissal/Evacuation Card information must be updated with any change in information by parents/guardians as soon as it occurs.

Please refer to the Comprehensive Safety Plan for a full summary of BayTech's safety procedures.

N. STUDENT TRANSFER

Any student transferring out of Bay Area Technology School must complete the "Student Transfer Form" which can be obtained from the main office. The form must be completed prior to a student transferring. It is the parent/ guardian's responsibility to complete the form. The school is not responsible for having it completed.

It is the student's parent(s)/ guardian(s) responsibility to contact the school that student will be transferring to. It is the parent's responsibility to make all necessary arrangements for a successful transfer.

If a student will be transferring to another school for the following school year, the parent is still responsible to inform the main office before the last day of school, or last day of attendance.

All textbooks must be turned in before the last day of attendance in order to complete a successful transfer. Parents are responsible to pay for damages on the textbooks.

O. DRESS CODE

BayTech has a uniform policy (please also refer to Appendix C) to help create a safe, orderly environment, instill discipline, easily identify our students, and eliminate the competition and distractions caused by varied dress styles. ***Students are expected to arrive in a clean and neat uniform every day.*** Students may be sent home or placed in an alternative study area if they are not in proper uniform. Students will be sent home immediately if their clothing is pornographic, advertises drugs or alcohol, advertises gambling, is gang-related, and/or smells of marijuana or alcohol. Additionally, miniskirts and short shorts are never acceptable. *****NEW Policy** - Hoodies are no longer acceptable attire. Crew neck sweatshirts are allowed. If a student has a hooded jacket, the hood must remain down for the entire school day.***

This uniform policy will be enforced, without exception, from the very first day of school. Please cooperate, display modesty and neatness, and take pride in the BayTech uniform. We rely on your understanding and your parents' and/or guardians' support in helping to maintain this uniform policy and follow it daily.

In addition to wearing the school uniform, BayTech requires that you follow these additional guidelines in terms of uniform appearance and personal appearance. Students **must** have their BayTech backpack every day. **Non-BayTech backpacks are not allowed.** If a student brings a non-BayTech backpack, it will be held in the school office for the duration of the school day. If you are still unsure about how you should look, or how the uniform should fit, check with administration. ***If any aspect of the uniform, including clothes, shoes, jewelry, cosmetics, or any type of body adornment, is not explicitly listed as acceptable in this handbook, then that item is not permitted to be worn when the student is at school or representing the school.***

If a student is unable to wear the school uniform to school due to extenuating circumstances, please contact the main office at 800-741-2287 or contact@baytechschool.org as soon as possible to request written permission from the school's administration. Students not following the uniform policy may remain in the office or alternate area of study to participate in independent study.

Free Dress & Spirit Week

Free Dress days or School Spirit Week days are earned at the discretion of the administration. These days may be granted at different times of the year for positive behavior and special occasions. Violation of the daily dress code policy may result in loss of free dress and/or spirit week participation privileges for the remainder of the school year. The policies below will be strictly enforced during free dress days as well.

- All students must follow the same guidelines with the exception of not wearing their uniform.
- T-shirts and hooded sweatshirts may be acceptable; however, printing on clothing must be suitable for school, no inappropriate image(s) or language may be displayed.
- Students not participating in the specified Spirit Day dress for the day must be in school dress code.
- On free dress days or other days, students will be sent home immediately if their clothing: is pornographic, advertises drugs or alcohol, advertises gambling, is gang-related, smells of marijuana or alcohol. The administration has discretion in determining appropriateness of images or language on clothing.
- Ripped pants or tops are not allowed
- **Mini-skirts, and short shorts are not allowed.**
- **Midriffs, backless or sideless shirts or dresses, halter tops, or tank tops with less than a 1 inch strap are NOT allowed.**
- Hats, hoods, gloves, bandanas, or sunglasses are not permitted to be worn in school.

Field Trips & Schoolwide Events

Dress code guidelines are enforced during schoolwide events, including but not limited to Science Fair and Saturday School, as well as during off-site, school sponsored field trips or excursions.

P. TRANSPORTATION & TRAFFIC SAFETY

BayTech is committed to ensuring that every student arrives at and departs from campus safely, securely, and on time. The policies in this section are designed to maintain an efficient drop-off and pick-up process, promote student safety, and ensure we remain respectful, considerate neighbors within our local Oakland community.

To support consistent school attendance and remove barriers to education, BayTech provides supplemental transportation services, **when possible and available**, for students and families in need of transportation support.

Community Reminder: Safe school zones require teamwork. Please follow all designated traffic flows, avoid double-parking, and respect residential driveways during peak drop-off and pick-up hours.

School Drop-off and Pick-up Instructions:

1. Drop-off and Pick-up at the designated passenger loading white curb on East 15th Street.
2. Students will enter campus through the back gate on E 15th Street. However, students arriving late to school (after 8:45 A.M.) should enter through the main entrance on 23rd Avenue.

BayTech may offer limited van transportation support to families based on demonstrated need and availability. At the start of each school year, families may be asked to complete a transportation survey to indicate whether they require transportation assistance. BayTech will do its best to accommodate requests; however, space is limited and availability is not guaranteed.

Please be aware that transportation support is subject to change or discontinuation at any time due to factors including, but not limited to, vehicle availability, ridership levels, funding constraints, staffing, or other operational considerations. Families are encouraged to maintain an independent transportation plan as a backup.

For any questions or requests regarding transportation, please contact: Main Office at (800) 741-2287 or contact@baytechschool.org

Q. ENROLLMENT & EXITS

1. Open Enrollment & Eligibility

BayTech is a tuition-free public charter school authorized by the Alameda County Office of Education (ACOE) and open to all students in grades 6 through 12. BayTech does not charge tuition or fees as a condition of enrollment. In accordance with California Education Code §47605, BayTech shall admit all pupils who wish to attend the school. There are no academic entrance exams, academic prerequisites, or other selective admission criteria.

