

Student name: _____

Student ID Number: _____



Dual Language Academy TK-8

Student & Family 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,

AFLC TK-8th 2021-2022 Master Schedule

Transitional Kinder & Kinder		First Grade		Second Grade	
8:30-9:00	Start	8:30:00 -9:00	Start	8:30:00-9:00	Start
9:30-10:50	<i>Main Lesson</i>	9:00-11:20	<i>Main Lesson</i>	9:00-11:20	<i>Main Lesson</i>
10:50-11:20	Lunch (30)	11:20-11:50	Lunch (30)	11:20-11:50	Lunch (30)
11:20-11:40	Recess (20)	11:50-12:10	Recess (20)	11:50-12:10	Recess (20)
11:40-2:00	<i>Main Lesson</i>	12:10-3:00	<i>Main Lesson</i>	12:10-3:00	<i>Main Lesson</i>
2:00	Dismissal	3:00	Dismissal	3:00	Dismissal
<i>TK ends at 1:00 and Kinder at 2:00</i>					
Third Grade		Fourth Grade		Fifth Grade	
8:30:00 -9:00	Start	8:30:00-9:00	Start	8:30-9:00	Start
9:00-11:20	<i>Main Lesson</i>	9:00-11:50	<i>Main Lesson</i>	9:00-11:50	<i>Main Lesson</i>
11:20-11:50	Lunch (30)	11:50-12:20	Lunch (30)	11:50-12:20	Lunch (30)
11:50-12:10	Recess (20)	12:20-12:40	Recess (20)	12:20-12:40	Recess (20)
12:10-3:00	<i>Main Lesson</i>	12:40-3:25	<i>Main Lesson</i>	12:40-3:10	<i>Main Lesson</i>
3:00	Dismissal	3:25	Dismissal	3:10	Dismissal
Sixth Grade		Seventh Grade		Eighth Grade	
8:30:9:00	Start	8:30	Start	8:30	Start
9:00-11:50	<i>Main Lesson</i>	8:30-11:50	<i>Main Lesson</i>	8:30-11:50	<i>Main Lesson</i>
11:50-12:20	Lunch (30)	11:50-12:20	Lunch (30)	11:50-12:20	Lunch (30)
12:20-12:40	Recess (20)	12:20-12:40	Recess (15)	12:20-12:40	Recess (15)
12:40-3:10	<i>Main Lesson</i>	12:40-3:10	<i>Main Lesson</i>	12:40-3:10	<i>Main Lesson</i>
3:10	Dismissal	3:15	Dismissal	3:15	Dismissal

AFLC TK-8th 2021-2022 WEDNESDAY BELL SCHEDULE

Transitional Kinder & Kinder		First Grade		Second Grade	
8:30-9:00	Start	8:30-9:00	Start	8:30-9:00	Start
9:00-10:50	<i>Main Lesson</i>	9:00-11:20	<i>Main Lesson</i>	9:00-11:20	<i>Main Lesson</i>
10:50-11:20	Lunch (30)	11:20-11:50	Lunch (30)	11:20-11:50	Lunch (30)
11:20-11:40	Recess (20)	11:50-12:10	Recess (20)	11:50-12:10	Recess (20)
11:40-2:00	<i>Main Lesson</i>	12:10-2:00	<i>Main Lesson</i>	12:10-2:00	<i>Main Lesson</i>
2:00	Dismissal	2:00	Dismissal	2:00	Dismissal
<i>TK ends at 1:00 and Kinder at 2:00</i>					
Third Grade		Fourth Grade		Fifth Grade	
8:30-9:00	Start	8:30-9:00	Start	8:30-9:00	Start
9:11:20	<i>Main Lesson</i>	9:00-11:50	<i>Main Lesson</i>	9:00-11:50	<i>Main Lesson</i>
11:20-11:50	Lunch (30)	11:50-12:20	Lunch (30)	11:50-12:20	Lunch (30)
11:50-12:10	Recess (20)	12:20-12:40	Recess (20)	12:20-12:40	Recess (20)
12:10-2:00	<i>Main Lesson</i>	12:40-2:00	<i>Main Lesson</i>	12:40-2:00	<i>Main Lesson</i>
2:00	Dismissal	2:00	Dismissal	2:00	Dismissal
Sixth Grade		Seventh Grade		Eighth Grade	
8:30-9:00	Start	8:30	Start	8:30	Start
9:00-11:50	<i>Main Lesson</i>	8:30-11:50	<i>Main Lesson</i>	8:30-11:50	<i>Main Lesson</i>
11:50-12:20	Lunch (30)	11:50-12:20	Lunch (30)	11:50-12:20	Lunch (30)
12:20-12:40	Recess (20)	12:20-12:40	Recess (20)	12:20-12:35	Recess (20)
12:40-2:00	<i>Main Lesson</i>	12:40-2:00	<i>Main Lesson</i>	12:40-2:00	<i>Main Lesson</i>
2:00	Dismissal	2:00	Dismissal	2:00	Dismissal

