



Adult Student Handbook
2020-2021

STANZA INTERNATIONAL ACADEMY INTRODUCTION

A *stanza* is a group of lines that form the basic metrical unit of a poem, an art form that embraces both discipline and creative expression. A stanza serves to inspire our educational vision because students desire an education that helps them develop discipline and the ability achieve their goals through both critical and creative thinking. In a chaotic world, Stanza Academy students keep moving forward towards college, careers, and lifetimes of success.

Stanza, serving grades K through 12, offers personalized intellectual pursuits within a framework of expert design and internationally recognized standards. Stanza Academy's coaches and teachers extend to each student a rich educational experience that engage the whole family through regular student-teacher communication, educational technology, constructive feedback, always available tutoring, and student choice.

Stanza Academy learners will experience an average of one to two hours of teacher support per week, daily check-ins, plus virtual tutoring on demand. Each student has an academic coach specifically responsible for his/her/their educational program, success, and future. All course instructors are certificated subject matter experts.

Mission:

Stanza leverages world-class technology, instruction, and respect for individual strengths to develop academically successful students who become creatively empowered, technologically fearless, civically engaged, global leaders.

Vision:

Stanza: Where discipline and creativity prosper.

Core Values:

Respect
Achievement
Collaboration
Invention
Responsibility



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PART I: ACADEMIC INFORMATION

Admissions

Stanza (“Stanza” or “School”) welcomes students in Grades Six to Twelve regardless of age. Enrollment in the school requires the completion of an application, payment of an application fee (if applicable), and payment of tuition or fees. Students who are enrolling in the full-time program must submit transcripts or report cards, immunization records, and birth certificate, passport, or government identification.

As a year-round, personalized learning school, students may enroll at any time during the year for either full-time or part-time enrollment.

In special circumstances, Stanza will enroll students in Grades Kindergarten to Fifth. Please contact the office for more information.

Enrollment / Eligibility Policy

Stanza enrollment is open to all students in Grades 6 to 12, who are willing to work semi-independently, with the desire to learn, set goals, and accept responsibility for their own study schedules. Stanza will admit all eligible students who choose to attend, space permitting. No student will be denied admission based on race, ethnicity, gender, religion, national origin, or disability. For students in Grades Kindergarten to Fifth, please contact the office for more information.

Stanza is open to ALL and serves students anywhere in the world who have adequate and consistent access to the Internet and where individual country laws allow school operation.

Students enrolled at Stanza participate in a private school independent study program authorized by California business and education codes. Stanza will maintain each student’s official school records, including attendance, semester reports, and transcripts.

International students must provide translated transcripts/other relevant records and proof of English proficiency.

Dual Enrollment: Students may enroll to take courses for credit while enrolled at another school. Check with your school first to make sure they will accept the credits. Students may explore the option of taking college courses while attending Stanza. Stanza has a collaboration agreement with Arizona State University for students to take courses at an additional cost.

Reporting Schedule

Due to the uniqueness of the Stanza program, Stanza has two Reporting Schedules.

Standard:

Fall Semester:	September 1, 2021 to December 24, 2021
Spring Semester:	January 10, 2022 to May 27, 2022
Summer Semester:	June 6, 2022 to August 26, 2022

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Minerva Baccalaureate Program:

Fall Semester: August 9, 2021 to December 24, 2021
Spring Semester: January 10, 2022 to May 27, 2022
Summer Semester: June 6, 2022 to July 29, 2022

Report Cards sent 2 weeks later
Students have 9 months to complete a semester course.

School Break Schedule

For official school breaks, please refer to the School Calendar for the student’s designated program. Students may continue to complete work or take a break.

Hours of Operation

Monday through Friday 8 AM to 5 PM Pacific Standard Time

Coaches and Teachers will be available outside of these hours with a pre-arranged appointment.

PART II: ACADEMIC STANDARDS, PROCEDURES & POLICIES

Stanza offers curriculum enabling and preparing students for entrance into college, trade school and/or the workforce. We offer a diploma that meets all of the requirements of the State of California and enables the student to be enrolled in a wide array of colleges, universities, and other institutions, which require a high school diploma.

