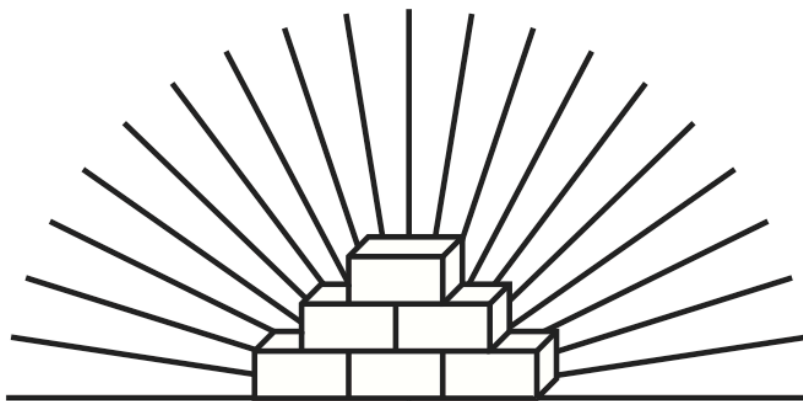


# REALM Parent And Student Handbook



Let's build an amazing REALM together

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Dear Students and Families enrolled at REALM Charter Schools,  
Welcome to all new and returning students!

# **GENERAL POLICIES AND PROCEDURES**

## **1. ATTENDANCE**

### **a. School hours**

The following are the school hours for REALM. Students must remain on campus during these hours unless on an approved field trip or participating in a school-sponsored event

REALM Middle School	M/T/Th/F: 9:00AM-3:25PM	W: 9:00AM-1:55PM
REALM High School	M/T/Th/F: 9:00AM-4:10PM	W: 9:00AM-1:55PM

Students must be on time and present for all of their classes.

### **b. Closed campus policy**

Despite the open feeling in the schools, REALM is a closed campus in order to provide safe and secure schools. Students must remain within the immediate vicinity of their respective school during all school hours unless accompanied with a REALM staff member.

#### *High School Students and Off Campus Lunch*

A variety of restaurants and stores are within walking distance of REALM. REALM reserves the right to offer off-campus privilege to some or all of the student body solely at the discretion of the administration and without notice. This privilege may be extended for a single day and/or for an extended period of time.

#### *Middle School Students and neighboring stores*

Due to the age range of our middle school students, middle school students must stay on the respective campus. Middle school students are not permitted to walk to any of the neighboring stores or shops during school hours. Middle school students will not be permitted to buy lunch from these stores and must stay in the current designated lunch areas near the school. Students enrolled in our after school program will also not be permitted to go to these stores during the 3PM to 6PM program hours.

### **c. Absences**

The project-based nature of the REALM program makes daily attendance extremely important. Significant absences, repeated unexcused absences or tardiness could lead to academic and disciplinary consequences.

In addition to school-wide attendance policies, individual teachers are permitted to uphold their own policies and consequences for consecutive or habitual absences. These consequences may include one or more drops in letter grades, additional classwork, parent meetings, after-school tutoring, Saturday school, etc.

Appointments and other activities should be scheduled during non-school hours whenever possible.

REALM requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two weeks of any semester are critical, as they culminate in the students' finals, presentations, and/or Design Challenges upon which faculty base their final assessments.

In the event of a necessary absence, please call your school's main office to advise the staff that your child will be absent. While this alone will not excuse the absence under this policy, the call allows the school the opportunity to track your student's attendance. Student absences will be verified by a call home.

Any student who misses three (3) or more consecutive days for a reason other than illness may not pass any course they are enrolled in without having completed the instructor's missed assignments.

REALM reserves the right to drop any student from school who is absent for ten consecutive school days or more, and whose parents do not provide the school with a reasonable explanation for the absences.

#### **d. Tardiness**

A tardy is defined by arriving to any instructional class period more than five (5) minutes later than the official start time.

In addition to school-wide attendance policies, individual teachers are permitted to uphold their own policies and consequences for consecutive or habitual tardies. These consequences may include one or more drops in letter grades, additional classwork, parent meetings, after-school tutoring, Saturday school, etc.

If a student will be late for school, a call from a parent is preferred but not required.

Students who arrive late to school or who are returning from a mid-day appointment must check in with the school's front desk to receive a tardy slip/pass prior to proceeding to their classrooms.

