GENERAL SCHOOL INFORMATION

467 N. White Road San Jose, CA 95127

EP MAIN OFFICE	**(408) 275-7190**
FAX	**(408) 275-7192**

For additional information regarding Escuela Popular
Please visit our website
http://www.escuelapopular.org/dl
Like us on Facebook

Edition 2016

Student name: _____

Student ID Number: _____

Start date: _____

EscuelaPopular

Educates to transform **lives.**

Dual Language Academy TK-8

Student & Family Handbook

2016-2017

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.

Welcome Letter

Dear Dual-Language Academy Students and Families,

We welcome you to the 2016-17 school year. This year we are looking at clustering our TK-8th grade classes. This means that the Academy will be divided into the following clusters: TK-2nd, 3rd-5th, and 6th-8th.

Together we will continue to develop relationships and practices that will assure every student feels safe, respected, and loved. We also want to continue our focus on making academic progress aligned with California's Common Core Standards.

The school's expectations are: 1) Be in your school seat at 8:15, 2) Follow school dress code, 3) Respect yourself and others. Please support us by reviewing these expectations with your students daily.

Please know that if you have a success, question, concern, or comment you can reach us by calling the school's office or by email. Please feel free to approach us on campus if needed.

Please know that all families are valued and your participation is an integral part of your child's education. With your support we know that we will have an outstanding school year!

Your Principal and Assistant Principal,

Mr. Melvin Velasquez
melvin@escuelapopular.org
Mrs. Laura Alvarez
laura@escuelapopular.org
Office: (408) 275-7190

Go Jaguars!!!

Founded: 1986
School Mascot: Jaguar
School Colors: Teal, Brown, White, Gray
Founder: Lidia Reguerín
Executive Director: Patricia Reguerin

R.I.S.E.

We are the R.I.S.E.ing Jaguars!

Respectful & Responsible

Intelligent & Curious

Sound Healthy Individuals

Effective Bilingual communicators

We are
Jaguars!

Family Commitment

Parent/Guardian Name: _____Date: ____/____/____

Parent/Guardian Name: _____Date: ____/____/____

Child's Name: _____ Grade Level: _____

(A different commitment form is needed per student enrolled at the Dual Language Academy.)

I am requesting that my child be enrolled in the Escuela Popular Dual Language Academy. I understand that the enrollment of my child is conditional on my understanding of and commitment to the following, along with space availability:

- Children enrolled in the Dual Language Academy will remain together in Transitional Kinder through Eighth grade.
- I understand that parents need to read to their child at home 20-30 minutes daily.
- Since success in an immersion program requires consistent instruction over time, I intend to support my child in the Dual Language Academy in grades Transitional Kinder through Eighth.
- I understand attendance is of key importance and commit to having my child arrive at school on time and attend school except for illnesses and family emergencies.
- I will consult with teachers and administration for additional strategies to support my child to increase success in the Dual Language Academy.
- If my child, once enrolled in the Dual Language Academy is discovered to have learning challenges in their first language, which makes success in the program very difficult, I agree to have my child evaluated to serve his/her needs.
- I understand parent involvement is a critical piece of my child's academic success therefore I am committed to supporting my child at Escuela Popular Dual Language Academy in whatever way that I can.
- I have read and agree with all items within the Family Handbook.

Parent/Guardian Signature: _____ Date: ___/___/___

Parent/Guardian Signature: _____ Date: ___/___/___

Student Signature: _____ Date: ____/____/____

escuela POPULAR

Dual Language Student Calendar 2016-2017

JULY

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

Summer School July 5th- July 28
4th of July Holiday
Grades Due 29
(18 Summer School Student Days)

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
(8 Student Days)

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
Family Night 20
(21 Student Days)

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						

Family Night 18
1st Benchmarks 18-20
Progress Report Conferences 21
No classes 21, 24,& 25
(18 Student Days)
43 Q1 Total Days

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
(18 Student Days)

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	

Family Night 6
Minimum day 9
Winter Vacation Dec. 12 - Jan. 2
(7 Student Days)

CODES:
HOLIDAYS / VACATIONS
Family Nigths
Minimum days
Classes Begin / Classes Ending

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
2nd Benchmarks 18-20
Minimum days 23 & 24
Parent Conferences 25, 26, 27-No classes
Grades Due 25
Second Semester Begins 30
(17 Student Days)

FEBRUARY

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					

Presidents Holiday 17 & 20
Family Night 21
Board Meeting 28
(18 Student Days)