Curriculum

Stanza offers a comprehensive set of courses that meet and exceed state and national standards to prepare our students for college, life skills, and future careers. Our interactive interface allows students to navigate through the course material and activities with ease, while providing a rigorous educational program. Daily activities include a variety of exercises, videos, reading assignments, quizzes, daily classroom discussions, and weekly papers/projects/science labs, and interaction with teachers.

Attendance

Full-time students are expected to attend school daily by completing online course materials. For pacing of courses, it is expected that students actively participate five days out of seven. The expectation to complete a course successfully would require approximately 4 to 6 hours of working in the course per day. The school week runs Monday through Friday, however, access to the curriculum is always available.

Course Activity

Attendance includes submitting a gradable item plus the following:

- Attending the online activities and classrooms
- Reading books or other instructional materials
- Writing papers, essays, stories, or other assignments, including postings for classroom

- participation
- Conducting research (online or other methods)
- Communicating with faculty and staff
- Attending tutoring sessions

Coursework Completion

- Students may retake Quizzes up to two (2) times.
- Students may take unit exams one (1) time.
- Students must submit written assignments which may require more than one submission.
- Exams may be retaken at the discretion of the instructor (on a case-by-case basis).
- Quizzes, exams, and final exams may be retaken at the discretion of the instructor (on a case-by-case basis).

Course Enrollment

NCAA students (student athletes) must be enrolled in a course at least 10 school days and may not exceed 40 weeks or 9 months of enrollment in the course. Students who do not complete the course in 40 weeks will receive an “I” or incomplete on the transcript.

Repeating Courses

Stanza allows a course to be repeated to earn a higher grade for credit. The initial course grade remains on the transcript as elective credit. The Head of School, Head of School’s Designee, or Guidance counselors may approve students to repeat courses with consideration to individual circumstances pending administrative approval.

Transcript Revisions

Stanza documents and records the grade that is submitted by teachers at the end of course completion. Submitted grades are final and may only be reviewed by an administrator to change for the following circumstances:

- Correction of error in grading material, or entering the incorrect grade; or
- Submitting a final grade for an “I” (or incomplete) grade

The Teacher of Record or an administrator may request a grade change. Any correction of a grade must take place within the semester of the start date of the course in which the grade was assigned.

Instructions for Changing Grades

All grade changes must be approved by an administrator who will update all school records accordingly.

Submission Policy

Assignments are expected to be turned in within the online platform by 11:59:59 p.m. PST of the date due.

Note: Assignments are not considered “submitted” unless they contain content. Therefore, a student does not bypass this policy by submitting blank assignments.

Participation

- 100% student participation is needed for the best academic outcome. Participation includes and is not limited to:
 - Speaking with a teacher over the phone or web-based meeting
 - Engaging with Academic Coach weekly
 - Interacting with the teacher via synchronous lessons
 - Engaging in conversation with the teacher and other students regarding the curriculum in the Discussion Board
 - Completing assignments, projects, and assessments
 - Researching and reading the given materials and curriculum
 - Completing any outside research needed for a course

Grading Scales

Students will be assigned a teacher who will evaluate the study assignments and provide testing materials. The tests will be completed for a percentage grade.

Stanza believes in student success therefore the lowest grade a student may earn is a 70%. Students who have a grade less than 70% will earn an “I” or “Incomplete” for the course and may need to redo assignments or retake the course. Some courses will have a Credit/No Credit or a Pass/Fail option.

Letter Grade	Percentage
A+	97–100%
A	93–96%
A–	90–92%
B+	87–89%
B	83–86%
B–	80–82%
C+	77–79%
C	73–76%
C-	70–72%
I	Incomplete
CR	Credit
NC	No Credit

Elementary and Middle School Requirements

Students enrolled in the middle school must complete the following minimum requirements prior to advancing to the next grade level:

Subject	Length of Study
English/Language Arts	2 semesters
History	2 semesters
Math	2 semesters
Science	2 semesters
Physical Education	2 semesters
Art/Music/Other Elective	2 semesters

High School Graduation Requirements

Stanza will award a high school diploma based on the California graduation requirements with alignment to university entry requirements.