Two (2) or more tardies per class in one school week may result in a required restorative activity, including school cleaning, assisting teachers or staff, or similar tasks. The restorative activity may be assigned by the teacher, safety officer, counselor, or administration. A student's failure to complete this activity may result in a suspension until a parent-administrator conference is held. If a student violates this tardiness policy two or more times in a given semester, they may be recommended for expulsion under the school's disruption and defiance clause in the Disciplinary Consequences section of this document.

#### **e. Credits**

REALM schools operate on a semester schedule. We offer 181 days of instruction per academic year. Our classes are assigned five credits per semester. Traditionally,

students are enrolled in thirty-five credits per semester. When a student transfers to REALM High School after the start of school, a variable credit of less than five credits may be assigned at the discretion of the teacher, counselor, and/or administrator.

**f. Appointments / early dismissal**

While we encourage families to schedule appointments before or after school, we understand that sometimes missing school cannot be helped.

However, students cannot leave campus during the school day without prior written consent from their parents or guardians.

If your student needs to be excused early, please provide the attendance office with advance notice before the appointment, either by a call or a note. Your student will be given an early dismissal slip to be excused from class. However, a parent/guardian must come in to the school office and sign the student out of school at the front desk when students leave campus before the end of the school day. In addition, we ask that parents please provide us with a doctor's note, which can be brought in the following school day.

An early dismissal slip is required for students to leave school before the end of the day. The only exception to this rule applies to those students enrolled in a college course.

**2. SCHOOL SAFETY AND WELL-BEING**

**a. Visitors**

In general, REALM does not permit students to have visitors on campus. REALM recognizes that there are certain events, such as dances, and Design Challenges where REALM students may want to invite non-REALM students and/or guests. In such cases, non-students or students from other schools may not enter REALM without prior approval of the Administration. Visitors permitted in these circumstances will be expected to abide by REALM policies and guidelines.

**b. Search of student possessions**

REALM reserves the right to examine and/or search all student possessions when, in the judgment of REALM administrators and officials, there is cause to believe that the student may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any school policy, rule or law.

**c. Medication**

REALM does not have a nurse on staff. Each school's main office staff will have first aid kits and will be your health center point of contact. Students may not self-

medicate; all medication must be administered by the office. Students may not share medication with other students.

We can store a supply of prescription medicines for your son/daughter to keep on hand in case of an emergency. There is a form to complete and all medication must be in its original container clearly marked with the name of student, the name of medicine and appropriate dosage instructions as prescribed by your doctor. Students may keep inhalers for asthma conditions, over-the-counter medicines, i.e. Tylenol, Motrin, etc. and supplements like glucose tablets in their possession unless parents/guardians wish to make other arrangements.

#### **d. Student drivers and parking**

Driving to school is considered a privilege. Students who drive their own vehicles to and from REALM High School must comply with the following rules. Failure to follow these rules may result in an immediate disciplinary meeting and/or action.

##### *Student Driver Information*

Students who drive to and from school may be asked to provide the following information to their school's front desk:

- Name of student and signature
- Student's Driver's License number
- Parent and/or Guardian name and signature
- Car make and model and license plate number of each vehicle the student may be driving
- Automobile Insurance Policy Number and expiration date

##### *Parking*

Please note that REALM shares a parking lot with Berkeley Unified School District. Students must obtain permission to use one of those spaces. Students may be issued parking permits for parking spaces on a space available basis. If a parking permit is issued, students must affix the parking permit to the inner, lower left hand side of their car's windshield. Students who drive to school and park elsewhere in the neighborhood should be mindful that their privilege to drive to school may be revoked if neighbors report disruptive and/or loud behavior.

##### *Student Passengers*

Students who drive to and from school may not drive other REALM students in their vehicle during the school day without written permission, in advance, from the parents of any student who may be a passenger.

##### *Automobiles and Other Vehicles*

The following additional rules apply to cars and vehicles that are driven by students to school or on campus:

- Students may not sit in vehicles or gather in the parking areas before school, during school hours, or after school.

- When students enter and start their vehicles at the end of the school day, they must depart immediately. Students may not drive around the campus vicinity.
- Students must observe all traffic rules and speed limits. There are many people who walk around campus. Traveling at greater speeds than allowed may endanger others.
- While driving near campus, students may not play music in their cars at high volume.