Applications are accepted during BayTech's annual open enrollment period, which typically opens in [month] and closes in [month]. Families are encouraged to apply early. Applications submitted after the open enrollment window closes will be placed on the waitlist on a rolling, first-come, first-served basis.

2. Lottery Process

If the number of applicants exceeds the number of available seats, attendance shall be determined by a public random drawing (lottery), consistent with Education Code §47605(d)(2)(B). Enrollment preferences may be extended in the following order:

1. Siblings of currently enrolled students
2. Children of BayTech employees (not to exceed 10% of total enrollment)
3. Students residing within OUSD boundaries

4. All other applicants, selected by random public lottery

Families will be notified of lottery results within the timeframe to be communicated. If your student is not offered a seat, they will be automatically placed on the waitlist in the order drawn. Applications submitted after the deadline are added to the waitlist after all lottery applicants have been placed. Waitlists remain in place through the end of each school year and do not roll over from year to year. Families on the waitlist will be contacted in order as seats become available.

3. Required Enrollment Documents

Upon acceptance of an enrollment offer, families must submit the following within five (5) business days:

- Completed Student Registration Form
- Current immunization records (required by California law for all students grades TK–12)
- Home language survey
- Emergency contact and medical information forms
- Proof of age (birth certificate or equivalent)
- Authorization to request and receive records to allow BayTech to obtain academic and behavioral records from previous school(s)
- Special education, Section 504, and/or SST records, if or as applicable

BayTech cannot require a Social Security number or birth certificate as the sole acceptable proof of age or identity. Charter schools must inform families that alternative forms of documentation to establish date of birth are acceptable.

4. Non-Discrimination & Equal Access

BayTech does not discriminate in enrollment or the provision of services on the basis of race, color, national origin, ethnicity, gender, gender identity, sexual orientation, disability, religion, or any other characteristic protected by federal or state law, consistent with Education Code §220, Title VI of the Civil Rights Act of 1964, Title IX, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973.

BayTech is not permitted to discourage any student from enrolling or seeking to enroll based on characteristics including disability, academic performance, English learner status, homelessness, foster youth status, socioeconomic disadvantage, nationality, race, ethnicity, or sexual orientation. BayTech is also not permitted to request a student's records prior to enrollment or to encourage an enrolled student to disenroll or transfer to another school.

BayTech may not require information about a student's special education status, IEP, or Section 504 plan prior to or as a condition of enrollment (Ed. Code

§47605(d)(2)(A)). Students with disabilities are fully welcome and will be served in accordance with their IEP or 504 plan upon enrollment.

5. Students Experiencing Homelessness

In accordance with the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11301 et seq.), BayTech shall immediately enroll any homeless child or youth seeking enrollment. Homeless students may enroll without the documents typically required at the time of enrollment, and BayTech will work with families to obtain records as soon as practicable. BayTech's McKinney-Vento liaison is available to support families experiencing housing instability. Please contact the main office for assistance.

6. Undocumented Students

All students, regardless of immigration or citizenship status, have the right to enroll in and attend public school under the U.S. Supreme Court's decision in *Plyler v. Doe* (1982). BayTech does not collect or share information regarding immigration or citizenship status of students or their family members, consistent with California Education Code §234.7.

7. Students with IEPs or 504 Plans

For students with an active Individualized Education Program (IEP) or Section 504 Plan, families should notify BayTech's Special Education team as early as possible to ensure a smooth transition. BayTech will promptly transfer all special education records, including the current IEP or 504 Plan, evaluation reports, and related service documentation, to the receiving school in accordance with IDEA and California Education Code §56325. Until the receiving school develops a new IEP or 504 Plan, the enrolling school is obligated to provide services comparable to those outlined in the student's existing plan. Families are encouraged to request a copy of all special education records for their own files prior to the student's last day.

8. Involuntary Removal

Consistent with Education Code §47605, no student shall be involuntarily removed from BayTech for any reason unless the parent or guardian has been provided written notice of intent to remove the student no fewer than five (5) school days before the effective date of the action. Written notice will be provided in the family's native language. Foster youth, homeless youth, and Indian children are entitled to additional procedural protections under state law. Any parent, guardian, or student (age 18 or older) who believes BayTech has violated enrollment laws may file a Charter School Complaint with ACOE.

9. School Exit Procedure

When a student is transferring or disenrolling from BayTech for any reason, families must notify the main office as soon as possible at **(800) 741-2287** or **info@baytechschool.org**. A formal withdrawal form must be completed at the main office prior to the student's last day. All school-issued materials, including textbooks, Chromebooks, and equipment, must be returned in good condition, and any outstanding balances related to lost or damaged items must be resolved at the time of withdrawal. In accordance with California Education Code §49068, BayTech will forward student records, including transcripts and immunization records, to the receiving school within ten (10) days of receiving a written request. In accordance with California law, BayTech will notify the student's district of residence upon disenrollment or transfer, as required to ensure continuity of educational services and accurate reporting of student enrollment.

Questions About Enrollment

For enrollment questions, please contact BayTech's main office at **(800) 741-2287** or **info@baytechschool.org**.

R. UNIFORM COMPLAINT PROCEDURE

Bay Area Technology School (BayTech) is committed to providing a safe, equitable, and legally compliant educational environment for all students and families. BayTech has adopted Uniform Complaint Procedures (UCP) to address complaints related to violations of federal and state educational laws and regulations, including but not limited to:

- Unlawful discrimination, harassment, intimidation, or bullying on the basis of any protected characteristic, including race, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, disability, religion, immigration status, or any combination thereof (consistent with SB 1137, effective January 1, 2025)
- Violations of laws governing special education, foster and homeless youth services, English learner programs, child nutrition, and other state and federal educational programs
- Student fees charged for participation in educational activities
- Williams Act complaints regarding instructional materials, school facilities, or teacher vacancies
- Rights of lactating, pregnant, and parenting students
- Local Control and Accountability Plan (LCAP) compliance

1. Filing a Complaint

Any student, parent, guardian, or other individual may file a complaint. Complaints must be submitted in writing to BayTech's compliance officer. Retaliation against anyone who files a complaint or participates in a complaint investigation is strictly prohibited.

