

Student Name: _____

Student Id #: _____



Escuela Popular

Educates to transform lives.



CTC High School Adults

Student & Family Handbook

2025- 2026

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GENERAL INFORMATION

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.

Contact information

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

For additional information regarding Escuela Popular Please visit our website

<http://www.escuelapopular.org>

Like us on Facebook

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.

School Calendar

Escuela Popular

High School Adult Student Calendar 2025-2026

JULY

M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Independence Day Holiday July 4

JANUARY

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Winter Vacation Dec. 15 - Jan. 5

Quarter 3 begins Jan. 6

Martin L. King Holiday Jan. 19

Last day to add or drop classes: January 21

AUGUST

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First day of school Aug. 5/ Regreso a clases agosto 5

Last day to add or drop classes: August 21

FEBRUARY

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

President's Day Holiday Feb. 13 & 16

SEPTEMBER

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Labor Day Holiday Sep. 1

MARCH

M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

HS Q3 Final Exams March 10, 11, & 12

Spring Break March 13 - 23

Quarter 4 begins March 24

OCTOBER

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 6 & 7 - No classes

HS Q1 Final Exams Oct 1, 2, & 3

Quarter 2 begins Oct. 8

Last day to add or drop classes: October 22

APRIL

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Last day to add or drop classes: April 7

NOVEMBER

M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Veterans Day Holiday Nov. 11

Thanksgiving Holiday Nov. 26, 27, & 28

MAY

M	T	W	TH	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Memorial Day Holiday May 25

DECEMBER

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

HS Q2 Final Exams Dec 9, 10, & 11

Winter Vacation Dec. 12 - Jan 5

JUNE

M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

HS Q4 Final Exams June 10, 11 & 12

Last day of school June 12/ Último día de clases junio 12

Juneteenth Holiday June 19

HS Graduation June 13

CODES:

HOLIDAYS / VACATIONS

Classes Begin

Finals

High School Youth 189 - Instructional Days



Bell Schedule

AM High School Adults 2025-26 (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
9:30 am	9:35 am	Passing
9:35 am	10:25 am	Period 2
10:25 am	10:30 am	Passing
10:30 am	11:20 am	Period 3
11:20 am	11:25 am	Passing
11:25 am	12:25 pm	Period 4/Silent Reading
12:25 pm	12:55 pm	Lunch
12:55 pm	1:00 pm	Passing
1:00 pm	1:55 pm	Period 5
1:55 pm	2:00 pm	Passing
2:00 pm	3:00 pm	Period 6

No minimum days for high school adults



AM High School Adults 2025-26 Wednesday Bell Schedule

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

No minimum days for high school adults



PM High School Adults 2025-26 Bell Schedule

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



Attendance

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.

Verification of Absence

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

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

1. Personal illness, including an absence for the benefit of the pupil's mental or behavioral health

2. Quarantine under the direction of a county or city health officer.

3. Medical, dental, optometric, or chiropractic appointments:
4. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five (5) days per incident. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
5. For any of the following reasons, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died:
 - a. To access services from a victim services organization or agency.
 - b. To access grief support services.
 - c. To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

Absences under this section shall not be excused for more than three (3) days per incident, unless extended on a case-by-case basis at the discretion of the school administrator. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

6. Participation in religious instruction or exercises as follows:
 - a. The student shall be excused for this purpose on no more than four (4) school days per month.
7. For the purposes of jury duty in the manner provided for by law.

8. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excuse).
9. To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
10. For the purpose of serving as a member of a precinct board for an election pursuant to Election Code section 12302.
11. Attendance at the student's naturalization ceremony to become a United States citizen.
12. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
13. Authorized at the discretion of the Executive Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
14. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
15. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
16. For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people.

