

Student / Parent Handbook

An Important Guide to Schoolwide Policies



Student / Parent Handbook

Season Ten

2026-2027

Our Mission

We provide an unparalleled arts and academic education in a creative, challenging, and nurturing environment to a diverse student body passionate about the arts, preparing them to reach their highest potential.

Our Core Values

Student growth and education come first.
Commitment to excellence, innovation, professionalism, and integrity.
Foster a nurturing environment of creativity, respect, and collaboration.
Commitment to life-long artistic and scholarly development.

1401 Highland Avenue, Duarte, CA 91010

657.321.4000

sgv.csarts.net

Website:
sgv.csarts.net

Aeries:
familysis.sgv.csarts.net

ParentSquare:
www.parentsquare.com/schools/14642/feeds

Welcome

Happy 10th Anniversary CSArts-SGV!

We are excited that you chose to attend California School of the Arts – San Gabriel Valley (CSArts-SGV)! While our school offers a world-class academic and arts education, that is not what makes CSArts-SGV a special place. That responsibility is ours. We are tasked, together, with creating a culture of respect, acceptance, creativity, and achievement. We want CSArts-SGV to be a model for inclusion and collaboration – a place where it's safe to share your ideas, ask questions, take academic and artistic risks, and feel welcomed every single day.

The CSArts-SGV Student / Parent Handbook serves as a guide that further explains how our School Board adopted policies, administrative procedures, common practices, and philosophies that help build a special school culture.

We are confident that, together, the CSArts-SGV experience will be powerful and life-changing for our students and their families.

Shine Brightly,

Nicole Read

Principal

Alison Hennessey

Associate Principal of Arts

Sean Kerr

Assistant Principal of Student & Special Services

Leon Metoyer

Assistant Principal of Facilities & Supervision

Introductions

Board of Trustees

Francisco Figueroa
Genevieve Spinella
Marcy Ulrich
Daniel Volonte

School Administration

Nicole Read - Principal
Alison Hennessey - Associate Principal of Arts
Sean Kerr - Assistant Principal of Student & Special Services
Leon Metoyer - Assistant Principal of Facilities & Supervision
Ann Kang - Learning Specialist
Mindy Shiroma - Head School Counselor
Erika Martinez - School Counselor
Beatrice McMillen - School Counselor
Maureen Davis, PsyD., NCSP. - Lead School Psychologist
Amy Wang - School Psychologist
Bridget McNally - Director of Dance
Jud Williford - Chair of Theatre
Timothy Gomez - Director of Creative Writing
Riley Marx - Director of Integrated Arts
Tiffany Ma - Director of Visual Arts
Kirk Averitt - Director of Vocal Arts & Co-Director of Popular Music
Tyler McGeough - Director of Instrumental Music & Co-Director of Popular Music
Savannah Harrow - Director of Production
Marc Leclerc - Middle School Coordinator

Business Office & Foundation Leadership

Steven Wagner - Co-Founder & Strategic Advisor
Gregory Endelman, Ed.D. - Strategic Advisor
Teren Shaffer - Foundation President
Elizabeth Ton - Vice President of Development
Kelly Andrews - Vice President of Communications
Amanda Warner - Director of Development
Hayley Vasquez - Development Associate
Autumn Dixon - Public Relations & Marketing Associate
Raquel Jimenez Elorriaga - Family Giving Coordinator

Creating a Culture of Achievement

CSArts-SGV Pillars

CSArts-SGV has committed to building a school experience based on five key commitments, or “pillars,” that we believe are essential to creating a culture of achievement. The pillars include:

Welcome: We engage in welcoming behaviors towards others.

Do No Harm: CSArts-SGV is a violence free school community. We do not engage in self-harm or do harm to others.

Choice Words: We use words that are thoughtful, kind, and helpful. We refrain from profanity, hate speech, and slurs.

Never Too Late to Learn: We believe that the process of learning may at times be easy but will oftentimes be difficult. Being a learner means committing to putting forth your best effort and committing to the learning process.

Shine Brightly: Being an excellent school requires an investment of time, energy, and resources from students, parents, and staff. This is a partnership. We are a school of choice, so we expect everyone to commit to making CSArts-SGV Shine Brightly by embodying the pillars daily!

The pillars provide us with a framework to proactively and intentionally teach students the skills they need to be responsible, respectful, ethical, and compassionate world citizens. Students and school staff will work together to gain a deeper understanding of the pillars throughout the school year.

Statement of Diversity

We believe that our school community and its members are enriched by understanding and respecting the uniqueness in all people. We actively seek to create an inclusive environment that emphasizes the importance of embracing our differences. We believe all voices in our community should be valued, appreciated and respected. We are committed to embracing differences in race, religion, ethnicity, national origin, gender, sexual orientation, and socio-economic status, and to affirming the dignity and worth of every individual. We will support policies, programs and practices that promote the diversity of the world in which we live, that create an inclusive and evolving environment in which to teach and accept these differences, and that are consistent with our school’s mission.

Non-Discrimination Policy

CSArts-SGV is committed to providing equal opportunity for all students. CSArts-SGV programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or

expression; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

CSArts-SGV prohibits discrimination, harassment, intimidation, or bullying of any student by any CSArts-SGV employee or student. Students who engage in discrimination or harassment in violation of CSArts-SGV policies shall be subject to appropriate behavior intervention, up to and including counseling, suspension, involuntary removal, and/or expulsion.

Complaints regarding allegations of discrimination or harassment in violation of this policy may be submitted in writing to any CSArts-SGV management employee, or directed to Title IX Coordinator and Compliance Officer, Assistant Principal Leon Metoyer, who shall investigate the complaint and respond to the complainant. CSArts-SGV will maintain the confidentiality of the parties involved to the extent possible during the investigation process. For more information on how to file a complaint, please see [Complaints & Appeals](#). For more information on CSArts-SGV's non-discrimination policies, please see [CSArts-SGV Board Policies](#).

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School Operations

Overview of Administration & Parents Roles and Responsibilities

Administration

The School Board of Trustees (Board) authorizes the Principal of CSArts-SGV and administration to perform essential roles and functions in support of student learning, including the provision of instructional support and services to the school as well as the responsible management of overall school operations. The Board authorizes the Principal and their designees to make decisions concerning school operations within the parameters of law and Board policy. The Board grants administrative leeway in absence of a governing Board Policy. The Board tries to anticipate critical policy issues that may affect students and school operations. However, the Board recognizes that questions may arise in the day-to-day operations of the school that are not addressed in Board policy or administrative practices. When resolution of such issues demands timely action, the Principal or designee shall have the authority to act on behalf of the school.

Parents

The Board of Education recognizes the right of parents/guardians to be involved in the education of their children and desires to balance that right with the schools need to ensure the safety of students while at school.

The parent/guardian who enrolls a child in CSArts-SGV shall be presumed to be the child's custodial parent/guardian and shall be held responsible for the child's welfare.

School officials shall presume that both parents/guardians have equal rights regarding their child, including, but not limited to, picking the student up after school or otherwise removing the student from school, accessing student records, participating in school activities, or visiting the school. When a court order restricts access to the child or to his/her student information, a parent/guardian shall provide a copy of the certified court order to the principal or designee upon enrollment or upon a change in circumstances.

In the event of an attempted violation of a court order that restricts access to a student, the principal or designee shall contact the custodial parent and local law enforcement officials and shall make the student available only after one or both of these parties consent. It is not the responsibility of CSArts-SGV to resolve disputes or controversies between parents. The school will rely on court orders made available to the school or will refer unresolved disputes to the law enforcement or child protective services consistent with mandated reporting.

The rights of parents/guardians of CSArts-SGV students include the following:

1. Parents/guardians may request administrative approval to observe instructional and other school activities that involve their child. School visits may not interfere with the safety of students and staff, prevent undue interference with instruction or result in harassment of school staff or students. Upon written request by a parent/guardian, the Principal or designee shall arrange for parental observation of a class or activity in a reasonable time frame.
2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal.
3. Under the supervision of CSArts-SGV employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
4. To be notified on a timely basis if their child is absent from class or school without permission.
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests. For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test.
6. To examine the curriculum materials of the class(es) in which their child is enrolled. Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments used by a teacher.
7. To examine a copy of the curriculum handbook for each course, including the titles, descriptions and instructional aims of the course.
8. To be informed of their child's progress in school at 6-week reporting periods and the ability to conference with classroom teachers or school counselor if problems arise with their child.
9. To inspect and request correction to the school records of their child.
10. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish.
11. To be informed about school rules, including disciplinary rules, attendance policies, dress codes and procedures for visiting the school.

CSArts-SGV may suspend these rights if a parent/guardian violates the civility policy of the school, interferes with the safe and orderly operations of the school, or interferes with school personnel performing their legal or professional responsibilities.

Civility Policy

California School of the Arts – San Gabriel Valley endeavors to promote mutual respect, civility, and orderly conduct within our school system and expects public cooperation with this endeavor.

CSArts-SGV believes a safe and civil environment is essential to ensure high expectations and high student achievement and seeks to establish a work and learning environment that is safe, secure, and peaceful, pursuant to the California Constitution.

CSArts-SGV staff and students will treat parents and other members of the public with respect and shall be accorded the same treatment. CSArts-SGV is committed to maintaining orderly educational and administrative processes that keep schools and offices free from disruptions and prevent unauthorized

persons from entering school grounds. Uncivil conduct, like other forms of disruptive behavior, interferes with the ability of CSArts-SGV employees to provide a high quality education for our students. It is paramount that CSArts-SGV employees be able to serve all students equitably, without undue time demands that detract from their focus on student learning. This policy is intended to ensure, to the extent possible and reasonable, a safe and harassment free environment for our students and staff while maintaining individual rights to freedom of expression. CSArts-SGV hopes to present all employees, parents, and community members as positive role models to our students, as well as the general community. Therefore, CSArts-SGV encourages positive, respectful, and considerate communication and actions, and CSArts-SGV discourages hostile, harassing, or excessive communication and actions. This applies to personal and electronic interactions, social media, and telephone calls. CSArts-SGV administration will investigate any claim of a violation of this Civility Policy.

Administration will inform the accused of the administrative determination and consequence. Violations of this policy may result in maximum enforcement and remedies allowed for in education, penal, and analogous laws.

Notification of Rights under FERPA for Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and “students treated as adults” 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 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an

official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

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

**Please note that students enrolled in a community college course are treated as “adult students” by Citrus Community College, and therefore will need to complete the Parent/Guardian [Release of Information Form](#) for educational records to be accessible to parents/guardians.*

Enrollment Policies

Academics and Conservatory Enrollment

The California School of the Arts – San Gabriel Valley Board of Trustees requires full participation in BOTH the academic program and the arts conservatory program. Therefore, it is the policy of the Board that all students enrolled in the CSArts-SGV, must be enrolled in both programs concurrently.

Beginning of School Year

All students who intend to enroll in the California School of the Arts – San Gabriel Valley must be in attendance in both academic and conservatory classes by the end of the second week of the school year. Any student who is not in attendance by the conclusion of the second week of classes will have their enrollment offer rescinded and will be referred back to their home school district.

Student Withdrawal Process

Mid-Year Withdrawals: Mid-year school withdrawals are coordinated with the school Attendance Clerk and Registrar in the Administrative Offices. The first step in order to withdraw is to inform the Attendance Clerk of your intention to withdraw at least two days in advance. Please complete the online [Withdrawal Form](#). Please email information to attendance@sgv.csarts.net or phone 657.321.4000 ext. 60400. Once notified, the student may then pick up the required withdrawal form from the Attendance Clerk for the parent/guardian to complete, sign, and return to the day prior to withdrawal. Please note, students who have documented progress report grades may be eligible for partial credits on their high school transcript. Administration holds final authority in making decisions about check-out grades and final credits.

On the student’s final day of attendance, the **student** must complete the following steps:

- Return the following items to the Admin Office
- CSArts-SGV Student ID card
- Parking permit, if applicable
- Textbooks and student devices - Please be advised, lost or missing textbooks and/or devices must be paid for before withdrawal documents will be provided.
- Any outstanding fees associated with the Cafeteria

Once the above steps have been completed, withdrawal documentation, including the student's unofficial report card/transcript and immunization record, will be provided so that the student may register at the student's new school. The student's cumulative file will be forwarded to the student's new school upon request from the school.

Parents/guardians are reminded to check with the CSArts-SGV Health Clerk for student medications, if applicable.

End of Year/Summer Withdrawals: Students who choose to leave CSArts-SGV at the end of the school year must have their parent complete the online [Withdrawal Form](#). This form can be completed prior to the student's last day of attendance and helps give the school important future enrollment information. The student's withdrawal documentation and cumulative file is made available to the student's new school upon the authorized request of the new school.

There is no formal withdrawal process with the school's registrar when a student leaves at the end of the school year or during the summer other than completing the online "Not Returning" form.

Daily Schedule

There are three academic blocks each school day. They alternate between blue and gold days. Blue days are blocks 1, 2, and 3. Gold days are blocks 4, 5, and 6. These core courses meet for approximately 90 minutes a day. The longer class periods allow teachers time to use different modes of instruction and give attention to students who may be struggling with the content.

Office Hours are a part of the school day, Monday - Thursday, and follow the last academic class. Office Hours are designed to provide extended time for all students to allow for:

- Teacher support
- Homework completion and study
- An opportunity for absent students to make-up missed assessments
- Students to complete missing or incomplete work

Students may also be assigned to attend Office Hours by academic teachers and administration for individualized academic and/or behavioral support. Failure to attend will result in 1 demerit, an Office Hours truancy, and may not be eligible to participate in extracurricular activities.

The academic day is followed by two blocks of conservatory instruction for high school students, blocks 7 and 8. These classes are tied to a particular day of the week and are scheduled differently depending on a student's conservatory. Middle school students attend one conservatory class Monday, Tuesday, and Wednesday for block 8. On Thursday, they attend two conservatory blocks - block 7 and 8. There is no conservatory instruction on Fridays. High school students enjoy a later start on Friday and extended lunch time.

Students may not arrive at school before 7:30 a.m. There is no supervision prior to this time. Students who need to leave during the school day must be signed out through the Attendance Office by a parent or adult designated on the student's Emergency Card. Students who provide their own transportation may be released during the school day by presenting, before school starts, a signed letter from a parent to the Attendance Office, which authorizes the student's departure.

Please note: Even though some of our students are 18 years of age, they must still have written parent permission to leave campus.

The campus closes at 9:00 p.m. Monday-Friday with the exception of school sponsored performances. The campus may be open on Saturday under the direction of a Conservatory Director or administration. The campus is closed on Sundays, unless it has been board approved.

Appointment Requests

Students who want to make an appointment to see an administrator, director, or support staff may fill out an Appointment Request Form with the Office Manager, or make an appointment with an administrative assistant in the Administrative Offices. Students may make appointments via email to meet with their teachers. Students who want to make an appointment with their counselor can do so via the QR code posted in teachers' classrooms. Students are also welcome to drop into their counselor's office during scheduled break times (nutrition, lunch, office hours, etc.).

Parents who want to make an appointment to meet with an academic or conservatory teacher, their conservatory Director, counselor, or administrator should email the staff member directly.

