

Student Name: \_\_\_\_\_

Student Id #: \_\_\_\_\_



**Escuela Popular**

Educates to transform lives.



# **Dual Language Academy Tk-8**

## **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.

## AFLC TK - 8th 2023-24 (Mon, Tue, Thurs, Fri) Bell Schedule

### TK & Kinder

### First Grade

### Second Grade

8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony
8:45-10:50	Main Lesson	8:45-10:50	Main Lesson	8:45-10:50	Main Lesson
10:50-11:20	Lunch (30)	10:50-11:20	Lunch (30)	11:20-11:50	Lunch (30)
11:20-11:40	Recess (20)	11:20-11:40	Recess (20)	11:50-12:10	Recess (20)
11:40-2:00	Main Lesson	11:40-2:50	Main Lesson	12:10-2:50	Main Lesson
2:00	Dismissal	2:50	Dismissal	2:50	Dismissal

**Tk ends at 1:00 & Kinder at 2:00**

### Third grade

### Fourth Grade

### Fifth Grade

8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony
8:45-10:50	Main Lesson	8:45-10:50	Main Lesson	8:45-10:50	Main Lesson
11:20-11:50	Lunch (30)	11:20-11:50	Lunch (30)	11:50-12:20	Lunch (30)
11:50-12:10	Recess (20)	11:50-12:10	Recess (20)	12:20-12:40	Recess (20)
12:10-2:50	Main Lesson	12:10-3:00	Main Lesson	12:40-3:00	Main Lesson
2:50	Dismissal	3:00	Dismissal	3:00	Dismissal

### Sixth Grade

### Seventh Grade

### Eighth Grade

8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony
8:45-10:50	Main Lesson	8:45-10:50	Main Lesson	8:45-10:50	Main Lesson
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)	12:20-12:40	Recess (20)
12:40-3:00	Main Lesson	12:40-3:00	Main Lesson	12:40-3:00	Main Lesson
3:00	Dismissal	3:00	Dismissal	3:00	Dismissal

**SEMILLAS After School Program starts after dismissal and ends at 6:00 pm.**

## AFLC TK - 8th 2023-24 Wednesday Bell Schedule

### TK & Kinder

### First Grade

### Second Grade

8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony
8:45-10:50	Main Lesson	8:45-10:50	Main Lesson	8:45-10:50	Main Lesson
10:50-11:20	Lunch (30)	10:50-11:20	Lunch (30)	11:20-11:50	Lunch (30)
11:20-11:40	Recess (20)	11:20-11:40	Recess (20)	11:50-12:10	Recess (20)
11:40-2:00	Main Lesson	11:40-2:00	Main Lesson	12:10-2:00	Main Lesson
2:00	Dismissal	2:00	Dismissal	2:00	Dismissal

**Tk ends at 1:00 & Kinder at 2:00**

### Third grade

### Fourth Grade

### Fifth Grade

8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony
8:45-10:50	Main Lesson	8:45-10:50	Main Lesson	8:45-10:50	Main Lesson
11:20-11:50	Lunch (30)	11:20-11:50	Lunch (30)	11:50-12:20	Lunch (30)
11:50-12:10	Recess (20)	11:50-12:10	Recess (20)	12:20-12:40	Recess (20)
12:10-2:00	Main Lesson	12:10-2:00	Main Lesson	12:40-2:00	Main Lesson
2:00	Dismissal	2:00	Dismissal	2:00	Dismissal

### Sixth Grade

### Seventh Grade

### Eighth Grade

8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony	8:30-8:45	Morning Ceremony
8:45-10:50	Main Lesson	8:45-10:50	Main Lesson	8:45-10:50	Main Lesson
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)	12:20-12:40	Recess (20)
12:40-2:00	Main Lesson	12:40-2:00	Main Lesson	12:40-2:00	Main Lesson
2:00	Dismissal	2:00	Dismissal	2:00	Dismissal

**Minimum Days: Oct. 5, 2023, Dec. 14, 2023, March 14, 2024, May 29, 2024 Minimum day dismissal: 1:00 pm**

**SEMILLAS After School Program starts after dismissal and ends at 6:00 pm.**

## **Admission 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, enrollment, 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**

1. Parent/guardian receives a packet with all the necessary information in the main office
2. Completion of student enrollment forms
3. Submit appropriate documentation
4. 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. The Board Attendance Policy is posted on the website.

- Instruction 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

## **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.

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.

Escuela Popular takes Truancy very seriously and works closely with families before taking any other disciplinary action.

If a child becomes truant, Escuela Popular will act in accordance with the following process:

**3 and/or 90 minutes of unexcused absences**



- 1st truancy letter will be sent home
- EP support staff will contact parents by phone conference to identify family needs
- Home visits, individual case management, and referrals may be offered

**If issue continues: 6 and/or 180 minutes of unexcused absences**



- 2nd truancy letter will be sent home
- Mandatory meeting with Principal/Instructional Leader or Student Services Associate Director
- Parents are required to participate in a Truancy meeting led by the school administration, a social worker and a Deputy District Attorney from Santa Clara County

**If issue continues: 9 and/or 270 minutes of unexcused absences**



- 3rd truancy letter will be sent home
- Family will be referred to a meeting with district attorney from Truancy Court
- Family might be referred to East Side Union Unified School District SARB (School Attendance Review Board)
- When a family is referred to the district, parents or legal guardians might be at risk of being sent to the Truancy Court

## **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 procedure.

## **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.
- if a battery is needed for hearing devices, please bring an extra battery and leave it in the main office
- parents need to make sure that medication left in the main office is not expired and with doctor's note

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 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.

### **USE, under the influence of, or possession of a controlled substance or alcohol – Education Code 48900 (e)**

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.