17. For the purpose of a middle or high school pupil engaging in a civic or political event as indicated below, provided that the pupil notifies the school ahead of the absence. A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
- a. A middle school or high school pupil who is absent pursuant to this provision is required to be excused for only one school day-long absence per school year.
 - b. A middle school or high school pupil who is absent pursuant to this provision may be permitted additional excused absences in the discretion of a school administrator.
18. For the following justifiable personal reasons for a maximum of five (5) school days per school year (unless otherwise indicated), upon advance written request by the student’s parent or guardian and approval by the Executive Director or designee pursuant to uniform standards:
- a. Appearance in court.
 - b. Observance of a holiday or ceremony of the pupil’s religion.
 - c. Attendance at religious retreats (not to exceed one school day per semester).
 - d. Attendance at an employment conference.
 - e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

A student who is absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within a reasonable period of time. The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence.

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 shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the Executive Director or designee

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 outgoing 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.

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. Shorts, skirts, and dresses must be at least mid-tight or 4 inches above the knee.**

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 dissolution of marriage, 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.

Transferability of Courses

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. Students must have a current parking ID to park in the student parking lot as well as in areas outside the school. The ID's are for identification purposes. Students are expected to respect our neighbors and park appropriately, not remove garbage and recycle bins for the purpose of parking, not litter, not block driveways, not double park, not park in the spaces designated for the disabled, or reserved. There is a public parking lot available after 3:00 P.M. on the corner of White Road and Alum Rock (at James Lick High School).

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 respects it as a means of communication in a busy family. Students often have before and after school commitments and a cell phone enables family members to be aware of family plans. We therefore permit cell phone use before and after school and during lunch. At all other times cell phones must be in the student's backpacks, recognizing the student's responsibility for damage, loss, or theft.

Any electronic devices that disrupt the learning environment, violates school rules, or are 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 conclude 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; Math Lab; Integrated Math; Physical Education; Foreign Language Art or any other Elective

Grade 9 Credits: 37-72

English 1; Math Lab; 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.

Suspension and Expulsion Policy

A copy is available upon request in the main office.

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 below.

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
- Expulsion

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, or teaching appropriate behavior. The final decision as to how to handle a student's situation rests with the principal.

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 a student is withdrawn from the program, the school email account will be deactivated.

	<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 the time.</p> <p>Consult staff to avoid conflicts.</p> <p>Enter and exit in an orderly manner.</p>	<p>Walk all the time.</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 your own personal space.</p> <p>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>

APPENDIX A: ANNUAL NOTICES

Animal Dissections

Students at the Charter School may perform animal dissections as part of the science curriculum. Any student who provides their teacher with a signed written statement, specifying the student's moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may be excused from such activities if the teacher believes that an adequate alternative education project is possible. The alternative education project shall require a comparable time and effort investment by the student. It shall not, as a means of penalizing the student, be more arduous than the original education project. The student shall not be discriminated against based upon their moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof.

Availability of Prospectus

Upon request, the Charter School will make available to any student, a school prospectus, which shall include the curriculum, including titles, descriptions, and instructional aims of every course offered. Please note that, pursuant to law, the Charter School may charge for the prospectus in an amount not to exceed the cost of duplication.

Cal Grant Program Notice

The Charter School is required by state law to submit the Grade Point Average ("GPA") of all high school seniors by Oct. 1 of each year, unless the student (if the student is 18 years of age or older) opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the student has opted out by or before February 1.

Campus Search and Seizure

The Charter School recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or Charter School rules and regulations, jeopardizes the health, safety and welfare of students and Charter School employees.

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses which are safe, secure, and peaceful. As such, Charter School has adopted a Policy outlining the reasonable search of students and their property, student use areas, and/or student lockers and the seizure of illegal, unsafe, unauthorized or contraband items and materials through a search based upon reasonable suspicion.

A student's personal cell phone, smartphone, or other personal electronic device shall not be searched by school officials without a warrant, the student's consent, or a legitimate emergency, unless the device is lost or abandoned. An emergency is any situation involving danger of death or serious physical injury to any person, that requires access to the information located or reasonably believed to be located on the electronic device. If the Charter School has a good faith belief that the device is lost, stolen, or abandoned, the Charter School may only access electronic device information in order to attempt to identify, verify, or contact the owner of the device.

The Charter School is not prohibited from seizing/confiscating a student's personal electronic device, without searching its contents, if the student's use or possession of the private electronic device is in violation of Charter School rules or regulations.

