

Bruin Academy

Supplemental Student Handbook

ACADEMICS

Academic Dishonesty/Cheating

Cheating on assignments, quizzes, tests, examinations, etc. at Bruin Academy is considered the act or intent of using one's work or the work of another to acquire or provide information or knowledge which will improve one's grade. Each student will sign a Plagiarism Policy contract in their English class.

Students are expected to follow these guidelines during quizzes, tests, examinations, etc. unless given specific instruction that the assignment is cooperative in nature:

1. Students should not talk or verbalize without the teacher's permission.
2. Students should keep their eyes on their own papers.
3. Students should not share papers with others.
4. Students should not possess copies of a quiz, test, examination, etc. other than the one they were given by the teacher.
5. Students should not possess any answer sheets other than the one given by the teacher.
6. Cell phones and other electronic devices are strictly prohibited in the learning environment.

Grading Policy

Grades are a continuous semester average. Bruin Academy only grades late/missing assignments from the 9 week period in which they were assigned. 80% of the final grade will be based on coursework with the remaining 20% based on the comprehensive final examination.

Grading Scale

100-90	A
89-80	B
79-70	C
69-60	D
59-0	F

Graduation Requirements

Bruin Academy requires students to complete a specific 23 units of credit to earn a diploma. One semester courses are accumulated in half units. All students are on the college prep plan unless a parent/guardian comes to the school and signs the paperwork to change to the work ready plan.

Requirements are listed below:

- 4 units of Language Arts
- 3 units of Mathematics (completed in grades 9-12)
- 3 units of Science (including Biology and Physical Science)
- 3 units of Social Studies
- 2 units of Computer Technology/Foreign Language
- 1 unit of additional core coursework from the above disciplines
- 1 unit of Fine Arts
- 6 units of electives

*Personal Financial Literacy, Individual Career Academic Plans, CPR, and passage of the US naturalization test are also required for graduation. New legislation may change these requirements pending guidance from the State Department of Education.

Semester Tests

Semester tests are comprehensive and will be administered in all classes. Schedules for semester tests will be distributed at least two weeks prior to testing dates. Homework and other tests are not to be scheduled or administered during semester test days. In cases of emergency, the administrator will determine if a student may take a final exam late, but no exams may be taken early. Students should refer to the final exam exemption policy to determine eligibility for final exam exemptions.

ATTENDANCE

Student Absences

A student may not have more than nine (9) absences each semester to receive credit for any course in which the student is enrolled. If a student exceeds the allowed nine (9) days, students may be required to attend mandatory Friday school or may be removed from Bruin Academy.

Tardies

Any student who is more than 10 minutes tardy shall be classified as absent and absence regulations shall apply. Upon a 3rd tardy per semester in a given class, the student will be required to serve 1 hour of Friday School with the teacher issuing the tardy. If a student misses a required Friday School, 2 hours must be served the next Friday School. Every tardy after the 3rd tardy equals an hour of Friday School.

Make-up work for Absences/Friday School

Any missing work needs to be made up in Friday school. Attendance at Friday School is mandatory for students that are failing a class or missing assignments. DO NOT schedule work during Friday School hours. All work is due at the end of the nine (9) weeks in which it was assigned unless specified by a teacher. If a student misses a required Friday School, parents will be notified. A parent/teacher conference may be required if a student misses two required Friday School assignments. Students may be assigned to Crossroads if they fail to attend 3 Friday School assignments.

Checking Out

Students (age of 18 or under) may not leave school during class hours without the approval of the attendance office and parent consent. Students who become ill should report to the attendance office of their respective grade level so parents may be notified. Failure to observe these rules may cause a class absence to be classified as no parent contact or truancy.

STUDENT DISCIPLINE

Options for student discipline are limited in Bruin Academy. Sometimes a PASS assignment may be an option. For repeated or severe offenses, students will be assigned to Crossroads. Crossroads consists of a student completing 2 online courses at home before being allowed to return to school. Upon completion of the 2 courses, students will return to the fast track room to complete the semester before being allowed to return to a class to class setting. The administrator may make a Crossroads assignment for an extended length of time if warranted.

A student shall have no reasonable expectation of privacy in the contents of student desks, vehicles parked on campus, objects left in halls, gyms, entry ways, restrooms, etc. of the school grounds. Administration may search with probable cause. See BHS handbook for details.

GENERAL INFORMATION

Lunches

Bruin Academy is a closed campus. Students must remain in the commons area or designated areas for the entire lunch period. Leaving campus can be considered truancy. Food should only be delivered during lunch time to the cart in the Freshman Academy and not during class time.

Dress Code

School administrators or designees shall have the authority to rule on appropriateness of dress and in determining whether something might be a potential distraction from learning. If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the principal, or designee, shall have the authority to rule on the appropriateness of the attire.

General Rules:

The following decorations and/or designs imprinted on clothing or attached to the body (temporary or permanent) are prohibited:

- Advertisement of tobacco, alcohol or drugs
- Sexually suggestive messages
- Vulgar or profane messages

Thick metal chains, dog collars, choke chains, wallet chains, etc. are prohibited.

Sunglasses, unless prescribed by a physician to wear in the classroom, shall not be worn to class.

Upper Garments:

- Sleeveless shirts or blouses may be worn provided that the arm opening is not unnecessarily revealing of the student's body or undergarments. The fabric is to cover the student's shoulder from the base of the neck to the top edge of the shoulder or arm.
- Tank tops, spaghetti tops and basketball jerseys are permitted only when worn in combination with another shirt such that the combination meets the original dress code.
- It is not permitted to wear clothing that exposes the back and/or shoulders. Immodestly low necklines, and/or bare midriffs are prohibited. Garments must be of appropriate length and fit to meet these requirements while sitting and/or bending.

Lower Garments:

- Pants and shorts shall be worn at the waist. Undergarments shall not be visible.
- Tights or leggings may be worn as outerwear when worn with appropriate upper garment.
- Shorts, skirts, and dresses must be at or below the level of the fingertips or no shorter than six inches above the middle of the knee whichever is longer.

Shoes and Footwear:

Students must wear footwear while on school grounds or participating in a school activity. Shoes with cleats and shoes with wheels are not acceptable footwear.

Consequences/Penalties:

Students who elect not to conform to the dress code set forth by this policy will be subject to disciplinary action.