Subject/Path	Standard	College Bound**	Special Circumstance	Adult
English	40	40	30	30
World History	10	10	10	10
United States History	10	10	10	10
Civics	5	5	5	5
Economics	5	5	5	5
Mathematics*	30	40	20	20
Physical Science	10	10	10	10
Life Science	10	10	10	10
Visual/Performing Arts/World Language/CTE	10	30	10	10
Work Readiness	5	5	5	0
Physical Education	20	20	20	20
Electives	15	35	5	
Total	170	220	140	130

* Mathematics must include 10 credits of Algebra 1, Algebra 2 or College Algebra completed within grades 9 to 12.

** College Bound students should take 4 years of Mathematics, at least 3 years of the same World Language, and at least 2 laboratory sciences. College Bound students should become familiar with the minimum entry requirements for the colleges or universities that they are interested in attending.

Students may promote to the next grade level anytime throughout the year.

ASSESSMENTS

Stanza students are required to take the Northwest Evaluation Association (NWEA) test upon enrollment into Stanza and every semester thereafter. Stanza instructors are required to assess their students often. Every time a student finishes a unit the student will be asked to take a test to demonstrate their ability to move forward academically. The instructor may ask the student, upon completion of a semester course in English Language Arts/Reading or Math, to take diagnostic assessments in order to gauge the learning that has taken place before and after the course.

COURSE OFFERINGS

Stanza's classes consist of core curriculum, career technical education, and electives. Students have their transcripts evaluated and take assessment tests to determine the appropriate level of instruction. The order in which the instruction is offered is purposely done to maximize learning.

Stanza offers the required core classes necessary to meet all California State Standards and graduation requirements according to Stanza's policy and California State law.

CAREER TECHNICAL EDUCATION

The changing nature of work in our society requires that students develop the appropriate work skills, habits and attitudes that may be transferred to a variety of employment situations. The purpose of the Career Technical Educational (CTE) courses is to provide students with relevant career education and experience in preparation for the working world, while earning credit.

The CTE courses ensure that all students gain awareness of their own interests and talents and the opportunity to explore related careers in specific sectors and industries. Students learn basic employability skills that, in combination with the results of unique career surveys, direct them to possible career and post-secondary education pathways.

ATTENDANCE

Student attendance is based on weekly communication and completion of assigned work. The student's attendance is based on turning in homework assignments; failure to do so will be considered an absence, thus, subject to California truancy laws.

Students are expected to follow the mutually agreed upon schedule with the Academic Coach. A student will be considered truant if he or she is not regularly completing assigned work, communicating with school staff, and following the personalized schedule.

Naturalization. Attendance at naturalization ceremony can be an excused absence.

Chronic Absenteeism

It is important for you to understand Stanza's attendance policy. Your daily attendance at Stanza is based on completing online course materials. Therefore, not completing assignments, projects, or assessments testing would mean you are not attending school. In the event you choose to not regularly complete assignments, you will receive a notice of Stanza's intent to withdraw you from the program.

WITHDRAWAL PROCEDURES

Any students desiring to transfer to another school will need to return all course materials, complete a withdrawal form and complete a transcript request form.

FAILURE TO PAY

Stanza may suspend your access to the online platform without additional notice if we have not received payment for service including but not limited to tuition, tutoring fees, and/or course materials.

ACADEMIC INTEGRITY AND PLAGIARISM

As members of the Stanza community, all students are expected to conduct themselves with honor and academic integrity. All students will follow appropriate citation guidelines to ensure that proper credit is given to the authors or creators of any work used.

Stanza's Plagiarism Policy defines plagiarism as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. Sources may include, but are not limited to, the World Wide Web, books, articles, and media presentations and recordings. Requirements for citing material are as follows:

A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures or photos without citing the exact source in the body of the assignment. This includes the following examples:

- Directly quoting another person's actual words, whether oral or written;
- Using another person's ideas, opinions, or theories;
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- Borrowing facts, statistics, or illustrative material;
- Using work found on homework help websites such as CourseHero; or
- Offering materials assembled or collected by others in the form of projects or collections.

Lack of Academic Integrity

Cheating and/or plagiarism involves submitting work in an assignment or exam that is not your own. It can include the following:

- Copying someone else's work
- Allowing someone else to copy your work
- Having someone else complete your work for you
- Using unauthorized materials to help you complete your work
- Accessing social media sites on the internet to help you complete your work

If an instructor detects plagiarism or cheating, the instructor may recommend (depending on the severity) one of the following:

- Reduced grade for the assignment or exam
- No credit for the assignment
- Reduced grade for the course
- Referral to the Head of School or designee**

Under no circumstances will a student be permitted to cheat or plagiarize, and disciplinary measures will be taken in the event of this type of student misbehavior continues. Repeated occurrences of plagiarism and copyright violations may result in the student being withdrawn from the school.