Dangers of Synthetic Drugs

The illicit use and abuse of synthetic drugs represents an emerging and ongoing public health threat in California. The fentanyl crisis specifically, has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

This notice aims to address the crisis with a preventative approach ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade existing restrictions against illegal substances.

Synthetic drugs include but are not limited to synthetic cannabinoids ("synthetic marijuana," "Spice," "K2"), methamphetamines, bath salts, and fentanyl.

The California Department of Public Health ("CDPH") has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing, because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

Additional information regarding fentanyl from the CDPH's Substance and Addiction Prevention Branch [can be found here](#).

Information Regarding Financial Aid

The Charter School shall ensure that each of its students receives information on how to properly complete and submit the 1) Free Application for Federal Student Aid (FAFSA) or 2) the California Dream Act Application as appropriate, at least once before the student enters 12th grade. The Charter School will provide a paper copy of the FAFSA or the California Dream Act Application upon request.

- The FAFSA form and information regarding the FAFSA are available at:
 - <https://studentaid.gov/h/apply-for-aid/fafsa>

- The California Dream Act Application and information regarding the California Dream Act is available at:
 - <https://www.csac.ca.gov/post/resources-california-dream-act-application>

The Charter School shall confirm that each of its students in grade 12 completes and submits a FAFSA to the United States Department of Education, or if the student is exempt from paying nonresident tuition pursuant to Education Code section 68130.5, a California Dream Act Application to the Student Aid Commission. Students who are exempt or whose parent/guardian (if the student is a minor) have opted-out will not be required to comply.

Human Trafficking Prevention

California has the highest number of incidents of human trafficking in the U.S., and all students may be vulnerable. The Charter School believes it is a priority to inform our students about (1) the prevalence, nature of and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance, and (2) how social media and mobile device applications are used for human trafficking.

In accordance with the California Healthy Youth Act, the Charter School will provide age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment. Adult students have the right to opt out from all or part of the instruction on the prevention of human trafficking. An opt-out form is available at the main office for your convenience. Your consent for this instruction is NOT required. If we do not receive a written request for opt out, you will be included in the instruction.

Information and materials for students about the curriculum and resources on prevention of human trafficking and abuse, including sexual abuse, assault, and harassment are available on Charter School's website for your review.

Lost or Damaged School Property

If a student willfully damages the Charter School's property or the personal property of a Charter School employee, or fails to return a textbook, library book, computer/tablet or other Charter School property that has been loaned to the student, the adult student is liable for all damages caused by the student's misconduct not to exceed ten thousand dollars (\$10,000), adjusted annually for inflation. After notifying the student in writing of the student's alleged misconduct and affording the student due process, the Charter School may withhold the student's grades, transcripts, and diploma until the damages have been paid. If the student is unable to pay for the damages or to return the property, the Charter School will provide a program of voluntary work in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades and diploma will be released.

Mental Health Services

The Charter School recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and/or violence. Access to mental health services at the Charter School and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students can learn problem-solving skills and achieve in school and, ultimately, in life. The following resources are available to your child:

Available on Campus:

- School-based counseling services – you are encouraged to directly contact a Charter School counselor by coming into the counseling office during school hours and making an appointment to speak with a counselor. The counseling office can also be reached at 408-426-2106. Our Charter School counselors support students by providing individual sessions, group or parent consultations whenever a student is having a difficult time due to academic stress, transition to changes in their environment, or social concerns, including isolation. Counseling services, whether provided by our Charter School or by an outside provider listed herein, are voluntary.
- Special education services – if you believe you may have a disability, you are encouraged to directly contact Rutilo Alonso Bucio at 408-593-0806 to request an evaluation.

Available in the Community:

- CHC
[2280 Kenwood Avenue, San Jose, CA 95128 | \(408\) 831-7512](#)
- Santa Clara County Mental Health
[1075 E Santa Clara St, San Jose, CA 95116 | \(408\) 792-2100](#)
- Alum Rock Counseling Center
[1245 E Santa Clara St, San Jose, CA 95116 | \(408\) 294-0500](#)
- NAMI
[1150 S Bascom Ave #24, San Jose, CA 95128 | \(408\) 453-0400](#)

Available Nationally:

- National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 1-800-273-8255.
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.**
- Big Brothers/Big Sisters of America – This organization is a community- based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.