Compliance Officer

Seth Feldman, Executive Director
director@baytechschool.org, (800) 741-2287
1445 23rd Avenue, Oakland, CA 94606

Timeline

BayTech will investigate and respond to complaints within sixty (60) days of receipt. Complainants who are

dissatisfied with BayTech's decision may appeal to the California Department of Education (CDE) within fifteen (15) days of receiving the decision. Civil law remedies may also be available.

Full Policy & Complaint Forms

The complete Uniform Complaint Policy and Procedures and complaint forms are available free of charge in the **BayTech main office**. Please contact us at **(800) 741-2287** or **info@baytechschool.org** to request a copy.

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION
& BULLYING COMPLAINT FORM**

Your Name: _____ Date: _____

Date(s) of & Location(s) of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize BayTech to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date

Print Name

Phone Number

To be completed by the Charter School:

Received by: _____ Date: _____

Follow up Meeting with Complainant held on: _____

Appendix A - Graduation Requirements

BAYTECH Graduation Requirements

Subject	Requirement
History/ Social Science	3 years: World History, U.S. History, Government, Economics
ELA/ English	4 years: English 1, 2, 3 & English 4 or AP English
Math	3 years: Algebra 1, Geometry, Algebra 2 4 years recommended: Statistics, Pre-Calculus, Calculus
Science	3 years: Completion of Biology, Chemistry and Physics or Environmental Science.
Language other than English	2 years: Two years, or equivalent to the 2nd level of high school instruction of the same language. 3 years recommended: Three years/3rd level of high school instruction recommended
Visual and Performing Arts	1 year: One yearlong course of visual and performing arts chosen from the following disciplines: dance, music, theater, visual arts or interdisciplinary arts
College-preparatory elective	1 year: Courses that prepare students for college and career success.
Physical Education	2 years: PE 1 and PE 2 or other qualifying elective class.

- ✓ Passing Grade: **C- or higher**
- ✓ 1 Year: **2 Semesters**
- ✓ Minimum GPA Requirement: **2.0 GPA**
- ✓ Credit Requirement: **220+ Credits**

Graduate with Honors

- ★ Cum Laude: **3.5 + GPA**
- ★ Magna Cum Laude: **3.7 + GPA**
- ★ Summa Cum Laude: **3.9 + GPA**

Appendix B - Bell Schedule

BAYTECH 2026-2027 Bell Schedule

Middle School - Regular Day

BLUE DAYS: Monday & Thursday ORANGE DAYS: Tuesday & Friday

Period	Period	Start Time	End Time
Advisory I	Advisory I	8:30 AM	8:45 AM
1	6	8:48 AM	9:53 AM
2	7	9:56 AM	11:01 AM
3	8	11:04 AM	12:09 PM
Lunch	Lunch	12:09 PM	12:39 PM
Advisory II	Advisory II	12:42 PM	1:12 PM
4	9	1:15 PM	2:20 PM
Eagle Take-Off	Eagle Take-Off	2:20 PM	2:22 PM
Office Hours	Office Hours	Until 4 P.M.*	Until 4 P.M.*
After School Program	After School Program	2:22 PM	6:00 PM

High School - Regular Day

BLUE DAYS: Monday & Thursday ORANGE DAYS: Tuesday & Friday

Period	Period	Start Time	End Time
Advisory I	Advisory I	8:30 AM	8:45 AM
1	6	8:48 AM	9:53 AM
2	7	9:56 AM	11:01 AM
3	8	11:04 AM	12:09 PM
Advisory II	Advisory II	12:12 PM	12:42 PM
Lunch	Lunch	12:42 PM	1:12 PM
4	9	1:15 PM	2:20 PM
5	10	2:23 PM	3:28 PM
Eagle Take-Off	Eagle Take-Off	3:28 PM	3:30 PM
Office Hours	Office Hours	Until 4 P.M.*	Until 4 P.M.*
After School Program (9th Grade only) & Sports (All grades)	After School Program (9th Grade only) & Sports (All grades)	3:30 PM	6:00 PM

Middle School - Minimum Day

Wednesdays will alternate between BLUE and ORANGE days

Period	Period	Start Time	End Time
Advisory I	Advisory I	8:30 AM	8:45 AM
1	6	8:48 AM	9:38 AM
2	7	9:41 AM	10:31 AM
3	8	10:34 AM	11:24 AM
Lunch	Lunch	11:24 AM	11:54 AM
Advisory II	Advisory II	11:57 AM	12:27 PM
4	9	12:30 PM	1:20 PM
Eagle Take-Off	Eagle Take-Off	1:20 PM	1:22 PM
After School Program (9th Grade only) & Sports (All grades)	After School Program (9th Grade only) & Sports (All grades)	1:22 PM	6:00 PM

High School - Minimum Day

Wednesdays will alternate between BLUE and ORANGE days

Period	Period	Start Time	End Time
Advisory I	Advisory I	8:30 AM	8:45 AM
1	6	8:48 AM	9:38 AM
2	7	9:41 AM	10:31 AM
3	8	10:34 AM	11:24 AM
Advisory II	Advisory II	11:27 AM	11:57 AM
Lunch	Lunch	11:57 AM	12:27 PM
4	9	12:30 PM	1:20 PM
5	10	1:23 PM	2:13 PM
Eagle Take-Off	Eagle Take-Off	2:13 PM	2:15 PM
After School Program (9th Grade only) & Sports (All grades)	After School Program (9th Grade only) & Sports (All grades)	2:15 PM	6:00 PM

Appendix C - Uniform Policy

BAYTECH



Dress Code

Full-Zip Jacket OR Any BayTech Sweatshirt
Non-BayTech jackets **must have a full zipper**. Don't forget the polo or BayTech T-shirt underneath! Hoods may **not** be worn on campus.