PART III: GENERAL POLICIES

California Required Immunizations

As a school located and operating within California, Stanza is required to collect immunization records for all enrolled students. A lack of immunization records will not prevent enrollment into the School but may limit the face-to-face activities available to the student and family.

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- Polio (OPV or IPV) — 4 doses**
(3 doses OK if one was given on or after 4th birthday)
- Hepatitis B — 3 doses**
(not required for 7th grade entry)
- Measles, Mumps, and Rubella (MMR) — 2 doses**
(Both given on or after 1st birthday)
- Varicella (Chickenpox) — 2 doses**

These immunization requirements also apply to students entering Transitional Kindergarten (“TK”).

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. The Immunization Record must be provided as proof of immunization.

International students are also required to provide satisfactorily translated Immunization Records.

Immunization Exemptions:

For an exemption a signed, written statement from a physician (MD or DO) licensed in California which states:

- The specific nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization.
- Each specific required vaccine that is being exempted.
- Whether the medical exemption is permanent or temporary.
- If the exemption is temporary, an expiration date no more than 12 calendar months from

the date of signing.

Students Not Meeting Requirements:

Those students who do not meet the State guidelines will be excluded from face-to-face school activities (e.g. field trips, sports, social gatherings, etc.) until the requirements are met. Students who have been exposed to a communicable disease for which they have not immunized may be excluded from face-to-face school activities at the discretion of the School.

CHILD ABUSE REPORTING

Employees are mandated reporters, as defined by law and administrative regulation, and are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to the School. The School's suicide prevention policy will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. Stanza will designate a suicide prevention coordinator to serve as a point contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, the student will be assessed by a school employed mental health professional who will work with the student and help connect him or her to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - o The National Suicide Prevention Lifeline – (800) 273-8255 (TALK)
www.suicidepreventionlifeline.org
 - o The Trevor Lifeline – (866) 488-07386 www.thetrevorproject.org
5. All students will be expected to help create a School culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crises.

Student Mental Health Services

Stanza is dedicated to protecting the health and well-being of all its students as well as providing education and resources to assist students with suicide prevention. The mental health of each student is very important to Stanza and as always, Stanza is ready to work with the student to assist in addressing the social-emotional needs or concerns of each student. Below are local resources that may be available to you and your student should the need arise. Please keep us informed as appropriate so that we can assist you in caring for and providing services to your student.

Students need to be aware that while confidentiality is of the utmost importance when teachers and staff talk to students about sensitive and personal issues, when managing the safety of students, confidentiality and privacy concerns are secondary when seeking help for students

Hotlines – Text – And Online Chat Resources

- ❑ Teen Line Hotline: (800) 852-8336; or Text “TEEN” to 839-863 between 6:00 pm –9:00 pm
- ❑ California Youth Crisis Line: (800) 843-5200
- ❑ National Suicide Prevention Lifeline: (800) 273-TALK (8255); or (888) 628-9454 (24/7 Bilingual)
- ❑ Trevor Project: (866) 488-7386 (24/7)
- ❑ Trevor Text: Text "Trevor" to 1-202-304-1200 (3pm-10pm)
- ❑ Trevor Chat: www.trevorproject.org (3pm-10pm)
- ❑ Human Trafficking Hotline: (800) 656-4673 (24/7); or Text "HELP" or "INFO" to 233-733 (24/7)
- ❑ Sexual Assault Hotline: (800) 656-4673 (24/7)

Other Resources

- ❑ Most private health care plans (e.g.: Kaiser, Blue Cross, Health Net, etc.) and Medi-Cal offer mental health care and/or cover mental health services as covered benefits.
- ❑ Any other mental health resource in your area.

Please let your student’s Head of School, teacher, or any adult staff know if we can be of further assistance to you or your student.