Nondiscrimination Statement

The Charter School does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

The Charter School Board of Directors shall not refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction or any book or other resource in a school library on the basis that it includes a study of the role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, or members of other ethnic, cultural, religious, or socioeconomic status groups. The Charter School Board of Directors shall not adopt or approve the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use of such would subject a student to unlawful discrimination pursuant to Education Code section 220.

The Charter School adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”).

The Charter School does not discourage students from enrolling or seeking to enroll in the Charter School for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. The Charter School shall not encourage a student currently attending Charter School to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with the Charter School’s charter and relevant policies.

The Charter School does not request nor require student records prior to a student’s enrollment.

The Charter School shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or student over the age of 18 at the following times: (1) when a parent, guardian, or student over of the age of 18 inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a student.

The Charter School is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability).

The Charter School also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

The Charter School does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender.

Pursuant to California law and the California Attorney General's guidance to K-12 schools in responding to immigration issues ("Guidance"), Charter School provides equal access to free public education, regardless of a student's or their parent's or guardian's immigration status or religious beliefs. The complete Guidance, including *Appendix G – Know Your Rights* can be reviewed via the following link:
<https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf>

The Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the Charter School Uniform Complaint Procedures ("UCP") Compliance Officer:

Olivia Cortes
Principal
149 N. White Road, San Jose, CA 95127
(408) 275-7191
oliviacortes@escuelapopular.org

The lack of English language skills will not be a barrier to admission or participation in the Charter School's programs or activities. The Charter School prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

Pregnant and Parenting Students

The Charter School recognizes that pregnant and parenting students are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting student is entitled to eight (8) weeks of parental leave, or more if deemed medically necessary by the student's physician, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The Charter School will ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program.

Upon return to school after taking parental leave, a pregnant or parenting student will be able to make up work missed during the pregnant or parenting student's leave, including, but not limited to, makeup work plans and re-enrollment in courses. Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the Charter School if it is necessary in order for the student to be able to complete any graduation requirements, unless the Charter School determines that the student is reasonably able to complete the graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

Complaints of noncompliance with laws relating to pregnant or parenting students may be filed under the Uniform Complaint Procedures ("UCP") of the Charter School. The complaint may be filed in writing with the compliance officer:

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

A copy of the UCP is available upon request at the main office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director.

Safe Storage of Firearms

The purpose of this notice is to inform and to remind parents and legal guardians of all students at the Charter School of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily**

prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this notice spells out California law regarding the storage of firearms. Please take some time to review this notice and evaluate your own personal practices to assure that you and your family are in compliance with California law:

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.
 - The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.

The county or city may have additional restrictions regarding the safe storage of firearms. Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

School Bus and Passenger Safety

All students who are transported in a school bus or school student activity bus shall receive instruction in school bus emergency procedures and passenger safety. A copy of the complete Policy is available upon request at the main office.

School Safety Plan and Asbestos Management Plan

The Charter School has established a Comprehensive School Safety Plan. The Plan is available upon request at the main office.

The Charter School has also established an Asbestos Management Plan. The Plan is available upon request at the main office. The following asbestos-related activities are planned or in progress at the Charter School: no such activities are planned or in progress for the current school year.

Section 504

The Charter School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the Charter School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the Charter School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Executive Director. A copy of the Charter School's Section 504 policies and procedures is available upon request at the main office.

Sexual Health Education

The Charter School offers comprehensive sexual health education to its students in grades 9-12. An adult student has the right to opt out from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. The Charter School does not require active consent ("opt-in") for comprehensive sexual health education and HIV prevention education. Students may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse themselves from participation in comprehensive sexual health education and HIV prevention education in writing to the Charter School.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When the Charter School chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
 - The date of the instruction
 - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Code sections 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks (including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes concerning or practices relating to sex) may be administered to students in grades 9-12. A passive consent ("opt-out") process is available. Students shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to opt out from the test, questionnaire, or survey, and informed that in order to opt out they must state their request in writing to the Charter School.