Black or Khaki Pants
Pants, skirts or shorts may **NOT** have **any** rips, holes. The length of any skirts or shorts must reach below your fingertips when your hands are at your sides.



Plain Navy Blue or Orange Polo Shirt OR Any BayTech Shirt
Must be worn at all times.
NO large logos, stripes, or other designs.



Closed Toe Shoes
Shoes must be closed toed and have a back. Slides, heels or sandals are not allowed. Crocs may be worn as long as the backstrap is on the back of the foot.



All Students MUST wear their BayTech Backpack and ID Card



No Headwear or AirPods
Hoods, bandanas, beanies, headbands, hats or do-rags **may not be worn at anytime**. All headphones and AirPods are not allowed to be worn.



Middle School (6th–8th)

- Black or khaki pants (no logos, designs, stripes, tears, or gray pants)
- BayTech shirt or solid navy blue or orange polo
- Jackets may be worn over the BayTech shirt or polo; hoodies are *not* permitted
- Orange BayTech backpack (provided by school)

High School (9th–12th)

- Shirts must be full length, covering the midriff at all times
 - *Clarification: Tank tops may be worn without a cover-up as long as straps are a minimum of 2" thick*
- Clothing must not display inappropriate language, images, or logos related to drugs, alcohol, gambling, violence, or any imagery that may be offensive or disruptive to the school environment
- Pants must have no rips, tears, or holes
 - *Clarification: Shorts and skirts may be worn; they must extend to at least mid-thigh. No bike shorts. Pants must be pulled up with no exposed undergarments.*
- Black BayTech backpack (provided by school)

All Students

- Close-toed shoes with a back covering or strap are required at all times
- Athletic shoes must be worn during PE (e.g. crocs are not safe for PE participation)
- No hats or headgear on campus at any time

NOTE: Students out of dress code may be sent home or remain in a separate study area for the school day. Loaner shirts are available for middle school students needing a BayTech shirt and for any high school student wearing an out-of-dress-code top. If your middle school student needs uniform shirt(s), please contact the main office. If a student is unable to wear the school uniform due to extenuating circumstances, please reach out to the main office as soon as possible.

Appendix D: Statewide Testing

Every year, California students participate in several statewide assessments. When combined with regular report card grades, classroom performance, and teacher observations, these standardized tests provide families and educators with a comprehensive view of student learning. These diagnostic metrics help identify areas of academic strength as well as subjects requiring targeted instructional intervention. Your child may take one or more of the state-mandated assessments detailed below.

Parental Exemption Rights: Pursuant to **California Education Code Section 60615**, parents/guardians have the right to annually submit a written request to the school principal to excuse their child from any or all components of the **CAASPP** assessments. Please note that by state law, this parental exemption policy **does not apply** to the English Language Proficiency Assessments for California (ELPAC) or the Physical Fitness Test (PFT).

1. California Assessment of Student Performance and Progress (CAASPP)

Smarter Balanced Summative Assessments (ELA and Mathematics)

- **Target Student Population:** All general education students in **Grades 6–8 and Grade 11**.
- **Assessment Format:** Computer-based adaptive testing.
- **Target Standards:** California Common Core State Standards for English Language Arts/Literacy and Mathematics.

California Alternate Assessments (CAAs for ELA and Mathematics)

- **Target Student Population:** Students in **Grades 6–8 and Grade 11** whose Individualized Education Program (IEP) explicitly designates the use of alternate assessments for students with significant cognitive disabilities.
- **Assessment Format:** Computer-based; administered one-on-one by a certified test examiner familiar with the student.
- **Target Standards:** Alternate achievement standards known as the Core Content Connectors.

California Science Test (CAST)

- **Target Student Population:** Required once in middle school (**Grade 8**) and once during high school (**typically Grade 11 or 12**).
- **Assessment Format:** Computer-based, utilizing interactive performance tasks.
- **Target Standards:** California Next Generation Science Standards (CA NGSS).

California Alternate Assessment (CAA) for Science

- **Target Student Population:** Students in **Grade 8** and once in high school whose IEP designates the use of an alternate assessment.

- **Assessment Format:** A series of four discrete performance tasks administered sequentially throughout the academic year embedded within relevant instruction.
- **Target Standards:** Alternate achievement standards derived from the CA NGSS.

California Spanish Assessment (CSA)

- **Target Student Population:** An optional, computer-based test available to students in **Grades 3–12** seeking to measure their Spanish reading, listening, and writing mechanics.
- **Target Standards:** California Common Core State Standards en Español.

2. English Language Proficiency Assessments for California (ELPAC)

Initial & Summative ELPAC

- **Target Student Population:** * **Initial ELPAC:** Administered to students whose Home Language Survey lists a primary language other than English to determine English Learner (EL) status or Initial Fluent English Proficient (IFEP) status.
 - **Summative ELPAC:** Administered annually to all classified English Learners until they meet the local criteria to be officially reclassified as Fluent English Proficient (RFEP).
- **Assessment Format:** Computer-based assessment evaluating four domains: Listening, Speaking, Reading, and Writing.
- **Target Standards:** California English Language Development Standards.

Alternate Initial & Alternate Summative ELPAC

- **Target Student Population:** Students with significant cognitive disabilities whose IEP designates an alternate assessment, and whose Home Language Survey identifies a language other than English. Administered annually until reclassification criteria are met.
- **Assessment Format:** Computer-based; tailored one-on-one administration with embedded accommodations.
- **Target Standards:** Alternate English Language Development Standards.

3. Physical Fitness Test (PFT)

- **Target Student Population:** All students enrolled in **Grade 7 and Grade 9**.
- **Assessment Format:** In strict compliance with updated California state regulations, the PFT consists of **five distinct performance components** rather than the historical six. **The Body Composition (BMI) component is no longer required or collected, and height, weight, and gender are omitted from state data protocols.**
- **The Five Required Testing Components:**
 1. Aerobic Capacity (e.g., PACER or One-Mile Run)
 2. Abdominal Strength and Endurance (e.g., Curl-Ups)
 3. Trunk Extensor Strength and Flexibility (e.g., Trunk Lift)
 4. Upper Body Strength and Endurance (e.g., Push-Ups)

5. Flexibility (e.g., Shoulder Stretch)
- **Reporting Regulations:** Individual health fitness pass/fail designations are no longer published by the state. Student participation metrics (aggregated by component and grade level) are strictly published inside the school's annual public **School Accountability Report Card (SARC)**.