MARCH

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		

Family Night 21
No classes 31
(22 Student Days)

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
Family Night 18
Board Meeting 25
(15 Student Days)

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)
Family Night 23
Memorial Day Holiday 29
(22 Student Days)

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
College & Career week 5-9
Kinder & 8th Grade Promotions 14
Minimum days 8, 9, 12, 13 & 14
Last day of classes 14
Staff in-service 15 & 16
Board Meeting 20
(10 Student Days)

176 Instructional Days

Bell Schedule

Transitional Kinder

(Monday, Tuesday, Thursday and Friday)		Wednesday Schedule only	
Class	8:15 - 9:35	Class	8:15 - 9:35
Recess/Break	9:35 - 9:55	Recess/Break	9:35 - 9:55
Class	9:55 - 10:50	Class	9:55 - 10:50
Lunch	10:50 - 11:40	Lunch	10:50 - 11:40
Class	11:40 - 12:40	Class	11:40 - 12:40
Recess/Break	12:40 - 1:00	Recess/Break	12:40 - 1:00
Class	1:00 - 2:10	Class	1:00 - 1:30
		Assembly	1:30 - 2:00

Kindergarten

(Monday, Tuesday, Thursday and Friday)		Wednesday Schedule only	
Class	8:15 - 9:55	Class	8:15 - 9:55
Recess/Break	9:55 - 10:15	Recess/Break	9:55 - 10:15
Class	10:15 - 11:20	Class	10:15 - 11:20
Lunch	11:20 - 12:10	Lunch	11:20 - 12:10
Class	12:10 - 1:10	Class	12:10 - 1:10
Recess/Break	1:10 - 1:30	Recess/Break	1:10 - 1:30
Class	1:30 - 2:10		

1st and 2nd grade

(Monday, Tuesday, Thursday and Friday)		Wednesday Schedule only	
Class	8:15 - 10:15	Class	8:15 - 10:15
Recess/Break	10:15 - 10:35	Recess/Break	10:15 - 10:35
Class	10:35 - 11:45	Class	10:35 - 11:45
Lunch	11:45 - 12:35	Lunch	11:45 - 12:35
Class	12:35 - 3:00	Class	12:35 - 1:30
		Assembly	1:30 - 2:00

Family Participation

Family Service:

We are committed to helping all students be successful and it is important that **all** DL families are involved in helping our students grow and learn.

We encourage family service hours, but they are not required. We celebrate all volunteers and those who complete 14 hours of service or more per year will receive a recognition certificate with our school seal. We provide many different opportunities for families to participate on and off campus.

Some ways that families can be involved include: helping to plan and organize events, reading or participating in the classroom, organizing homework, soliciting donation of funds or materials, and other specialty classes, etc.

Parent Teacher Committee (PTC): The PTC is made up of parents, teachers, and school administrators who develop various school goals such as:

⇒ Planning and implementing school-wide cultural events (Fall Festival, Reyes Magos, Dia del Niño, etc.)

⇒ Participate in school Safety Committee

⇒ Coordinate Family Service hours

⇒ Monitor and provide support in promoting our student's academic growth

The PTC meets weekly on Monday mornings from 8:30-10:00 am in a room on DL campus. Parents and family members are invited to join us

Award Recognition

Award Recognition will include:

⇒ Special Acknowledgement and presentation of certificate at a 6th grade ceremony

⇒ Special Acknowledgement and presentation of certificate at the 8th grade promotion ceremony

Award Descriptions and Criteria:

Bilingual Participation Award (6th or 8th)	**Elementary School Bilingual Attainment Award** (6th grade)	**Middle School Biliteracy Attainment Award** (8th grade)
Silver Certificate	**Gold Certificate**	**Platinum Certificate**
3 years or more in dual language program Submit an oral or written submission in both languages	Must meet criteria for re-designation for students who are English Language Learners Proficient or Advanced on state test in ELA (or NWEA) Proficient or Advanced on SLA benchmarks Complete 2 options: Proficient (by rubric) on oral or written submissions in both languages or Read ten books (at grade level) independently in English and ten books independently (at grade level) in Spanish, and maintain a reading log signed by the teacher to verify the accomplishment	Must meet criteria for re-designation to Fluent English Proficient (RFEP) by the end of 8th grade Proficient or Advanced on state test in ELA (or NWEA) Proficient or Advanced on SLA benchmarks Earn an average grade of B or 3 in English and Spanish course Proficient or Advanced (by rubric) on written or oral submissions in both languages.

