

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

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

## Escuela Popular

Educates to transform lives.

**Founded:** 1986

**Founder:** Lidia Reguerín

**School Mascot:** Jaguar

**School Colors:** Teal, Brown, White, Grey

### GENERAL SCHOOL INFORMATION

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|                            |                                    |
|----------------------------|------------------------------------|
| <b>WELCOME CENTER</b>      | <b>(408) 275-7191</b>              |
| <b>ATTENDANCE OFFICE</b>   | <b>Ext. 1019</b>                   |
| <b>DEANS</b>               | <b>Ext. 1023 and<br/>Ext. 1044</b> |
| <b>ACADEMIC COUNSELORS</b> | <b>Ext. 1017 and<br/>Ext. 1018</b> |

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For additional information regarding Escuela Popular  
Please visit our website

<http://www.escuelapopular.org>

**Like us on Facebook**

Edition 2018-19 Data Department



Escuela Popular

Educates to transform lives.

# CTC Adult High School Academy

## Student Handbook

2018-2019

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### VISION

Educates to Transform Lives.

### MISSION

Our Family Learning Center believes that teaching is an act of love through which learning is reciprocal; we develop bilingual, bi-cultural students, fully prepared to continue onto higher education and empowered to pursue their goals in global society.

### 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,

#### JULY

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 25 | 26 | 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 19th to July 13th  
4th of July Holiday  
( 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 School AUGUST 13th  
Last day to drop or add a class Aug.30th  
( 15 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 3rd  
( 19 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 |    |    |    |    |

Q1 EXAMS 9th, 10th, & 11th  
No classes 12th, 15th & 16th  
Q2 Begins OCT. 17th  
( 20 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 |    |    |

Last day to drop or add a class Nov.5th  
Veterans Day Holiday 12th  
Thanksgiving Holiday 21st, 22nd & 23rd  
( 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 |

Q2 EXAMS 18th, 19th & 20th  
Winter Vacation Dec. 21st - Jan. 14th  
( 14 Student Days )  
43 Q2 Total Days

CODES:

|        |                                 |
|--------|---------------------------------|
| Grey   | HOLIDAYS / VACATIONS            |
| Green  | IN-SERVICE/ No classes          |
| Circle | Classes Begin / Classes Ending  |
| Red    | Last day to drop or add a class |

#### JANUARY

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 31 | 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. 21st - Jan. 14th  
Q3 Begins JANUARY 15th  
Martin L. King Holiday 21st  
( 12 Student Days )

#### FEBRUARY

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 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 |    |    |    |

Last day to drop or add a class Feb. 4th  
Presidents Holiday 15th & 18th  
( 18 Student Days )

#### MARCH

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 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 |

Q3 FINAL EXAMS 25th, 26th & 27th  
Spring Break March 28th to April 5th  
( 19 Student Days )  
49 Q3 Total 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 March 28th to April 5th  
Q4 Begins APRIL 8th  
Last day to drop or add a class April 25th  
( 17 Student Days )

#### MAY

| 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 | 29 | 30 | 31 |    |    |

May Day 1 (Day of Service)  
End of the Year Family BBQ May 18th  
Memorial Day Holiday 27th  
( 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 |

Q4 FINAL EXAMS 3rd, 4th & 5th  
Last day of school JUNE 5th  
HS Graduation 8th  
( 3 Student Days )  
42 Q4 Total Days

177 Instructional Days



## MISCELLANEOUS

### College Entrance Requirements.

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

### 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 - 8:50 A.M.   |
| Brunch                               | 8:50 - 9:00 A.M.   |
| Period 2                             | 9:05 - 9:55 A.M.   |
| Period 3                             | 10:00 - 10:50 A.M. |
| Period 4                             | 10:55 - 11:45 A.M. |
| Period 5                             | 11:50 - 12:25 A.M. |
| Lunch                                | 12:25 - 1:00 P.M.  |
| Period 5                             | 1:00 - 1:25 P.M.   |
| Silent Reading                       | 1:30 - 1:40 P.M.   |
| Period 6                             | 1:40 - 2:25 P.M.   |
| Period 7                             | 2:30 - 3:15 P.M.   |