Appendix E - Data Sharing - California College Guidance Initiative (CCGI) & California Pupil Achievement Data System (CALPADS)

Bay Area Technology School (BayTech) is proud to partner with the **California College Guidance Initiative (CCGI)** to support our students in developing robust, actionable college and career pathways.

What is CCGI?

As established under **California Education Code Section 60900.5**, CCGI is the State of California's legislatively authorized data system provider. CCGI is tasked with ensuring that all California public school students, starting as early as 6th grade, transition smoothly into postsecondary education or careers without structural gaps.

CCGI manages **CaliforniaColleges.edu**, the state's official all-in-one web platform for college, career, and financial aid planning.

How Does Transcript-Informed Functionality Benefit Your Child?

In compliance with the **California High School Transcript and Student Record Portability Standard**, BayTech securely synchronizes student data from our Student Information System (SIS) with CaliforniaColleges.edu. This unlocks exclusive, personalized tools for your student:

- **A-G Progress Tracking:** Students can monitor their exact progress toward fulfilling University of California (UC) and California State University (CSU) "A-G" admissions criteria.
- **Streamlined College Applications:** When applying to a California Community College, CSU, or UC, key academic records transfer automatically, eliminating manually typed entry errors and accelerating admission placement decisions.
- **Integrated Financial Aid Support:** Students can launch, sync, and track their Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA). This directly supports compliance with **California Education Code § 51225.7**, which requires all high school seniors to submit a financial aid application or an official opt-out form prior to graduation.

Privacy, Security, and Your Right to Opt-Out

All data transmissions to CCGI are handled with strict adherence to the Family Educational Rights and Privacy Act (FERPA) and California student privacy legislation. The California Department of Education (CDE) maintains a direct data-sharing agreement to safeguard this information.

Right to Opt-Out: If you do not wish for BayTech to disclose your student's demographic and transcript information to CCGI, you may select the opt-out preference on your student's annual online registration/re-enrollment form. Please note that opting out will restrict your student from utilizing the transcript-informed features, automatic college application populating tools, and financial aid tracking tools on CaliforniaColleges.edu.

Contact Information

If you have any questions regarding CaliforniaColleges.edu accounts, setting up a parent observer profile, or navigating postsecondary options, please reach out directly to our main office at info@baytechschool.org

Appendix F - Chromebook Policy

Bay Area Technology School School Device Policy & Acceptable Use Agreement

1. General Overview & Support

A BayTech-issued device (e.g. Chromebook) and its accessories remain the property of Bay Area Technology School. These devices are intended strictly for classroom instructional use.

- **Technical Support:** For any technical issues, broken hardware, or operational glitches, immediately notify your teacher or contact the helpdesk at helpdesk@baytechschool.org. Do not attempt to disassemble or repair the device yourself.
- **Opt-Out Policy:** Parents/guardians may opt their student out of school-issued Chromebook usage by submitting a written request to info@baytechschool.org.

2. Care, Maintenance, & Damage Prevention

Students are expected to handle school technology with care. The following physical care guidelines must be followed at all times:

Screen Care & Physical Avoidance:

Computer (e.g. Chromebook) screens are highly sensitive to pressure and impact. To prevent cracking or distortion, **AVOID**:

- Leaning on, stepping on, or poking the screen.
- Placing objects (pens, pencils, notebooks) on the keyboard before closing the lid.
- Stuffing items into a carrying case or backpack that will press firmly against the device cover.
- Eating or drinking on or directly around the Chromebook.

Modifications & Customization:

- Devices must remain completely free of decorative writing, drawing, stickers, paint, tape, or unauthorized labels.
- School administration and BayTech Technicians will conduct unannounced spot checks for policy compliance throughout the school year.

Enforcement Notice: Students who misuse hardware will receive a formal warning from their teacher, and their parents will be contacted to review consequences. Continued negligence will result in the suspension or permanent termination of classroom technology privileges.

3. Financial Responsibility for Loss & Intentional Damage

If a computer (e.g. Chromebook) or any accompanying accessory is lost (whereabouts unknown) or intentionally damaged/vandalized, the student and parent/guardian bear full financial responsibility.

- **Replacement Holds:** A replacement device or accessory will **not** be issued until the outstanding replacement fee is paid in full to the school.
- **Fee Schedule:**
 - **Full Computer (e.g. Chromebook) Replacement:** \$200 *(For BayTech-purchased devices)*
 - **Damaged/Cracked Screen:** \$30 *(Depending on exact device model)*
 - **AC Power Adapter & Cord:** \$15

School Computer Policy Acknowledgement

Student Agreement

By signing below, I agree to the following operational rules:

- I will only use the school provided computer in designated classrooms and will return it securely to its proper charging cart slot at the end of each class period.
- I will never leave the computer unattended in an unsecured or unsupervised location, nor will I loan it to another student.
- I will keep food and drinks completely away from the device.
- I will only access websites and digital materials authorized by BayTech. I will not attempt to bypass school network security or content filters.
- I understand that failing to follow these rules will result in the immediate loss of my technology privileges and potential disciplinary action.

Student Name (Printed): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Agreement

By signing below, I agree to the following structural policies:

- I understand that the computer is a school-issued instructional material and that I am financially liable for the replacement costs detailed above if the device is lost, stolen, or intentionally damaged while assigned to my student.
- I have reviewed the Acceptable Use guidelines with my student and understand that their access to technology is conditional upon respectful behavior.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ **Date:** _____

Appendix G: Cell Phone Policy

Bay Area Technology School Cell Phone & Personal Electronic Device Policy 2026–2027

Purpose

To foster a focused, respectful, and safe learning environment, BayTech has implemented a campus-wide policy prohibiting cell phone use during the school day. This policy supports academic achievement, reduces distractions, and encourages healthy social interactions among students.