**e. Field trips**

Parents/guardians volunteering to drive for a school field trip will be asked to provide the following information: (Forms are available at your school’s front office.)

- Parent/guardian Name
- Address
- Telephone Number
- Driver’s License Number
- Make of Vehicle, Model and number of seatbelts in car
- Insurance Company, Policy Number and Expiration date

The minimum liability recommended by REALM to be carried by field trip drivers is a combined single limit of \$300,000 for bodily injury, property damage, and uninsured motorists.

While we appreciate your offer to drive, we need to point out that the legal responsibility while the vehicle is being used to transport students rests entirely upon the registered owner of the vehicle. The parent or guardian understands that the school’s liability insurance does not cover their vehicle, but only students on a required field trip and students participating in approved after-school activities. The parent or guardian understands that any other children of drivers are not covered by the school’s insurance. They may be covered by the driver’s insurance.

By law the number of people in the vehicle should total no more than the number of seats and seatbelts with a maximum of eight passengers, including the driver. Every passenger in the vehicle must use a seatbelt. No exceptions.

**COMMUNITY BEHAVIORAL POLICIES AND COMMITMENTS**

**1. CODE OF CONDUCT**

It is the firm conviction of REALM Charter School that good school discipline promotes equal educational opportunity and a safe and effective educational environment. The REALM Charter School’s Board recognizes that a strong school community requires “a climate of safety, civility, respect and collaboration, “to ensure that every student in the school understands and demonstrates appropriate behavior.”



The REALM Charter School strives to develop and to implement programs and approaches to learning and discipline that will:

- ensure parental confidence in the ability of REALM Charter School to provide a safe and orderly climate;
- help administrators, teachers, and other staff provide effective teaching and learning environments; and
- assure students that they can learn in a non-disruptive atmosphere and can be treated in a fair, consistent, and nondiscriminatory manner.

Every classroom should provide a learning environment that encourages academic excellence, free exchange of ideas, and maximum personal growth. It should be understood that on entering the building or classroom, students do not divest themselves of their basic rights, e.g., the rights to due process, freedom of expression, orderly assembly, privacy of person, freedom from discrimination, and so forth. It also should be understood that students have the responsibility not to disrupt the educational process or impose upon, endanger, or deprive others of their rights to an education.

It is the policy of REALM Charter School to attempt to resolve disciplinary problems by every means short of exclusion from school. Fair and reasonable procedures will be followed to assure students of their rights. According to established rules, regulations, and procedures, students may request and receive a fair hearing in any instance in which they believe they have been unfairly treated. In turn, students must recognize that, to maintain an atmosphere conducive to learning, it is necessary for school officials to exercise reasonable authority.

The REALM Board of Directors and the administration expect all persons connected with the schools to demonstrate mutual respect for the rights of others; and they expect all involved in teaching and learning to fully accept and discharge their responsibilities toward others and toward the school system. The framework for these rights and responsibilities rests with federal and California state laws, California Education Code, local ordinances, Board policy, and the goals of REALM Charter School. The Principal and the Board of Directors intend that the procedures outlined in the Code of Conduct will always be in compliance with and facilitate the implementation of those laws, ordinances, regulations, and policies, as to both their letter and spirit.

## **2. DISCIPLINARY CONSEQUENCES**

### **a. Process**

The purpose of disciplinary action at REALM is to ensure that individual students, their parents/guardians and the REALM community stay focused on growth and learning. Prompt resolution of the problem or issues is expected. Initial forms of discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion:

- Verbal and/or written warning to the student

- Loss of privileges or removal from extra-curricular activities
- Parent/guardian notification
- A written commitment by the student to improve his/her behavior and/or performance (contract)
- A meeting with the Director or some other school administrator or faculty member
- Academic Consequences
- Suspension
- Expulsion
- Denial of Re-admission
- Other forms of discipline that the school may determine appropriate

**b. School director's authority**

The School Director has the authority to impose suspensions and expulsions. The School Director or his/her designee will conduct an investigation of the circumstances presented, including consulting the student and affected parties. The School Director will consider whether alternatives to suspension or expulsion may be appropriate.

**c. Restorative Practice**

The philosophy behind our restorative practice is to allow the student to reflect on their behavior, in a non-punitive manner, and to be part of the problem-solving that is needed in order to make sure that the behavior is not repeated.

