



Student Name: _____

Student Id #: _____

CTC High School Adults

Student & Family Handbook

2023- 2024

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 a 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 people,
- 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 understands the importance of physical fitness, and the need for a lifestyle that is balanced intellectually, physically, and emotionally,
- who achieve well-being for themselves.

Effective bi-literate & bilingual communicators

- who can acquire information through reading and listening,
- who can write clearly and concisely,
- who can communicate ideas and thoughts in a group setting and when making presentations.

AM High School Adults 2023-24 (Mon, Tue, Thurs, Fri) Bell Schedule

Start Time	End Time	Description
8:30 am	9:20 am	Period 1
9:20 am	9:30 am	Brunch
9:35 am	10:25 am	Period 2
10:30 am	11:20 am	Period 3
11:25 am	12:25 pm	Period 4/Silent Reading
12:25 pm	12:55 pm	Lunch
1:00 pm	1:55 pm	Period 5
2:00 pm	2:55 pm	Period 6

AM High School Adults 2023-24 Wednesday Bell Schedule

Start Time	End Time	Description
8:30 am	9:10 am	Period 1
9:10 am	9:20 am	Brunch
9:25 am	10:05 am	Period 2
10:10 am	10:55 am	Period 3
11:00 am	11:45 pm	Period 4
11:50 am	12:35 pm	Period 5
12:35 pm	1:05 pm	Lunch
1:10 pm	2:55 pm	Period 6

NO MINIMUM DAYS FOR HIGH SCHOOL ADULTS

PM High School Adults 2023-24 Bell Schedule

Start Time	End Time	Description
4:15 pm	5:10 pm	Period 1
5:10 pm	5:20 pm	Break
5:25 pm	6:15 pm	Period 2
6:20 pm	7:25 pm	Period 3
7:25 pm	7:55 pm	Lunch
8:00 pm	8:50 pm	Period 4
8:55 pm	9:45 pm	Period 5
9:50 pm	10:40 pm	Period 6

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 for every class. The Governing Board recognizes its responsibility under the law to ensure that students attend regularly. 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 18 and older, the students themselves may contact the school to excuse absences. The Board Attendance Policy is posted on the website.

Calling in absences

Students must communicate with the school absences by calling (408) 835-3181 or 408-275-7191. If absences are not communicated, they will not be accurately excused, if applicable.

When reporting an absence, the following information is required:

Full Name

Identification Number

Date of Absence

Reason for absence

Students with 10 or more consecutive absences, without any communication with the school, will be withdrawn.

Excused & Unexcused Absences or Tardies

Below is the list of excused and unexcused absences. If a student is unsure if their absence will be excused, please contact the school attendance office immediately.

Excused Absences and Tardies

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

Unexcused Absences and Tardies

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

Legally Truant

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

Cutting Class or School

Cutting class or any part of the school day is considered an unexcused absence. Cutting includes students who leave campus without permission at any time of the school day.

Calling the school and teacher's email

All teachers have an email account. A list of school staff email addresses are available on the Escuela Popular website. Students may also leave a 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.

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.

Student Safety

Escuela Popular has campus supervisors during school hours, however the use of the buddy system when walking is encouraged. Please communicate any activity that may appear suspicious.

Closed Campus

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

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.

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.

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 school will call the emergency contacts. In an emergency, appropriate action will be taken, including calling 911 for emergency assistance, and designated contact listed on the student's emergency form will be notified. It is essential that students keep the school informed of any change in address and/or telephone numbers so that a responsible party may be reached in an emergency. Emergency cards must be

updated annually and if information changes, the student must come to the main office to contact the school of the changes.

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

Administration of Medication

Escuela Popular does not have a registered nurse nor nurse's office on campus. Students needing to take prescribed medication during the school day are required to care and administer medication on their own. The staff will NOT administer nor provide non-prescription medication such as aspirin, acetaminophen, allergy capsules, diet pills, Pepto-Bismol, etc. without medical authorization. Please do not ask any staff member.

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 their 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.

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.

Dress Code

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

Physical Education

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

Change in Student Information

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

Schedules

If a student has questions or needs help in relation to their schedule and is taking ELD classes (levels 1A - 3B) the student can visit the main office or office # 203. If the student is taking English 1 classes and above, visit office # 103.

Schedule Changes

Academic advisors 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 academic advisor's approval. Administrator's 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 advisor.