Bell Schedule

3rd Grade

(Monday, Tuesday, Thursday and Friday)		Wednesday Schedule only	
Class	8:15 - 9:55	Class	8:15 - 9:55
Recess/Break	9:55 - 10:15	Recess/Break	9:55 - 10:15
Class	10:15 - 11:15	Class	10:15 - 11:15
Lunch	11:15 - 12:05	Lunch	11:15 - 12:05
Class	12:05 - 3:00	Class	12:05 - 1:30
		Assembly	1:30 - 2:00

4th and 5th Grade

(Monday, Tuesday, Thursday and Friday)		Wednesday Schedule only	
Class	8:15 - 10:30	Class	8:15 - 10:30
Recess/Break	10:30 - 10:50	Recess/Break	10:30 - 10:50
Class	10:50 - 11:50	Class	10:50 - 11:50
Lunch	11:50 - 12:40	Lunch	11:50 - 12:40
Class	12:40 - 3:00	Class	12:40 - 1:30
		Assembly	1:30 - 2:00

6th and 7th Grade

(Monday, Tuesday, Thursday and Friday)		Wednesday Schedule only	
Class	8:15 - 10:45	Class	8:15 - 10:45
Recess/Break	10:45 - 11:05	Recess/Break	10:45 - 11:05
Class	11:05 - 12:05	Class	11:05 - 12:05
Lunch	12:05 - 12:55	Lunch	12:05 - 12:55
Class	12:55 - 3:00	Class	12:55 - 1:30
		Assembly	1:30 - 2:00

Admission and enrollment process

Admissions Process:

Escuela Popular shall admit all students who wish to attend the school. In the event that the number of students seeking admission to any grade or class exceeds capacity, attendance, except for existing students of the school, shall be determined by a public random drawing. In the case of a drawing, preference will be extended to students currently attending the school and students who reside in the district except as provided for, in Section 47614.5 of the Education Code. In addition to the statutorily mandated preferences, Escuela Popular intends to extend preferences to siblings of current students, and children of staff. In summary, preferences will be extended in the following order:

1. Students currently attending the school
2. Students who reside in the district
3. Siblings of current students
4. Children of Students attending our CTC Academy
5. Children of staff

Enrollment Process:

⇒ Parent/guardian attends a school orientation meeting or individual meeting with the Dean of Student/Family Support
⇒ Completion of student enrollment forms
⇒ Submit appropriate documentation
⇒ Submit signed Commitment Form and Handbook Acknowledgment

Academic Expectations

Based on our school expectations (R.I.S.E.), we believe in holding everyone to their highest potential and providing them with the support needed to reach it. Students are expected to stay in good academic standing. All coursework is aligned with the California Common Core standards.

Tutoring:
If students need additional support their teacher may require additional after school tutoring.

Student Study Team (SST):
A teacher may initiate a Student Study Team meeting to develop other intervention strategies. If a parent has any academic worries, they are encouraged to first speak with their child's classroom teacher. If their worries continue they may ask for an SST meeting to be held to help support their child's learning. The classroom teacher must submit a SST Referral.

Honor Roll:
Students may receive Honor Roll recognition for excellent academic standing. Students will also be recognized for academic improvement on semester benchmarks. Students with a 3.0-3.49 G.P.A. will be recognized Second Honors Student. Students with 3.5-3.99 are First Honors. Students with a 4.0 GPA will be recognized within the Principal's Honors.

Seal of Biliteracy Pathway Awards: We aim to have all our 6th and 8th grade students be recognized for their work toward receiving their Seal of Biliteracy issued by the Santa Clara County Office of Education. The purpose for instituting the Seal of Biliteracy Pathway Awards and Seal of Biliteracy Awards include:

⇒ To encourage students to affirm the value of diversity and honor multiple languages
⇒ To recognize and value the biliteracy skills in all students
⇒ To prepare students with 21st century skills

School Policies

Escuela Popular has designated the following information as directory information:

Student's name;

Address;

Telephone listing;

Electronic mail address;

Photograph;

Date and place of birth;

Dates of attendance;

Grade level;

Participation in officially recognized activities and sports;

Weight and height of members of athletic teams;

Degrees, honors, and awards received;

The most recent educational agency or institution attended;

Student ID number,

user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose).