PART IV: INTERNET SAFETY & TECHNOLOGY USE POLICIES

Introduction and Policy

The Internet and Stanza’s Electronic Platforms allow students to connect to information resources around the world. Every student has a responsibility to use the Internet and Stanza’s Electronic Platforms in an appropriate and productive manner. To the extent practical, steps shall be taken to promote the safety and security of users of the Stanza’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication when using school issued accounts. It is the policy of the Stanza to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent authorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal indemnification information of minors; and (d) comply with all applicable state, federal and international laws.

To ensure that all students are responsible and productive Internet users, the following guidelines have been established for using the Internet at School or on Stanza’s technology that apply but are not limited to School’s computers and other forms of School’s electronic devises.

Acceptable Uses of the Electronic Platforms

Students are responsible for using the Internet and the Electronic Platforms in an effective,

ethical and lawful manner and for educational purposes only. Appropriate databases may be accessed for educational information as needed.

Unacceptable Uses of the Electronic Platforms

The Internet and Electronic Platforms should not be used for personal gain or advancement of individual views. Use of the Electronic Platforms for personal and inappropriate purposes including, but not limited to, visiting pornographic websites, social media websites, chat sites, downloading music, etc. is strictly prohibited and will result in school disciplinary action and/or legal action. Unacceptable use also includes unauthorized access, including so-called “hacking,” and other unlawful activities; and unauthorized disclosure, use and dissemination of personal identification information regarding minors. It is prohibited for students to use Stanza’s Electronic Platform services for any non-educational purposes.

Access to Inappropriate Materials

Due to students completing their schoolwork outside of a physical school location, the School shall not be held liable for students accessing inappropriate materials.

Copyright Issues

Copyrighted materials belonging to entities other than the Stanza may not be downloaded, and students are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given expressed written permission to do so by the owner of the materials or programs. Failure to observe copyright or license agreements may result in disciplinary action from Stanza or legal action by the copyright owner.

Security

Stanza reserves the right to access and monitor all messages and files on the School’s computer system. Internet messages are public communication and are not private. All files and communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Education, Supervision and Monitoring

It shall be the responsibility of all members of Stanza’s staff to educate appropriate usage of the online computer network and access to the Internet in accordance with this policy and California law.

Stanza will provide age-appropriate training for students with a focus on student safety with regard to safety on the Internet; appropriate behavior while online, on social networking websites and in chat rooms; and cyberbullying awareness and response.

Violations

Violations of any guidelines listed above may result in disciplinary action up to and including permanent expulsion from Stanza. If necessary, Stanza will advise appropriate legal officials of any illegal violations.

Bullying and Harassment

Bullying, harassment or intimidation of any kind is prohibited. In addition, no messages or any messages with intimidating, derogatory or inflammatory remarks about any individual or group's race, religion or religious affiliation, national origin, physical attributes, or sexual preference may be transmitted. (See Part V "Title IX Harassment, Intimidation, Discrimination, and Bullying Policy")

Device Use Agreement

Student use of personally owned technology devices is subject to all directives of their teachers and the teacher's classroom rules. The student is responsible for proper care of his/her privately-owned technology device, including any costs of repair, replacement, or modifications needed to use the technology device at school. Stanza Academy is not responsible for damage, loss, or theft of any privately-owned technology device. In the event, technology services must troubleshoot student machines, the student is responsible for proper care of his/her privately-owned technology device, including any costs of repair, replacement, or modifications needed to use the technology.

It is expected that Stanza International Academy Students follow expected Etiquette behavior.

Be Scholarly

Do: Use proper language, grammar, and spelling. Be explanatory. Justify your opinions. Credit ideas of others; cite and link to scholarly resources.

Avoid: Misinforming others when you may not know the answer. If you are guessing about something, clearly state that you do not have all of the information.

Be Polite

Do: Address other by name or appropriate title and be mindful of your tone. Be polite as you would in a face-to-face situation.

Avoid: Using sarcasm, being rude, or writing in all capital letters (shouting). Written words can be easily misinterpreted, as they lack facial expression, body language, and tone of voice.

Be Professional

Do: Represent yourself well at all times. Be truthful, accurate, and run a final spell check. Write in a legible, black font, and limit the use of emoticons.

Avoid: Using profanity or participating in hostile interactions (flaming).