Courses

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

Parking Identifications

Personal cars driven to school require a parking identification. Student must have a current parking ID to park in the student parking lot as well as in areas outside the school. The ID's are for identification purposes. Students are expected to respect our neighbors and park appropriately, not remove garbage and recycle bins for the purpose of parking, not litter, not block driveways, not double park, not park in the spaces designated for the disabled, 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).

Parking IDs are obtained in the Library.

Student Services Advocate

Students will find a person who can give them assistance and resources in areas such as:

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

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

Childcare (room 305)

Parents (Students) with children in Escuela Popular Childcare Academy must never leave campus and leave children alone. The parent must always be on campus when their child is in the care of Escuela

Popular. In the case of a field trip, it is the student's responsibility to inform the Childcare Teacher and Coordinator. Field Trips must be approved by the Instructional Leader.

Electronics / Cell Phone Use Policy

Escuela Popular recognizes the prevalence of cell phone use among students and respect it as a means of communication in a busy family. Students often have before and after school commitments and a cell phone enables family members to be aware of 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.

Any electronic devices that disrupts the learning environment, violates school rules, or is otherwise distracting or inappropriate in a school setting may be confiscated. All emergency calls should be directed to the main office at 408-275-7191, students will be located by school staff.

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

Valuable Personal Property

Personal property (including, but not limited to iPods, CD, MP3 players, pagers, cellular phones, and/or electronic games, etc.), are to be turned silenced, kept out of sight, and not used during the school day. Violation of this rule will result in disciplinary action and confiscation of the item(s) it interrupts the learning environment. Confiscated items will be returned to the owner at the end of the day, provided there are no concerns with the contents of the items. On a second violation, the item(s) will be confiscated after a resolution.

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

Food

Food is sold in the cafeteria during the lunch and dinner breaks.

School Pictures

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

Fundraisers

The Principal must approve all fundraisers. All fundraisers must be for school-related needs.

Advertising & Flyers

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

Public Displays of Affection

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

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 our school expectations and treat all students and staff with respect. To register as a visitor, the person will need to provide the following information:

Name;

Purpose for entering school grounds;

Destination within the school;

Time in and out;

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

Proof of identity;

Address;

Occupation and company affiliation;

Age (if less than 21);

And any other information consistent with law.

The administrator or designee may deny visitation to any individual if they 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 administrator 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 administrator 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)

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.

Placement Test Results

English Level _____

Math Level _____

Math labs approved in placement test

Math lab 1 _____

Math lab 2 _____

Math lab 3 _____

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) that include the topics covered in Integrated Math 1 and Integrated Math 2 (three years recommended, Integrated Math 3 or Pre-Calculus)

D: Science — (20 credits) providing fundamental knowledge, including Integrated Science I and II.

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

F: Physical Education – (10 credits) One year of Physical Education.

G: Electives – 60 credits, Electives classes include ELD levels, math modules and other elective courses.

Total: 190 credits to obtain High school Diploma

For Students in their 3rd or 4th year: Under California Assembly Bill 104 students who, in the 2020–21 school year, were in their 3rd or 4th year of high school and who are not on track to graduate in 4 years from all coursework and other requirements adopted by the governing body of a school district are eligible to graduate by completing the minimum California state graduation requirements (130 credits total). Students who graduate under AB 104 do not have to complete additional Escuela Popular requirements of 205 for AFLC, 190 for CTC credits.

Program Progression

Pre-Grade 9 Credits: 0-36

ELD 1A-3B classes; ELD 1 and ELD 2; Math Modules; Algebra Readiness; Integrated Math; Physical Education; Foreign Language Art or any other Elective

Grade 9 Credits: 37-72

English 1; Math Modules; Algebra Readiness; Integrated Math; Physical Education; Foreign Language Art or any other Elective.

Grade 10 Credits: 73-116

English 2; Integrated Math; World History; Integrated Science I or Integrated Science II, Foreign Language Art or any other Elective course

Grade 11 Credits: 117-160

English 3; Integrated Math; US History; Integrated Science I or Integrated Science II; Foreign Language Art or any other Elective course

Grade 12 Credits: 161+

English 4; Integrated Math; Government; Economics; Foreign Language Art or any other Elective course

Notice: This program progression is an example and varies on the individual students, based on previous education, credits earned, initial placement, etc.