Deliveries

It is the student's responsibility to remember all books, lunches, and assignments and not to call parents to bring missing supplies to school. However, should the need arise, parents may leave items at the Reception Desk for students to pick up during a passing period, at nutrition, or during lunch. No deliveries will be made to students during instructional time.

Fast food, pizza, balloons, and flowers, etc... are not permitted to be delivered to CSArts-SGV during instructional hours. These items cause disruption to instructional time and school operations. Dinner may be dropped off in the lobby after the end of conservatory classes for students who are remaining

on campus for an after-school commitment. Students and their families must be responsible for arranging these drop offs.

Flyers and Posters

All flyers and posters must be pre-approved by the Leadership Advisor or Administration before posting. Upon approval, the designated posting areas will be established.

Identification Cards

All students and staff are issued an identification card that should be carried on their person whenever at school or at a school function. The cost for a replacement card is \$5.00 and can be purchased from the Office Manager.

Lost and Found

Students assume responsibility for loss or damage to their personal property; the school is not responsible for the replacement of personal items. Students are encouraged to leave valuable items at home and to label all personal belongings. Students are asked to return items they find to the Reception Desk. At the end of each month, lost and found items are donated to a local charity. Students are reminded through the daily announcements to check the Lost and Found, in the Cafeteria, before any items are donated.

Parking Permits

All students who drive a car to school must obtain a parking permit and register their car(s) with the school. Parking permits are available to those with approved applications on file and can be purchased through your "My School Bucks" Account. The application process opens during online registration each year in July. Permit cost for the school year is \$70.00/\$40.00 (FRLP). If a student loses the parking permit, it is a \$5.00 replacement fee. For safety reasons, students are not permitted to go to their car for any reason, from the time they arrive on campus, until the conclusion of conservatory. Students are permitted to retrieve conservatory items from their vehicle at 2:30 p.m. Violations may result in suspension of parking privileges.

Volunteers and other visitors to CSArts-SGV may park in the visitor spaces or at the front of the school on Central Ave.

Cars that are parked in restricted or permitted spaces may be towed at the owner's expense without notice.

Pet Policy

Pets and other animals, with the exception of registered service animals and emotional support animals **pre-approved in accordance with the student's accommodation plan**, are prohibited from being on campus.

Private Lesson Policy

Students may take private instruction on CSArts-SGV's campus from any of our approved CSArts-SGV instructors after conservatory has completed for the day. These lessons are optional, at your own expense, and are in no way required by CSArts-SGV. It is possible that a private instructor may also be a Teacher of Record for a student, and that student's class standing will in no way be affected. While private instruction may serve as a valuable supplement to classroom training, all CSArts-SGV classes are designed to ensure that students without extra-curricular private instruction can be successful. If you wish to take private lessons on campus, you must have a Memorandum of Understanding with your private instructor on file with the Associate Principal of the Arts.

Publication Policy

Official school publications are defined as any material produced by students in the journalism, newspaper, yearbook, or writing classes, and distributed to the student body either free of charge or for a fee. Official school publications are school-sponsored publications produced by students under faculty supervision. The overriding purpose of an official school publication is instructional, with the intent of providing an educational experience. As such, it requires guidance and direction. It is supervised by school faculty members to maintain professional standards of English and journalism and ensure that it does not contain inappropriate materials as identified below.

The following guidelines govern the production of an official school publication at CSArts-SGV:

1. The primary purpose of an official school publication is instruction and education.
2. School faculty members shall be responsible for developing and implementing a statement of journalistic standards relating to accuracy, truth, objectivity, journalistic style, and presentation of all views.
3. Student editors of an official school publication shall be responsible for assigning and editing the news, editorial, and feature content of that publication. It is the responsibility of the faculty advisor to supervise the production by the student staff; to maintain professional standards of English, other languages, and journalism; assist students in verification of facts and quotes; ensure space is reserved for rebuttals to editorials and controversial issues; and ensure the publication is free from prohibited materials, such as:
 - a. Material which is obscene;
 - b. Material which is libelous, slanderous, or violates a person's privacy rights;
 - c. Profanity;
 - d. Material that incites students to create a clear and present danger of the commission of unlawful acts on school premises, the violation of lawful school regulations, or the substantial disruption of school operations;
 - e. Material that constitutes unlawful harassment, intimidation, discrimination, or true threats prohibited by law;

- f. Advertisements that are inappropriate for minors and/or a school environment; and
 - g. Material which would cause substantial disruption of the operation of the school.
4. Determination of appropriateness of written materials shall be the primary responsibility of the teacher(s) or advisor(s), who shall, with no prior restraint, review each article in accordance with the provisions of this policy. The teacher(s) or advisor(s) will provide a copy of the publication to the school administrator no later than three (3) school days before printing. Administrative review, if conducted, shall be limited to determining whether material falls within the categories prohibited by this policy or applicable law. Censorship of materials, except for reasons specifically listed herein, is prohibited. Nothing in this policy shall be construed to permit censoring any article because it is controversial, unpopular, or critical of the school or its procedures.
 5. Official school publications are school-sponsored publications produced by students under faculty supervision. Student editors retain responsibility for content consistent with applicable law and Board policy governing student expression.
 6. The school administrator or designee shall review any disputes over inclusion of material in official school publications or concerning implementation of this policy and shall exercise any administrative responsibility as required by Board policy. The school administrator or designee must render a decision regarding the submitted dispute no later than three (3) school days after receipt thereof. A student may appeal a decision concerning this policy to the Principal or designee, who shall render a decision regarding the dispute no later than three (3) school days after receipt of the appeal.

Work Permits

Applications are available at the Reception Desk for students between 14 and 18 years of age. Work permits must be renewed at the start of each new school year or at the time the student obtains a new job. The work permit states the number of hours and times of day that the student may work each week. Work permits are required all year, not just when school is in session. The application requires an employer signature, parent signature, and the student's social security number. After turning in the application, please allow a minimum of one school day for processing.

Work Permits, Entertainment

Students applying for an Entertainment Work Permit must meet the following expectations:

- Satisfactory semester grades of "C" or better in all classes
- No more than 15 absences in the school year, as reflected on the most recent **semester** grade report.
- Zero active demerits in Assertive Discipline in Aeries

Applications are available from the Department of Labor Standards – www.dir.ca.gov/dlse/DLSE-Forms-CL.htm. The top portion of the form must be completed and signed by the parent and submitted to the school Registrar in the Administrative Offices. Please

allow a minimum of one school day for processing. It is the student's/parent's responsibility to pick up the application and process it through the Department of Labor.

*Students who have "D" or "F" grades, exceeded 15 absences, and/or active demerits at semester will be put on a behavior contract and it may be denied. Semester grades, attendance, and behavioral status are considered in the determination of the approval of work permit applications. At completion of the following semester, the student may resubmit the application if academic, attendance, and behavioral improvements have been made.

Campus Safety

Campus security is an important aspect of daily operations at school. Please review the school's comprehensive [Emergency Procedures here](#). Security personnel are present to help ensure student, staff, and visitor safety, as well as to support the School-Wide Behavior Standards. The CSArts-SGV Campus Security and Safety Plan is made up of several components:

Campus Security

Security officers are on duty Monday-Friday from 7:30 a.m. until 9:30 p.m. and are also on duty for evening and weekend performances. They are responsible for patrolling the CSArts-SGV campus, traffic control, and supporting the School-Wide Behavior Standards. These officers are present to act as the eyes and ears during school hours and performances so that students and staff can stay focused on their studies and duties.

Students, staff, parents and visitors are expected to follow all directions of campus security officers in the performance of their job duties.

Campus Security can be reached by dialing the CSArts-SGV Security Phone **626.205.4001**. This phone is carried by campus security guards when they are on campus.

Access Control Systems, Security Cameras, Surveillance Equipment

CSArts-SGV utilizes access control on some campus buildings and gates to monitor who is accessing the facility throughout the day. If a student encounters a locked door, they should not repeatedly pull on the door until it opens as this will cause damage. Students may be held financially responsible for damage caused to campus facilities.

To support a safe and secure environment, CSArts-SGV utilizes video and audio surveillance equipment throughout the campus. Students need to be aware that these systems are in use at all times when at school.

Closed Campus Policy

CSArts-SGV is a “closed campus.” Students may not leave the campus for any reason without signed parent permission. Lunch passes are not issued at CSArts-SGV. Students leaving campus during the day without properly going through the Attendance Office will be considered truant and will be assigned disciplinary consequences.

The CSArts-SGV campus is not open to the public. All visitors who have legitimate school-related business must sign in and obtain a Visitor’s Pass from the Reception Desk located in the lobby. Students from other schools, alumni, relatives of students, and other friends may not attend CSArts-SGV or visit at lunchtime.

Loitering on the outskirts of campus, in the parking lots, in the street, or in surrounding neighborhoods is not allowed. Students must leave campus immediately following dismissal for the day unless participating in a school-approved activity.

Metrolink Safety Resources

Download the LA Metro app! <https://www.metro.net/riding/transitapp/>

If you see or hear suspicious behavior on the transit system – we ask that you report the activity to the app, Metrolink staff, security personnel, train crew, or Law Enforcement. If you do not see a representative – please call or text Metrolink’s Security Operations Center (866) 640-5190 and report your observations. If you observe violent behavior or other criminal or threatening acts that could endanger life and property – please dial 911.

Text-to-Tip Line 240.847.4483 / (240) TIP-GIVE

CSArts-SGV utilizes a reporting number for students, staff, and parents to communicate concerning behavior or suspicious and dangerous activities. All messages sent to the CSArts-SGV Text-to-Tip Line are received by the CSArts-SGV Administrative Team and are reviewed and evaluated for additional investigation.

Student Health & Wellness

The Health Office is located in the Administrative Building. Health Office telephone number: 657.321.4000 ext. 60401.

Communicable Disease Control - Parents are urged to adhere to the following Health and Safety Code of California:

- If your child shows symptoms of illness during the night, please keep the student home the following day. Those staying home at the onset of illness recuperate faster and miss fewer days of school.
- Notify the school immediately when communicable disease is suspected or diagnosed.

Home Hospital/Independent Study

CSArts-SGV operates as a full-time and in-person program. Any student who cannot meet the attendance expectations due to a temporary or permanent disability or other extenuating circumstances shall meet with their school counselor to discuss their options, which may include Home Hospital. CSArts-SGV offers a short-term independent study program, not to exceed 15 school days per school year. Independent study shall offer a means of individualizing the educational plan to serve students who need a temporary alternative educational experience, who are traveling for the purpose of touring colleges, completing auditions, or other educationally enriching experiences, medical stays, emergency surgeries, mental health hospitalizations, or whose health or other personal circumstances make classroom attendance difficult. To read the full Board Policy on Short-Term Independent Study, click [here](#).

Physical Education Participation Policy

Physical Education (PE) courses involve physical activity that requires commitment, discipline, and consistent effort. To meet California state standards and achieve technical proficiency, students must be present and actively participate in each class.

Participation includes wearing proper attire, as outlined in the teacher's course syllabus. Students are expected to dress out for all PE classes—including dance and other physical elective courses—every day. This supports the State of California's requirement that students engage in a minimum of 30 minutes of vigorous physical activity per class session.

When a student becomes injured, participating in these classes may be difficult, but CSArts-SGV faculty and staff are committed to making sure that the student is: 1) participating safely, and 2) learning about their injury/ injury prevention as they heal. To accomplish this goal, written work as well as modified activities will be assigned and graded. If a student is injured, they must report the injury to their health office and to their instructor so that a plan for alternative assessments can be created to ensure their success in the class. If any movement restrictions are requested, these must be detailed in a doctor's note. If a student's injury will exceed a four-week recovery period, the injured student and parent must meet with the conservatory director (or elective teacher) and an administrator to determine the appropriate course of action and if alternative placement is necessary.

Injury, Illness, Medication

- If any injury or illness occurs after a student arrives at school, the student is not to contact the parent directly. Rather, the student is to inform the teacher of the injury or illness and then report to the Health Office. **Please update parent/guardian contact information so that school health personnel may contact family or friends in the event of an emergency.**
- Any student feeling ill should inform the teacher and ask for a pass to the Health Office. Students feeling weak or faint will be accompanied to the office. If a student requires longer than

a 30-minute rest, a parent will be contacted and asked to pick the child up so proper care and attention can be received at home. Parents, or a parent designee, should be available to pick a child up within 30 minutes of a call from the school. Students who drive, take the train, or walk will only be allowed to leave campus for an illness after a parent/parent designee has given verbal permission to the Health Office staff. Current phone numbers MUST be listed on the Emergency Contacts at all times.

- Every effort is made to provide for your child’s safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or a scrape, parents will be called. If parents are unavailable, and/or in the judgment of the school administrator emergency treatment is needed, paramedics will be called.
- Medication should be taken at home with parent supervision whenever possible. Prescriptive and non-prescriptive medication may be taken at school only under supervision of school personnel if a doctor’s signed medication form is on file in the office. Any prescribed over-the-counter medication must be brought to the Health Office in brand new, sealed bottles. Medication is dispensed in the CSArts-SGV Health Office.
- CSArts-SGV Health Office does not supply any over the counter medication.
- Students are not allowed to borrow from or give fellow students any form of prescription or non-prescription medication.
- Students are not allowed to carry any medication on their person, with the exception of epi-pens or inhalers when appropriate documentation is on file in the Health Office.

Under California Law, a medication form, which includes dosage instructions, must be completed by the parent and the physician before prescription and non-prescription medication can be administered. These forms are available in the Health Office and can also be downloaded from the school’s website <http://sgv.csarts.net> Medication forms expire after the calendar year of the physician’s date of request and therefore, must be updated each semester or year. Medications must be picked up personally by parents on the last day of school.

Student Resources & Hotlines

Sometimes students may feel they need advice or help in dealing with a difficult situation. When this happens, it is important they contact a trusted adult. Parents, relatives, or a close adult friend are good sources of help for a student. At school, students may fill out a request form to see an administrator, school counselor, or other staff member. The following agencies may also offer help and information:

Self-Help and Support Groups

Al-Anon/Alateen	888.425.2666
Alcoholics Anonymous (SGV)	626.914.1861
Alcohol & Drug Helpline	800.252.6465
Families Anonymous	800.736.9805

LA Child Protection Hotline 800.540.4000
 National Runaway Switchboard 800.786.2929
 Women’s & Children’s Shelter Hotline 877.854.3594

Crisis Support Hotlines

California Youth Crisis Line 800.843.5200
 National Suicide Hotlines 988
 Crisis Intervention 988
 Teen Crisis Lines 800.914.2272 & 800.852.8336
 Trevor Helpline (LGBTQA+) 866.4887386

Wellness Center

The purpose of the Wellness Center is to help emotionally dysregulated students re-center themselves in order to transition back to the academic classroom. It is staffed by mental health professionals who can help students in need of emotional support. Students must be referred to the Wellness Center by their counselor if they are experiencing high levels of emotional dysregulation, unless open access to the Wellness Center is identified as an approved accommodation. All students, regardless of whether or not they are being referred to the Wellness Center by a counselor or have access to the Wellness Center as an accommodation, must have a hall pass to visit the Wellness Center.

