

Student name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Start date: \_\_\_\_\_



**Escuela Popular**

Educates to transform lives.

---

## AFLC HIGH SCHOOL ACADEMY

### STUDENT HANDBOOK

### 2016-2017

---

#### GENERAL SCHOOL INFORMATION

---

<b>EP MAIN OFFICE</b>	<b>(408) 275-7191</b>
<b>ATTENDANCE OFFICE</b>	<b>(408) 275-7134</b>
<b>PRINCIPAL</b>	<b>(408) 426-0836</b>
<b>ACADEMIC COUNSELORS</b>	<b>(408) 275-7159</b>
<b>CAMPUS SUPERVISORS</b>	<b>(408) 426-6066</b>

---

For additional information regarding Escuela Popular  
Please visit our website

<http://www.escuelapopular.org>

*Like us on Facebook*

#### MISSION

Educates to Transform Lives.

#### VISION

Our family learning center builds on students' social, linguistic, and cultural strengths with the intent to develop bilingual, bi-cultural students fully prepared to continue on to higher education and empowered to pursue their stated goals. Our community of teachers, students, parents, and staff believe that teaching is an act of love and learning is a life-long activity.

# EP SCHOOL-WIDE LEARNING OUTCOMES

ALL EP students will... **RISE** by being

## Responsible citizens

- ⇒ who are globally aware,
- ⇒ who appreciate the civic, economic, historical and cultural perspectives of diverse peoples,
- ⇒ who can function in a multicultural world,
- ⇒ who are proud of their roots and personal value and
- ⇒ who care for the environment.

## Intellectually curious and independent learners,

- ⇒ who achieve academic excellence through rigorous active learning
- ⇒ who use critical thinking skills to understand and solve complex problems across disciplines,
- ⇒ who are able to analyze, synthesize, and evaluate.

## Sound healthy individuals,

- ⇒ who understand the importance of physical fitness, and the need for a lifestyle that is balanced intellectually, physically, and emotionally,
- ⇒ who achieve wellbeing for themselves

## Effective bi-literate and bilingual communicators,

- ⇒ who can acquire information through reading and listening,
- ⇒ who can write clearly and concisely,
- ⇒ who can communicate ideas and thoughts in group setting and when making presentations,
- ⇒ who can use academic language effectively in Spanish and English.

### JULY

M	T	W	TH	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Summer School June 27- July 21  
4th of July Holiday  
Grades Due

### AUGUST

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

First day of classes: 22

### SEPTEMBER

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Labor Day Holiday 5

### OCTOBER

M	T	W	TH	F	S	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Q1 EXAMS 18, 19, 20  
Minimum days 19 & 20  
No classes 21, 24, & 25  
Q2 Begins 26

### NOVEMBER

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Board Meeting 8  
Veterans Day Holiday 11  
Thanksgiving Holiday 23, 24 & 25

### DECEMBER

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Winter Vacation Dec. 12 - Jan. 2

### JANUARY

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Martin L. King Holiday 16  
Q2 EXAMS 20, 23 & 24  
Minimum days 23 & 24  
No classes - 25, 26 & 27  
Q3 Begins 30

### FEBRUARY

M	T	W	TH	F	S	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Presidents Holiday 17 & 20  
Board Meeting 28

### MARCH

M	T	W	TH	F	S	S
				1	2	3
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Q3 EXAMS 28, 29 & 30  
Minimum days 29 & 30  
No classes - 31

### APRIL

M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Spring Break 3 - 7  
Q4 Begins 10  
Board Meeting 26

### MAY

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May Day 1 (Day of Service)  
Memorial Day Holiday 29  
Prom 13  
Graduate's speeches 22-26

### JUNE

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

End of the Year Family BBQ 3  
Q4 FINAL EXAMS 12, 13 & 14  
Minimum days 13 & 14  
Last day of classes 14  
High School Graduation 17  
Board Meeting 20

CODES:  
 [Grey Box] HOLIDAYS / VACATIONS / IN-SERVICE  
 [Circle] Classes Begin / Classes Ending  
 [Red Box] Minimum days

## COMMITMENT AGREEMENT

### PARENT COMMITMENT AGREEMENT

1) I understand that my child may be asked to attend programs such as: before— and after—school tutoring, Saturday school tutoring, support classes, etc., as needed in order to acquire the necessary skills to ensure their success. I agree to support the school and ensure my child attends such programs.