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if the Charter School has received a written request from the student excusing the student from participation. An alternative educational activity shall be made available to students who have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Special Education /Students with Disabilities

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The Charter School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the El Dorado County SELPA. These services are available for special education students enrolled at the Charter School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The Charter School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the IDEA and relevant state law, the Charter School is responsible for identifying, locating, and evaluating children enrolled at the Charter School with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. The Charter School shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact Rutilo Alonso, Special Education Coordinator, 408-593-0806.

Student Records, including Records Challenges and Directory Information

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day the Charter School receives a request for access. Parents or eligible students should submit to

the Charter School Executive Director or designee a written request that identifies the records they wish to inspect. The Charter School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Charter School to amend a record should write the Charter School's Executive Director or designee, clearly identify the part of the record they want changed and specify why it should be changed. If the Charter School decides not to amend the record as requested by the parent or eligible student, the Charter School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If the Charter School decides to amend the record as requested by the parent or eligible student, the Executive Director must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.

3. The right to provide written consent before the Charter School discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to Charter School officials with legitimate educational interests. A Charter School official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Charter School's Board of Directors. A Charter School official also may include a volunteer, consultant, vendor, or contractor outside of the Charter School who performs an institutional service or function for which the Charter School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or contracted provider of digital educational platforms and/or services; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another Charter School official in performing their tasks. A Charter School official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the Charter School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

Note that Charter School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. The right to request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to Charter School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the Charter School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A Charter School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following parties:

1. Charter School officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the Charter School will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. The Charter School will make a reasonable attempt to notify the parent or eligible student of the request for records at the parent's or eligible student's last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, the Charter School will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for a hearing;

3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents of a dependent student as defined in section [152 of the Internal Revenue Code](#) of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or non-related extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by the Charter School for students and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by the Charter School; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by the Charter School with respect to that alleged crime or offense. The Charter School discloses the final results of the disciplinary proceeding regardless of whether the Charter School concluded a violation was committed.

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. The Charter School may disclose the personally identifiable information that it has designated as directory information without a parent's or eligible student's prior written consent. The Charter School has designated the following information as directory information:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph/video
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Degrees, honors, and awards received
14. The most recent educational agency or institution attended
15. 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 social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the Charter School to disclose directory information from your child's education records without your prior written consent, you must notify the Charter School in writing at the time of enrollment or re-enrollment.

Please notify the Principal at: Olivia Cortes, 408-426-6586. A copy of the complete Policy is available upon request at the main office.

Please note that data collected and reported by Charter School to the California Longitudinal Pupil Achievement Data System ("CALPADS"¹) pursuant to state law, will be shared with the California College Guidance Initiative ("CCGI"²) and will:

- 1) Be used to provide pupils and families with direct access to online tools and resources.
- 2) Enable a pupil to transmit information shared with the CCGI to both of the following:
 - a. Postsecondary educational institutions for purposes of admissions and academic placement.
 - b. The Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid.

¹ CALPADS is a database maintained by the CDE which consists of pupil data from elementary and secondary schools relating to, among other things, demographic, program participation, enrollment, and statewide assessments data.

² CCGI is an authorized provider of an institutional service to all California local educational agencies and part of the state's efforts to make college-going a more streamlined experience for students. The CCGI currently receives enrollment data for all public-school students enrolled in grades six through twelve from the California Department of Education ("CDE").

Uniform Complaint Procedure (“UCP”)

The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. The Charter School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Governing Board for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity. Unlawful discrimination includes, but is not limited to, noncompliance with Education Code section 243(a) or 244(a).
2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
 - Accommodations for Pregnant, Parenting or Lactating Students;
 - Adult Education;
 - After School Education and Safety
 - Agricultural Career Technical Education
 - Career Technical and Technical Education and Career Technical and Technical Training Programs;
 - Child Care and Development Programs
 - Compensatory Education
 - Consolidated Categorical Aid programs
 - Course Periods without Educational Content
 - Discrimination, harassment, intimidation, or bullying against any protected group as
 - identified under Education Code (EC) sections 200 and 220 and Government Code
 - Section 11135, including any actual or perceived characteristic as set forth in Penal
 - Code Section 422.55, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
 - Educational and graduation requirements for pupils in foster care, pupils who are
 - homeless, pupils from military families and pupils formerly in Juvenile Court now
 - enrolled in a school district
 - Every Student Succeeds Act
 - Local control and accountability plans (LCAP)
 - Migrant Education
 - Physical Education Instructional Minutes
 - Pupil Fees