Curriculum & Instruction

Graduation Requirements

All students attending the California School of the Arts – San Gabriel Valley must accumulate a minimum of 240 credits in grades nine through twelve to graduate from high school. Students must pass all required courses, including conservatory courses to receive a diploma. Conservatory medallions are only awarded in fulfillment of conservatory course requirements as established by the conservatory director. For more information about Graduation Requirements, see the [CSArts-SGV Curriculum Handbook](#).

Graduation & Senior Activities Participation Policy

It is the policy of the CSArts-SGV Board of Trustees that participation in senior activities is a privilege earned by students through successful completion of their academic and arts conservatory programs. To ensure that seniors remain committed to CSArts-SGV’s attendance, grades, and behavior expectations throughout their final year of high school, the following expectations and resulting consequences will be enforced by school administration:

Expectation	Consequence for Violation
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<p>A passing grade in all CSArts-SGV Graduation Requirements (No Withdrawal/Failure mark in a graduation requirement course)</p>	<p>Senior will not graduate and therefore cannot participate in the Graduation Ceremony</p>
<p>Chronic Absenteeism Please note:</p> <ul style="list-style-type: none"> • The only exempted absences are those for students' allotted 5 days to visit colleges with proper documentation with the Attendance Office, religious holidays, death or funeral attendance, verified excused school activities or field trips, and successful completion of allowed short-term independent study days. All other absences, including illness, count towards the absences. • Even if students have different classes during blocks 7 and 8 throughout the week, absences will be tallied as total block 7 absences and total block 8 absences. 	<p>Loss of Senior Week Activities Privilege</p> <ul style="list-style-type: none"> • More than 18 single-block absences (excused or unexcused) in any block during senior year • More than 18 full-day absences (excused or unexcused) during senior year <p>Loss of Prom Privilege</p> <ul style="list-style-type: none"> • More than 20 single-block absences (excused or unexcused) in any block during senior year • More than 20 full-day absences (excused or unexcused) during senior year <p>Loss of Grad Night</p> <ul style="list-style-type: none"> • More than 25 single-block absences (excused or unexcused) in any block during senior year • More than 25 full-day absences (excused or unexcused) during senior year
<p>More than 12 unresolved demerits during senior year (demerits are earned for unresolved tardy intervention, trancies, and additional violations of the School-Wide Behavior Expectations)</p>	<p>Loss of Senior Week Activities Privilege and Grad Night</p>
<p>Seniors must also return all textbooks/devices, or pay for lost/damaged textbooks/devices</p>	<p>Yearbook will be withheld until fees are settled</p>

Seniors in danger of losing their privileges will be notified throughout the year in a timely fashion.

Modified Day (Late Start) Policy

Seniors in good academic standing, who are not on a tardy, attendance, or behavior contract, may earn the privilege of one late start block with the consent of administrators and parents/guardians, as long as there is space available. Applications for modified day are distributed to juniors each spring through visits from school counselors during course selection.

Class Change Policy

Once a semester has begun, if a student believes that they are inappropriately placed in an academic class, the student must first speak with the teacher. If, based on a placement test or initial assessment, the teacher agrees that a different course would be more appropriate, the student then should make an appointment with their school counselor. The last day to **ADD** a course, if a student has been *inappropriately* placed, is at the end of the **second week** of school.

CSArts-SGV does not allow course changes based on teacher preferences.

Class Withdrawal Policy

1. Withdrawal from a semester or year-long class, including all core academic classes (literature and composition classes, mathematics, sciences, world languages, arts, and social sciences), within the **first two weeks** of the semester will not be marked or have a negative impact on the report card or transcript.
2. Withdrawal from any semester or year-long class, including all core academic classes, after the first two weeks but within the first six week grading period of the first semester will be marked with a **W (withdrawal)** on the report card/transcript.
3. Withdrawal from any semester or year-long class, including all core academic classes, after the first six week grading period of the first semester will be marked with a W/F, which is computed as a failing grade in the student's Grade Point Average (GPA) and will be marked on the student's transcript.
4. Level change (Example: Honors or AP to College Prep) requires **Teacher Recommendation and space availability**. The last day to level change is the end of the 7th week of school. The student's progress grade may move with the student to the new class.
5. Consequences of a withdrawal from a semester class in the second semester will be the same as for a semester class in the fall semester.
6. Students may drop an Honors or Advanced Placement (AP) course that they have signed up for prior to the last day of school of the preceding year. The request to drop an Honors or AP course requires parental permission. No student will be allowed to withdraw from an Honors or Advanced Placement course after the last day of school of the preceding year unless they meet the following conditions:
 - a. The teacher verifies that the student is still struggling after participating in academic interventions including Office Hours; and
 - b. Approval of one of the administrators following a meeting with student and parent

7. Failure to complete summer assignments is not grounds for withdrawal.

	FALL or all YEAR-LONG Courses	SPRING (Spring Semester Course ONLY)
Last Day to request a schedule change	Friday, August 21, 2026	Friday, January 15, 2027
Last day to DROP a course without penalty	Friday, August 21, 2026	Friday, January 15, 2027
Withdrawal after Week 2 through Week 6-Transcript will be marked with a "W" for withdrawal	Monday, August 24 - Friday, September 18, 2026	Tuesday, January 19 - Friday, February 12, 2027
Withdrawal <i>after</i> week six will result in a WF (withdrawal/fail) on transcript and is computed as a failing grade	Any date <i>after</i> Friday, September 18, 2026	Any date <i>after</i> Friday, February 12, 2027
Last day to Level Change (from Honors or AP to College Prep) is end of the 7 th week	Friday, September 25, 2026	Friday, February 19, 2027

Anytime a student drops or changes an academic or elective class, it must be done so officially with a school counselor. If a change is needed for a conservatory class, please contact the Director for approval. A parent note or written confirmation of parent contact by a teacher is required when changing or dropping a college-preparatory class.

Conservatory Change Policy

A student's enrollment in a designated conservatory is for the duration of one full school year. Students may not transfer conservatories during the school year. If a student decides to apply for a different conservatory, the student must complete an application and participate in the spring admissions process. Students will be considered for enrollment in their conservatory of choice along with all other applicants for that conservatory. Students will not be eligible to transfer conservatories without a recommendation from their current director.

Performance Policy

The CSArts-SGV Conservatory program is co-curricular, and as such, several key performances are used as curricular assessments. Student participation in these performances are required, and failure to participate will likely impact the student's grade in the class. If a student cannot perform due to an excused absence, the student must conference with the teacher of record to determine an alternative way to earn a participation grade. Students who are absent from the academic part will not be allowed to perform the same day of their school absence. Other performances are considered extracurricular and occur outside of class time. Students who are on academic or conservatory intervention, or have ongoing attendance or behavioral issues, may not be eligible for participation in extracurricular performance opportunities.

Summer School and College Course Participation Policy

To attend both college and high school concurrently, students must meet with their school counselor to make the necessary arrangements and obtain approval prior to enrollment in any course outside of CSArts-SGV.

CSArts-SGV does not operate a summer school program. To remediate a D or F grade, students may attend summer school at any accredited high school or community college and have those credits apply towards CSArts-SGV graduation requirements. If a student wants to take a class for remediation, for enrichment, or acceleration, **the course must be UC approved and have written pre-approval from the student's school counselor.**

All core academic courses (English, Math, Science, and Social Science) required for graduation, must be taken initially at CSArts-SGV to ensure the student is being taught according to the standards established by both the CSArts-SGV Board of Trustees and the State of California.

Citrus College and Career Access Pathways (CCAP) Early College Program

I. Overview

CSArts-SGV has built a robust partnership with Citrus College and College and Career Access Pathways (CCAP) which provides CSArts-SGV students the opportunity to take Early College courses, embedded within their conservatory schedules. This exciting opportunity enables students to earn college credits while completing their conservatory course sequences. Nearly all CSArts-SGV students will take at least one Early College course while enrolled in high school. CSArts-SGV students enrolled in CCAP courses are exempt from all tuition and enrollment fees associated with taking college courses as a part of their CSArts-SGV course schedule.

Many, but not all, of the instructors of Early College courses are already CSArts-SGV instructors. Please be advised that, while all CSArts-SGV course materials and final grades are available through

Google Classroom and Aeries Gradebook, students will only be able to access course materials for CCAP Early College courses through Citrus College's online learning management system, Canvas.

Prior to enrolling in their first Early College course, students are **required** to:

- Read this policy in its entirety to learn more about the opportunities and expectations associated with taking college-level courses
- Follow directives from Citrus and school leadership about timelines for registration and important paperwork for enrollment
- Complete a Citrus College Concurrent Enrollment Authorization Form

Prior to enrolling in their first Early College course, students are **encouraged** to:

- Complete a [Parent/Guardian Release of Information Form](#) to ensure that the student's parent or guardian has access to grade information for the course
- Parents **will not** be able to access Early College grades for their child without having filled out the Release of Information Form, per FERPA requirements

Students enrolled in CCAP classes are held to the same behavioral and academic achievement standards as those expected of college students. Students and parents should be aware that the grades earned from these courses will be located on both the student's high school transcript and on their future college transcript.

II. Eligibility and Participation

A. Eligibility Criteria

To enroll in Early College (Dual Enrollment) courses, students must:

1. Be enrolled full-time at CSArts-SGV in grades 9–12.
2. Complete required orientation, application workshops, and authorization forms before enrollment.
3. Like AP and Honors courses, students should understand that while not a requirement for entry, a recommended indicator of success in an Early College/Dual Enrollment course is a 3.0 GPA or greater and passing all previous early college courses with a grade of C or better.

III. Course Enrollment and Capacity Management

A. Unit Limits

1. In accordance with California Education Code §76002(a)(3), which limits special part-time students to no more than 15 college units (typically four courses) per term, students may not enroll in more than four Early College courses per semester and/or more than 15 college units per semester, inclusive of both academic and conservatory courses.

B. Course Availability and Staffing

1. Early College course offerings are subject to staffing availability, instructor qualifications, and Citrus College seat allotments.
2. While rare, if a course does not meet the required number of students necessary per CCC requirements, it may be canceled. CSArts-SGV will make every effort to fill class sections to their minimum levels, but in the event that an Early College class is canceled during the first few weeks of a course, CSArts-SGV will transition the class to a CSArts-SGV Honors equivalent course.
3. CSArts-SGV cannot guarantee course availability for all interested students.

C. Lottery and Waitlist Procedures

If demand for a course exceeds capacity:

1. A randomized electronic lottery will be used to assign available seats.
2. Each eligible applicant will be assigned a unique, anonymized identifier prior to the drawing.
3. Students not selected will be placed on a waitlist in the order their name was drawn.
4. Students on the waitlist will be notified as space becomes available before the add/drop deadline.
5. Students who decline an assigned course or who fail to complete the required registration steps by the deadline will forfeit their seat.
6. Transfer students and/or new students, who may have missed deadlines for Early College enrollment, may have to wait for the following semester before being able to apply or join a waitlist.

IV. Student Expectations and Continued Eligibility

A. Academic Standards

1. Students must earn a grade of C or better in all Early College courses.
2. Students who earn a D or F must complete the Early College Hold Appeal Process through Citrus College before enrolling in additional courses.
3. Students who earn a D or F in Early College courses will be monitored the following semester if they continue to take Early College courses. This “probation” period is detailed in section C of this section.

B. Attendance and Behavior

1. Students must adhere to all behavioral and attendance policies of both CSArts-SGV and Citrus College.
2. Violations of academic integrity, significant absences, or behavioral misconduct may result in removal from the course and/or the program.

C. Progress Monitoring and Probation

1. Students who have earned a D or F in a previous Early College course will meet with their high school counselor at least once per semester to review their progress, if they are enrolled in additional courses.
2. The Administration, in conjunction with Citrus Community College representatives, will monitor midterm grade reports for struggling students.
3. Continued failure to meet expectations may result in suspension from the Early College program for at least one semester.
4. Re-entry will require administrative approval and demonstration of improved academic standing.

State Testing Participation Policy

The California School of the Arts – San Gabriel Valley Board of Trustees believes that it is important for all CSArts-SGV students to take all tests associated with the California Department of Education student assessment programs. It is the Board's belief that it is important for students to take these tests for the following reasons:

- State tests give teachers one more tool in assessing the success of their instruction and student learning.
- State tests give administration one more tool in assessing the effectiveness of each teacher.
- State tests give the community one more tool in assessing the success of CSArts-SGV in their academic classes which in turn affects our enrollment each year.
- State tests include a component for 11th graders that allow them to earn an exemption in their California State University college placement test in English and Math.

Any student who has voluntarily declined to participate in State testing or has not demonstrated a good faith effort in taking the exam may be ineligible for scholarships and awards given by CSArts-SGV, including graduation awards and distinctions such as Valedictorian with Distinction, Valedictorian, and Salutatorian honors.

CSArts-SGV Grading Practices

Core Beliefs About Grading

We believe:

- CSArts-SGV utilizes a standards-based grading system, in which essential learnings are aligned with Career and Technical Education (CTE), California Common Core, and/or NGSS standards.
- The primary purpose of grades is to accurately communicate a student's level of achievement as related to both content and skill-based proficiencies
- Student behavior and mindset impact their ability to achieve; *behavioral issues are not included in the gradebook* ([Student Behavior](#))
- Risk-taking and revision are a necessary part of learning
- Students are collaborators in the learning and assessment process
- Our teachers are experts who are constantly reviewing, revisiting, and revising quality and authentic assessments

- Regular use of Aeries Gradebook as a data tracking system assists all stakeholders

Student-Driven Success

Students will adhere to the core belief of the ethic of excellence. Students will be actively involved in every aspect of their assessment.

1. Students, with assistance from their teachers, will set learning goals for themselves and monitor their own progress.
2. Students will use feedback from daily practice and formative assessments to improve and build upon their own understanding.
3. Students will provide timely, accurate assessments ever striving for excellence.
4. Students will provide feedback to teachers to improve assessments and methods.
5. Teachers will provide timely feedback to inform student learning and revision.

Key Grading Definitions

Formative Assessments

Formative assessments and grades are given during the learning process, while students are still forming their knowledge. Mid-unit reading checks, writing tasks, notes, discussions, quizzes, and graphic organizers are all examples of formative assessments.

Summative assessments

Summative assessments are given at the summation of the instructional unit, as determined by the teacher, and are intended to assess student mastery of a specific skill, or of content knowledge. Final drafts of essays, unit exams, tests, speeches, research projects, presentations, performances, critiques, scripts, stories, juries, films, and Socratic Seminar participation are examples of summative assessments. These assessments happen at the summation of a unit of study, and are interspersed throughout a grading cycle. Because these assessments are the final full assessment of skill mastery and content knowledge, if students choose not to submit assignments designated as “summative assessments,” their grades are significantly impacted.

Grading Periods

Fall Semester

September 25, 2026

November 6, 2026

December 17, 2026

Spring Semester

February 26, 2027

April 16, 2027

June 3, 2027

Please note: Progress Reports and Semester Grades will be available online 7-10 days after the end of the grading period. CSArts-SGV does not mail out progress reports or semester report cards. All grade reports, including Standards Based Grading Report Cards are available on Aeries. The [Aeries Parent Tutorial](#) on grade reporting is particularly helpful.