2) I understand that parents are greatly encouraged to complete 20-40 school service hours per school year and that the school will make every effort to offer flexible options to parents.

3) I agree to help the school ensure that my child upholds the behavioral school wide expectations of the school. As a parent/legal guardian, I acknowledge that I understand the Code of Conduct Behavioral Expectations and will support expectations at home and will work to ensure that my child abides by them at school.

4) I acknowledge that it may sometimes be necessary for teachers or staff members to arrange meetings directly related to ensuring my child's academic and personal success. I agree to participate in all such meetings.

### STUDENT COMMITMENT AGREEMENT

1) I agree to do whatever it takes to prepare myself academically and personally to excel in all aspects of life and to continue on to higher education. I understand that I will have to attend school daily, complete all homework, and may be required to attend programs, such as: before and after school tutoring, Saturday school tutoring, support classes, etc., as needed in order to acquire the necessary skills to ensure my success.

2) I will be open to trying new ideas, activities, and challenges. I will be given the opportunity to give input, ideas, and suggestions to improve the school and plan student activities.

3) The student commitment includes the behavior and dress codes. I acknowledge that I understand the Code of Conduct Behavioral Expectations and will abide by expectations at school and at home and will work to ensure that others meet those expectations as well.

I have read this agreement and will follow each of the points to the very best of my ability.

## BELL SCHEDULE

### A.M. Program

#### Regular Schedule

(Monday, Tuesday, Thursday and Friday)

Period 1	8:00 - 9:00 A.M.
Period 2	9:05 - 10:05 A.M.
Brunch	10:05 - 10:15 A.M.
Period 3	10:20 - 11:20 A.M.
Silent Reading	11:25 - 11:35 A.M.
Period 4	11:35 A.M. - 12:35 P.M.
Lunch	12:35 - 1:10 P.M.
Period 5	1:15 - 2:10 P.M.
Period 6	2:15 - 3:10 P.M.

### A.M. Program

#### Wednesday Schedule only

Period 1	8:00 - 8:50 A.M.
Period 2	8:55 - 9:50 A.M.
Brunch	9:50 - 9:55 A.M.
Period 3	10:00 - 10:55 A.M.
Period 4	11:00 - 11:55 A.M.
Lunch	11:55 - 12:20 P.M.
Period 5	12:25 - 1:15 P.M.
Period 6	1:20 - 2:05 P.M.

## SCHOOL CAMPUS

---

### **Closed Campus**

Escuela Popular is a closed campus and students may not leave campus without permission. This includes the lunch break.

### **Healthy Food**

Escuela Popular collaborates with Taste Nutrition to provide healthy food for our students. Taste Nutrition is an innovative school nutrition service management company that provides meals to all schools throughout Northern California. Taste Nutrition's aim is to work with schools to deliver customized, higher-quality nutritious lunches to ensure healthier and happier kids.

### **Student Safety**

Students must leave campus immediately unless under supervision of a staff member. Students are not supervised after 5:30 P.M. After 5:30 P.M., students are the responsibility of the parent/guardian. Students should not leave campus once they arrive and should not congregate in the staff or student parking lot.

### **First Aid, Illness, & Injuries**

First aid kits are located in every classroom. If your student is ill or injured beyond first aid or simple comfort measures, parent/guardian will be called to take the student home or to the doctor. In an emergency, appropriate action will be taken, including calling 911 for emergency assistance, and parent/guardian will be informed immediately. If parent/guardian cannot be reached, other designated adults listed on the student's emergency form will be notified. It is essential that parents/guardians keep the school informed of any change in address and/or telephone numbers so that a responsible party may be reached in an emergency. Emergency cards must be updated annually and if information changes, parent/guardian must come to the main office to contact the school of the changes.

### **Change in Student Information**

If a student moves or changes telephone numbers, the information should be reported to the Registrar in the main office. This is very important in order to keep school records current. This includes change in name due to marriage or adoption, etc. Supporting documents may be requested prior to making the change.