**d. Suspension**

The School Director has the discretion and may impose a suspension directly if he/she determines it is appropriate. If the School Director determines that a student is to be suspended, the School Director shall provide written notice to the student's parents and/or guardians of her/his determination in writing, including reasons for the suspension and the time period for the suspension. Academic make-up work is required. Return to school may be contingent upon submission of a written essay addressing the issue at hand and stating how the student intends to move forward.

**e. Expulsion**

If the School Director determines that consideration of expulsion is warranted, the School Director shall impose a suspension pending an expulsion hearing. The School Director shall provide written notice to the student's parents and/or guardians of the suspension, the reasons for the suspension and the expulsion hearing, give notice of the expulsion hearing and provide information regarding the School's expulsion procedures. The School Director will hold an expulsion hearing where the School Director shall serve as the hearing officer. The student shall have the right to representation and the right to present evidence at the expulsion hearing. The School Director will consider evidence and/or testimony as appropriate

and will render a decision that shall be in the best interests of the student and the School.

If a School Director determines that a student is to be expelled, the School Director shall inform the student's parents and/or guardians of his/her determination in writing including the reasons for expulsion. The School Director's written notification to the parents/guardians shall also include information about due process rights in regard to the School Director's determination.

**f. Offensive behaviors subject to suspension or expulsion**

Anyone engaging in the following forms of offensive behavior may be subject to discipline including the possibility of suspension or expulsion proceedings:

The following offenses are grounds for **mandatory** expulsion:

- Possession of a weapon.
- Unlawful sale or offer of any narcotic or other controlled substance.
- Physical assault to another student or staff member resulting in bodily harm.

The following offenses **may** be grounds for suspension and/or expulsion:

- Damage to school or private property, attempted or caused damage.
- Theft of property: attempting to steal or receive stolen property.
- Use of tobacco, alcohol, drugs or intoxicants of any kind, including prescription drugs: possessed, offered, arranged or negotiated to sell.
- Obscenity and profanity: commitment of an obscene act, engaged in habitual profanity/vulgarity toward student or staff.
- Disruption and defiance: disruption of school activities, academic or otherwise, or willful defiance of the authority of school personnel.
- Sexual harassment.
- Bullying: threatening, harassing, or intimidating other members of the school community in person, through online or cell phone communication, and/or through a third party.
- Possession of an imitation firearm.
- Violations of REALM academic policies.

The following offenses are grounds for restorative practice and/or suspension:

- Cell phone and/or iPod use in the classroom.
- Violation of dress code policy.
- Violation of Closed Campus Policy.
- Violation of Computer Information Technology Policy.

Other behaviors in violation of this handbook, other school rules, or local laws are subject to possible suspension or expulsion at the discretion of the school director. A student may receive consequences for those acts listed above at any time, including, but not limited to, (a) while on school grounds; (b) while going to or from school; (c) during lunch period, on or off campus; (d) during, or while going to or

from, a school sponsored activity. If a student is arrested off campus, he/she may be suspended at that time or upon return to campus.

**g. Right to appeal the school director's determination**

The parents and/or guardians (or, if at least 18 years of age, the student) shall have ten (10) days from the School Director's written expulsion determination to submit a written request of appeal to the Chair of the REALM Board of Directors.

In response to the written request for an appeal, the Chair of the REALM Board of Directors shall convene a committee consisting of one member of the REALM Board of Directors, one member of the School's administration and one REALM staff person. The committee members appointed will be knowledgeable about the School's bases for expulsion and the procedures regarding expulsion. The committee shall have the right to rescind or modify the expulsion.

The committee shall convene a hearing on the appeal within ten (10) days of receipt of a timely written request for an appeal.

At the hearing on the appeal, the student shall have the right to counsel and the right to present evidence. The committee will consider evidence and/or testimony as appropriate and will render a written decision that shall be in the best interests of the student and the School. That decision shall be final.

**h. Policy against harassment**

REALM maintains that it is critical that all members of the REALM community respect each others' rights, individuality, and differences. Courtesy, tolerance and mutual respect provide the platform for sharing, learning, innovation and personal development. Accordingly, it is the policy of REALM to prohibit harassment of any kind, including harassment based on gender, race, color, creed, religion, national origin, age, disability, sexual orientation or of a sexual nature.

*Sexual Harassment Defined*

Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment includes any unwelcome verbal, physical, visual or electronic conduct that has the purpose and/or effect of creating or contributing to an intimidating, hostile or offensive environment or that unreasonably interferes with the recipient's educational progress or personal security.