### **Disciplinary Physical Contact with Students**

EP recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment Possible. It is the policy of EP that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

### **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 to 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.

## **Parents Right to Know**

Federal law requires that parents be notified when their child has been taught for four or more consecutive weeks by a teacher who has not met State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **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:

- Visitor's name
- Date visitor is on campus
- Reason for visit
- Time signing in, Time signing out

At his/her discretion, the administrator 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 administrator 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 administrator or designee.

The administrator 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 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 administrator 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).

### **Picking up Students Early**

Parents, guardians, or authorized person picking up a student early must go to the main office, sign the log entry and wait in the office for the student.

### **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, family events or for students with behavioral issues. Occasionally, removing a student from one class setting to a home or other educational placement is more appropriate. Another STIS application is for students who have periodic health episodes that may result in frequent absences, i.e. asthma, serious allergies, etc. including a student that 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 if appropriate.

Any student who participates in STIS must complete the appropriate school assignments, and comply with school expectations for families that request a STIS process. STIS can be requested only once a year and last a maximum of 15 days.

### **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, Early Literacy Coach & Early Literacy Aid
- 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. Student Services Associate Director 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
- Student & Family Engagement Specialist
- Visual schedules
- Class meetings
- Verbal prompts and re-corrections
- Proximity or preferential seating
- Sensory tools
- Behavior support plan
- Self-management strategies (Student Self Reflection Form)
- 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 an 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/ Student & Family Engagement Specialist 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 Student & Family Engagement Specialist 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 Student Services Associate Director.

## **Appeal Process**

If a family wishes to appeal a decision recommended by the COC Advisory and made by the Student & Family Engagement Specialist, 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)

## Bilingual Family Learning Center

Student learner  
outcome

## R.I.S.E. ing Jaguar Expectations

<p><b>HEALTHY RESPECTFUL INTELLIGENT</b></p>	<p>Showing <b>RESPECT &amp; RESPONSIBILITY</b> to my <b>SELF</b>      <b>SCHOOL</b>      <b>SOCIETY</b></p> 		
<p><b>BILINGUAL CLASS INTELLECTUAL</b></p>	<p><b>Ready to learn</b></p> 	<p><b>Appropriate attire (dress code/uniform)</b></p> 	<p><b>Consideration of other people's feelings &amp; property</b></p> 
<p><b>HALLWAYS</b></p>	<p><b>Hands, feet, and objects to yourself</b></p> 	<p><b>Walk on the RIGHT side of the hallway</b></p> 	<p><b>Soft, POSITIVE voice</b></p> 
<p><b>COMMON AREAS</b></p>	<p><b>Clean space, body &amp; mouth</b></p> 	<p><b>Stay supervised</b></p> 	<p><b>Recycle and use trash bins</b></p> 
<p><b>ALL CLASSES &amp; PHYSICAL EDUCATION</b></p>	<p><b>Report to roll call on time</b></p> 	<p><b>Dress code</b></p>  <p><small>Don't wear your uniform before or after school. Wash your uniform before you wear it.</small></p> <p><small>Don't wear your uniform with jewelry, piercings, or makeup.</small></p> <p><small>Don't wear your uniform with shoes that are not approved.</small></p> <p><small>Don't wear your uniform with pants that are not approved.</small></p>	<p><b>Show sportsmanship</b></p> 
<p><b>PERFORMANCES &amp; FIELD TRIPS</b></p>	<p><b>Show professionalism</b></p> 	<p><b>Enter and leave quietly</b></p> 	<p><b>Pay attention to the performance</b></p> 

## 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.

### **SARC (School Accountability Report Card)**

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

### **Title I - Parent and Family Engagement Policy**

Escuela Popular has developed a written Title I Parent and Family Engagement Policy with input from Title 1 parents and family members. The policy is available on the school website, [www.escuelapopular.org](http://www.escuelapopular.org). The policy describes the means for carrying out the Title 1 Parent and Family Engagement requirements. (20 USC 6318 Section 1118(c), - (g) inclusive). The policy outlines: Involvement of Parents in the Title I 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 recommends 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 by receiving 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 Nights**

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.

Parents and families are encouraged to participate in these EP events. This year our Family Nights are scheduled as followed:

1. August 22, 2023 (Back to School Night- Classroom Visits)
2. November 28, 2023 (Student's Demos)
3. March 5, 2024 (STEAM- includes art exhibition from AFLC)
4. May 21, 2024 (Family Appreciation Day & LCAP)

### **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.

### **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, administrator 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.

### **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 assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming students.

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

### **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 Student & Family Engagement Specialist 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:

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.

### **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 misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

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

one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

3. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. A complaint form may be obtained at the school office or downloaded from the school's Web site at [www.escuelapopular.org](http://www.escuelapopular.org). 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.

### **Honor Roll**

Students may receive Honor Roll recognition for excellent academic standing. Students are also recognized for academic improvement based on semester benchmarks.

### **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:

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

**Healthy Food**

Escuela Popular provides an innovative and healthy school nutrition service for students. Escuela Popular’s meals are simple, pure, and enjoyable. Its 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 Meal Program**

Escuela Popular is participating in the Universal Breakfast and Lunch Program for the 2023-2024 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 parental 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 a 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.

# 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**

<b>EP Main Office</b>	<b>(408) 275-7191</b>
<b>Attendance Office</b>	<b>(408) 835-3181</b>
<b>Student &amp; Family Engagement Specialist</b>	<b>(408) 685-5522</b>

For additional information regarding Escuela Popular Please visit our website

**<http://www.escuelapopular.org>**

***Like us on Facebook***

Edition 2023-24





## Family Commitment

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

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 for 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: \_\_\_\_/\_\_\_\_/\_\_\_\_