## GRADUATION REQUIREMENTS

---

**A: History/Social Science** - Three years (30 credits), including one year of World History, one year of U.S. History, one-half year of U.S. Government, and one-half year of U.S. Economics

**B: English** – Three years of English (30 credits) that includes frequent and regular writing, reading of classic and modern literature, and practice listening and speaking, including English 2, English 3, and English 4.

**C: Mathematics** - Two years of mathematics (20 credits) that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry, including Pre-Algebra and Algebra (Three years recommended, Geometry)

**D: Science** — Two years of science (20 credits) providing fundamental knowledge, including biology and physical science.

**E: Foreign Language or Performing Arts** – One year (10 credits) of the same language other than English, Art or Dance.

**F: Physical Education** – Two years of Physical Education (20 credits).

**G: Electives** – 70 credits, equivalent seven yearlong courses

### **Community Service Hours**

All students are required to complete 80 hours of community service prior to graduating. Students need to fill out the Community Service Hour Form, which is available at the front office and the counseling office. Any questions please see a counselor.

### **Career/College Information**

The EP counseling staff has a wealth of information available to students. They provide college applications, scholarship information, and applications and college testing dates. Career speakers and college representatives make appearances throughout the year. Sign-ups and announcements for these events are announced weekly in our Weekly Bulletin. For assistance, please call or visit the Academic Counselors in Room 202.

## CODE OF CONDUCT

---

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The School person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the School's procedures.

The complainant has a right to appeal the School's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of the School's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of [the LEA]'s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures is posted in every classroom and shall be available free of charge in the Front Office.

## SCHOOL CAMPUS

---

### Electronics / Cell Phone Use Policy

Cell phone use consists of answering and/or making calls, text messaging, taking pictures, and/or listening to music. We recognize the prevalence of cell phone use among students and respect it as a means of communication in a busy family. Students often have before- and after-school commitments and a cell phone enables family members to be aware of each other's plans. We therefore permit cell phone use before and after school and during lunch. At all other times cell phones must be in the student's backpacks, recognizing the student's responsibility for damage, loss, or theft.

**If you have an emergency, please direct calls to the front office at 408-275-7191. We will locate you immediately.**

Thank you for understanding and respecting our need to regulate cell phone use in school.

### Schedule Changes

Counselors will help students and/or families monitor their progress on a yearly basis. Changes in schedule can occur under the following circumstances:

- ◆ Improper placement and program errors will be corrected within the first 14 days of enrolling within the quarter
- ◆ A valid need to change their schedule by dropping one course and adding another
- ◆ Space availability in a particular course opens up, with counselor's approval. Administrator approval is required after the 14-day deadline.

In order to ensure that all requests for schedule changes are processed, students must fill out the form provided by the Academic Counselors.

### Picking up a student during school hours

For safety purposes, if a student needs to leave early for an appointment, a telephone call and/or note from the parent/guardian must be provided before the student is allowed to leave campus. If administration approves, the student will be given a leave note to be signed by his/her teacher before the student leaves.

### Fundraisers

The principal must approve all fundraisers.

## STUDENT ATTENDANCE

---

### Attendance and Tardy

The California Education code requires that students attend school full time. Moreover, it is extremely important for all students to attend school daily in order to gain the maximum benefit from his/her education and to show a dedication to being on track for higher education.

### Notifying the School of Student Absence or Tardy

Parents/guardians are required to call Escuela Popular attendance voicemail line at (408) 275-7134 each day of a student's absence.

### Legally Truant

A student can be considered a "a truant under California law," if he/she is absent without a valid excuse on three days, tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination (ED.Code 48260)

### Excused & Unexcused Absences or Tardies

Below is the list of excused and unexcused absences. If you are not sure if your absence will be excused, please contact the school attendance office immediately.

#### Excused Absences and Tardies

- Illness
- Medical or dental appointments
- Attending a funeral service
- Approved participation in a school event, activity or meeting with administrator
- Personal or family emergency when approved by a school administrator
- Appointments with law enforcement, attorneys or probation officers.

#### Unexcused Absences and Tardies

Missing or being tardy to class or school for a reason not listed above will be considered an unexcused absence or tardy.