If you do not want Escuela Popular to disclose directory information from your child's education records without your prior written consent, you must notify Escuela Popular in writing at the time of enrollment or re-enrollment. Please notify the Principal at:

Mr. Melvin Velasquez
Dual Language Principal
467 N. White Road, San Jose, CA 95172
408-275-7194

School Expectations

Attendance:

We believe that in order to provide students with the best education at the DL, we need them to be on-campus on a regular basis. When they are absent or tardy, their learning is interrupted. Please be sure to help our students wake-up on-time and come ready to learn.

⇒ School promptly begins at **8:15a.m**. The classroom teacher promptly takes attendance regardless if the student is starting their day in the school cafeteria or in their classroom.

⇒ If a student is ill or will be absent, the office must be notified in writing or by calling the main office at (408) 275-7190.

⇒ A student is considered tardy when they arrive after 8:15 a.m. The student must then report to the main office, sign-in, and ask for a tardy slip. Parents must provide an explanation to why their child was tardy.

⇒ If a student is tardy or has an unexcused absence, they will not qualify to receive a Perfect Attendance Certificate at the end of the month in which they were absent or tardy.

School Expectations:

We believe that in order to maintain a safe and healthy environment for everyone it is important for us to agree on school-wide expectations. We believe that everyone has choices to make; **good choices** at the DL include being:

Respectful & Responsible
Intelligent & Curious
Sound Healthy Individuals
Effective Bilingual & Bi-literate Communicators

In the following table we have included ways that our students can demonstrate what it means to be a R.I.S.E.ing Jaguar at the DL:

School Expectations

Locations	Be **R**espect-ful & Re-sponsible	Be **I**ntellectually Curious	Be **S**ound and healthy	**E**ffective Bilingual & Bi-literate
Campus Perimeter	Use non-offensive vocabulary and gestures. Respond promptly and positively to staff requests and instructions	Inform staff of any suspicious activity Wear appropriate clothing at all time.	Use recycling bins. Keep space clean and graffiti free All guests must sign-in at the Main Office	Be aware of language being focused on in given spaces
Classroom	Be prepared to work and participate. Respond promptly and positively to staff requests and instructions. Follow classroom rules Keep tables clean, free of graffiti and carving.	Be on time Use time wisely. Leave work area clean and neat.	Use non-offensive vocabulary and gestures. Attend to personal needs (grooming, restroom) before class.	Ask for help when needed. Be aware of language that is expected to be used in given space
Hallways	Keep all doorways and hallways free and clear. Use appropriate language. Avoid pushing and running in the hallway.	Have a pass when out of class during class time. Go directly to your destination.	Pick up garbage Keep all areas free Keep space clean and graffiti free.	Be aware of classroom language being focused on (Spanish only/English only areas)
Restrooms	Use the facilities as intended: Flush the toilet or urinal. Throw trash in appropriate bins. Use appropriate amounts of toilet paper, soap, water and paper towels.	Report problems/ concerns to staff Use the restroom before class, during passing periods or after class.	Wash your hands Keep restrooms clean and graffiti free. Be mindful of personal space	Use appropriate language.
Offices	Speak softly. Use appropriate language. Use office equipment only as authorized. Be courteous to all staff members	Have a pass as required. Visit offices before or after class. Respect people's work time.	Recycle bins are available. Use them.	Keep conversations at an appropriate volume. Respect the language used in given spaces of the school

School Policies

Teacher and Classroom Preferences:

Students will not be permitted to swap teachers within a given grade level. The classroom is a community and conflicts are bound to arise. Modeling commitment, loyalty, and dedication for children is a gift. School administration makes the decisions on student placement.

Parents, teachers, and administration will work together to place twins or multiples in the most developmentally appropriate classroom configuration as possible. Once a decision is reached, twins and multiples will remain in that classroom(s) to minimize the disruption in both communities. The recommendation of the Dual-Language Community is to have the same gender twins or multiples in different classes.

Directory Information:

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that the School, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the School to the contrary in accordance with this policy.

"Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

School Policies

Parents and guardians visiting during the school day for any purpose other than picking up at or dropping off a child 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 or a special log for parents. 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. Visits during school hours should first be arranged with the teacher and principal or designee, at least three (3) days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. 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 refuse to register any visitor if he or she reasonably concludes that the visitor's/outsider's 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).