Be Respectful

Do: Respect privacy. Respect diversity and opinions that differ from your own. Communicate tactfully, and base disagreements on scholarly ideas or research evidence.

Avoid: Sharing another person's professional or personal information.

Adhere and agree to the following:

1. My student and I will follow the expectations outlined in the Student Handbook at all times.
2. My student and I acknowledge that violations of the guidelines could result in the student-facing disciplinary action.
3. My student and I assume full responsibility of the computing device at all times.

TECHNOLOGY USE POLICY

Student Accounts (email, Student Portal, LMS, etc.)

Electronic Communications Policy

All Stanza employees, independent contractors, advisors and volunteers (collectively “Personnel”) have a responsibility to maintain only appropriate communications with students at all times. With the advances in communication technology, Stanza recognizes that more opportunities exist for school and non-school related communications between Personnel and students. As the opportunities increase for such communications, Personnel and students have an increased responsibility to ensure that all forms of communication between Personnel and students are appropriate and comply within applicable law and requirements to protect against inappropriate and unsolicited electronic and text messages.

Stanza realizes that there are many convenient and efficient means of communication available to Personnel who need to contact students. For example, Personnel can contact students via telephone, school e-mail accounts, a school-wide notification system, texting messaging and/or other forms of electronic and social media.

Personnel and students should be respectful and courteous to other individuals. Each individual should consider the appropriateness of any content before sending the message to another. The sender will be solely responsible for what he/she communicates. Inappropriate content that may include discriminatory remarks, harassment, threats of violence, lewd, sexually explicit or similar inappropriate or unlawful conduct will not be tolerated and may subject the sender to disciplinary action up to and including termination or expulsion.

When sending electronic communications, including but not limited to SMS/MMS text messages and other forms of social media (e.g., Twitter, Facebook, Instagram, Snapchat, etc.), permission should be obtained from each recipient to whom such communications are sent. This is referred to as an “opt-in process.” Stanza has made the process simple by providing a copy of this policy in the enrollment package and giving students an opportunity to review and give an informed written consent for both sending and receiving electronic messages from Stanza’s Personnel.

PART V: ANTI-HARASSMENT, INTIMIDATION, DISCRIMINATION, AND ANTI-BULLYING POLICY

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students’ ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, the School prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying

altogether. This Policy is inclusive of instances that occur at school-sponsored events and activities, regardless of location, through School owned technology, and through other electronic means. This Policy shall be translated in the student's primary language if at least 15 percent of the students enrolled in the School speak a single primary language other than English.

As used in this Policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, immigration and citizenship status, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, the School will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. School staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so. Moreover, the School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which the School does business, or any other individual, student, or volunteer. This Policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. The School will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with school because of sex, race or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

Prohibited Unlawful Harassment

Title IX (20 U.S.C. § 1681 *et. seq.*; 34 C.F.R. § 106.1 *et. seq.*) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the School.

The School is committed to providing an educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Sexual harassment consists of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's education, academic status, or progress;

(b) submission to, or rejection of, the conduct by the individual is used as the basis of educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment; and/or (d) 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 the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults.
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting a student to unwelcome sexual attention or conduct or intentionally making the student's academic performance more difficult because of the student's sex.
- Sexual or discriminatory displays or publications anywhere in the educational environment, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the educational environment.
 - Reading publicly or otherwise publicizing in the educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
 - Displaying signs or other materials purporting to segregate an individual by sex in an area of the educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

Prohibited Bullying

“Bullying” is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate

violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil* or pupils in fear of harm to that pupil's or those pupils' person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

* "Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Electronic act means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, or computer, of a communication, including, but not limited to, any of the following:

- A message, text, sound, video, or image.
- A post on a social network Internet Web site including, but not limited to:
 - Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above
 - Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated
 - Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- An act of "Cyber sexual bullying" including, but not limited to:
 - The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school

personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

- “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school sanctioned activities.
- Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

Bullying and Cyberbullying Prevention Procedures

School has adopted the following procedures for preventing acts of bullying, including cyberbullying.

1. Cyberbullying Prevention Procedures

School advises students:

- To never share passwords, personal data, or private photos online.
- To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- That personal information revealed on social media can be shared with anyone including teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
- To consider how it would feel receiving such comments before making comments about others online.