Grading and Behavior

If the primary purpose of student grades is to accurately communicate achievement, then reducing grades because of behavior is not an appropriate consequence. Students who require behavior interventions will be given appropriate behavior consequences and interventions that do not reflect on grade reporting. ([Student Behavior](#))

Late Work: Students are expected to turn work in on time as it is a vital part of the cohesive learning experience. Turning in work late is inconsistent with the pre-professional training of our Conservatory program and is also a behavior that undermines a students' ability to be successful in future college and career experiences. A student with missing work may be assigned Office Hours and may have other behavioral interventions. Absent students will be afforded the appropriate time to make up missing work. For students present and in attendance:

- Students are required to turn in assigned class work before leaving class.
- Late formative assignments or formative assessments (including homework) will not be accepted late or graded.
- Late summative assignments or summative assessments must be submitted by 11:59 PM on the last day of the six-week grading period. After that, no late summative work will be accepted or graded. Additionally, if a student misses an in-class summative assessment, they should communicate with their instructor within two days to make arrangements.
- **Fall Semester Deadlines**
 - First Grading Period: Friday, September 25, 2026
 - Second Grading Period: Friday, November 6, 2026
 - Third Grading Period: Thursday, December 17, 2026
- **Spring Semester Deadlines**
 - First Grading Period: Friday, February 26, 2027
 - Second Grading Period: Friday, April 16, 2027
 - Third Grading Period: Thursday, June 3, 2027
- Only summative assignments or assessments that were submitted within the six-week grading period for which they were assigned, may be eligible for revision at teacher discretion.
- No assignments, which teachers have offered revision for, will be accepted after the last day of instruction for each semester (teachers may have earlier deadlines depending on their own course's needs):
 - Fall, 2026: Thursday, December 17, 2026
 - Spring, 2027: Thursday, June 3, 2027*

**Senior deadlines are set earlier so as to not conflict with graduation and senior activities
- senior teachers will issue their own final deadlines for their students*

Academic Dishonesty: In the case of academic dishonesty, the student *may* be reassessed so that teachers may accurately report achievement; the student will be given appropriate behavioral consequences for academic dishonesty per restorative practices. ([Code of Academic Integrity](#))

Extra Credit: The concept of extra credit work goes against our beliefs about learning and assessment, therefore, extra credit assignments are not given at CSArts-SGV. The remedy for improving grades is to complete the work already assigned and then focus on reassessment opportunities.

Attendance: Attendance is important for academic success. Chronic tardies and absences will affect success in classes directly and may result in failing grades. Single day tardies and absences will not be counted toward grade determination. Students will be given appropriate behavioral interventions for tardies and unexcused absences and parents will be notified ([Attendance Policy](#)).

Incomplete Work: The appropriate consequence for failing to complete an assessment is to complete the assessment. Students who fail to complete assessments have not given teachers enough data to accurately assess their ability and must therefore complete the assessment according to the late work policy outlined in the syllabus, complete an appropriate reassessment as outlined by the teacher, or receive a zero.

Appropriate Evidence of Achievement

The primary purpose of student grades is to accurately communicate achievement and there is a need for clear learning goals, quality assessments, and constructive assessment practices. All stakeholders must have a clear understanding of learning goals and expectations. Assessment of achievement must be done using clear, preset performance standards. Formative assessments are essential in giving students feedback and giving teachers information about student progress. However, formative assessments and daily practice do not give a full picture of student achievement. Therefore, formative grades are given 0% weight in the gradebook, but serve to give essential feedback and information to the student as they prepare for their summative assessment. Summative assessments are given 100% weight in determining final marks.

Appropriate Evidence of Achievement Applied:

1. Learning goals and expectations will be clearly communicated prior to giving assessments.
2. Quality, summative assessments will be used to compare each student's individual performance to appropriate standards.
3. Final marks (semester grades that appear on a grade report and transcript) will be determined using evidence of summative assessments.
4. Students will be given multiple opportunities, when appropriate, to show evidence of achievement.

Grade Determination

The use of an average, or mean, as the sole measure of achievement can be misleading as it may be highly affected by outliers. Other measures can help teachers to use professional judgment when determining grades based on quality assessments of learning. For example, if summative assessments provided later in a semester judge a student's skill to be high in a particular skill area, a teacher may

decide that based on the student's recent performance, earlier assessments may be deemed unnecessary to add to the final grade. In some classrooms, this looks like "redemptive" assessments where high scores achieved on standards or skills replace older, lower scores in the gradebook.

Teachers retain the right to assign zeros to missing assignments or work that they deem necessary for student skill advancement.

Grade Determination Applied:

1. Teachers will determine grades by considering accurate and appropriate evidence of student achievement through the use of summative assessments.
2. Students may receive a "zero" for missing assessments and will be required to complete the assessment. Teachers will communicate thoroughly with students about which assessments can and should be revised or resubmitted for credit. If, after multiple interventions, students have not completed their work, the "zeros" will stand at the end of a semester grading period.
3. Teachers will determine which assignments and assessments are eligible for multiple re-assessments and which are necessary for determining final marks.

Incomplete Grades

An incomplete grade may be assigned by an instructor if a student, through circumstances beyond the student control, has not completed a portion of a course by the conclusion of the term. The student must request an incomplete grade in writing from the course instructor prior to the conclusion of the course. The course instructor and CSArts-SGV Administration will review the request for approval and provide written notification of timeline extension.

The instructor will make accommodations and/or modifications for students who show a documented disability with CSArts-SGV's Special Services Department. It is the expectation that students will, with the assistance of their Special Services Case Carrier:

1. Conference with the instructor regarding implementation of accommodations/modifications.
2. Inform the instructor on or before the due date if accommodations/modifications are to be applied.
3. Inform the instructor if there is a dispute regarding the implementation of accommodations/modifications.

Note: Modifications reflect a substantial change in standards and may result in different reporting of course, grades, credits, and graduation standards. Modifications require informed consent.

Grade Change Policy

A grade given by a teacher is final and cannot be changed by others unless it was given fraudulently, in bad faith, because of incompetency, or because of clerical or mechanical mistake. A grade cannot be changed unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to changing of such grade.

Concerns with a given grade must be first addressed to the instructor who assigned the grade. Should there be a further concern after a discussion with the teacher, those concerns can be addressed to CSArts-SGV administration. Please note that no grade changes will be made without the express consent of the instructor who determined the grade. CSArts-SGV Administration and Board of Trustees will support the final grade determined by the teacher unless it was given fraudulently, in bad faith, because of incompetency, or because of clerical or mechanical mistake.

Intervention Practices

Due to the desire of CSArts-SGV to directly support its struggling students, an Academic and Conservatory Intervention plan is in place to make sure students are on track to graduate and prepared for advancement to college and/or career.

Academic Intervention

If, at the end of a semester, a student has below a 2.0 academic GPA or any Fs in core academic classes, they will be placed into the Academic Intervention process described below. The academic GPA is determined from the student's grades in Literature and Composition, Mathematics, Social Studies, Science, and World Language classes. It does not include non-academic electives or conservatory classes. The Academic Intervention plan, designed around a student's best academic interests, is as follows:

- At the end of a semester, if a student has an academic GPA below a 2.0 or any Fs in core academic classes for that reporting period, they will be placed on Academic Intervention for the following semester. If a student receives an F grade in any core academic class, the parent and student must sign a grade remediation contract with their assigned counselor/administrator. The contract will specify the educational institution selected by the parent where the course will be taken and the timeline to complete the course.
- The student will be assigned to attend Office Hours for academic support a minimum of 30 sessions for that semester while on Academic Intervention (an average of two Office Hour sessions per week) plus attend all four Friday afternoon academic support sessions (which are spread out across the semester).
- If there is a subsequent semester of Academic Intervention, the student will be assigned to attend Office Hours for academic support **daily** for that semester plus attend all four Friday afternoon academic support sessions.
- The student will meet monthly with an assigned counselor/administrator to set goals, plan their academic support time via Office Hours and Friday academic support sessions, track their growth and progress, and reflect on their progress towards set goals.
- The student on Academic Intervention may continue to participate in Conservatory classes, audition for roles/performances, but participation in shows/performances is dependent on approval of both the Conservatory Director and the Administrator or Counselor assigned to supervise the student's Academic Intervention. An Academic Intervention contract to guarantee that academic performance remains the priority will be put into place as a result. It is within the

Director's/Chair's prerogative to make decisions about participation in Conservatory events/performances/activities or special groups based on a student's recent academic performance.

- If a student's academic performance does not show growth as defined by the individual goals set, Administration will meet with the student and their family to discuss appropriate next steps and may result in an involuntary removal hearing.

Conservatory Intervention

Conservatory courses do not include academic electives or core academic classes. If a student earns an F or two or more D's in conservatory classes at the end of a semester, they will be placed on Conservatory Intervention for the following semester. The Conservatory Intervention program, designed around a student's best academic interests, is as follows:

- At the end of a semester, if a student earns an F or two or more D's in conservatory classes for that reporting period, they will be placed on Conservatory Intervention for the following semester.
- The student will be assigned to attend Office Hours for academic or conservatory support a minimum of 30 sessions for that semester while on Conservatory Intervention (an average of two Office Hour sessions per week) plus attend all four Friday afternoon academic or conservatory support sessions (which are spread out across the semester).
- If there is a subsequent semester of Conservatory Intervention, the student will be assigned to attend Office Hours for academic support **daily** for that semester plus attend all four Friday afternoon academic support sessions. The goal here is for students to maintain expectations for their academic coursework load so that they can also fulfill their conservatory obligations. However, the Associate Principal of Arts has the prerogative to write a more individualized intervention plan depending on the particular student's needs.
- The student will meet monthly with the Associate Principal of Arts to set goals, plan their academic support time via Office Hours and Friday academic support sessions, track their growth and progress, and reflect on their progress towards set goals.
- The student will also meet monthly with their Director/Chair to check in on overall academic and conservatory progress. This mentor relationship will be essential to helping students develop positive relationships, self-advocacy skills, and resiliency in the face of challenges.
- The student on Conservatory Intervention may continue to participate in Conservatory classes, audition for roles/performances, but participation in shows/performances is dependent on approval of both the Conservatory Director/Chair and Associate Principal of Arts. A Conservatory Intervention contract to guarantee that academic performance remains the priority will be put into place as a result. It is within the Director's/Chair's prerogative to make decisions about participation in Conservatory events/performances/activities or special groups based on a student's recent academic performance.
- If a student's conservatory-class performance does not show growth as defined by the individual's goals, Administration will meet with the student and their family to discuss appropriate next steps and may result in an involuntary removal hearing.

Intervention Support			
	Total Required Office Hours Sessions per Semester 2:00 - 2:30	Friday Academic Support Lab 2:45 - 3:45	Regular support and mentoring provided
Academic/ Conservatory Intervention (1st semester)	30 sessions (average of two per week)	Four sessions over the course of the semester	Regular meetings with assigned administrator/counselor Regular meetings with mentor teacher (AI) or Director/Chair (CI)
Academic/ Conservatory Intervention (subsequent semesters)	Daily	Four sessions over the course of the semester	Regular meetings with assigned administrator/counselor Regular meetings with mentor teacher (AI) or Director/Chair (CI)

Behavior

Behavior Philosophies

California School of the Arts – San Gabriel Valley requires that students follow a basic set of expectations that begin with: Respect yourself, respect others, and respect this place.

CSArts-SGV expects that all students and families agree to the following beliefs:

- Behavior is a competency that can be learned
- All students must accept responsibility for their behavior
- Teachers have the right to teach, students may not prevent a teacher from teaching or another student from learning
- Parents and guardians have the right and obligation to participate in and support the school's behavior management program

The behavior management philosophies and instructional philosophies are rooted in a belief that it is never too late to learn, and therefore the school utilizes the framework of Restorative Practices.

Restorative Practices include proactive processes that focus on building relationships and community, and ensuring that all students feel welcome and connected. The continuum of restorative practices ranges from how we speak to students on a daily basis, to how students interact with each other, to how discipline incidents are handled. The foundational 5 R's of Restorative Practices are: Respect, Responsibility, Repair, Relationships, and Reintegration.

Behavior Policies and Practices

Schoolwide Behavior Standards

School-Wide Behavior Standards are aligned with our foundational pillars and intended to guide the students towards becoming responsible and productive members of the CSArts-SGV community. The CSArts-SGV community includes physical and electronic learning systems.

Students will demonstrate CSArts-SGV foundational pillars by:

- being polite, courteous, and respectful in their words, tone of voice, and actions
- respecting the school's and other students' property, including a commitment to campus cleanliness
- participating meaningfully in class and completing work on time
- reporting to class on time with necessary materials
- consuming food or drinks in the areas designated by CSArts-SGV staff
- entering classrooms or other campus buildings only when an adult is present to supervise
- obtaining permission from the teacher to video, photograph, or record in the classroom
- properly stowing and securing bicycles, skateboards, and any other transportation devices

The Schoolwide Behavior Standards also include the following behavior practices:

Behavior Investigations

At CSArts-SGV, behavior investigations are conducted with care, intention, and a commitment to student growth, guided by a restorative lens rooted in our Foundational Pillars: Welcome, Do No Harm, Choice Words, and Never Too Late to Learn. When concerns arise, the process begins with gathering a complete picture of the incident, which may include reviewing staff reports, student statements, and context from those involved. Investigators aim not only to determine what happened, but also to understand why it happened, and how the behavior impacted the learning environment. These conversations are anchored in respect and responsibility, encouraging students to reflect on their choices and how they affected others, especially within the framework of our school's core values.

A key element of this approach includes Michelle Garcia Winner's Social Thinking Framework, which helps students develop an awareness of how their actions affect the thoughts and emotions of peers and adults around them. Through guided reflection and targeted questions, students are supported in recognizing the social consequences of their behavior and making meaningful connections between their intent and the actual impact. This supports long-term behavioral change and builds the skills

needed for healthier social engagement. Consistent with the Do No Harm and Never Too Late to Learn pillars, the goal is not punishment for its own sake, but the repair of harm, rebuilding of trust, and reentry into the school community with a renewed sense of purpose.

Under California Education Code §48900, all disciplinary decisions are also grounded in legal standards, most notably the use of a preponderance of evidence. This means that school administrators must determine that it is more likely than not that the alleged behavior occurred. This threshold ensures that decisions are both fair and evidence-based. While accountability remains essential, restorative practices help ensure that students are seen as individuals capable of learning from their mistakes. In this way, CSArts-SGV balances legal responsibility with human connection, always striving to uphold both safety and student dignity.

Academic Integrity Policy

Students of the California School of the Arts - San Gabriel Valley have the right to a fair academic learning environment where honesty is reflected by consistent submission of original academic work and respect is shared among all members of the educational community.