### A.M. Program

#### Wednesday Schedule only

|          |                    |
|----------|--------------------|
| Period 1 | 8:00 - 8:40 A.M.   |
| Brunch   | 8:40 - 8:50 A.M.   |
| Period 2 | 8:55 - 9:35 A.M.   |
| Period 3 | 9:40 - 10:20 A.M.  |
| Period 4 | 10:25 - 11:05 A.M. |
| Period 5 | 11:10 - 11:50 A.M. |
| Period 6 | 11:55 - 12:35 P.M. |
| Lunch    | 12:35 - 1:05 P.M.  |
| Period 7 | 1:10 - 1:55 P.M.   |

### P.M. Program

#### Regular Schedule

#### Monday –Friday

|                |                   |
|----------------|-------------------|
| Period 1       | 3:45 - 4:30 P.M.  |
| Period 2       | 4:35 - 5:20 P.M.  |
| Period 3       | 5:25 - 6:15 P.M.  |
| Silent Reading | 6:20 - 6:30 P.M.  |
| Period 4       | 6:30 - 7:20 P.M.  |
| Dinner         | 7:20 - 7:50 P.M.  |
| Period 5       | 7:55 - 8:45 P.M.  |
| Period 6       | 8:50 - 9:40 P.M.  |
| Period 7       | 9:45 - 10:30 P.M. |

## SCHOOL CAMPUS

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### Closed Campus

Escuela Popular is a closed campus. We request for students to limit the in and out going traffic. Please only do so on a limited need basis.

### Smoke/Tobacco/ Alcohol/ Free Campus

Smoking and the use of tobacco or alcohol 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.

### Student Safety

We have campus supervisors during school hours. We encourage use of the buddy system when walking. Also, please communicate any activity that may appear suspicious.

### 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 silenced, 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) it interrupts the learning environment. 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 after a resolution.

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

## GRADUATION REQUIREMENTS

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**A: History/Social Science** - (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** - (40 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, with a minimum completion of English 2 and English 3.

**C: Mathematics** - (20 credits) that include the topics covered in Integrated Math 1 and Integrated Math 2 (three years recommended, Integrated Math 3 or Pre-Calculus)

**D: 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** - 60 credits, equivalent six year-long courses.

**Total: 200 credits to obtain High school Diploma**

### Senior Activities including Graduation

All Credits and graduation requirements must be met by the "Senior exit" date in order to participate in the Graduation Ceremony. Student deficient one course, to be completed in summer or Quarter 1 after the graduation date, may participate in all activities, including Graduation.

## SCHOOL POLICIES

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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

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### Childcare

Parents (Students) with children in our Childcare Academy must never leave campus and leave children alone. The parent must always be on campus when their child is in the care of Escuela Popular. In the case of a fieldtrip, it is the student's responsibility to inform the Childcare Teacher and Coordinator. Fieldtrips must be approved by the Academy Principal.

### Student Services Advocate

You will find a person who can give you assistance and resources in areas like:

- ⇒ Immigration
- ⇒ Traffic tickets/Violations
- ⇒ Court appearances
- ⇒ Loan scams

Please visit the Student Resource Advocate in **Room 208** for any question, or make an appointment in 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 Library.

## SCHOOL CAMPUS

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### Schedule Changes

Counselors support and guide 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
- ◆ When availability in a particular course opens up, with counselor's approval. Administrator approval is required after the 14-day deadline.

To ensure that all requests for schedule changes are processed, students must fill out the form provided by an Academic Counselor.

### Courses

Transferability. Should the student submit a request to withdraw from the school, all courses listed on the official transcript may be transferred. It is the next school's discretion to apply the earned courses and credit as they see appropriate to 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.

### Career/College Information

The 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.

## SCHOOL POLICIES

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- 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:

### Gricela Espinoza

People Relations and Operations Director

149 North White Road, San Jose, CA 95127

Teléfono (408) 275-7191

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.

## **SCHOOL POLICIES**

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### **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.

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.

## **SCHOOL CAMPUS**

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### **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.

### **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.

### **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.

## STUDENT ATTENDANCE

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### 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.

### 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 or 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 unsure 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/bereavement
- ⇒ 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.

## SCHOOL POLICIES

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### Williams Complaint Classroom Notice

#### ***Notice to Parents, Guardians, Pupils, and Teachers***

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.

