

Student name: _____

Student ID Number: _____



AFLC Youth High School Academy

Student Handbook

2021-2022

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,

Regular Schedule

AFLC AND AM-CTC High School		
2021-2022 Bell Schedule		
Monday, Tuesday, Thursday, Friday Bell Schedule		
Start Time	End Time	Description
8:30 AM	9:20 AM	Period 1
9:20 AM	9:30 AM	Brunch
9:30 AM	9:35 AM	Passing
9:35 AM	10:25 AM	Period 2
10:25 AM	10:30 AM	Passing
10:30 AM	11:20 AM	Period 3
11:20 AM	11:25 AM	Passing
11:25 AM	12:25 PM	Period 4/ Silent Reading
12:25 PM	12:55 PM	Lunch
12:55 PM	1:00 PM	Passing
1:00 PM	1:50 PM	Period 5
1:50 PM	1:55 PM	Passing
1:55 PM	2:45 PM	Period 6
2:45 PM	2:50 PM	Passing
2:50 PM	3:40 PM	Period 7

Wednesday Schedule only

Wednesday Bell Schedule		
Start Time	End Time	Description
8:30 AM	9:10 AM	Period 1
9:10 AM	9:20 AM	Brunch
9:20 AM	9:25 AM	Passing
9:25 AM	10:05 AM	Period 2
10:05 AM	10:10 AM	Passing
10:10 AM	10:50 AM	Period 3
10:50 AM	10:55 AM	Passing
10:55 AM	11:35 AM	Period 4
11:35	11:40 AM	Passing
11:40 AM	12:20 PM	Period 5
12:20 PM	12:50 PM	Lunch
12:50 PM	12:55 PM	Passing
12:55 PM	1:35 PM	Period 6
1:35 PM	1:40 PM	Passing
1:40 PM	2:20 PM	Period 7

Attendance

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 demonstrate dedication to being on track to higher education.

Regular attendance is vital to academic success. Escuela Popular students are expected to attend school every day and arrive on time to every class. The Governing Board recognizes its responsibility under the law to ensure that students attend regularly. Parents/guardians of children aged 6-18 are obligated to send their children to school unless otherwise provided by the law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

In the event that a student cannot attend school, certain absences may be excused. Absences for the following reasons may be excused: student's illness, medical appointments, jury duty, religious observance, etc. Absences may be excused up to one week after the absence occurs. In the case of consecutive absences, absences may be excused up to one week after the last consecutive absence. For students under the age of 18, parents or legal guardians must contact the school to excuse

absences. For students 18 and older, the students themselves may contact the school to excuse absences. The Board Attendance Policy is posted on the website.

Attendance

- ⇒ School begins at **8:30 A.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) 275-7191 or (408) 835-3181.
- ⇒ A student is considered tardy when they arrive after 8:00 A.M. The student must report to the main office, sign-in, and ask for a tardy slip, when they arrive after 8:00 A.M. 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.

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
- ⇒ 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.

Notifying the School of Student Absence or Tardy

Parents/guardians are required to call Escuela Popular attendance voicemail line at (408) 275-7191 ext. 1011 each day of a student's absence.

Legally Truant

A student can be considered "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)

Closed Campus

Escuela Popular is a closed campus and students may not leave campus without permission. This includes the lunch break. For the safety and security of the entire school community, we are maintaining a closed campus expectation. In addition, our goal is to minimize traffic, human and automobile, during school hours.

Truancy

The California Legislature defined a truant in very precise language. In summary, *EC* Section 48260 it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction.

EC Section 48260.5: Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by using the most cost-effective method possible, which may include electronic mail or a telephone call:

- (a) That the pupil is a truant.
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6.
- (d) That alternative educational programs are available in the district.
- (e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- (f) That the pupil may be subject to prosecution under Section 48264.
- (g) For a pupil under 18 years of age but 13 years of age or older, that the pupil may be subject

to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.

(h) It is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

The law provides schools with discretion regarding student penalties for truancy as long as they are consistent with state law.

Facility Safety

Escuela Popular will comply with education code section 47610 by using facilities that are compliant with the California Building Standards Code.

The school shall partner with the District and the City of San Jose to test sprinkler systems, fire extinguishers, and fire alarms at its facilities to ensure that they are maintained in an operable condition.