Legal Authority

This policy is adopted in compliance with California Assembly Bill 3216 (the Phone-Free School Act), signed into law by Governor Gavin Newsom on September 23, 2024, which amends Education Code §48901.7. This law *requires* all California public school districts, county offices of education, and charter schools to adopt a policy limiting or prohibiting student smartphone use during the school day. BayTech will review and update this policy at least once every five years, as required by law.

Policy Summary

Cell phones and personal electronic devices are prohibited during the school day. At the start of each school day, cell phones will be collected and secured in a locked container in each classroom, where they will remain until the end of the school day. Students will retrieve their phones and/or personal devices at dismissal. Students also have the option of and are encouraged to leave their cell phone and/or other electronic devices at home.

Enforcement & Consequences

If a student is found in possession of or using a cell phone or personal electronic device (e.g., tablet, personal computer without BayTech IT-installed GoGuardian, smartwatch, earbuds, etc.) on campus during school hours, the following consequences will apply:

First Offense:

- Verbal warning and reminder of the cell phone policy
- Device placed in the locked cell phone container until the end of the school day

Second Offense:

- Device held by the main office and returned directly to the parent/guardian on the same school day or later, pending their availability, after notification of the infraction
- Parent/guardian conference with a school administrator (Principal and/or Dean of Students)
- Student completes a two-page research paper on the impact of cell phone and screen time use on academic, social, and emotional development, to be submitted to the Dean of Students within one week

Third Offense:

- Device held by the main office and returned directly to the parent/guardian after one calendar week, pending their availability. Exceptions may be made in connection with school breaks longer than five days.
- Parent/guardian conference with a school administrator (principal and/or dean of students)
- Student completes a five-page research paper on the impact of cell phone and screen time use on academic, social, and emotional development, to be submitted to the dean of students within one week
- Student placed on a behavior contract
- Student required to surrender their device(s) to the main office immediately upon arrival each day and retrieve it at dismissal

Permitted Exceptions

Consistent with Education Code §48901.7, students may possess or use a phone under the following circumstances:

1. **Emergency:** In case of an emergency or perceived threat of danger, students may ask a staff member for permission to use their phone in a supervised location, such as the main office.
2. **Staff Permission:** A teacher or administrator may grant permission for a student to use a phone for a specific, reasonable purpose.
3. **Medical Need:** Students with a documented medical need (e.g., blood glucose monitoring) as determined by a licensed physician and surgeon may use their device in accordance with their care plan. Their device will be kept in the office for access as needed.
4. **IEP or Section 504 Requirement:** Students whose Individualized Education Program (IEP) or 504 Plan requires the use of a smartphone or electronic device will be accommodated in accordance with their IEP or 504 Plan.

Please note: Although BayTech may store devices and enforce this policy, school staff are prohibited by law from monitoring, collecting, or accessing any information related to a student's personal online activity (Ed. Code §48901.7).

Parent/Guardian–Student Communication

To reach your student during the school day, please contact the front office directly at **(800) 741-2287** or by email at **info@baytechschool.org**. Students may also request to call home from the office as needed.

Digital Citizenship & Social Media

BayTech is committed to developing responsible digital citizens. We encourage students and families to have ongoing conversations about screen time, focus, and respectful online behavior. Please contact the main office or school counselor with any questions or concerns.

Off-campus use of social media that depicts BayTech, its students, or staff in a negative, hostile, inappropriate, or harmful manner may result in school consequences. This includes, but is not limited to, cyberbullying, harassment, or posting content that disrupts the school environment or violates community standards. Consequences may include detention, reflective assignments, school service, suspension, or expulsion.

Child Exploitation & Digital Media Warning

Creating, possessing, or sharing sexually explicit images or videos involving minors, including between students, is a serious offense under California and federal law. Under California Penal Code §311.11, there are no exceptions for age or consent, and even voluntary sharing may constitute child pornography. As required by the California Department of Education, BayTech must report any suspected violations. Students involved may face school disciplinary action and potential legal consequences. We strongly encourage families to discuss the serious risks of sharing inappropriate content online or via mobile devices.

Device Security

While BayTech provides secure storage during the school day and takes reasonable precautions to safeguard personal devices, **BayTech is not responsible for lost, stolen, or damaged devices. By bringing a phone or electronic device to campus, students and families acknowledge they do so at their own risk.** We encourage students to leave valuable items at home whenever possible.

Appendix H: Academic Late Work Policy

Academic Late Work Policy

Philosophy:

Our goal is to prepare students for the responsibilities of college and career, in accordance with our schoolwide mission, by encouraging time management and meeting deadlines. At the same time, we recognize that school is a learning environment where students may occasionally struggle with pacing. This policy provides a framework that emphasizes accountability while still rewarding the effort of completing the work.

1. Standard Late Work Deductions

Assignments are expected to be turned in on the established due date. If an assignment is turned in late, the following grade reductions will apply:

- Work turned in after the due date will incur a **10% flat deduction** from the earned grade for each *school day* it is late.
- *Example:* If a student earns an 85% on a paper but turns it in one day late, the final recorded grade will be 75%.

2. Hard Deadlines (No Credit)

To ensure grading can be finalized and to keep students from falling irrecoverably behind, there are hard cut-offs for late submissions. **No credit** will be given for late work turned in after:

- The conclusion of the **unit exam** or **final assessment** for that specific unit or topic
and/or
- The **end of the grading period** (e.g. progress report), as noted on the official Academic Calendar.

3. Considerations for IEPs and 504 Plans

We are committed to supporting all learners. Students with an Individualized Education Program (IEP) or 504 Plan may have adjustments made to this late work policy in strict accordance with their documented accommodation(s) and/or modification(s), if or as applicable. Students and parents should refer to their specific case manager or plan for details regarding extended time provisions.