Any person who believes that he/she has been subject to harassment or who believes that they have observed the same, should immediately inform the person engaging in the offensive conduct that the behavior is unwelcome and must stop. A student who believes that he/she has been subject to harassment or who believes that they have observed the same, should advise the Director of his/her school immediately.

Behavior constituting harassment as defined by this policy is subject to disciplinary action including the possibility of suspension and expulsion proceedings. Likewise, because a false report of harassment can have damaging effects on the reputations of innocent individuals, false accusations are also subject to the same form of disciplinary action.

## **i. Information Technology policy**

### *Usage policy*

We are pleased to offer REALM students access to certain elements of school computer equipment, computer network and systems, electronic mail service and user accounts, and Google Drive or any other shared/public server space. Google Drive is provided for students to conduct research and communicate with others.

Access to Google Drive and shared server space is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Students are expected to adhere to the following guidelines and policies applicable to the use of Google Drive. Students who violate these policies may be subject to disciplinary action.

Google Drive is shared and available to the REALM community. These resources may not be used in any way that disrupts or interferes with use by others.

Students must respect all copyrights and licenses to software and other on-line information, and may not upload, download, or copy software or other material through Google Drive.

The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion.

- Damage, vandalism or theft of equipment, systems or networks;
- Use of the computer equipment, networks and systems for unlawful purposes, commercial purposes or personal gain;
- Violations of copyright law;
- Plagiarism;
- Theft, piracy, improper downloading or modification of software
- Transmitting computer viruses;
- Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar, racist, sexist, abusive, harassing, offensive or attacking;
- Any attempt to guess passwords, use another's password, break in to other accounts, or gain unauthorized access to administrator accounts;
- Trespassing in another's portfolio, folders, work or files;
- Concealing or misrepresenting one's identity while using the system;
- Intentionally wasting limited resources;
- Any use which is unlawful under applicable State or Federal law;
- Any use which REALM determines is objectionable in its sole discretion;

*Communication using Google Drive or any other shared/public server space*

Students are responsible for their own behavior on Google Drive just as they are everywhere in the school environment. Communications on Google Drive are often public in nature. General school rules for behavior and communications apply.

It is presumed that users will comply with school standards. Aside from the clarification of such standards, REALM is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

*REALM and Access/No Expectation of Privacy*

Google Drive and all user accounts are the property of REALM. As such, REALM reserve the right to monitor and access information on the system and in users' accounts. Network storage areas may be accessed by REALM to review files and communications, maintain system integrity, to ensure that users are using the system responsibly and to ensure there are no violations of school policies.

There is no right to privacy nor should any user of Google Drive have any expectation of personal privacy in any matters stored in, created, received, or sent over Google Drive. These are subject to review by the schools at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian. The schools reserve the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, e-mail system or any other Google Drive, without notice and without the permission of any user.

Moreover, to protect the integrity of the Google Drive and the users thereof against unauthorized or improper use of these systems, REALM reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the School Director or his/her designee.

*Internet*

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are reminded, however, that REALM does not control the content of the Internet. Accordingly, REALM does not have control over the type of information accessible to students or the quality of the same. REALM cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

REALM believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, REALM supports and respects each family's right to decide if their child should not have Internet access, and relies on

the family to inform us of that choice. Ultimately, appropriate use of this resource is the responsibility of the user.

#### **j. Dress code**

The purpose of the REALM dress code is to foster individuality and expression while maintaining a strong learning environment. While REALM does not have a formal dress code (i.e., uniform) the entire REALM staff and administration reserves the right to approach a student about his or her dress when it is disruptive to the school's mission, vision, and/or philosophy.

The dress code applies to field trips, site visits, academic internships and other school-related activities, unless the supervising adult informs the students otherwise. The dress code applies equally to students and staff. The following are prohibited:

- Hoodies on over the head during class time.
- Text that promotes violence, alcohol, tobacco or drugs is prohibited on any article of clothing.
- House slippers and pajamas are not allowed.
- Exposed midsections are not allowed.
- Pants must be worn on the waist. Exposure of under-garments is prohibited at all times.
- Sheer or see-through tops are not allowed.

#### *Consequences for Dress Code Violation*

Students may be asked to return home to change and/or asked to cover the inappropriate clothing article. A student may be suspended for these actions at the discretion of the Director.