### Cutting Class or School

Cutting class or any part of the school day is considered an unexcused absence where neither parents/guardians nor the school has given permission for the student to miss school. Cutting includes students who leave campus without permission at any time of the school day.

### Tardy

A student who is not in his/her assigned classroom when class begins is considered tardy.

## CODE OF CONDUCT

---

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Consolidated Categorical Aid Programs
- Child Nutrition Programs
- Special Education Programs

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit...
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with a compliance officer of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

### Jamie Sandoval

Human Resources and Operations Director  
149 North White Road, San Jose, CA 95127  
Teléfono (408) 275-7191

## CODE OF CONDUCT

### Discrimination Policy

It is the policy of Escuela Popular to provide equal educational opportunities and equal access to facilities for all qualified persons. Our school does not discriminate in educational programs and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision of a campus environment that is free from discrimination and harassment. The school will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

All members of the EP community are accountable for compliance with this policy. The school is committed to eliminating illegal discrimination and harassment, wherever they occur in the school community, by taking corrective action as a result of violations of this policy. Violations may lead to disciplinary action up to and including expulsion.

### Bullying Policy

We believe that ALL students must feel safe and any allegations of bullying will be reviewed and investigated in a prompt, confidential, and thorough manner. Bullying is the act of an individual intimidating a person to make them do something. Bullying includes actions that are verbal, physical and/or anti-social such as exclusion, gossip, and non-verbal language. It can occur at school, in transit between home and school, and off campus. Any student who engages in bullying may be subject to disciplinary action, up to and including expulsion.

### Uniform Complaint Policy (UCP) Annual Notice

The School has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The School shall investigate and seek to resolve complaints using policies and procedures known as the UCP adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

## Escuela Popular School-wide Behavior Expectations

Our society is multicultural, and mutual respect is important for living in peace and harmony.

	Restroom	Common Areas	Cafeteria	Hallway	Classroom
<b>B e  S a f e</b>	Be sanitary.  Keep hands, feet and objects to self.	Keep out of others personal space.  Use equipment properly.	Walk at all times.  Consult staff to avoid conflicts.	Walk at all times.  Stay to the right.  Hands and feet to self.	Enter and exit in an orderly manner.  Stay in your personal space.  Use classroom equipment appropriately.  Maintain a clutter-free environment.  Know the evacuation route and safety procedures.
<b>B e  R e s p e c t f u l</b>	Keep the environment clean and graffiti free.  Be mindful of personal space	Monitor your tone and language.  Leave area clean.  Give others a helping hand as needed.  Park in assigned areas.  Respect parking lot rules.	Use good manners.  Eat only food that belongs to you.  Use appropriate language with indoor voice.	Use quiet voice.  Honor the learning environment and displayed work.  Monitor your tone and language.  Keep all doorways and hallways free and clear.	Listen when others are speaking.  Take care of school, classroom and others property.  Use appropriate language and tone.  Treat others, as you would like to be treated.  Eating is not permitted.
<b>B e  R e s p o n s i b l e</b>	Have a pass.  Take care of business.  Flush please.  Wash your hands.  Use restrooms during passing periods	Follow staff instructions/directions.  Keep track of belongings.  Obey all school rules and state traffic laws.	Be prepared for after lunch classes.  Leave lunch area clean.  Respond to quiet signal.	Take responsibility for your own actions.  Keep our building clean.	Arrive to class on time and be prepared.  Participate in class and do your best.  Complete all required work.  Use time wisely.
<b>B e  A w a r e</b>	Use only the amount of toilet paper/paper towel you need.	Use appropriate recycle bins.  Pick up garbage.  Keep vehicles in good condition.	Put containers in the correct recycling bins	Pick up garbage	Reduce the use of paper products.