4. Late Work Passes (Incentive Program)

To promote positive behavior, academic engagement, and campus culture, faculty and staff have the discretion to award "**Late Work Passes**" as incentives.

- A Late Work Pass excuses the daily percentage deduction for a single late assignment.

- The assignment must still be submitted before the unit exam or the end of the grading period; passes cannot override the hard deadlines outlined in Section 2.
- Passes are non-transferable and can only be used by the student who earned them.

5. Excused Absences

Note: This late policy applies to work missed when a student is present or absent with an unexcused absence. In accordance with standard California education policy, students with an **excused absence** will be granted an equal number of days to make up missed assignments without a late penalty (e.g., if a student is out sick for two days, they have two days upon returning to submit the work for full credit). Please refer to the Student-Parent handbook under “Attendance” for additional information regarding unexcused and excused absences.

6. Teacher Discretion and Course Syllabi

Teachers have the ability to adjust this baseline late work policy as they see fit for their specific classroom. If a teacher chooses to implement a modified policy, they will clearly communicate their specific late work expectations via a class syllabus. This syllabus will be distributed to students at the start of the academic term or year, as applicable.

Appendix I: Cell Phone Policy

Student Schedule Change Policy

2026–2027 School Year

To ensure a smooth start to the school year and maintain balanced class sizes, students must submit all schedule change requests **within the first two weeks of the semester** (e.g. first day of the semester is August 5, 2026 so all change requests are due by August 19, 2026).

Schedule Change Deadline

- **Final Deadline: 2 weeks after the start of the semester**
- Requests received after this date will only be considered for exceptional circumstances.

Acceptable Reasons for a Schedule Change

Schedule changes may be approved for one or more of the following reasons:

- A required course is missing from the student's schedule.
- The student has already earned credit for a scheduled course.
- The student does not meet the prerequisite for a course.
- A scheduling error (duplicate class period, missing class period, or other clerical error).
- Placement adjustments recommended by a teacher, counselor, or administrator.
- A senior needs a course to meet graduation requirements.

Reasons That Will Not Be Approved

Schedule changes will **not** be made for the following reasons:

- Requesting a different teacher.
- Wanting classes with friends.
- Changing lunch periods.
- Preference for a different class period.
- General dislike of a course or teacher after the deadline.
- Requesting a study hall instead of an assigned course (unless approved by school administration).
- Avoiding challenging coursework.

Request Process

1. Complete the Schedule Change Request Form.

2. Submit the form to the Counseling Office no later than **two weeks after the start of the semester**.
3. **Counselors and administrators** will review requests based on school policy, graduation requirements, and seat availability.
4. Students should continue attending the classes listed on their current schedule until they receive official notification of an approved change.

After the Deadline

After **the second week of the semester**, schedule changes will only be considered for:

- Graduation requirement corrections.
- Level placement adjustments recommended by school staff.
- Clerical or scheduling errors.
- Other exceptional circumstances approved by school administration.

The Counseling Office will make every effort to accommodate eligible requests; however, approval is not guaranteed and is subject to course availability and staffing.

PARENT-STUDENT ACKNOWLEDGMENT

Parent/Guardian Pledge

The complete School Handbook is accessible via the "Parent" section of the BayTech website. Parents/guardians are required to read, review, and discuss these policies, procedures, and expectations with their child(ren) prior to signing and returning this form.

The Baytech Parent-Student Agreement outlines the shared responsibilities vital to realizing our school's vision. While public education is a fundamental right guaranteed to all students, a collaborative partnership between home and school maximizes student success. Any subsequent amendments or additions to this handbook will be communicated to families in writing.

As a parent/guardian, I commit to supporting my child's educational journey by fulfilling the following responsibilities to the best of my ability:

Academics & Attendance

- **Study Environment:** I will provide a quiet, designated space at home for my child to study and encourage the timely completion of all academic assignments and home projects.
- **Attendance & Punctuality:** I will ensure my child attends school every day, arrives on time, is well-rested, and is dressed in accordance with the BayTech uniform policy, pursuant to **California Education Code § 48200 (Compulsory Education)**.
- **Absence Notification:** I will notify the school office on the day of any absence and provide lawful, written documentation (e.g., medical notes) within the school's designated verification window (**CA Ed Code § 48205**).
- **School Property Care:** I understand that all school instructional materials (textbooks, library books, technology) loaned to my child must be returned in good condition. Under **California Education Code § 48213 and § 48904**, parents/guardians may be held financially liable for the replacement or repair costs of willfully damaged or unreturned school property, up to the statutory state cap.

Community Partnership

- **Volunteering:** I am encouraged to volunteer and participate in the school community as my schedule permits. (*Note: In compliance with **California Education Code § 49011**, parent volunteer hours are highly valued but completely voluntary and are never a condition of student enrollment, participation, or academic standing*).
- **Active Engagement:** I will make every effort to attend mandatory school orientations, student-led or parent-teacher-student conferences, and annual community events (such as the STEM Expo and Open House).

- **Campus Safety & Contraband:** I will ensure my child does not bring disruptive, hazardous, or prohibited materials to campus. I explicitly understand that bringing or possessing a firearm, knife, explosive, or other dangerous object on campus or at a school function is a severe violation and may result in a mandatory recommendation for expulsion in accordance with **California Education Code § 48915**.

Enrollment & Multi-Tiered Support Systems

- **Academic Interventions:** I agree to collaborate with school staff regarding my child's enrollment in necessary academic intervention programs (such as tutoring or targeted support sessions) when recommended by the Student Success Team (SST) or instructional staff.
- **Behavioral Support:** I will actively partner with school administration and teachers to address and correct any problematic or disruptive behaviors.
- **Anti-Bullying & Code of Conduct:** I will emphasize to my child the vital importance of adhering to the BayTech Student Code of Conduct. I will actively promote restorative problem-solving at home and reinforce the school's strict zero-tolerance policy for bullying, cyberbullying, and harassment (**CA Ed Code § 48900(r)**).
- **Contact Information updates:** I will notify the school registry office immediately of any change in home address, email, or telephone numbers to ensure seamless emergency communications.