## **ACADEMIC POLICIES**

### **1. REALM CURRICULUM AND TRANSFERABILITY OF CREDITS**

All REALM core courses are in the process of being approved by the University of California. We have seen that courses offered at REALM are as transferable as those of a traditional district high school to other schools, and are recognized as such by colleges and universities.

REALM does not offer the same courses or the same sequence of courses as do many other schools. In some instances, this has caused 11th and 12th grade students transferring to other schools to need to make-up courses that were not offered in the traditional sequence, or at all, at REALM.

Students and parents/guardians are advised to take REALM unique academic program into account when making decisions to enroll at REALM and to transfer to other schools.

## **2. MINIMUM GRADE REQUIREMENTS FOR CORE COURSES, SPORTS, AND EXTRA-CURRICULAR ACTIVITIES**

REALM High School requires that students receive a C- or higher in all core academic courses. Consistent with University of California entrance requirements, students must earn a grade of C- or higher to receive credit for a course.

Moreover, all students interested in participating in sports and/or extra-curricular activities, must maintain a minimum GPA of C+ or higher (2.5).

## **3. CODE OF ACADEMIC INTEGRITY**

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

### *Violations of the Code of Academic Integrity*

Violations of the Code of Academic Integrity may take several forms. Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of another's work without full acknowledgment of the debt to the original source, however, it also includes any of the following:

- direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, Web site, another student's assignment, etc.;
- duplication in any manner of another's work during an exam;
- paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- piecing together sections of the work of others into a new whole;
- submitting one's own work which has already been submitted for assessment purposes in another subject;
- producing assignments in conjunction with other people (e.g. another student, a tutor) which should be your own independent work

Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, suspension and/or expulsion from school.

Cheating results in a loss of integrity on the part of the individual committing the act and on the educational process that is undermined by the act of cheating. It is a violation of the Code of Academic Integrity for any student to attempt to gain or gain an unfair advantage over another student by unfair or dishonest means. If you are unclear about an assignment, the methodology for the same or the permissible bounds of assistance for completing your work, please speak to your teacher(s) and ask for clarification. Violations of the Code of Academic Integrity include receiving a zero on the assignment, failing the course, suspension and/or expulsion from school.



## **OTHER PROCEDURES AND POLICIES OF INTEREST**

### **1. INTELLECTUAL PROPERTY STATEMENT**

Students have the rights to intellectual property they have created, unless the property is also owned by others in the school, or if that creation arose out of, or in the course of, class-work, and/or if it was developed with funds and facilities administered by REALM.

### **2. STUDENT AND PARENT MEDIA RELEASE**

REALM is frequently approached with requests for interviews and pictures by print and broadcast media outlets.

REALM reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities. For individual student interviews with print and broadcast media outlets, parent or guardian permission will be obtained prior to publication.

### **3. EMERGENCY PROCEDURES**

REALM staff receive training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness includes fire and earthquake drills which happen at regular times during the school year.

All alarms are treated as real at REALM. In the event of a false alarm, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at REALM is grounds for severe consequences, including possible suspension and expulsion.

In the case of a major emergency (such as a significant earthquake or fire), parents/guardians and families should contact the REALM main number (510) 809-9800 for more information. During such an emergency, REALM staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases.

### **4. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

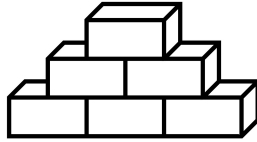
- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without con-sent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **5. STATEMENT AGAINST UNLAWFUL DISCRIMINATION**

REALM is a group of public charter schools operated by a non-profit corporation and are chartered by the Berkeley Unified School District and the California State Board of Education. REALM does not discriminate in its procedures and programs or employment determinations on the basis of race, ethnicity, gender, sexual orientation, creed, religion, national origin or on the basis of any other protected classification as defined by applicable state and federal law.



## REALM Parent and Student Handbook Signature Page

We, \_\_\_\_\_(student) and \_\_\_\_\_(parent/guardian) have received and reviewed the REALM Parent and Student Handbook, and understand our expectations and responsibilities to the REALM school community.

\_\_\_\_\_  
Signature (student)

\_\_\_\_\_  
Print Name (student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Print Name (parent/guardian)

\_\_\_\_\_  
Date