School Expectations

Locations	Be **R**espectful & Responsible	Be **I**ntellectually Curious	Be **S**ound and healthy	**E**ffective Bilingual & Bi-literate
Play-ground	Respond promptly and positively to staff requests and instructions. Move /act responsibly, to avoid hurting others.	Collect your things. Use equipment properly. Practice good sportsmanship Be aware of surroundings.	Tagging is not permitted. Return equipment. Remain in designated area.	Notify teacher or staff immediately in case of injury. Know the evacuation route.
Library	Speak softly. Return materials in a timely manner. Shut down computer when done	Use library regularly. Keep noise level to a minimum.	Follow library rules. Know the fire and other evacuation routes.	Explore books in Spanish & English Try books in different topics
Parking Lot	Respect parking lot rules. Use appropriate language.	Report any illegal activity. Keep balls and play equipment in play area.	Keep parking lot free from garbage. Stay within supervised area.	Read and follow all parking lot signs and rules.
Cafeteria	Use appropriate language. Respond promptly and positively to staff requests and instructions. Keep conversations at an appropriate volume.	Clear all tables after eating, and dispose leftover food properly. Know the evacuation route.	Put containers in the correct recycling bins. Leave cafeteria with enough time to arrive on time to class.	Be respectful of everyone's different eating habits
Extra-curricular Activities	Follow directions. Represent your school with dignity and pride	Use language. Be on your best behavior.	Keep all locations clean.	Show pride in being bilingual & bicultural
After School Program/ Special Events	Attend regularly. Send an excuse if you are unable to attend. Refrain from talking when the presenter is doing so. Use appropriate language.	Report any illegal activity. Help with clean up after the event.	Refrain from the use or possession of any illegal substances.	Show pride in being bilingual & bicultural

School Expectations

Classroom Expectations:

The teacher and class will discuss and apply the R.I.S.E. Expectations with more detail and will determine natural consequences for inappropriate behavior within the classroom aligned with the restorative justice model. During regular class meetings the students and teacher will discuss and resolve conflicts.

Jaguar Tickets:

Students may receive Jaguar Tickets by exhibiting any of the R.I.S.E. expectations anywhere on campus. Any school staff member can award a student a Jaguar Ticket in recognition of positive behavior. Classrooms are recognized the last week of the month during opening ceremonies. Upon receiving 5 Jaguar Tickets students will receive a Jaguar Bumper Sticker. When students collect 10 Jaguar Tickets they will receive a raffle ticket . Upon receiving 15 Jaguar Tickets students will receive a free dress day pass.

Dress Code:

Clothing worn at school must be comfortable, properly fitted, and simple (only school colors, no logos). We expect students to wear the following:

- ⇒ Polo shirt with collar, long or short sleeved : Green, Black, White
- ⇒ T-shirts: Green, Black, White, Grey (MUST have school related logo)
- ⇒ Sweatshirts/Coats: Green, Black, White, Grey
- ⇒ Bottoms: Black or Khaki
- ⇒ Shoes: Close toed shoes (no shoes with black soles due to the gymnasium floor, no sandals, no heelies, no high heel, and no steel-toed boots)

Communication

Last school day of the month/Homework:

The last school day of the month you will receive a school newsletter informing you of the events, theme, and news for the following month. All students are expected to be reading 20-30 minutes on a daily basis.

Family Night:

The last Tuesday of every other month is reserved for Family Night from **5:30-7:00p.m**. The focus for Family Nights will be classroom visits or family/guardian workshops.

Visitations:

Visitors are welcome. All family/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. Please do not go directly to a teacher's classroom or to other areas of the school building. These procedures are designed to protect our children from unauthorized individuals. All visitors are expected to follow our school expectations and treat all students and staff with respect. In registering as a visitor, the sign-in form will include spaces for the following information:

(1) Visitor's name
(2) Date visitor is on campus
(3) Reason for visit
(4) Time signing in
(5) Time signing out

At his/her discretion, the principal, office manager or designee may also request:

Proof of identity; Address, Age (if less than 21);

Occupation and company affiliation.

And any other information consistent with law

Chronic Cases:

If a student is found to consistently infested with head lice, the student should be deemed a "chronic" head lice case. A chronic case is a child found infested during three separate months during a school year or for six consecutive weeks.

⇒ The registrar will communicate with the classroom teacher to see what support can be given to the family.
⇒ The principal should be notified in writing, and all previous forms should be attached including the signed Parent Lice Verification Letter, and copies of the multiple contacts with the family (phone call notes with date, time, and person that was contacted).
⇒ The principal along with the family counselor will meet with the parents to determine additional services needed by the family.