Safety Plan

Escuela Popular will adhere to a safety plan, specifically to meet the needs of the school site. The safety plan will include a comprehensive set of health, safety and risk management policies that will address, at a minimum, policies and procedures for responses to disasters and emergencies, including fires and earthquakes, blood borne pathogens, and a policy establishing Escuela Popular as a drug, alcohol and tobacco free workplace. Instructional and administrative staff shall also receive training in emergency response including "first responder training" or its equivalent.

Immunizations and Health screenings

Escuela Popular is responsible for documenting immunizations to the same extent that this is required for non-charter public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code. Additionally, Escuela Popular complies with applicable student immunization and health screening requirements.

Vision, Hearing, Scoliosis

Students will be screened for vision, hearing and scoliosis as applicable to EC Section 49450, et seq., as applicable to the grade levels served by Escuela Popular.

Tuberculosis Risk assessment

Employees, and volunteers who have frequent or prolonged contact with students, will be assessed and examined (if necessary) for tuberculosis prior to commencing employment and working with students as required by Education Code Section 49406. In addition, all students are required to submit proof of TB screening upon enrollment. If not available upon enrollment, students have 20 school days to submit results.

First Aid, Illness, & Injuries

First aid kits are located in every classroom. If a 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.

Blood Borne Pathogens

Escuela Popular shall meet state and federal standards for dealing with blood-borne pathogens and other potentially infectious materials in the school. Escuela Popular has established an infectious control plan designed to protect employees from possible infection due to contact with blood-borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Whenever exposed to blood or other body fluids through injury or accident, students, and staff should follow the latest medical protocol for disinfecting procedures.

Administration of Medication

Students needing to take prescribed medication during the school day are required register all medication at the front office and store it with the officer. 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.

Escuela Popular recommends to 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 staff.

Substance abuse

Escuela Popular prohibits the use of alcohol or drugs by anyone, anywhere on school property and at any school-sponsored event. A student may not bring or use drugs at school or at a school activity, have intoxicating beverages or drugs in his/her possession at school or at a school activity, or attend school or a school activity under the influence of alcoholic beverages or drugs. Possession of drugs or possession of alcohol by anyone under the age of twenty-one is a violation of the law (Penal Code Section 647.5), The school administration reserves the right to involve law enforcement and/or social service agencies, as it deems necessary or appropriate.

Use < Possession of Tobacco – Education Code 48900 (h)

Escuela Popular prohibits students from possessing or using tobacco or tobacco products on campus or anywhere by anyone, on school property and at any school-sponsored event. Any student who brings or uses tobacco products at school or at a school activity may also be assigned to an alternative tobacco program. Repeat offenders could face more serious consequences as determined by the Code of Conduct Advisory Panel.

Under the influence of, or possession of a controlled substance or alcohol – Education Code 48900 (c)

Any student who uses, possesses, or is under the influence of a controlled substance or alcohol at school or a school event will be suspended and may be subject to administrative transfer or expulsion per the Code of Conduct Advisory panel's decision. Police intervention may be called upon.

Offer, Sale, Furnish a Controlled Substance or Alcohol – Ed. Code 48900(c) & (d):

Any student who offers, sells, or furnishes alcohol or drugs to another person at school or a school function will be suspended and may be subject to administrative transfer or expulsion as decided by the Code of Conduct Advisory Panel. Police intervention may be called upon. Offer, Sale, or Possession of Drug

Paraphernalia – Ed. Code 48900(j)

Students may not offer, sell, or possess drug paraphernalia at school or a school function. Police intervention may be called upon. Any student under the influence or in possession of alcohol or drugs at a school event may not attend or participate in school related events for 60 calendar days from the incident. In addition, if the incident occurs at a school event, the student may not attend the next Escuela Popular event.

Mandated Child Abuse Reporters

All staff at Escuela Popular are mandated child abuse reporters and follow all applicable reporting laws. The Charter School shall provide mandated reporter training to all employees annually in accordance with Education Code Section 44691.

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.

Transferability of Courses

The parent/guardian must submit a request to withdraw from Escuela Popular. 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 for their program. Courses approved by the University of California 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.

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.