Admissions Process:

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

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

Enrollment Process:

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

Attendance Policy

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.

- ⇒ School begins at **8:45 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 8:45 A.M. The student must report to the main office, sign-in, and ask for a tardy slip, when they arrive after 8:45 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.

Calling in Absences

Students must communicate with the school absences by calling 408-275-7191. If absences are not communicated, they will not be accurately excused, When reporting an absence, the following information is required:

Full Name; Identification Number; Date of Absence; Reason for 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-minutes period during the school day on three occasions in one school year, or any combination.(ED.Code 48260)

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

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 that the parents 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 EP staff to administer medication to students.

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 un 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.

USE, 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.

Visitations:

Visitors are welcome. All family/visitors must immediately sign-in at the main office at the beginning of their visit, receive a visitor's badge, and sign-out at the end of their visit. Please do not go directly to a teacher's classroom or to other areas of the school building. These procedures are designed to protect children from unauthorized individuals.

All visitors are expected to follow our school expectations and treat all students and staff with respect. In registering as a visitor, the sign-in form will include spaces for the following information:

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

At his/her discretion, the dean or designee may also request:

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

Parents and guardians visiting during the school day for any purpose other than picking up at or dropping off a child at the beginning or end of the school day as part of the normal school day schedule should also be requested to sign into the visitor log or a special log for parents. This applies to parents and guardians who are picking up a student early or dropping off a student late, as well as parents and guardians who are on campus to volunteer in their child's classroom.

Visits during school hours should first be arranged with the teacher and dean or designee, at least three (3) days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the dean or designee.

The dean or designee may refuse to register any visitor if they reasonably conclude that the visitor's/outsider's presence would disrupt the school, students or employees, would result in damage to property, or would result in the distribution or use of a controlled substance. (Penal Code 627.4).

The 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 they reenter the school within seven (7) days, they will be guilty of a misdemeanor and subject to a fine and/or imprisonment. (Penal Code 627.7).

Calling the School and Teacher's e-mail

All teachers have an email account. A list of school staff email addresses are available on the Escuela Popular website. A parent may leave a voice-mail message at any time with the front office, which will be delivered to the teacher at the first opportunity outside of class time. Teachers will also provide phone numbers where they can be reached. Please feel free to reach out directly to teachers or the Instructional Leader regarding a question, concern, compliment or issue with your student.

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. Parents or guardians 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.

Homework:

Based on teachers' discretion.

Tutoring:

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

School Pictures

Individual pictures are taken during the school year for use on school issued student identification cards.

Teacher and Classroom Preferences

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

Parents, teachers, and administration will work together to place twins or multiples in the most developmentally appropriate classroom configuration as possible. Once a decision is reached, twins and multiples will remain in that classroom(s) to minimize the disruption in both communities.

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 or Dean
- 📅 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.

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.

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.

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 deans 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 deans.

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.

School Expectations:

In order to maintain a safe and healthy environment for everyone It is important to agree on school-wide expectations. Escuela Popular believes that everyone has choices to make; **good choices** at the DL include being:

- R**espectful & Responsible
- I**ntelligent & Curious
- S**ound Healthy Individuals
- E**ffective Bilingual & Bi-literate Communicators

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

Escuela Popular (AFLC)



Student learner
outcome

Bilingual Family Learning Center

R.I.S.E. ing Jaguar Expectations

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

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.