- Reasonable Accommodations to a Lactating Pupil
 - Regional Occupational Centers and Programs
 - School Plans for Student Achievement
 - School Safety Plans
 - School Site Councils
 - State Preschool
 - State Preschool Health and Safety Issues in LEAs Exempt from Licensing
 - And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems
 - appropriate
3. Complaints alleging noncompliance with laws relating to pupil fees. A student 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.

Complaints of noncompliance with laws relating to pupil fees may be filed with the Principal or the Compliance Officer identified below.

4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”) or Local Control and Accountability Plans (“LCAP”) under Education Code sections 47606.5 and 47607.3, as applicable. If the Charter School adopts a School Plan for Student Achievement (“SPSA”) in addition to its LCAP, complaints of noncompliance with the requirements of the SPSA under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under the UCP.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

Complaints regarding state preschool health and safety issues in local educational agencies exempt from licensing are governed by 5 C.C.R. sections 4690-4694, except as otherwise indicated.

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

Olivia Cortes
Principal
149 N. White Road, San Jose, CA 95127
(408) 275-7191
oliviacortes@escuelapopular.org

Only complaints regarding pupil fees, LCAP, or noncompliance with Education Code section 243 or 244 may be filed anonymously and only if the anonymous complainant provides evidence or information leading to evidence to support an allegation of noncompliance with the respective applicable laws.

Complaints alleging unlawful 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. All other complaints under the UCP shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Charter School's Board of Directors approved the LCAP or the annual update was adopted by the Charter School.

The Compliance Officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and the Charter School's UCP Policy. The Compliance Officer shall provide the complainant with a final written investigation report ("Decision") within sixty (60) calendar days from the Charter School's receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant.

The complainant has a right to appeal the Charter School's Decision to the California Department of Education ("CDE") by filing a written appeal within thirty (30) calendar days of the date of the Charter School's written Decision, except if the Charter School has used its UCP to address a complaint that is not subject to the UCP requirements. The appeal must include a copy of the complaint filed with the Charter School, a copy of the Charter School's Decision, and the complainant must specify and explain the basis for the appeal of the Decision, including at least one of the following:

1. The Charter School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the Charter School's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the Charter School's Decision are not supported by substantial evidence.
4. The legal conclusion in the Charter School's Decision is inconsistent with the law.
5. In a case in which the Charter School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

A complainant who appeals the Charter School's Decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision.

Complaints alleging noncompliance with Education Code section 243 or 244 may be filed with the SSPI directly, and the SSPI may directly intervene without waiting for an investigation by the Charter School. The complainant shall present the SSPI with evidence that supports the basis for the direct filing and why immediate action is necessary.

If a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

If the Charter School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is

applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of the complainant's right to file a complaint in accordance with 5 C.C.R. § 4622.

A copy of the UCP shall be available upon request free of charge in the main office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the UCP, please contact the Executive Director.

APPENDIX B: COMPLETE POLICIES

Title IX Policy Prohibiting Discrimination On The Basis Of Sex

For a complete Title IX policy please visit our website at: www.escuelapopular.org

Title IX Coordinator

The Board of Directors of Charter School (“Board”) has designated the following employee as the Title IX Coordinator (“Coordinator”):

Lucero Arellano
Student Services Director
149 N. White Rd., San Jose, CA., 95127
Office 102
408-426-2106
lucero@escuelapopular.org

In the event the above-named individual becomes unavailable or unable to serve as the Coordinator, the Board has designated the following employee to serve as a temporary or interim Coordinator until a new Coordinator is designated:

Berenice Castro
149 N. White Rd., San Jose, CA., 95127
Inside Room 708
408-375-0631
berenicecastro@escuelapopular.org

Professional Boundaries 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 parents 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 judgment 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 Cardiopulmonary 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.



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 it 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