## CODE OF CONDUCT

---

Show pride in yourself, your culture, and your ethnicity by doing your best, and striving for excellence at all times. Our society is multicultural, and mutual respect is important for living in peace and harmony. The Escuela Popular (EP) Code of Conduct (COC) sets out clear standards of behavior for all members of the EP community, including students, parents, teachers, and staff. The COC strives to foster a school culture in which respect, responsibility, civility, academic excellence, and appreciation of cultural heritage are held paramount. The COC seeks to teach and reinforce responsibility, rather than simply to punish problem behavior. **Please refer to Escuela Popular school wide behavior expectations matrix.**

### **COC Advisory Group**

In the event that a particular student exhibits a problem behavior that has become chronic, or is otherwise very serious, and the issue must be elevated to the level of administration, a meeting of the COC Advisory Group will be held. The COC Advisory is a group composed of EP stakeholders who will examine a student's case and make recommendations to the principal regarding how best to handle a student's behavior. Such recommendations may include, but are not limited to: tutoring, community service, teaching appropriate behavior, or even re-evaluating enrollment status. The final decision as to how to handle a student's situation rests with the principal.

### **Appeal Process**

If a family wishes to appeal a decision recommended by the COC Advisory and made by the principal, they have the opportunity to appeal that decision to the Escuela Popular Board of Directors. If a family is interested in appealing a decision, they must notify an administrator of the decision to appeal and write a letter to the EP Board of Directors notifying the board of their desire to appeal.

### **Valuable Personal Property**

Personal property (including, but not limited to iPods, CD, MP3 players, pagers, cellular phones, and/or electronic games, etc.), are to be turned off, kept out of sight, and not used during the school day. Violation of this rule will result in disciplinary action and confiscation of the item(s). Confiscated items will be returned to the owner at the end of the day, provided there are not concerns with the contents of the items. On a second violation, the item(s) will be confiscated and returned only to parents/guardians.

NOTE: Escuela Popular Charter High School is not responsible for any loss or damage to confiscated property.

### **Public Displays of Affection**

Students shall refrain from displays of affection that are offensive, sexual in nature, or inappropriate for the school environment. Holding hands is permitted.

## CODE OF CONDUCT

---

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 and
    - 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 a student for submitting to sexual conduct, including soliciting or attempting to solicit any student 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.
  - Sexual or discriminatory displays or publications anywhere on campus by students, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic.
    - Reading publicly or otherwise publicizing in the school environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
- The illustrations of harassment and sexual harassment above are not an all-inclusive list of prohibited acts under this policy.

The school will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation. While in most situations a personal relationship is a private matter, these relationships are not appropriate in a school setting, particularly where one of the students involved is under the age of 18 and the other is 18 year of age or older.



### **Sexual Harassment Policy**

Sexual harassment of or by any student or member of the School staff will not be tolerated, may result in disciplinary action, including dismissal or expulsion, of the offending student or staff member, or other appropriate sanction. Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual's performance at school and/or creates an intimidating, hostile or offensive environment. Any student who believes that he or she has been harassed or has witnessed sexual harassment is encouraged to immediately report such incident to his or her teacher and/or any administrator. Any allegations of sexual harassment will be reviewed and investigated in a prompt, confidential, and thorough manner. Sexual harassment regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the School.

Sexual harassment consist of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission of the conduct is either made explicitly or implicitly (2) that conduct interferes with an individual's school performance or creates an intimidating, hostile or offensive learning environment.

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

Each student has the responsibility to maintain a campus free from any form of sexual harassment. Consequently, should any individual become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Staff and students are expected to act in a positive manner and to contribute to a productive school environment that is free from harassing or disruptive activity. Any student who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal or/and Vice Principal. The "Harassment Complaint Form" may be obtained from the Principal or Vice Principal.

### **Administration of Medication**

Students needing to take prescribed medication during the school day are required to leave all medication at the front office and registered. The following is required before school personnel can provide assistance with medication. All medication to be administered at school:

- ⇒ must be labeled by a licensed pharmacist;
- ⇒ Must be in the original manufacturer's container with the student's name clearly written on the container;
- ⇒ must be accompanied by a written statement from the doctor detailing the method, amount, and time schedule the medication is to be taken (this may be faxed and must be updated annually and when any changes are made):
- ⇒ must be accompanied by a written statement by the parent/guardian indicating the desire that the school staff administer medication to the student as ordered by the health-care provider;
- ⇒ and must be handed to the school staff by the parent/guardian (not the student) except inhalers which may remain with the student.