Dress Code:

Clothing worn at school must be comfortable, properly fitted, and simple (only school colors, no logos). Escuela Popular expects 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-toe 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 beat 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.

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.escuela_popular.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 Service:

Escuela Popular is committed to helping all students be successful and it is important that **all** DL families are involved in helping our students grow and learn. Escuela Popular **encourages family service hours**. EP celebrates all volunteers and those who complete 14 hours of service or more per year will receive a recognition certificate with the school seal. Escuela Popular provides many different opportunities for families to participate on and off campus.

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

Parent Teacher Committee (PTC)

The PTC is made up of parents, teachers, and school administrators who develop various school goals such as:

- ⇒ Planning and implementing school-wide cultural events (Fall Festival, día del Niño, etc.)
- ⇒ Participate in the school Safety Committee
- ⇒ Coordinate family service hours
- ⇒ Monitor and provide support in promoting student's academic growth

The PTC meets weekly on Monday mornings on campus. Parents and family members are invited to join us.

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.

Communicating with Staff:

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

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.

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.

Bullying Policy:

ALL students must feel safe and any allegations of bullying will be reviewed and investigated in a prompt, confidential, and thorough manner. Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages through email, text or other cyber technology (cyber bullying). It can occur at school, in transit between home and school, and off campus. Any student who engages in bullying may be subject to disciplinary action, up to and including expulsion.

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.

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. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual's performance at school and/or creates an intimidating, hostile or offensive environment. Any student who believes that he or she has been harassed or has witnessed sexual harassment is encouraged to immediately report such incident to his or her teacher. Any allegations of sexual harassment will be reviewed and investigated in a prompt, confidential, and thorough manner. Sexual harassment regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the school.

Lice Policy:

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

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

Chronic Cases:

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

- ⇒ The registrar will communicate with the classroom teacher to see what support can be given to the family.
- ⇒ The Instructional Leader should be notified in writing, and all previous forms should be attached including the signed Parent Lice Verification Letter, and copies of the multiple contacts with the family (phone call notes with date, time, and person that was contacted).

⇒ The Instructional Leader along with the dean will meet with the parents to determine additional services needed by the family.

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

Electronics/Technology Policy:

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

⇒ Calls can be placed only before or after school.

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

⇒ Cell phones are not to be charged at school.

Confiscation Policy:

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

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

⇒ **1st time:** Item held in office. Parents are contacted. Items can be picked up at the end of day.

⇒ **2nd time:** Item held in office. Parents are contacted. Item held for one week.

⇒ **3rd time:** Item held in office. Parents are contacted. Students will no longer be able to have devices on campus.

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

Uniform Complaint Policy (UCP) Annual Notice:

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

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

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

Consolidated Categorical Aid Programs

Child Nutrition Programs

Special Education Programs

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

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

⇒ A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

⇒ A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint

provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Gricela Espinoza
Deputy Director
149 N. White Road, San José, CA 95127
(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.

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 complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

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

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: 149 N. White Road, San Jose, CA 95127, (408)275-7191

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.escuelapopular.org. A copy can also be downloaded in English and in other languages from the following Web site:

<http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

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

Honor Roll:

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

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

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

Jaguar Tickets:

Students may receive Jaguar Tickets by exhibiting any of the R.I.S.E. expectations while on campus. All school staff members can award a student a Jaguar Ticket in recognition of positive behavior. Classroom teachers recognize students within the class and the class that earns more jaguar tickets is recognized last Friday of each month.

Award Recognition

Award Recognition will include:

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

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

Award Descriptions and Criteria:

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

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.

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 main 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; 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.

Family Commitment

Parent/Guardian Name:

_____ Date: ____/____/____

Child's Name:

_____ Grade Level: _____

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

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

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

Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

Student Signature: _____ Date: ____/____/____

Escuela Popular

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
DEAN	(408) 426-2106

For additional information regarding Escuela Popular Please visit our website

<http://www.escuelapopular.org>

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