- Students will refrain from acts of dishonesty
- Students will refuse to aid others in acts of dishonesty
- Students will notify staff of any cheating or dishonesty by self or others

Dishonest acts include but are not limited to:

- Unauthorized use of artificial intelligence (AI) to aid in the creation of any project or document
- Plagiarism – Any intentional use of another’s ideas, words, or work as one’s own. Plagiarism includes the misuse of published/copyrighted material whether written or visual and/or the work of other students.
- Theft or Alteration of Materials – Any intentional or unauthorized taking, concealment, or alteration of student, teacher, or administration materials. This includes the use of cameras and cell phones and lying, stealing, and damaging the work or property of another student.
- Knowingly taking, giving, or receiving information or assistance on any graded work, including homework that is assigned to an individual in a manner that defies the Code of Academic Integrity.
- Copying the work of another student or allowing another person (tutor, parent, sibling, peer) to copy or complete one’s own work
- Unauthorized communication, electronically or in person, with any other person during or about an exam

Academic Dishonesty Intervention

Academic Dishonesty Intervention	
Level One - First Offense	<ul style="list-style-type: none"> ● Student will earn a 0 for the assignment and the

	<p>teacher will write a referral.</p> <ul style="list-style-type: none"> • An administrator will document the referral in Aeries but no demerits will be assigned. • Teacher will conference with the student and/or parent to let them know why they received a 0 and discuss the possibility of a re-assessment at the teacher's discretion.
<p>Level Two - Second Offense</p>	<ul style="list-style-type: none"> • Student will earn a 0 for the assignment and the teacher will write a referral. • An administrator will document the referral in Aeries and 3 demerits will be assigned to the student. • Student will compose a letter regarding the impact of their behavior to the teacher or staff member and participate in the Reflection process for Level 1 Behavior Intervention, which requires a meeting with their counselor. • Teacher will conference w/ student, parent, and administrator to discuss the referral.
<p>Level Three - Three or more offenses</p>	<ul style="list-style-type: none"> • Student will earn a 0 for the assignment and the teacher will write a referral. • An administrator will document the behavior in Aeries and 6 demerits will be assigned. • An administrator will assign the student to the Level 2 Behavior Intervention. • Student will be expected to sign a Behavior Plan. • Student will not be given the opportunity for a re-assessment. • Student may be entered into the SST process.

Bullying Policy

Willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group) is considered bullying. Any student engaging in bullying behavior is in violation of CSArts-SGV Schoolwide Behavior Standards. Bullying can be physical, verbal (oral or written), electronically transmitted (cyber or high-tech), psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
2. Verbal (oral or written) – taunting, malicious teasing, insulting, name calling, sexual, religious, or racial harassment, making threats

3. Electronically transmitted (cyber or high-tech) – as defined below
4. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures or public humiliation

Cyberbullying Policy

Cyberbullying is the use of information and communication technologies such as email, cell phone, text messages, instant messaging (IM), personal websites, and social media sites or apps, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. The Board, administration and staff recognize that cyberbullying can be particularly devastating to young people because:

1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyberbullies do not have to own their own action, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. The reflection time that once existed between the planning of a harmful action and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a website or on a web blog; starting and/or contributing to anonymous burn or smash accounts on social media that disparage CSArts-SGV students; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; and posting misleading or fake photographs of students on websites. The physical location or time of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

Free Speech Protection: This policy shall not be construed to limit pupil rights to free speech as protected by the United States Constitution, the California Constitution, Education Code sections [48907](#) and [48950](#), and other applicable law.

Dance Policy

CSArts-SGV takes pride in hosting exceptional formal and school dances that offer a wide range of fun and engaging activities. These events are designed to create memorable experiences in a safe and supportive environment. Attending school dances is a privilege, and with that privilege comes the responsibility to uphold school expectations. To ensure that all students can enjoy a drug- and alcohol-free event, CSArts-SGV strictly enforces its policies regarding substance use and related disciplinary actions.

Possession, use, furnishing, selling or being under the influence of a controlled substance or an alcoholic beverage while going to or coming from a dance, or while attending a dance are grounds for disciplinary action, including suspension, involuntary removal and expulsion. All students attending any

dance may be randomly selected to take a breathalyzer test. While not mandatory, students will not be allowed into the dance if they refuse to take the test. Students may choose to take a breathalyzer test and they will be admitted if they pass; however, students who test positive for alcohol on the breathalyzer, or students suspected to be “under the influence” and who choose to not take the breathalyzer test will not be permitted to enter the dance and a parent will be contacted.

Every party bus/limo bringing students to a dance will be subject to a search by school assigned personnel. If any alcohol or controlled substance is found, no students on the bus/limo will be admitted to the dance. The bus/limo will be sent back to its place of origin and no ticket refunds will be given. It is the responsibility of the students and their parents to ensure that these vehicles remain alcohol and drug-free.

Students are reminded that they must follow proper decorum at dances. Dancing that simulates sexual activity, “slam” or “freak” dancing, or any other activity that creates unsafe conditions will not be allowed.

Violation of any part of the Dance Policy can result in removal from the dance. If a student is removed from a dance for inappropriate dancing or creating unsafe conditions, they will not be allowed to return to the dance. Any student who is removed from a dance may not attend the next school dance. Plan to be responsible and make the dance a pleasant, safe, and memorable experience.

Additional Guidelines for High School Dances:

1. Students who have not cleared demerits or completed the consequences for their behavior and/or attendance demerits prior to the end of ticket sales are not eligible to attend the dance.
2. Students must attend school the day of the dance if during the week, or the Friday before the dance if on a weekend.
3. All CSArts-SGV School-Wide Behavior Standards are in effect at school dances.
4. All guests from outside CSArts-SGV must be at least in 9th grade and be no older than 20 years of age. Guests are expected to follow all CSArts-SGV School-Wide Behavior Standards.
5. All students must abide by the “Prohibited Items” list posted on the ticket sales web page. All confiscated items must be picked up outside the venue at the end of the dance. Items not picked up at this time will be thrown away.
6. All students and guests must check in no later than 90 minutes after the start of the dance.
7. Students and guests may not return to the dance once they choose to leave.

Dress Code

The dress code is established and enforced to maintain a productive instructional environment, to promote a safe school, and to demonstrate a positive direction away from drugs, alcohol, tobacco, and gang affiliation. Shoes must be worn at all times.

Students may not wear:

- Clothing which results in class or school disruption.
- Clothing with symbols or slogans which degrade cultures, genders, races, religions, or ethnic values.
- Clothing that makes reference to sex, drugs, alcohol, tobacco, weapons, violence, or any illegal activities.
- Clothing that displays gang-related symbols or language that is associated with gang affiliation.
- Clothing that is dangerous to self or others.

CSArts-SGV staff members have the authority to judge whether or not a student's clothing violates the established Dress Code and/or serves as a distraction to the instructional program.

Gambling Policy

It is against state law and school rules for students to participate in gambling. This policy includes betting.

Guest Teacher Policy

Students who behave inappropriately with a Guest Teacher (substitute) will meet with an administrator to discuss their behavior and may be assigned a consequence for the unacceptable behavior. Repeated disrespect of a Guest Teacher will warrant suspension from school.

Prohibited Items

Under no circumstance is a student to bring to school any weapon or dangerous object. This prohibition includes loaded or unloaded firearms, antique or collectors firearms, facsimile guns, toy guns, any kind of BB or pellet gun, stun gun, any knife (including pocket knives) or sharpened object, explosives (including firecrackers), or any other dangerous object. A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose. Students are prohibited from possessing tear gas or tear gas weapons, including pepper spray, on campus or at school activities.

Restrooms Policy

Student restrooms are located throughout all campus buildings. Students may use the restroom (male, female or gender-neutral) for which they most readily identify. Single use restrooms may only be used by one individual at a time. Students are prohibited from sharing a bathroom stall or single use restroom for any reason. The act of walking into a restroom with a peer will be considered an obscene act and is subject to behavioral consequences including suspension, in accordance with California Education Code 48900 (i). Students are expected to behave appropriately when using restrooms.

Selling Items at School

The selling of candy, food, or any kind of item or property by any student or group not authorized by the Administrative Team is not permitted on school grounds, at school bus stops, or at any school-sponsored event, unless through an approved school fundraising event.

Sexual Harassment Policy

California School of the Arts - San Gabriel Valley (“CSArts-SGV”) is committed to maintaining a safe school environment that is free from harassment and discrimination. CSArts-SGV prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. CSArts-SGV also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging Sexual Harassment.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other verbal, visual or physical conduct of a sexual nature made by someone in the educational setting, whether against a student or an employee, when:

1. Submission to the conduct is made either expressly or by implication a term or condition of any individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis for an employment or educational decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon an individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through CSArts-SGV.

Sexual harassment is a broad term, including many types of unwelcome verbal and physical sexual attention. Examples of sexual harassment, whether committed by a supervisor, an employee, or a student, when the conduct occurs under the conditions described in #1-4 above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.

Sexual assault refers to intentional physical sexual conduct that the victim has not consented to. Examples of sexual assault include, but are not limited to:

1. Attempted rape.
2. Unwanted sexual touching.
3. Forcing a victim to perform sexual acts.

Anyone of any gender can be a victim of sexual harassment and sexual assault.

Complaints regarding allegations of discrimination or harassment in violation of this policy may be submitted in writing to any CSArts-SGV management employee, or directed to Title IX Coordinator and Compliance Officer, Assistant Principal Leon Metoyer, who shall investigate the complaint and respond to the complainant.

CSArts-SGV strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, CSArts-SGV's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator. Once notified, the Title IX Coordinator shall ensure the complaint is addressed through CSArts-SGV's Title IX Policy for Sexual Harassment or Uniform Complaint Procedures, as applicable, and shall offer supportive measures to the complainant. For more information about how to get help, please see the [guide for on & off campus resources for students](#).

Title IX

Title IX of the Education Amendment Act of 1972 ("Title IX") prohibits discrimination on the basis of sex, including sexual harassment, in CSArts-SGV's education programs and activities. This federal law applies to all schools that receive federal funding and is designed to ensure that students can learn in an environment free from sex-based discrimination. In 2020, the U.S. Department of Education issued updated Title IX regulations that strengthened procedural protections for both students who report sexual harassment (complainants) and those who are accused (respondents). These updates provided a more structured and legally sound process for schools to follow when investigating and resolving Title IX complaints.

Under the 2020 regulations, schools like CSArts-SGV are required to promptly respond to reports of sexual harassment and must offer supportive measures to students involved, regardless of whether a formal complaint is filed. The regulations define sexual harassment to include quid pro quo harassment by an employee, unwelcome conduct that is so severe, pervasive, and objectively offensive that it denies a student equal access to education, and any instance of sexual assault, dating violence, domestic violence, or stalking. Schools must offer both parties a fair and impartial grievance process, which includes written notice of allegations, the opportunity to review and respond to evidence, and the right to have an advisor present during all meetings and proceedings.

For students and parents, these regulations aim to create a safe, respectful school environment where concerns are taken seriously and handled fairly. Students who report sexual harassment are protected from retaliation, and schools are obligated to maintain privacy to the extent possible while complying with the law. The process also emphasizes the presumption of innocence until a determination is made and encourages transparency and accountability throughout the investigation. By understanding these rights and procedures, families can work with CSArts-SGV to uphold the safety and dignity of all students.

CSArts-SGV designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 as well as to investigate and resolve sexual harassment complaints under CSArts-SGV's Uniform Complaint Procedures. The Title IX Coordinator may be contacted at:

Leon Metoyer
CSArts-SGV Assistant Principal of Student Supervision
1401 Highland Avenue, Duarte, CA 91010
714.560.0900 ext. 60001
leon.metoyer@sgv.csarts.net

For more information regarding Title IX, please see the [CSArts-SGV Title IX Policy](#).

For more information about the school's complaints and appeals policies, please see [Complaints & Appeals](#).

Skateboard, Bicycle and Scooter Policy

Bicycles: If you plan to ride your bicycle to school, we provide monitored bicycle racks adjacent to the school entrance off the Highland Street parking lot. You must bring your own lock to secure your bicycle. Bicycle riding is prohibited on campus.

Skateboards and Scooters: Accommodations have been made for you to lock skateboards or scooters in the school's bicycle compound. You will need to bring a lock. Look for the specially modified skateboard racks in the compound where bicycles are locked up. Skateboard and scooter riding is prohibited on school grounds. Please carry your skateboard or scooter while you are walking on school grounds.

Misuse of skateboards, bicycles, scooters, etc. on campus will result in their confiscation. Confiscated items will be returned to parents and/or guardians.

Student Smartphone/Digital Device Policy

The CSArts – SGV Board of Trustees recognizes that the use of cell phones and other smart devices on campus may be beneficial to student learning and well-being, but could also be disruptive of the

instructional program. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy:

Access to CSArts-SGV's network and the use of personal digital devices on campus is a privilege. CSArts may revoke the access of any user who violates any school policy or applicable law. Please be reminded that users are prohibited from using the school's network or personal electronic devices to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or which are intended to promote or incite violence against person or property. Students shall not use cell phones, digital cameras or any other device to photograph or digitally record other individuals at school or at school sponsored activities without their knowledge and consent.

Cell phones and smart devices may be used prior to the start of school, during passing periods, at lunch, during office hours, and at the end of conservatory instruction. Academic teachers will establish a secure location within each classroom for storage of cell phones and smart devices during class instructional time; these same locations are to be utilized by conservatory teachers. Unless accommodated for by a 504 or IEP, students are not to have access to cell phones or smart devices during instructional time, including breaks and bathroom visits. Additionally, students are required to use school-supplied Chromebooks for all in-class assignments and testing unless instructed otherwise by their teacher.

A student shall not be prohibited from possessing or using a smart device under any of the following circumstances ([Education Code 48901.5, 48901.7](#)):

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a smart device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program
5. Smartphones and other smart devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's smart device will turn up evidence of the student's violation of the law, California ed code, CSArts-SGV foundational pillars, or school rules, such a search shall be conducted in accordance with law.

When a student uses a smart device in an unauthorized manner, the student may be disciplined and CSArts-SGV may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the Principal or designee, as appropriate. Student devices may also be confiscated and stowed safely by administration in the event of a behavioral investigation.

A student may also be subject to discipline, in accordance with law, for off-campus use of a smart device which poses a threat or danger to the safety of students, staff, or CSArts-SGV property or substantially disrupts school activities.