Change in Student Information

If a student relocates or changes telephone numbers, the information must be reported to the Registrar in the main office. It is required 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.

Emergency Cards

Because any student may experience urgent need for care Escuela Popular cannot provide, the office requires for every child a current, signed emergency card listing essential information: addresses and phone numbers at which EP can reach a parent/guardian during the school day; names and phone numbers of trusted people to take charge of their child in case staff can't reach the parent/guardian; your child's doctor's name and phone number. These cards are a part of the registration process; they must be completed and returned promptly. Thereafter, parents should immediately notify the school office to make changes to information.

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 and educational purposes. Please return the permission form, to provide consent that pictures may be used for the school album, website, media productions, etc.

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 a work permit application to the Academic Achievement Director located in the 100 Building.

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 no 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.

Fundraisers

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

Advertising & Fliers

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

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. A printed copy will be available upon request in the main office.

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.

Homework:

Based on teachers' norms.

Tutoring:

Students in need of additional support may be required to attend additional after school tutoring.

Parking Identifications

Personal cars driven to school require a parking identification. Students 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, or reserved. 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.

Student Safety

Students must leave campus immediately unless under supervision of a staff member. Students are not supervised after 3:30 P.M. unless otherwise communicated by a staff member or administrator. After 3:30 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.

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.

Healthy Food

Escuela Popular provides an innovative and healthy school nutrition service for students. Escuela Popular's meals are simple, pure and enjoyable. It's aim is to work to deliver customized, higher-quality nutritious lunches to ensure healthier and happier kids. Due to the National School Lunch Program, Students may not purchase items from outside vendors. Students are not also permitted to purchase food items during the lunch break, from the EP C.T.C, (adult program) food vendor.

Universal Lunch Program

Escuela Popular is participating in the Universal Breakfast and Lunch Program for the 2019-2020 school year. Universal Free School Meals is a model that allows all students to eat school meals for free.

By providing breakfast/lunch to all children at no charge, the school is hoping to create a better learning environment for students where they will perform better in school and also will have a mealtime experience where every kid is equal and enjoys their meals together.

The School Breakfast and Lunch Programs cannot succeed without parent support. Please fill out the lunch application and encourage your children to participate in the school meal program. Breakfast and lunch are served following U.S. Department of Agriculture guidelines for healthy school meals at no charge –regardless of eligibility status.

Physical Education

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

Appropriate clothing

Students are expected to wear appropriate clothing to school. Students may not wear clothing and/or accessories that are entirely blue or red. Gang-related clothing, shirts that expose the midriff, strapless shirts, blouses, or dresses, see-through blouses, shirts, pants, skirts, or dresses, and short shorts or skirts are not permitted.

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 : Teal, Grey

⇒ T-shirts: Teal, Grey (MUST have school related logo)

⇒ Sweatshirts/Coats: Grey

⇒ Bottoms: Black or Khaki

⇒ Shoes: Close-toed shoes (shoes with black soles sandals, high heel, and steel-toed boots)

are not permitted.

Dress Code



Shirts must be gray or teal.
Shirts must cover the waistband and be shorter than fingertip length.



Sweatshirts, hoodies, and coats must be plain, gray, and must be free of patterns, decorations, and logos.

(unless it has an Escuela Popular Logo)



Pants and shorts must be at the waist, and free of decoration. Leggings can only be worn under shorts/skirts.



Shorts/skirts no shorter than 4 fingertips above the knee. Anything shorter will not be allowed.

Additional Guidelines:

- No oversized clothing
- No **RED** or **BLUE** accessories (shoelaces, hair ties, backpacks, jackets, belts, etc.)
- Beanies, scarves, and gloves must be free of logos and only be worn outside.
- No hats allowed in classrooms.

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 students and staff from unauthorized individuals. All visitors are expected to follow the school expectations and treat all students and staff with respect. To register a visitor, you 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

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 regular school day schedule should also sign into the visitor log. This applies to parents and guardians who are picking up a student early or dropping off a student late, 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 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/stranger. When a visitor/stranger is directed to leave, the Dean or designee shall inform the visitor/stranger 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)

Short-Term Independent study policy (STIS).