School informs School employees, and students of School’s policies regarding the use of technology in and out of the classroom. The School encourages students to read the policies and ask school staff if any questions arise.

2. Education

School employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. School advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at School and encourages students to practice compassion and respect each other. School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other pupils based on protected characteristics. School’s bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop

techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help. School informs School employees and students of this Policy and encourages students to ask school staff if any questions arise.

3. Professional Development

School annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other School employees who have regular interaction with pupils. School informs certificated employees about the common signs that a student is a target of bullying including:

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

School also informs certificated employees about the groups of students determined by School, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth (“LGBTQ”) and those youth perceived as LGBTQ; and
- Students with physical or learning disabilities.

School encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for School’s students.

Grievance Procedures

1. Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy. Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Head of School or his or her designee. Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. While submission of a written report is not required, the reporting party is encouraged to submit a written report to the CEO of School. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the Head of School, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy. The School acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes confidentiality safeguards for immigration status information and keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the Head of School or administrative designee on a case-by-case basis. The School prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter. All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

2. Investigation

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, volunteer, visitor or affiliate of the School, the Head of School or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Head of School, or administrative designee determines that an investigation will take longer than seven (7) school days, the Head of School or administrative designee will inform the complainant and any other relevant parties and provide an approximate date when the investigation will be complete. At the conclusion of the investigation, the Head of School or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Head of School or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees. All records related to any investigation of complaints under this Policy are maintained in a secure location.

3. Consequences

Students or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

4. Right of Appeal

Should the Complainant find the Head of School's resolution unsatisfactory, the reporting individual may, within five (5) school days, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final decision.

5. Training

The School shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.

The School shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training shall, at minimum, provide School personnel with the skills to do the following:

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

PART VI: GENERAL COMPLAINTS

The School has adopted this General Complaint Policy to address concerns about the School generally or regarding specific employees. *For complaints regarding harassment, bullying or perceived violations of state or federal laws, please refer to the School's Anti-Harassment, Intimidation, Discrimination, & Anti-Bullying Policy.* For all other complaints, the General Complaint form and accompanying procedures will be appropriate. If complaints cannot be resolved informally, complainants may file a written complaint with the Head of School or Governing Board Chair (only if the complaint concerns the Head of School) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint. In processing the complaint, Head of School (or designee) shall abide by the following process:

1. The Head of School (or designee) shall use his or her best efforts to ascertain the facts relating to the complaint. Where applicable, the Head of School (or designee) shall talk with the parties identified in the complaint or persons with knowledge of the particulars of the complaint to ascertain said facts. This investigation will be completed within fifteen (15) calendar/business days.
2. In the event that the Head of School (or designee) finds that a complaint is valid, the Head of School (or designee) may take appropriate action to resolve the problem. Where the complaint is against an employee of School, the Head of School (or designee) may take disciplinary action against the employee. As appropriate, the Head of School (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. All efforts will be made to complete the investigation in a timely manner and could take up to sixty (60) days.
4. The Head of School's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Area Superintendent in writing, and then to the Board of

Directors of the School. The complainant can appeal this decision within ten (10) calendar/business days of receiving the written finding. The decision of the Board of Directors shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board of Directors (if a complaint is about the Head of School) or the Head of School or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Contact your school Head of School for a copy of the general complaint procedures and form.

PART VII: STUDENT PUBLICATION & USE OF STUDENT WORKS

Stanza produces several types of publications or other forms of printed or visual media, including video and photographs, throughout the year that show students engaged in school-related activities. For example, we have newsletters which consist of information from around the state and feature student writings and/or photographs of students. In addition, we have a website that is on the internet and provides anybody, anywhere with information regarding Stanza and may also have pictures or other visual media of students engaged in school-related activities. Stanza also produce publications or other forms of printed or visual media to increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, etc.

Students featured in any of these publications will only be identified by first name, if any identification is given. No other personal information (e.g. ages, addresses, phone numbers, etc.) will be used. No personal compensation can be given for pictures, works and/or other forms of printed or visual media used.

Students will be requested to sign Stanza's Permission for Publication Form upon enrollment, and upon completion and return to Stanza, this form grants Stanza permission to publish student pictures, works and/or other forms of printed or visual media of your student (engaged in school-related activities) in Stanza's publications.