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, 2, 3, Integrated Science 1, 2, Biology, Physics, and Chemistry 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 academic advisory team has a wealth of information available to students. They provide college applications, scholarship information, and applications and college testing dates. Career speakers and college representatives make appearances throughout the year. Sign-ups and announcements for these events are announced weekly in Escuela Popular Weekly Bulletin. For assistance, please call or visit the Academic Advisors in Room 202.

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.

Student Study Team (SST)

A teacher may initiate a Student Study Team meeting to develop other intervention strategies. If a student has any academic concerns, they are encouraged to first speak with their classroom teacher. If their concern continues, they may ask for an SST meeting to be held to help support their learning. The classroom teacher must submit a SST referral.

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.

Code of Conduct

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. **Please refer to Escuela Popular school wide behavior expectations matrix.**

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 inappropriate 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 (reflection time, etc.)
- Completing a behavior reflection to be discussed with Student Support team member
- Student/Teacher/Administrator conference
- Being placed on a safety/behavior plan or academic contract
- Suspension
- Loss of placement at Escuela Popular

COC Advisory Group

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

Appeal Process

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

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

Directory Information

The Family Educational Rights and Privacy Act (“FERPA”), a Federal law, requires that the School, with certain exceptions, obtain 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 student 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 student'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 student does not want Escuela Popular to disclose directory information from your 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.

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.

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 the student, 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 Escuela Popular 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.

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 the 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 state discrimination and harassment. The school will not tolerate any form of illegal discrimination.

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 the school website, www.escuelapopular.org.

Bullying Policy

Escuela Popular believes 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.

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 advance, 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 they have been harassed or has witnessed sexual harassment is encouraged to immediately report such an incident to their teacher and/or any administrator. Any allegations of sexual harassment will be reviewed and investigated in a prompt, confidential, and thorough manner. Sexual harassment

regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the School.

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

It is also unlawful to retaliate in any way against a student who has articulated a good faith concern about sexual harassment against him or her or against another student. Each student has the responsibility to maintain a campus free from any form of sexual harassment. Consequently, should any individual become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct.

Staff and students are expected to act in a positive manner and to contribute to a productive school environment that is free from harassing or disruptive activity. Any student who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harrasment to the Student Services Associate Director. The "Harassment Complaint Form" may be obtained from the Student Services Associate Director.

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.

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member’s perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction. Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. If a student specifically requests that they not be touched, then that request must be honored. Violations could subject the teacher or staff member discipline up to and including termination. Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes.

Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior we intend to address by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader. It is recommended that any such gifts be filtered through the Principal along with the rationale therefore.
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch

- Sharing a bed, mat, or sleeping bag with a student
 - Making, or participating in, sexually inappropriate comments
 - Sexual jokes, or jokes/comments with sexual overtones or double-entendres
 - Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
 - Listening to or telling stories that are sexually oriented
 - Discussing your personal troubles or intimate issues with a student
 - Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
 - Giving students a ride to/from school or school activities without the express, advance written permission of the Principal and the student's parent or legal guardian
 - Being alone in a room with a student at school with the door closed and/or windows blocked from view
 - Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
 - Staff mirroring the immature behavior of minors
 - Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities.
- Communication via private social media accounts is not acceptable.

Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only

- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from the Principal to take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or

co-workers

- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Preventing a pupil from committing an act of vandalism
- Forcing a pupil to give up a weapon or dangerous object
- Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, they must report the suspicion to the Executive Director promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The Executive Director will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior by a staff member, using such support staff or outside assistance, as they deems necessary and appropriate under the circumstances.

Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Executive Director shall report to the Governing Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

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:

Patricia Reguerin
Executive Director
149 N. White Road, San Jose, 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.

Williams Complaint Classroom Notice

Notice to Parents, Guardians, Pupils, and Teachers

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

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

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

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

3. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. A complaint form may be obtained at the school office or downloaded from the school's Web site at www.escuelapopular.org. A copy can also be downloaded in English and in other languages from the following website:

<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.

Email Accounts

Students will receive a school email account once they have completed the registration process. Assigned email accounts can only be used for educational purposes. If student is withdrawn from the program, the school email account will be deactivated.

EscuelaPopular

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
Student Services	(408) 426-2106
Associate Director	
Academic Advisor	(408) 590-5437

For additional information regarding Escuela Popular Please visit our website

<http://www.escuelapopular.org>

Like us on Facebook





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 agree to take all the state tests required. I understand that is my responsibility as a student to participate in all the mandatory testing administrations and do the best of my ability to demonstrate my academic progress.
3. 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.
4. 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.

Name

Signature

Date