There are a variety of reasons to request a STIS. Most students who apply for STIS are out of the country or state during their STIS term to participate in cultural, religious, or family events. Another common application for STIS is for students with behavioral issues. Occasionally, removing a student from one class setting to a home or other educational placement is more appropriate. Finally, another STIS application is for students who have periodic health episodes that may result in frequent absences, i.e. asthma, serious allergies, etc. Also a student may be recovering from an injury that does not require hospitalizations, but precludes daily attendance at school. Parent or guardian of a child can request a STIS. Any student who participates in STIS must complete the appropriate school assignments, and comply with school expectations for families that request a STIS process.

Classroom Expectations

The teacher and class will discuss and apply the R.I.S.E. Expectations in 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.

Academic and Behavior Interventions to Support Student Success

The progress of every student is of the utmost importance. Escuela Popular provides a variety of support to ensure all students are making adequate progress. The Student Success Team (SST) is a problem solving and coordinating structure that assists students, families, and teachers to develop positive solutions for maximizing student potential. It provides an opportunity within the RTI model for school staff, family members, community agencies, and other important people to present their concerns about an individual student, and through discussion and study, to plan a positive course of action, assign responsibility and monitor results for a student/family.

Academic Interventions

The most important element in providing instruction to meet the needs of all learners is to focus first on high quality first instruction in the traditional classroom. Students are assessed for these basic skills and receive intervention when needed. When it becomes necessary to supplement the instructional practice for struggling students we provide academic intervention in various ways.

Following are some, but not all, of the intervention that may be provided:

- Use of a strategic student study team (SST) to identify student strengths and weaknesses
- Targeted small groups instruction with students of similar abilities
- Targeted early instructional lessons
- Before or after school additional support
- Work with Teacher Associates
- Attend summer school

Behavioral Interventions:

Intervention strategies reflect the Board's preference for the use of positive interventions (PBIS) and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student behavior. Deans work in conjunction with the leadership team and staff to develop, implement, and monitor tiered interventions for students within the school's adopted RTI model. The following list provides examples of the interventions that may be provided but not limited to:

- Check-in and check-outs

- Social skills, conflict resolution, socio-emotional development groups via Teaching Associates

- Visual schedules
- Class meetings
- Verbal prompts and re-corrections
- Proximity or preferential seating
- Sensory tools
- Behavior support plan
- Self-management strategies
- Quiet work area (within classroom or outside classroom)
- Buddy Teacher – someone student trust and can support his/her development
- Acknowledgement/recognition programs

Student Study Team (SST):

A teacher may initiate a Student Study Team meeting to develop other intervention strategies. If a parent has any academic concerns, they are encouraged to first speak with their child's classroom teacher. If their concern continues, 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.

Code of Conduct

Escuela Popular believes that everyone can learn from their mistakes and learn to solve their own conflicts by correcting their inappropriate decisions. Additionally, EP believes that every bad decision has a consequence that functions as a way to teach wanted behavior that applies to each specific case. Consequences may include (they are not in 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/Dean 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 offenses that may result in suspension or expulsion: bullying, sexual harassment, discrimination based on race, gender, national origin, immigration status or special needs, along with others noted in the California Education Code.

School policies

Students show pride of themselves, their culture, and their ethnicity by doing their 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.

COC Advisory Group

In the event that a particular student exhibits an inappropriate behavior that has become chronic, or is 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 dean, 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.

Escuela Popular (AFLC)

Bilingual Family Learning Center
R.I.S.E. ing Jaguar Expectations



HEALTHY RESPECTFUL INTELLIGENT	Showing RESPECT and RESPONSIBILITY to my SELF SCHOOL SOCIETY		
			
BILINGUAL CLASS INTELLECTUAL	Ready to learn. 	Appropriate attire (dress code/ uniform) 	Consideration of other people's feelings and property. 
HALLWAYS	Hands, feet, and objects to yourself. 	Walk on the RIGHT side of the hallway. 	Soft, POSITIVE voice. 
COMMON AREAS	Clean space, body and mouth. 	Stay supervised. 	Recycle and use trash bins. 
ALL CLASSES and PHYSICAL EDUCATION	Report to roll call on time. 	Dress code 	Show sportsmanship. 
PERFORMANCES and FIELD TRIPS	Show professionalism. 	Enter and leave quietly. 	Pay attention to the performance. 