There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

3. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office or downloaded from the school's Web site at [www.escuelapopular.org](http://www.escuelapopular.org). You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>



## SCHOOL POLICIES

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### **SARC (school accountability report card )**

Every school in California is required by State Law to publish a (SARC). The SARC contains information about the condition and performance of each California Public School. Under the Local Control Funding Formula (LCFF) all local educational agencies are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school specific goals for all pupils, with specific activities to address Local and State priorities. For more information see [www.escuelapopular.org](http://www.escuelapopular.org)

### **MATH Policy**

Escuela Popular Board of Directors has established a fair, objective, and transparent protocol for placement in mathematics courses for students entering 9th grade, in order to ensure the success of every student and to meet the Legislative intent of the California Mathematics Placement Act of 2015.

This policy is adopted pursuant to the Mathematics Placement Act of 2015, enacted as Education Code Section 51224.7. The policy is posted on the website.

## SCHOOL CAMPUS

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### **Tardy**

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

### **Notifying the School of Student Absence or Tardy**

Students are required to call Escuela Popular attendance voicemail line at (408) 275-7191 ext. 1019 each day of a student's absence.

### **Food**

Is sold in the cafeteria during the lunch and dinner breaks.

### **Fundraisers**

The Deans of Student & Family Engagement must approve all fundraisers. All fundraisers must be for school-related needs.

### **Advertising & Fliers**

All fliers must be approved by Welcome Center. At the end of the activity, all fliers need to be removed for the responsible person of the activity.

### **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.

## SCHOOL CAMPUS

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### Visitors

All visitors must immediately sign-in at the Welcome Center 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 Dean 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

The Dean 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 Dean 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 Dean or designee, may call the local police to enforce the departure of the visitor/outsider. When a visitor/outsider is directed to leave, the Dean 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 POLICIES

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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 Dean. The "Harassment Complaint Form" may be obtained from the Dean.

### ***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.

### **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.

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

First aid kits are located in every classroom. If you are ill or injured beyond first aid or simple comfort measures. In an emergency, appropriate action will be taken, including calling 911 for emergency assistance, and designated contact listed on the student's emergency form will be notified. It is essential that students 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, the student must come to the main office to contact the school of the changes.

You may opt to go home and/or visit a doctor.

### **Administration of Medication**

Students needing to take prescribed medication during the school day are required to care and administer medication on their own.

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 any staff member.

### **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.

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,

### **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.

### **Transgender and Gender Non-Confirming Youth Policy**

California Code of Regulations Section 4900(a) similarly provides that "No person shall be excluded from participation in or denied the benefits of any local agency's program or activity on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity conducted by an 'educational institution' or any other 'local agency' that receives or benefits from any state financial assistance."

This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students. The needs of each transgender or gender nonconforming student are be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming students.

Complete guidelines and procedures are located on our school website, [www.escuelapopular.org](http://www.escuelapopular.org).

### **Promoting a Safe and Secure Learning Environment for All**

All students have a right to attend school free of bullying, intimidation, and discrimination. The California Department of Education (CDE) has declared California public schools as welcoming, safe places for learning and teaching of all students regardless of immigration status, reaffirming federal regulations and state law that prohibit educational agencies from disclosing personally identifiable student information to anyone, including law enforcement, without consent of parent or guardian, or a court order or lawful subpoena, or in the case of a health emergency. Escuela Popular is committed to the success of all students irrespective of their immigration status or citizenship and believe that our school should be a welcoming place for all students and their families. The Governing Board of Escuela Popular has passed and adopted a Policy promoting a Safe and Secure Learning Environment for All and the policy can be found on the school's website at [www.escuelapopular.org](http://www.escuelapopular.org).

### **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.

⇒ 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 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 Registrar.

### **Immigrant Student Identification Policy**

"Immigrant children and youth" refers to individuals who: Are ages 3 through 21, Were not born in any state, or have not been attending one or more schools in any one or more states for more than 3 full academic years. A full academic year is a 10 months of school attendance, kindergarten through 12<sup>th</sup> grade. Escuela Popular identifies students who meet the definition of "immigrant" by asking selected questions on the home language survey during enrollment. Escuela Popular does not require birth certificates as part of the enrollment process. Students who meet the Title III definition of "immigrant" are reported regardless of their primary language or language proficiency level. Escuela Popular reports immigrant students through its student information system and to CALPADS. The full Immigrant Student Identification Policy is available on the school's website.

## CODE OF CONDUCT

Show pride of 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 resolve a student's unwanted 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 Student wishes to appeal a decision recommended by the COC Advisory and made by the Dean, they have the opportunity to appeal that decision to the Escuela Popular Board of Directors. If a student 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.

## CODE OF CONDUCT

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