Tobacco and Drug-Free Campus Policy

The California School of the Arts – San Gabriel Valley is committed to providing a safe and healthy school and promoting the health and well-being of its students. It is the policy of CSArts-SGV to prohibit smoking, vaping, and possessing drug paraphernalia, including lighters or matches, on the CSArts-SGV campus in order to provide a safe and healthy school environment for all students and a safe and healthy work environment for all staff members. According to California’s Business and Professions Code 22950.5, smoking is defined as:

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoking” includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

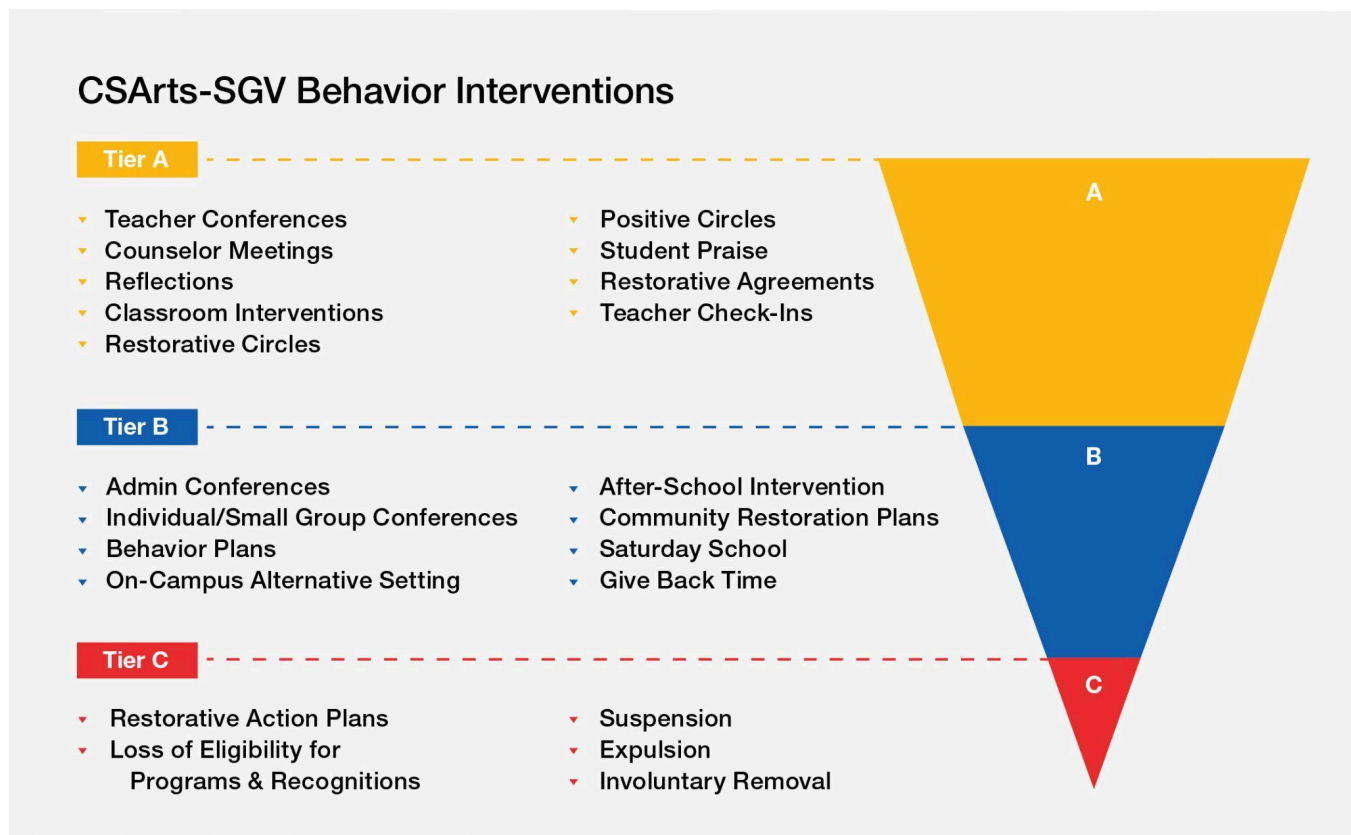
Behavior Intervention Practices

Any student who violates the above Schoolwide Behavior Standards or demonstrates disruptive behavior that interferes with the instructional program, and cannot be successfully addressed through classroom-based behavioral interventions, will be referred for intervention with an administrator. CSArts-SGV Administration utilizes multiple means to approach student violations of behavior standards and policies, all of which are intended to support student learning, repair harm, and address impact. These various approaches are referred to as Behavior Interventions. Behavior Intervention Plans may include but are not limited to:

- After School Intervention
- Community Restoration Plans
- Completion of a Behavior Plan
- Conferences with teachers, administrators, and/or counselors
- Expulsion
- In-School or At-Home Suspension
- Involuntary Removal
- Loss of eligibility for academic scholar programs, letters of recommendation, and recognition at graduation
- On-campus Alternative Setting
- Parental notification and/or conference
- Reflections
- Restorative Circles
- Restriction of extracurricular activities (such as field trip or participation in shows and/or school events) or leadership opportunities
- Restorative Action Plans

- Saturday School
- School “Give Back Time”
- Structured Day

Failure to complete any assigned intervention may result in being assigned Structured Days until the intervention is completed.



Reporting Incidents

Students, teachers, and community members can report behavior violations to the administrative offices or through our campus Text-a-Tip Line. Teachers may also submit an office referral for administrative support when a behavior violation occurs in their classroom, or send a student directly to administration if the behavior is disrupting their ability to teach.

CSArts-SGV also utilizes a reporting number for students, staff, and parents to communicate concerning behavior or suspicious and dangerous activities; our Text-to-Tip Line at 240.847.4483 / (240) TIP-GIVE. All messages sent to the CSArts-SGV Text-to-Tip Line are received by the CSArts-SGV Administrative Team and are reviewed and evaluated for additional investigation.

Behavior Intervention Definitions

After School Intervention

Students who have violated a behavior standard may be assigned to attend an after school intervention on Friday afternoons to learn more about the behavior expectations violated and to receive support in building strategies towards making better future choices.

Behavior Plan

Any student who ascends to a Level 4 consequence or is suspended is placed on a Behavior Plan for the duration of the semester. During the time the student is on a behavior contract, the student may be ineligible to participate in extracurricular activities including but not limited to school dances, senior activities, and Season Finale.

Community Restoration Plan

At CSArts-SGV, we believe in the power of reflection, accountability, and positive contributions to our school community. When students accrue demerits for any reason, they become temporarily ineligible to participate in extracurricular activities and performances until those demerits are cleared.

The Community Restoration Plan is a structured opportunity for students to take meaningful steps toward clearing their demerits. These plans are created in partnership with a counselor or school administrator and are tailored to help students reflect, restore trust, and re-engage fully with our school community.

Each plan may include but are not limited to:

- **Reflective writing or conversations** to consider the impact of one's actions
- **Giving back** through service or support to the community, home or CSArts-SGV
- **Time and consistency**, demonstrating commitment to growth because it is never too late to learn
- **Special projects** that align with the student's interests and the values of CSArts-SGV

The goal of the Community Restoration Plan is designed to support the student's growth as a thoughtful, responsible, and contributing member of our community.

Conferences

A conference between the student, parent, teacher, counselor and administrator is a valuable opportunity to reflect on the behavior, the impact of the behavior, and set expectations moving forward.

Demerits

The school utilizes demerits as a tracking method to determine the progression of behavior interventions. Students in violation of Schoolwide Behavior Standards and/or California Education

Code(s) will be assigned demerits. The chart below summarizes some of the most commonly occurring behavior violations and the corresponding assigned demerits. Demerits are calculated annually, and students have until the end of the school year to reduce or remove any demerits they may have earned. Demerits not reduced or removed by the end of the school year are accumulated and recorded in the student's Assertive Discipline record in Aeries.

Infraction	Demerits
Dress Code Violation	1
Inappropriate Use of Electronics/Smart Devices	1-3
Violation of CSArts-SGV Foundational Pillar: Welcome	1
Violation of CSArts-SGV Foundational Pillar: Do No Harm	1-3
Violation of CSArts-SGV Foundational Pillar: Choice Words	1-3
Out of Class Without Authorization/Truancy	1-3
Off-Campus or Full Day Truancy	3-9 based on frequency and/or intensity of violation
Unsafe Behavior	3-9 based on frequency and/or intensity of violation
Sharing any single stall restroom at any time for any reason	3-9 based on frequency and/or intensity of violation
Suspension for violating California Education Code sections 48900, 48900.2, 48900.3, 48900.4 or 48900.7	12

Students who accrue demerits will be placed on a Behavior Intervention Plan with the appropriate progressive interventions. At any time, a student can complete the interventions assigned to them, including and up to a Restorative Action Plan, in order to demonstrate growth and learning and earn the reduction or removal of their demerits. Students who accrue 12 demerits or who have been suspended for violating California Education Code will be placed on a Behavior Plan for the remainder of the semester and will be ineligible to participate in extracurricular activities without written consent from administration. Students who exceed 12 demerits or who are in violation of an existing Behavior Plan may be involuntarily removed from CSArts-SGV. Students who have been involuntarily removed or expelled from CSArts-SGV will not be given the opportunity to reduce or remove their demerits.

Give-Back Time (GBT)

Students who accrue behavior demerits may be assigned “Give Back Time” in the form of:

- Office Hours
- Campus Beautification
- Teacher/Admin Helper
- Conservatory Volunteering

Often, students will include GBT as a part of their student-generated Restorative Action Plan to address the impact of their actions. Academic teachers may also require that a student attend a mandatory Office Hour session by giving them an Office Hours attendance slip noting the required date to attend. Failure to attend will result in 1 demerit, an Office Hours truancy, and potentially the loss of an opportunity to make up classwork or an assessment.

In-School Suspension

At CSArts-SGV, In-School Suspension is a restorative opportunity. Rather than remove students from the learning environment entirely, In-School Suspension allows them to stay connected to the school community while taking time to reflect, refocus, and begin repairing any harm caused.

Guided by our foundational pillars—Welcome, Do No Harm, Choice Words, and Never Too Late to Learn—In-School Suspension provides a supportive space where students are treated with respect and dignity. They continue academic work, engage in reflective activities, and may begin a Restorative Action Plan designed to help them rejoin the school community in a positive, meaningful way.

In-School Suspension is meant to be a turning point: a structured pause where students can consider the impact of their choices, practice self-awareness, and take steps toward personal growth and accountability.

On-Campus Alternative Setting

The On-Campus Alternative Setting at CSArts-SGV offers students a quiet, structured environment where they can focus on completing their daily school work without distractions. Supervised by a dedicated proctor, this space is designed to support academic progress while also giving students time to reflect and reset.

This setting is intended for students who may benefit from a temporary break from their regular classroom environment. It provides an opportunity to stay on track academically, receive guidance as needed, and demonstrate readiness to return to their classes with focus and intention.

With the consistent presence of a staff member, students have access to gentle accountability and encouragement, allowing them to work independently while knowing support is available. The goal is to provide the time, space, and support necessary for students to re-engage productively with their learning and the school community.

Reflection

Students may be issued a written assignment to reflect on their impact on their behavior and make plans to repair the harm.

Restorative Action Plans

Restorative Action Plans are student-generated plans to repair harm and rebuild trust after a behavior violation. Based on a student's follow through of their action plan, their demerits and consequences may be reduced. Appropriate action plans may include learning and character building activities around the issues involved in the behavior violation, planning a restorative circle with those who have been impacted, school "Give Back Time" (GBT) through campus beautification/volunteering, and activities within the community, amongst others. A restorative action plan demonstrates that the student is accountable for their actions and has made strides to ensure that the behavior will not continue.

Restorative Circles

When conflict resolution is necessary, students are provided the opportunity to meet in a controlled, safe, supportive environment in order to learn about how their actions have affected others, and what may be done to "repair the harm." In this way, students are not only able to take responsibility for their actions, but are also able to restore the relationship and sense of community.

Saturday School

Saturday School is a monthly intervention program held from 9:00 AM to 12:00 PM, designed to provide structured support for students who need to address patterns of tardiness or other behavioral concerns. The goal of Saturday School is to offer students the time and space to reflect on their choices, complete academic work, and participate in activities that reinforce personal accountability and community expectations.

Facilitated by school staff, Saturday School may include reflective writing, goal-setting exercises, and targeted skill-building aligned with the student's needs. This intervention serves as an opportunity to reset habits, reinforce the importance of punctuality and responsibility, and help students stay on track both academically and behaviorally.

Attendance may be assigned as part of a broader intervention or restorative plan.

Structured Day

A Structured Day may be assigned when a student has violated a behavior standard. When a student is assigned a Structured Day, they are permitted to attend school, but must be supervised at all times. They must stay in class for the whole block, and will be assigned an escort if they need to leave the class for any reason. They may be assigned a staff member to escort them to and from their classes. They must be present in the office during lunchtime and office hours.

Suspension / Expulsion / Involuntary Removal

Suspension

Suspension is the removal of a student from ongoing instruction for a specified number of days. Suspensions are served on campus or at home at the discretion of the Administrative Team.

All students who are suspended are assigned to complete a Student Behavior Reflection while away from school, will be assigned a Behavior Plan for the duration of the school year, and are required to attend a re-entry conference with a parent and an administrator before they may return to the instructional program at CSArts-SGV.

A student may be suspended for violating [California Education Code sections 48900.2, 48900.3, 48900.4 or 48900.7](#). A suspended student will receive 12 demerits.

Expulsion

Expulsion is the permanent removal of a student from CSArts-SGV. It is more severe in nature than an involuntary removal. CSArts-SGV may, at its discretion, expel a student if CSArts-SGV determines that the student violates [Education Code section 48900](#).

The acts set forth in relevant Education Codes must relate to school activities or attendance, **but may take place at any time including but not limited to:**

- While on school grounds
- While going to or coming from school
- During the lunch period
- During, while going to, or when coming from a school-sponsored activity
- Online activities that disrupt the school environment

An expelled student may only return to CSArts-SGV in accordance with [Education Code section 48916](#).

In addition to the conduct itemized in [Education Code section 48915](#), the Board enforces the following penalties for any student who possesses, sells, is under the influence of, or furnishes any drug, or who possesses any weapon, explosive, or dangerous object while within the jurisdiction of school authority:

- **Controlled Substances** - Students found to be selling any controlled substance or possessing, using, or being under the influence of a controlled substance, may be subject to expulsion from CSArts-SGV **on the first offense**.
- **Possess, Selling, or Furnishing a Firearm/Weapon** - Students found to be possessing, selling, and/or furnishing any firearm or weapon will be subject to expulsion or from CSArts-SGV **on the first offense**.

- **Sexual Assault** - Students found committing or attempting to commit a sexual assault or committing a sexual battery will be subject to expulsion from CSArts-SGV **on the first offense**.

The recommendation for expulsion will be made to an impartial panel, composed of three school district administrators, all holding valid California Administrative Services Credentials and selected by CSArts-SGV administrative staff. Of these three administrators, one administrator will be invited from the student's home district.

No school district may have more than one representative on the panel. This administrative panel will review all relevant information. Based on this review, the panel will determine whether expulsion from CSArts-SGV is an appropriate consequence. If the panel recommends expulsion, and the CSArts-SGV Board of Trustees votes to approve the expulsion recommendation, the student has the right of appeal to the Los Angeles County Office of Education (LACOE). An expulsion may be appealed within 30 calendar days after the CSArts-SGV governing board takes action. The policy applies to all CSArts-SGV students, strives for impartiality, ensures all students are treated equally, and provides for due process protections.

Involuntary Removal and Expulsion from CSArts-SGV

California School of the Arts – San Gabriel Valley regards suspensions, involuntary removals and expulsions as a last resort. Criteria for suspension and expulsion of students shall be consistent with the [California Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48915](#). CSArts-SGV will observe fair and lawful standards to due process.