Title 1 Parent and Family Engagement Policy

Escuela Popular has developed a written Title 1 Parent and Family Engagement Policy with input from Title 1 parents and family members. The policy is available on the school website, www.escuelapopular.org. The policy describes the means for carrying out the Title 1 Parent and Family Engagement requirements. (20 USC 6318 Section 1118(c), - (g) inclusive). The policy outlines: Involvement of Parents in the Title 1 Program, Building Capacity of Involvement, and the School-Parent Compact.

School Site Council

The School Site Council (SSC) is an advisory committee composed of the Executive Director, teacher representatives, classified staff representatives, student representatives, and parent representatives. The SSC helps measure the effectiveness of the academic program, incorporates input from other school advisory committees, review and revise school-wide goals, review and recommend approval of the Local Control Accountability Plan (LCAP). The SSC meets at Escuela Popular on a monthly basis.

ELAC

The English Learner Advisory Committee (ELAC) is a committee of parents of English Learner (EL) students who advise the Executive Director, Administrators, and Staff on programs and services for EL categorical funding and the School Site Council (SSC) on the development of the Local Control Accountability Plan. The ELAC meets at the Escuela Popular campus on a quarterly basis.

Family Night

Family Nights are for parents and families to become familiar with the student's instructional program and learning environment, and to learn about goals, curriculum, homework, and expectations for the year. These informative evenings are for both parents and students.

Family Service

Escuela Popular is committed to helping all students be successful and it is important that **all** families are involved in helping students grow and learn. Escuela Popular **encourages family service hours**. EP celebrates all volunteers and those who complete 20 hours of service or more per year will receive a recognition certificate with a school seal. EP provides many different opportunities for families to participate on and off campus.

Some ways that families can participate include: helping plan and organize events, participating in LCAP process, soliciting donation of funds or materials, etc.

Communicating with Staff

Aside from speaking with any staff member around the school, families may leave a note in the front office or send an email. Escuela Popular values instructional time, therefore requires families to speak with teachers when they are not with students. Every attempt will be made to respond to messages within two school days.

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 a student'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,
- ⇒ 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 a parent does not want Escuela Popular to disclose directory information from their child's education records without their prior written consent, they must notify Escuela Popular in writing at the time of enrollment or re-enrollment. Please notify the Registrar.

Youth Suicide Prevention Policy

Escuela Popular's policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate support and confidentiality for students, staff, and families affected by suicide attempts and loss (in accordance with AB 2246 and California Ed Code Section 215, as added by AB2246, Chapter 642, Statutes of 2016.) Please immediately contact an Instructional Leader, Dean or counselor if you have any concerns or need support. The policy is available on the school website.

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 10 months of school attendance, kindergarten through 12th 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.

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 believes 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 .

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.

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 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.

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 an 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 consists 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 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.

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.

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 mis assignments. 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.esuelapopular.org. A copy also can be downloaded in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

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.

- 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

Deputy Director

149 North White Road, San Jose, CA 95127

Phone number (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.

A complaint of noncompliance with laws relating to pupil fees May 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 Escuela Popular [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.

Electronics / Cell Phone Use Policy

Cell phone use consists of answering and/or making calls, text messaging, taking pictures, and/or listening to music. Escuela Popular recognizes the prevalence of cell phone use among students and respects 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 family 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 students immediately.

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.

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

GRADUATION REQUIREMENTS

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) Including 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.

Community Service Hours (5 credits)

All students are required to complete **40 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.

205 Total credits to earn 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. Students deficient in one course, to be completed in summer or Quarter 1 after the graduation date, may participate in all activities, including Graduation.

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.

Career/College Information

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

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.

Escuela Popular

Educates to transform **lives**.

Founded: 1986

Founder: Lidia Reguerín

School Mascot: Jaguar

School Colors: Teal, Brown, White, Grey

149 N. White Road San Jose, CA 95127

EP MAIN OFFICE (408) 275-7191

ATTENDANCE OFFICE (408) 835-3181

DEANS (408) 426-2106

(408) 516-7837

ACADEMIC COUNSELORS Ext. 1018

For additional information regarding Escuela Popular Please visit our website

<http://www.escuelapopular.org>

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