It important to remember that all cases of suspected lice infestation must be handled with sensitivity, so as not to embarrass or shame the student/family.

Communicating with Staff:

Aside from speaking with any staff member around the school, you may leave a note in the front office or send an e-mail. Given that we value instructional time, we ask that you please speak with teachers when they are not with students. Every attempt will be made to respond to messages within two school days.

Bad Decisions:

Based on our school values we believe that everyone can learn from their mistakes and learn to solve their own conflicts by correcting their inappropriate decisions. Additionally, we believe that every bad decision has a consequence that applies to each specific case. Consequences may include (they are not in any specific order):

⇒ Verbal warning
⇒ Writing a letter of apology
⇒ Participating in school community service/repairing any damage they have caused
⇒ Being removed from a given situation (time out, reflection time, etc.)
⇒ Making up work time (additional time with the teacher)
⇒ Completing a behavior reflection to be signed by parents and returned
⇒ Call home for parent support
⇒ Parent/Teacher/Principal conference
⇒ Being placed on a behavior plan or academic contract
⇒ Suspension
⇒ Loss of placement at Escuela Popular Dual Language Academy

The school has a suspension and expulsion policy it will follow for serious infractions. A copy is available upon request in the main office, but the following is a list of offenses that may result in suspension or expulsion: bullying, sexual harassment, discrimination based on race, gender, national origin, or special needs, along with others noted in California Education Code.

Bullying Policy:
ALL students must feel safe and any allegations of bullying will be reviewed and investigated in a prompt, confidential, and thorough manner. Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages through e-mail, text or other cyber technology (cyber bullying). 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.

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. 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.

Lice Policy:

When a member of the school staff suspects a child is infested with head lice, the following procedures should be followed, these steps are aligned with the recommendations of the Santa Clara Public Health Department:

- The school office and teacher should be notified.
- The parents must be contacted (verbal communication is preferred). If it is not possible, then a letter from the registrar will be sent with the student).
- The student shall remain in school, and be sent home at the end of the day. If the child rides the bus, he/she is allowed to ride school bus home.
- A letter along with a copy of an informational brochure will be sent home of the student that is infested.
- A letter will be sent home notifying classmates' parents that a case of head lice is suspected and asking them to check all of their children for head lice. No confidential student information will be shared— this is only a notification. An informational brochure on head lice infestation and treatment will also accompany the letter.
- In case there is more than one student in the same classroom with head lice, the school will send a "Parent Lice Verification Letter" for all the students in that class. The parent will be responsible to ensure that the student comes to school cleaned of head lice or indicates that their child was checked and did not have lice.

School Expectations

Confiscation Policy:

Anything that disrupts the learning environment, violates school rules, or is otherwise distracting or inappropriate in a school setting may be confiscated and returned to a parent. Students may not use any electronic device such as portable music players, cameras, and cellular phones on campus without a staff member's permission.

Consequences for bringing items that are inappropriate or distracting will be as follows:

⇒ **1st time**: Item held in office. Parent is contacted. Item can be picked up at end of day.

⇒ **2nd time**: Item held in office. Parent is contacted. Item held for one week.

⇒ **3rd time:** Item held in office. Parent is contacted. Student will no longer be able to have device on campus.

A parent/guardian may designate another adult to pick up the confiscated item.

Photographs and Taping:

Given the many exciting things that happen on campus photographs and videos are taken of students at school and events. Some pictures may be used outside of school for promotional purposes. Please return the permission form so that pictures may be used for the school album, website, media productions, etc.

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, you 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 you will be informed immediately. If you cannot be reached, other designated adults listed on the student's emergency form will be notified. It is essential that you keep the school informed of any change in address and/or telephone numbers so that a responsible party may be reached in an emergency.

UCP Uniform Complaint Policy

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, and 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 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.

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 principal 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 N. White Road
San José, CA 95127
(408) 240-3215

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 Main Office.

Electronics/Technology Policy:

Although it is not recommended that students bring cell phones or any valuables to school, students are allowed to possess cell phones while at school. Students who choose to bring cell phone always do so at their own risk. The school does not take responsibility for any lost or stolen personal items, and the school administration will not investigate loss. In addition, there are specific limits on how cell phone can be used appropriately. The following guidelines must be followed:

⇒ Calls can be placed only before or after school.

⇒ During school hours, the phone must be powered off, placed out of sight, and or given to teacher.

⇒ Cell phones are not to be charged at school.