Student Pledge

I am aware of my responsibilities as a student at Bay Area Technology School. I will dedicate myself to meeting academic and behavioral expectations to secure my future educational success.

I agree to uphold the following standards:

- **Compliance:** I will know and obey the BayTech Student Code of Conduct and all campus safety procedures.
- **Preparedness & Uniform:** I will arrive at school on time every day, dressed fully in the approved school uniform, and equipped with all necessary school supplies.
- **Academic Integrity:** I will complete all classroom and homework assignments to the best of my ability, submit them on time, and proactively advocate for myself by asking teachers for assistance when needed.
- **Respect & Citizenship:** I will serve my school community by treating peers, teachers, staff, and campus property with respect. I will honor individual differences and maintain an inclusive environment.
- **Anti-Bullying Advocacy:** I will be proactive against all forms of bullying and harassment. I will not participate in, encourage, or tolerate exclusionary or harmful behaviors, and I will report incidents to a trusted staff member immediately.

- **Accountability:** I accept full responsibility for my words, choices, and actions whether in the classrooms, hallways, athletic fields, or when interacting online and via social media networks.
- **Material Responsibility:** I will take care of all textbooks, digital devices, and instructional materials checked out to me and ensure they are returned in good condition.

Digital Citizenship & Social Media Policy

While digital platforms offer robust opportunities for collaborative learning, improper use can disrupt the educational environment and infringe upon the rights of others. Students are digital citizens and are responsible for their behavior when communicating via social media platforms regarding any aspect of the BayTech community.

Legal Scope of Authority

In alignment with California law (**CA Ed Code § 48900(r)**) and federal standards (*Mahanoy Area School District v. B.L.*), BayTech maintains legal authority to discipline students for off-campus or personal social media conduct **only if** the digital communication:

1. Involves cyberbullying, targeted harassment, or unlawful threats directed at students or staff.
2. Creates a **substantial and material disruption** to the school environment, school operations, or classroom learning.
3. Directly compromises the safety or well-being of the school community.

Prohibited Conduct & Standards of Behavior

When using social media or digital communication networks, students are expected to refrain from:

- Promoting, depicting, or glorifying illegal substances, illicit activities, violence, underage drinking, or weapons.
- Posting or distributing derogatory, discriminatory, or defamatory remarks targeting individuals based on race, ethnicity, gender, sexual orientation, religion, or disability.
- Using vulgar, obscene, or highly aggressive language that targets members of the school community.
- **Digital Footprint Awareness:** Students are reminded that content deleted from social media platforms often leaves a permanent digital footprint that can be archived, screenshotted, and permanently retrieved by third parties, impacting future educational and career opportunities.

Cybersecurity, Privacy, & Network Regulations

Digital Safety, Sexting, & Harassment

- **Sexting Prohibitions:** The electronic transmission, possession, or distribution of sexually explicit messages, images, or photographs ("sexting") is strictly prohibited.
- **Legal Implications:** Under state and federal law (including **Title IX**), such behavior constitutes severe sexual harassment and may be classified as criminal conduct under child pornography statutes. Violations will result in immediate administrative intervention, parent notification, disciplinary action up to expulsion, and mandatory referral to law enforcement when legally required.

Cybersecurity & Network Security

- **Malware Prevention:** Students must exercise digital caution and adhere to security protocols to avoid downloading unauthorized software or accessing links that may deploy malware, ransomware, adware, or malicious phishing links onto the school network.
- **Hacking & Unauthorized Access:** Any deliberate attempt to bypass school content filters, use virtual private networks (VPNs) to circumvent security, access restricted administrative files, log into another user's account, or alter system settings is a severe breach of cybersecurity and will result in immediate termination of technology privileges.

Zero Expectation of Privacy & Monitoring

- **Ownership of Data:** All electronic communications systems, including school-issued devices (Chromebooks), school-hosted Google Workspace applications, network bandwidth, school email accounts (@baytechschool.org), and cloud storage (Google Drive) are the exclusive property of Bay Area Technology School.
- **CIPA Compliance:** In accordance with the **Children's Internet Protection Act (CIPA)**, BayTech utilizes automated filtering and active monitoring systems to log and review user activity, search terms, emails, and saved documents.
- **Right to Inspect:** BayTech retains the right to inspect any school-owned device or digital account at any time, randomly or for cause, without prior notice to the student or parent/guardian. **Students have no reasonable expectation of privacy when utilizing BayTech devices, networks, or digital accounts.**

Acknowledgement & Sign-Off

Student Section: I have read, understand, and agree to abide by the Student Pledge, Code of Conduct, and Social Media/Digital Citizenship policies of Bay Area Technology School.

Student Name (Printed): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Section: I have reviewed this agreement and the online school handbook with my child. I understand our shared responsibilities, the financial obligations linked to property damage under CA Ed Code § 48904, and the behavioral and digital standards required of students at Bay Area Technology School.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ **Date:** _____

Handbook Acknowledgement

Agreement to the BayTech Handbook and Chromebook Policies

I have read and reviewed the Bay Area Technology School Student/Parent Handbook including the Chromebook Policy located at <https://www.baytechschool.org/page/parentstudent-handbook>. I understand that it is a source of information and a set of guidelines for implementation of school policies and procedures. I understand that Bay Area Technology School can unilaterally rescind, modify, or make exceptions to any of these policies, or adopt new policies, at any time. I also understand that the provisions of this Handbook will outweigh any contrary statements, representations or assurances made by any supervisory personnel except those made in writing by the principal or his or her designee.

Parent/Guardian's Full Name: _____

Parent/Guardian Signature: _____ Date: _____

Student's Full Name: _____ Grade: _____

Student's Full Name: _____ Grade: _____

Student's Full Name: _____ Grade: _____

Student's Full Name: _____ Grade: _____

Student's Full Name: _____ Grade: _____

Student's Full Name: _____ Grade: _____