We recommend that you ask the pharmacist to divide medication into separate containers for home and school. The staff will NOT administer nor provide non-prescription medication such as aspirin, acetaminophen, allergy capsules, diet pills, Pepto-Bismol, etc. without medical authorization. Please do not ask us.

### **Dress Code**

Students are expected to wear appropriate clothing to school. Students may not wear clothing and/or accessories that are entirely blue or red. The following are NOT permitted: gang-related clothing, shirts that expose the midriff, strapless shirts, blouses, or dresses, see-through blouses, shirts, pants, skirts, or dresses, and no short shorts or skirts.

### **Smoke/Tobacco Free Campus**

Smoking and the use of tobacco products by all persons are prohibited on school property. It is a violation of section 308(b) of the California Penal Code for a minor to be in possession of tobacco products.

## CODE OF CONDUCT

---

### Visitors

All visitors must immediately sign-in at the main office at the beginning of their visit, receive a visitor's badge, and sign-out at the end of their visit. These procedures are designed to protect our students and staff from unauthorized individuals. All visitors are expected to follow our school expectations and treat all students and staff with respect. To register as a visitor, you will need to provide the following information:

- Name;
- Purpose for entering school grounds;
- Destination within the school;
- Time in and out

At his/her discretion, the principal, vice principal, and/or designee may also request:

- Proof of identity
- Address
- Occupation and company affiliation.
- Age (if less than 21);
- And any other information consistent with law

Parents and guardians visiting during the school day for any purpose other than picking up at or dropping off a student at the beginning or end of the school day as part of the normal school day schedule should also be requested to sign into the visitor log. This applies to parents and guardians who are picking up a student early (e.g. for a medical reason) or dropping off a student late (e.g. tardy), as well as parents and guardians who are on campus to volunteer in their child's classroom. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the principal or designee.

The principal or designee may deny visitation to any individual if he or she reasonably concludes that their presence would disrupt the school, students or employees, would result in damage to property, or would result in the distribution or use of a controlled substance. (Penal Code 627.4)

The principal or designee may request that a visitor/outsider who has failed to register, or whose registration privileges have been denied or revoked, to promptly leave school grounds. If necessary, the principal or designee may call the local police to enforce the departure of the visitor/outsider. When a visitor/outsider is directed to leave, the principal or designee shall inform the visitor/outsider that if he or she reenters the school within seven (7) days, he or she will be guilty of a misdemeanor and subject to a fine and/or imprisonment. (Penal Code 627.7)

## MISCELLANEOUS

---

### Work Permits

Work permits are a privilege. Students must maintain a 2.0 GPA each quarter and have at minimum 75% attendance to be eligible for a work permit. A work permit may be revoked at any time for academic reasons. Please submit work permit application to the Student Services Director (main office).

### Parking Identifications

Personal cars driven to school require a parking identification. Student must have a current parking ID to park in the student parking lot as well as in areas outside the school. The ID's are for identification purposes. Students are expected to respect our neighbors and: park appropriately, not remove garbage and recycle bins for the purpose of parking, not litter, not block driveways, not double park, not park in the spaces designated for the disabled, reserved, or marked "DO" for district employees. There is a public parking lot available after 3:00 P.M. on the corner of White Road and Alum Rock (at James Lick High School). IDs are obtained in the Front Office.

### Physical Education

For Physical Education, students are required to dress every day for class. A t-shirt, along shorts is required. Sweatshirts and sweatpants are recommended for outdoor activities during the cold weather. Appropriate shoes, high top or low top sneakers, are required.

### Courses

Transferability. Should the parent/guardian submit a request to withdraw from the school, all courses listed on the official transcript may be transferred. It is the next public school's discretion to apply the earned courses and credit as they see appropriate for their program. Courses approved by the University of California and are A-G are transferable. Our complete list of A - G approved courses are found on the University of California A - G Course List for Escuela Popular.

### College Entrance Requirements.

Currently, English 1, 2, 3, and 4 courses are A-G approved by the University of California. Our school is in progress of developing additional A—G courses. Presently, the pathway for higher education after high school is the community college and/or private college, then transfer to a UC or CSU.