Involuntary Removals: The CSArts-SGV Board of Trustees are responsible for approving, monitoring and implementation of general policies of the school. CSArts-SGV is a charter school and as such, a school of choice. Students who are disengaged in school through chronic absenteeism, violation of attendance or behavior contracts, school refusal, and/or lack of progress towards meeting CSArts-SGV graduation requirements will receive interventions as described in this student handbook. If a student does not fulfill the needed requirements, the student may be involuntarily removed from CSArts-SGV to return to their home school district. In the case of an involuntary removal, the Board of Trustees will hear appeals of administrative decisions. These appeals will be heard during the closed session of regularly scheduled monthly Board meetings. All appeal requests must be made using established Appeal Procedures.

Attendance

Attendance Philosophies

CSArts-SGV's Attendance Policy is in accordance with the California Ed Code 48205 and is built upon the belief that regular attendance is vital to a student's success in school. A student who is frequently tardy or absent misses direct instruction, even though written work may be completed.

Attendance Definitions

Excused Absence: A student shall be excused from school when the absence is due to;

- (I) Illness, with verification by parents/guardians. After 3 consecutive absences, a medical note may be required.
- (M) Medical appointments, with verification upon return.
- (D) Funeral for immediate family. One day for California, three days for out of State.
- (C) Court or jury duty, with verification upon return.
- (H) Observance of a holiday or ceremony of his/her religion or attendance at religious retreats (not to exceed 4 days per semester), with verification upon return.
- (X) College appointment. Five days per year with verification upon return.
- (X) Auditions for Conservatory professional work. Five days per year with verification and studio report card, if applicable.
- (X) An absence that is pre-approved by an administrator that is academic or conservatory related. These absences are not official school-sponsored field trips, but are related to events in the academic or conservatory day. Again, these absences must be pre-approved by an administrator. Five days maximum per year.
- (F) An attendance designation indicating successful completion of their Independent Study (I.S.)
- (E) An attendance designation indicating unsuccessful completion of their Independent Study (I.S.)

Unverified Absence (Z): An absence not verified by a parent/guardian. When a parent fails to call in an absence within 72 hours, the absence will result in a truancy.

Verified Unexcused Absence (U): An absence that is verified by the parent for reasons such as family vacation, transportation problems, and personal reasons are unexcused. Excessive unexcused absences may result in the student being placed on Attendance Probation for the remainder of the school year.

Administrative Truancy (Z): An all-day absence that has been unreported by the parent or guardian for longer than 72 hours will result in an administrative truancy.

Tardy (T): Being late to any class. Excessive tardies may result in the student being placed on Attendance Probation for the remainder of the school year.

Excused Tardy (K): Excused tardiness for medical/dental appointments. Official verification required upon arrival/return to school.

Truancy (W): When a student is missing and reported absent from an entire class or has been issued an all-day absence without a valid excuse or parental permission, it will result in a truancy. If a student

leaves more than 30 minutes early, or is gone from class for more than 30 minutes, they will be marked truant.

Partial-Day 30 Minute Truancy (G): If a student arrives more than 30 minutes late.

Punctuality Checks: Punctuality Checks are a proactive, schoolwide practice designed to support timely arrival to class and reinforce a culture of responsibility and readiness to learn. These checks are unannounced and may occur during designated periods; when they take place, classroom doors will be closed, and students who arrive after the bell will be directed to the cafeteria, where staff will determine the reason for the tardy and provide a pass to return to class. Parents/guardians will receive a notification via StudentSquare informing them that their student was part of a Punctuality Check. Students may be assigned follow-up support, such as reflection, reteaching of expectations, or attendance intervention, in alignment with the CSArts-SGV Foundational Pillars: Welcome, Do No Harm, Choice Words, and Never Too Late to Learn. This process is intended to help students reset expectations, build consistent habits, and re-engage in their learning, and repeated tardiness may result in additional supports and interventions to promote accountability and student success.

Student Admit/Release Slip: A slip used for the purpose of late arrival and early release that is date/time stamped by the Attendance Clerk.

Re-admit: When a student leaves the campus during any portion of the school day, upon return to school, they must check in with the Attendance Office and provide verification of the appointment or reason for leaving school.

Verification: Includes official documentation such as a letter with the company's letterhead, contact name, signature, and phone number. It may also include an official email, image of a confirmation of appointment (via text message), or studio report card. Five days maximum per year.

Attendance Policies

Chronic Absenteeism: Students who miss more than 10% of any class, whether it be academic, elective, or conservatory, are considered chronically absent. Students who are chronically absent will be provided with supportive measures, interventions, and may be subject to an Attendance Review process resulting in involuntary removal from the school.

Co-curricular Program: Students are **required to attend both arts and academic classes** every day. Failure to attend class during the run of an extracurricular performance may result in the student not being allowed to perform for that day.

Absences Due to Outside Performances/Auditions: Students who miss classes due to outside performances or auditions are responsible for consulting with their teachers **ahead of time** to obtain assignments. Students who work in the entertainment business as professionals, and who may be called for an audition/callback without prior notice, will be responsible for obtaining homework assignments from their teachers. Teachers will instruct students of the proper procedure to obtain homework for their classes.

Medical/Telehealth Appointments: An effort should be made to schedule all medical appointments outside of academic and conservatory hours. When medical appointments need to be scheduled during school hours, please follow all attendance policies and practices. Students are not permitted to use class time for telehealth or on-campus private therapy appointments.

Excessive Absences: Students and parents/guardians must recognize that there is a direct relationship between school attendance and grades/credits earned. A student must be in class a minimum of sixty hours (60) to receive five units of credit. Once a student exceeds 15 unexcused absences during a semester, that student may receive a failing grade due to these absences. The teacher will notify the parent/guardian of the impending failing grade and loss of credit.

Absences & Make-Up Work: Teachers are not required to accept make-up work due to truancies and unexcused absences. It is the students' responsibility to make arrangements with the instructor regarding ways to make up work from excused absences. The student will have the same amount of days equal to the excused absence to complete make-up work unless the instructor grants additional time. The instructor will determine what constitutes appropriate make up work as not all activities and assignments can be reproduced when a student is absent. Make up work will not be provided for unexcused absences or during a student suspension. It is the students' responsibility to make arrangements with the instructor regarding ways to make up work.

Extended Absences: A request for an extended personal absence must be given to school administration in writing at least one week prior to the planned absence. If approved, you must report the absence to the Attendance Office and the absence will be recorded as Verified/Unexcused. No truant or demerit will apply.

Tardy Policy: Many CSArts-SGV students make a unique commitment in attending a school outside of their local community. Part of that commitment includes making arrangements to arrive to school on time. Tardiness is excused for illness, medical appointments, or circumstances beyond the control of the student, subject to parent verification and administrative discretion. Students must be in their seats by 8:30 a.m. If a student arrives after 8:30 a.m, they **must sign in with the Attendance Office to obtain an admit slip** when first arriving on campus. Oversleeping, missing the metro, traffic, etc., are not considered valid reasons for excused tardies. Tardiness applies before school, between classes, and after lunch. In order for the tardy to be excused students must submit written documentation; the tardy will be excused at the discretion of the Attendance Office and Administration.

Truancy Policy: According to the Education Code of the State of California, any pupil who is absent from class and/or school, without a valid excuse, is truant and shall be reported to the Administrative Team. Students who are truant are assigned demerits. The following are considered truancies:

Truancy Attendance Code	Definition
W (Truancy)	<ul style="list-style-type: none"> Being absent from school without the knowledge and consent of the parent Leaving the school grounds during the day without permission Being absent from assigned instructional time without permission or a valid excuse, including while remaining on campus
Z (Admin Truancy)	<ul style="list-style-type: none"> Occurs when a parent does not report an all-day student absence within 72 hours

G (Partial Truancy)	<ul style="list-style-type: none"> • Arriving more than 30 minutes late to any block
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For each reported Truancy, a student will be assigned behavioral intervention through Administration. **Campus Passes:** Students are expected to be in their assigned arts and academic classes at all times during the day. CSArts-SGV students are expected to use the school digital Hall Pass system and list their destination every time that they leave their classrooms. Students who are out of class without teacher permission, falsify their destination or other information in Hall Pass, or do not enter their destination using the digital Hall Pass system will be considered truant and subject to disciplinary action.

Attendance Practices

Reporting an Absence

- The preferred means of reporting your child’s absence is before school starts via email to attendance@sgv.csarts.net. Put the student’s name in the subject line and the reason in the body of the email. When the absence has been coded it will be updated on your child’s Aeries account.
- You may also call the automated Attendance Line before school starts at 657.321.4000 ext. 60400 (no reply will be sent).
- All absences must be verified by a parent within 72 hours or the absence will become truant. not presented within 72 hours, the absences will be recorded as verified/unexcused.
- Absences or tardies due to doctor/dentist appointments are only excused with a verification letter
- Students are encouraged to regularly monitor their attendance in Aeries. Any discrepancies should be reported to the Attendance Office immediately. It is **strongly recommended** that parents also check the website to view their child’s attendance/tardy records.
- Students are expected to communicate and collaborate with teachers regarding missing work when they are absent from school. The attendance office does not communicate with teachers regarding student assignments.

Early Release Request Process

Please plan ahead when requesting an early release. The most efficient way to ensure your child is released from class at the requested time is to notify the attendance clerk in advance, preferably before lunch on the day they need to be released.

- Students may bring a note to the Attendance Office **before school** begins to obtain a release slip. Students must present the slip to their teacher at the beginning of class which notifies the teacher of the early release. At the given time, the student can leave class to check out with the Attendance Office. **Students not in possession of an Off Campus Pass/Release Slip must check out with the Attendance Office before leaving campus.**

- Parents can also call or email in the morning and the Off Campus Pass/Release Slip will be available for your student to pick up during their break, nutrition, lunch, or Office Hours. Students are not expected to leave their classes to retrieve their Off Campus Pass/Release Slip.
- If there is a last minute change in the student’s appointment, the parent may call the Attendance Office 657.321.4000 ext. 60400, or email attendance@sgv.csarts.net to request an earlier release.
- Even though some of our students are 18 years of age, they are still required to have written permission from their parent/guardian in order to leave campus.
- Failure to comply with the established check-out procedure may result in behavior consequences.
- Students who secure verbal authorization from their parents to exit campus (for reasons such as illness or medical appointments) are still obligated to confirm this parental consent at the attendance office before departing CSArts-SGV. Parental consent guarantees the safety and accountability of all students.

Tardy Intervention Process

Interventions for excessive tardiness are assigned based on the following annual thresholds:

Number of Tardies/Intervention Level	Interventions*
Tardy Intervention Level One (15 Tardies)	<ul style="list-style-type: none"> • Complete student reflection
Tardy Intervention Level Two (30 Tardies)	<ul style="list-style-type: none"> • Complete an additional student reflection • Attend the next scheduled Saturday School intervention Assembly. • Students will participate in a Community Restoration Plan to support the development of consistent, timely attendance.
Tardy Intervention Level Three (45 Tardies)	<ul style="list-style-type: none"> • Complete an additional student reflection • Attend an additional Saturday School Intervention Assembly • Students will continue to participate in a Community Restoration Plan to support the development of consistent, timely attendance. • Student meets with a member of the Attendance Intervention Team to create a Tardy Intervention directive.
Tardy Intervention Level Four (60 Tardies)	<ul style="list-style-type: none"> • If a student has more than 60 tardies in a single school year and has moved through all 3 tardy

	<p>intervention levels, or is in violation of their Tardy Intervention directive, the student is expected to attend additional Saturday School sessions.</p> <ul style="list-style-type: none"> • The Administrative Team will refer the student to the School Attendance Review Team (SART) for a meeting.
<p>Tardy Intervention Level Five (Excess of 60 tardies)</p>	<ul style="list-style-type: none"> • If a student has more than 60 tardies in a single school year and has moved through all tardy intervention levels and a SART meeting, the administration may refer the student for Involuntary Removal from school.

**Failure to complete the required interventions associated with each level of tardies will prevent students from participating in extracurricular activities and performances. Students who neglect to complete the required interventions may be assigned demerits until their interventions have been completed.*

Tardy Intervention Notifications: All tardy intervention notifications will be delivered monthly to students, parents, and guardians the the Student Square/Parent Square app.

2026-2027 Saturday School Schedule

All Saturday School sessions are for students who are at Level 2 or higher of tardy intervention for unexcused absences.

- **August 22, 2026**
 - Individualized tardy intervention parent conferences
(As needed, determined by CSArts-SGV administration)
- **September 26, 2026**
 - For 30+ unexcused tardies accrued between 8/11/26 & 9/18/26
- **October 31, 2026**
 - For 30+ unexcused tardies accrued between 9/22/26 & 10/23/26
- **December 12, 2026**
 - For 30+ unexcused tardies accrued between 12/26/26 & 12/24/26
- **February 6, 2027**
 - For 30+ unexcused tardies accrued between 12/26/26 & 1/30/27
- **March 6, 2027**
 - For 30+ unexcused tardies accrued between 2/1/26 & 2/2/27/26
- **April 17, 2027**
 - For 30+ unexcused tardies accrued between 3/1/27 & 4/1/27
- **May 22, 2027**
 - For 30+ unexcused tardies accrued between 4/12/27 & 5/15/27

Attendance Intervention Process

- Once a student accrues 5 full-day absences, a letter will be sent to the parent/guardian informing them of the absences.
- After 10 full-day absences, a letter will be sent to the parent/guardian informing them of the absences, a meeting will be scheduled to discuss the consequences of the absences and create a positive attendance plan. Parents/guardians and students will be informed of the possibility of having failing grades assigned in classes due to a lack of attendance.
- After 15 full-day absences, a letter will be sent to the parent/guardian informing them of the absences, and a meeting will be scheduled to discuss and modify the positive attendance plan. Parents will also be notified of the possibility of having failing grades assigned in classes due to a lack of attendance.
- After 18 full-day absences or 10% single block absences, a School Attendance Review Team (SART) may meet to discuss interventions and potential involuntary removal from the school.
- Seniors who have more than 18 full day absences or who have missed 10% of any single block will not be permitted to walk at graduation.
- Students who are found to be in violation of their positive attendance plan may be subject to involuntary removal.

School Attendance Review Team (SART)

A School Attendance Review Team (SART) is a multidisciplinary group whose primary aim is to tackle issues concerning student attendance, particularly chronic absenteeism or truancy. The team works together to identify the underlying reasons for attendance problems, devise intervention plans, and offer support to students and families to enhance attendance and overall academic performance. However, if despite extensive interventions, a student fails to exhibit significant improvement, the possibility of involuntary removal from school may arise. This determination arises subsequent to a thorough evaluation of the student's attendance record and endeavors to tackle underlying factors. The team may then present a recommendation to the CSArts-SGV Board of Trustees for an involuntary removal.

Extended Leave Process

The instructional program of the California School of the Arts – San Gabriel Valley has been designed to meet the State of California's model for site-based instruction in both the academics and the arts. It is, therefore, a component of the approved charter that students enrolled in the CSArts-SGV are able to attend both academic and arts classes on a daily basis. Recognizing that the talented students of CSArts-SGV may have an opportunity to be involved with professional performance opportunities, or may experience health concerns that prevent them from attending school regularly, the following guidelines must be adhered to concerning the approval of these extended leave situations:

Parents/Guardians:

- Inform the school and secure administrative approval for any extended leave. Ensure that instructional support will be provided to the student during the leave.

- Work with child and instructional support providers to ensure that instructional goals are met.
- Communicate with the conservatory director to arrange for a conservatory instructional plan.
- Secure summary information from on-site support providers of standards covered and mastery of these standards.

Student:

- Adhere to the curriculum and pacing of all classes during the absence.
- Work with a licensed instructional support provider to ensure the standards and provided curriculum map are covered.
- Be prepared upon returning to school to fully participate in all classes and assessments.

School:

- Provide syllabus and textbooks for academic classes
- Provide curriculum map/standards to be covered during the leave

Upon Return to CSArts-SGV:

- Student will be responsible for all classroom knowledge while absent.
- Student will participate in class assessments as scheduled.
- All grades will be determined through a combination of input from the on-site instructional support providers and regularly scheduled classroom assessments.

It is understood that the class plans and individual support will be provided through professional services outside of CSArts-SGV during the term of extended leave, under the supervision of the sponsoring organization and/or parents.

Temporary Leave of Absence

A Temporary Leave of Absence (LOA) is made available to a student leaving for one semester or a partial semester for special circumstances, with the intent of returning to CSArts-SGV for the following semester. A Temporary Leave of Absence requires the approval and signature of an administrator, the student's conservatory director, and school counselor.

By completing the Temporary Leave of Absence form, it is understood that:

- Parent/guardian is the legal guardian of the student withdrawing for LOA
- Parent/guardian is obligated to enroll the student in another school or school program immediately after withdrawing from CSArts-SGV. If the student is not enrolled elsewhere within five (5) days, the request for leave will be changed to a permanent withdrawal.
- Student must complete core courses while on leave and must submit a transcript indicating course completion prior to returning to CSArts-SGV. Courses completed should mirror CSArts-SGV core classes
- Student must be in good academic standing (no failing grades) in order to return
- Students who leave for more than a full semester must reapply to CSArts-SGV. Placement activities may be waived at Conservatory director's discretion

- Withdrawal of the student before the end of a semester without him/her completing midterm exams/finals puts the child at risk of losing credit for the entire semester. If the student has accrued progress report grades, they may be eligible for partial credits.
- CSArts-SGV does not guarantee re-admittance as re-admittance is dependent on space available at the time the student returns to CSArts-SGV

Materials and Technology

Materials and Property

Textbooks

While most classrooms are textbook free, some classes such as math and select AP courses will still utilize textbooks. Students are responsible for the textbooks assigned to them and are required to pay for books that are damaged, lost, or stolen. Textbook numbers should be recorded immediately in the student planner to ensure that the student returns the correct book at the end of the year. Students should write their full name and school year in the inside front cover of their textbooks. This is the only writing allowed in the textbooks. The charges for textbooks include:

- A fine for damage to the binding/cover
- Full cost of the book for damage to the inside pages
- Full cost to replace the book if lost

Students are encouraged to cover their books, but may not use adhesive book covers that could damage the cover or tear the text when removed. Students who have missing books or other property fines will not receive their yearbooks or be able to register for the following school year until all fines are cleared.

School Property

Students are also responsible for damage or loss of school property. Parents are liable for willful damage to school property. Students may use school and classroom equipment only with the permission of a CSArts-SGV staff member.

Conservatory instructional materials (instruments, paint supplies, tools, etc.) are to be used only during conservatory instruction and according to the guidelines and training that is conducted for each conservatory. All academic and conservatory instructional materials are to remain in the designated classroom or location at all times, and returned to storage at the conclusion of each class period or activity.

Students using instructional materials at an unauthorized time or in an inappropriate manner may be subject to consequences in accordance with the School-Wide Behavior Standards and consequences.

Personal Property







Students are encouraged to leave personal property at home. If students bring personal property (e.g. cameras, cell phones, tablets, laptops, musical instruments) to school, they must assume full responsibility for the items and comply with all applicable restrictions. Students who use the changing rooms should not leave personal items unattended or unsecured. The school will not replace damaged or stolen property.

If a student’s personal property causes any disruption to the instructional program or campus order, the item will be confiscated and returned at the end of the instructional day.

Chromebooks

Please review our [CSArts-SGV Student Device Policy, Procedure, and Information Handbook](#) for a comprehensive manual on our policies and guidelines related to your assigned school Chromebook.

Instructional Technologies & Resources

 <p><u>Aeries</u></p> <ul style="list-style-type: none"> Family/parents and students have accounts 	 <p><u>Aeries Communication via ParentSquare & StudentSquare</u></p> <ul style="list-style-type: none"> Family/parents and students have accounts and are encouraged to use the app 	 <p><u>Google Drive</u></p> <ul style="list-style-type: none"> Students have accounts Parents do not have accounts, but have “Guardian View” and can get weekly updates 	 <p><u>Outlook Email</u></p> <ul style="list-style-type: none"> Students have accounts Parents do not have accounts 	 <p><u>School Website</u></p>	 <p><u>Citrus College</u></p> <ul style="list-style-type: none"> Students enrolled in Early College classes on the CSArts-SGV campus will access Citrus College online platforms Parents do not have accounts
<p>Aeries is the official Student Information System (SIS) for our school</p>	<p>School site announcements are posted here</p>	<p>Many teachers utilize Google Classroom to assign and collect work, and give feedback</p>	<p>This is used for electronic communication, mostly one on one between a student and their teacher</p>	<p>sgv.csarts.net Helpful general information for all community members</p>	<p>Wingspan is where students pay fees, view classes, and manage account information</p>
<p>Official grades are reported here, official transcripts are stored here</p>	<p>Schoolwide groups organize and communicate here - clubs, conservatory groups, performance groups, etc.</p>	<p>Cloud storage for a student’s school work for the entirety of their stay at CSArts-SGV</p>	<p>Every teacher’s email address is their firstname.lastname@sgv.csarts.net</p>	<p>Specific student information is located by clicking on the Student/Parent tab on the upper left of the page</p>	<p>Canvas is a resource for students to view their class materials and submit assignments</p>
<p>Attendance is taken and displayed in Aeries</p>	<p>Primary communication between teachers/directors and parents (messages)</p>	<p>A student’s Google account will give them access to many of the</p>	<p>All students have a CSArts-SGV Outlook email</p>	<p>Calendars and Bell Schedules are accessed by</p>	<p>We encourage students to share account information</p>

	translate to reader's primary language)	GSuite's apps for education	address and inbox, it is NOT a gmail account	clicking on the "Calendar/Events" tab at the top	with their parents, as the school is not permitted to do so
A student's assignments and grades are displayed here in the gradebook	Digital permission slips and forms	This account does NOT have access to gmail			

Helpful Handouts

The following handouts are given out at registration and help with navigating our main technology platforms as listed above.

- [Parent Technology Packet](#)
- [Student Technology Packet](#)

School Records

Student records and unofficial transcripts may be obtained by accessing the student's Aeries account at <https://familysis.sgv.csarts.net>. Parents are emailed registration information during the summer to access this account. Technical questions and difficulties related to accessing the Aeries account should be directed to CSArts-SGV's Tech Support at techsupport@csarts.net.

Official Transcripts may be requested electronically 24/7 through the CSArts-SGV Parchment website: <https://www.parchment.com/u/registration/24891549/account>. Please follow the instructions provided on the Parchment website. Fees are payable online with a valid credit card.

Unofficial Transcripts are available through each student's Aeries account <https://familysis.sgv.csarts.net> and may be downloaded at the student's convenience. Unofficial transcripts may also be obtained from the Student Services office when a student/parent is unable to access it from home. In order to access the student Aeries account the student/parent must first auto-register. A letter providing auto registration information is provided to all parents at Back-to-School Night, and will also be available at techsupport@csarts.net.

In general, UC campuses and CSU campuses do not require a transcript until June when final grades and graduation date appear on the transcript. However, colleges using the Common Application (such as private colleges/universities and many out-of-state universities) do require an official transcript at the time of application, so students will need to review the college's transcript requirements and order their Official initial-transcript/mid-year-transcript/final-transcript accordingly.

Change of Address or Telephone

All student data changes can be made in the Aeries Parent Portal at <https://familysis.sgv.csarts.net/LoginParent.aspx>. By using the "Student Info" tab in the Aeries toolbar

and selecting “Data Confirmation” from the pull-down list, the parent/guardian can notify the school of changes, and update the portal with new student/parent contact information. Under the “Options” tab, updates to parent and student email addresses can be made. In addition, by selecting “Data Confirmation”, changes to medical information, emergency contacts and authorizations can be completed.

Please note that an address change requires school personnel confirmation before the update is processed in Aeries. An automated email notification is sent to parents/guardians when an address change is requested.

For help accessing Aeries, please contact techsupport@csarts.net.

Student Name Changes

Students and/or parents who wish to make changes to the student name or how the student is recognized at CSArts-SGV, should see their school counselor.

Technology Acceptable Use Policy

[Link to CSArts-SGV Personal Device Policy, Procedure, and Information Handbook](#)

It is the policy of California School of the Arts – San Gabriel Valley to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this agreement for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, CSArts-SGV recognizes its legal and ethical obligation to protect the wellbeing of students in its charge.

To this end, CSArts-SGV retains the following rights and recognizes the following obligations:

1. To log network use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to CSArts-SGV-owned equipment and, specifically, to exclude those who do not abide by CSArts-SGV’s acceptable use policy or other policies governing the use of school facilities, equipment, and materials. CSArts-SGV reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of CSArts-SGV.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by CSArts-SGV is a privilege that offers a wealth of information and resources for research. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet and technology, including electronic communication, must be in support of educational and research objectives consistent with the mission and objectives of CSArts-SGV.
2. Proper codes of conduct in electronic communication must be used, and ethical and responsible behavior is expected. In newsgroups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the CSArts-SGV network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community.
6. From time to time, CSArts-SGV will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
7. Students and staff must use the CSArts-SGV filtered wireless network during the school day.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on CSArts-SGV computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or school site administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The CSArts-SGV network may not be used for downloading entertainment software or other files not related to the mission and objectives of CSArts-SGV for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of CSArts-SGV.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
17. Recording, transmitting, or posting photographic images, sound or video of a person or persons on campus during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose is prohibited.
18. Share username/password with another staff or student.

Disclaimer

1. CSArts-SGV cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. CSArts-SGV will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. CSArts-SGV makes no warranties (expressed or implied) with respect to:
 - a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
 - b. CSArts-SGV reserves the right to change its policies and rules at any time.

Electronic Mail Policy

User Responsibilities

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following:

1. CSArts-SGV provides electronic mail to staff members and students to enable them to communicate effectively and efficiently with other members of staff and students, other companies, and partner organizations.
2. When using CSArts-SGV's electronic mail you should comply with the following guidelines.
3. If you are in any doubt about an issue affecting the use of electronic mail, you should consult the CSArts-SGV Network Administrator.
4. Any breach of the agency's Electronic Mail Policy may lead to disciplinary action and closure of email account and privileges.

DO

1. Do check your electronic mail daily to see if you have any messages.
2. Do include a meaningful subject line in your message.
3. Do check the address line before sending a message and confirm you are sending it to the right person.
4. Do delete electronic mail messages when they are no longer required.
5. Do respect the legal protections to data and software provided by copyrights and licenses.
6. Do take care not to express views that could be regarded as defamatory or libelous.
7. Do use an "out of the office assistant" to automatically reply to messages when you are not available.

DO NOT

1. Do not print electronic mail messages unless absolutely necessary.
2. Do not expect an immediate reply; recipients might not be at their computer or could be too busy to reply straight away. Usual response time is 48-72 hours.
3. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
4. Do not use electronic mail for personal reasons.
5. Do not send excessively large electronic mail messages or attachments.

6. Do not send unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.
7. Do not participate in chain or pyramid messages or similar schemes.
8. Do not represent yourself as another person.
9. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.
10. Do not use a forwarder to forward @sgv.csarts.net.net to your personal email.

Please note the following:

- All electronic mail activity is monitored and logged.
- All electronic mail coming into or leaving the organization is scanned for viruses.
- All the content of electronic mail is scanned for offensive material.

Social Media Policy

We encourage students to connect and widen the CSArts-SGV community on social media, but only official CSArts-SGV clubs, conservatories, or groups that have faculty advisors may utilize our name and/or logo on social media sites. Student club leaders must have all social media posts screened and approved by their club advisors. Anyone using the school's name or logo is in violation of school rules and will be subject to school disciplinary procedures. Smash, burn, crush, and similar types of accounts promote school violence, bullying, sexual harassment, sexual assault, and are likely to result disruption of school activities. Individuals that own or participate in these types of accounts may be subject to disciplinary action.

Complaint and Appeal Policies and Procedures

Problem Resolution

We expect and encourage appropriate communication when concerns arise among students and parents. The following information outlines the process parents and students should use to resolve any problems related to grades, academic or conservatory concerns, curriculum or instructional materials. Following this process should assist you in solving your concerns in a timely manner. Please know that teachers are expected to respond to parent and student concerns in a timely manner.

1. **Teacher Contact** – Most concerns can only be addressed directly by the teacher. Please contact the teacher to request a parent/teacher conference. Conferences may be held during a teacher's non-instructional prep period. Contact information for all teachers can be found on ParentSquare or on our website. We recommend writing your concerns down prior to meeting with the teacher to ensure that all issues are addressed. Most problems can be resolved at this level.

2. **Counselor/Director Contact** – If you feel that your concerns have not been addressed, please contact your child’s counselor for academic concerns or director/program coordinator for conservatory concerns. The counselor/director will offer a team meeting with the teacher or additional resources.
3. **Administrator Contact** – If recommended by the counselor/director, you may contact administration for a final administrative decision at administration@sgv.csarts.net.

Complaint Procedures

The Board of Trustees recognizes that CSArts-SGV is responsible for ensuring that it complies with applicable state and federal laws and regulations. CSArts-SGV shall follow applicable complaint procedures when addressing complaints alleging failure to comply with state or federal laws that apply to CSArts-SGV's programs and activities. Access [CSArts-SGV's Uniform Complaint Procedures here](#).

Board of Trustees Appeal Policies & Procedures

The Board of Trustees, as the governing entity of the California School of the Arts - San Gabriel Valley will hear appeals of administrative decisions made by CSArts-SGV staff in the areas of grades, discipline (suspension and expulsion) and involuntary removal. These appeals will be heard during the closed session of regularly scheduled monthly Board meetings. Please note that all paperwork and decisions related to the board appeal will become a part of the student’s educational record. All appeal requests must be made using the following established Appeal Procedures:

- A request must be made in writing, within 15 days following an administrative decision. This request for appeal should be addressed to the Board of Trustees, and must be received 72 hours prior to the Board of Trustee meeting. The reason(s) for the appeal should be detailed in the request for appeal along with any relevant information/evidence you would like the Board to consider.
- The Appeal will be heard in closed session. The parent/student will have ten minutes to make their presentation. CSArts-SGV staff will then have ten minutes to present. The parent/student will have five minutes to respond to staff’s presentation or present additional information. CSArts-SGV staff will then have five additional minutes to present. Trustee members may then ask questions of either party.
- The Board of Trustees will meet in closed session to render their decision. Unless otherwise indicated, the Board will render their decision within 72 hours of the hearing.
- If the student has been expelled the student should enroll in the student's home school district during the appeal process.

