



B. Roberto Cruz Leadership Academy

Student & Parent Handbook

2018 – 2019

14281 Story Road
San Jose, CA 95127

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ABOUT US

B. Roberto Cruz Leadership Academy (RCLA) is a charter high school with oversight provided by the Eastside Union High School District. RCLA is committed to providing a rigorous, academic program designed to instill a lifelong passion for learning to prepare East San Jose students to enter and succeed in the nation's most competitive four-year colleges and universities and local community colleges. RCLA students will graduate bilingual and bi-literate in English and Spanish. We are committed to developing poised, confident, articulate young leaders who will use their education and life experiences to create positive change in their own lives, families and within their communities. Through leadership, excellence, responsibility and resilience, our graduates will make a positive impact on the East San Jose community and beyond.

VISION AND MISSION

VISION

For RCLA to be a school that is just, equitable, and environmentally sustainable for all. Supporting diversity, community, literacy, intergenerational collaboration, and self-empowerment so that all students become critical thinkers through a curriculum that is rigorous, innovative, and implemented through meaningful school relationships.

MISSION

The Mission of the B. Roberto Cruz Leadership Academy (RCLA) is to empower students to become socially conscious community leaders. RCLA implements a rigorous curriculum that integrates technology, real world projects, community values, bi-literacy, and an environment that promotes personalized learning where students access post-secondary educational opportunities. RCLA aims to educate students through college preparatory courses that empower them to be academically literate, critical thinkers, effective communicators, and independent problem solvers who are agents of education and social justice with a commitment toward the community around them.

TFHE INSTRUCTIONAL TEAM

Chief Academic Officer	Dr. Sherry Segura
Director of Human Resources & Compliance	Dr. Sandra Jewett
Director of Data and Information Systems	Damian Perez
Director of Assessment	John Sobrato
Information Technology Coordinator	Alex Heredia
Testing Coordinator	Tania Alvarado

RCLA LEADERSHIP AND STAFF

Principal	Claudia Moreno
Dean of Students	Vince D. Monroy
Office Manager	Sandra Gonzalez
Campus Monitors	Sin Ses, Rubin Florando, and Yessenia Oseguera

ADMISSIONS

Registrar	Maria Ramirez
Attendance	Max Rubio
Director of Outreach and Admissions	Rafael Escalante

COUNSELING SERVICES

Academic Counselor	Maricarmen Alanis
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PARENT/COMMUNITY SERVICES

Parent Coordinator	Patricia Lopez
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SPECIAL SERVICES

Director of Special Services/Social Worker Dr. Rochelle Fong

Director of Special Education Dr. Janice Chavez

ADMINISTRATION AND STAFF NUMBERS

Office of	Name	Extension Number
Principal	Claudia Moreno	4001
Dean of Students	Vince D. Monroy	1003
Office Manager	Sandra Gonzales	4002
Director of Data & Information	Damian Perez	1018
Information Technology	Alex Heredia	1011
Campus Monitors	Sin Ses Rubin Florando Yessenia Oseguera	2251
Registrar	Maria Ramirez	1019
Attendance	Max Rubio	1035
Substitute Coordinator	Dolores Castro	1032
Director of Outreach	Rafael Escalante	1021
Academic Counselor	Maricarmen Alanis	1038
Parent Coordinator	Patricia Lopez	4010
Director of Student Services	Dr. Rochelle Fong	1022
Director of Special Education	Dr. Janice Chavez	1017
Athletic Director	Richard Mendez	--
Security Guard	--	--

GENERAL RULES & EXPECTATIONS

CAMPUS HOURS

Office Hours: 7:30 am – 4:30 pm

- ✓ All students must be off campus by 5:30 pm, unless involved in school activities with adult supervision
- ✓ **RCLA is a CLOSED-CAMPUS** – once students enter the school, they may not leave until officially dismissed. Violators will be subject to disciplinary action.
- ✓ **Visitors on Campus:** Visitors and volunteers must sign in at the office and receive a visitor's badge or sticker, which must be worn while on campus. This necessary policy is for the safety of our campus and students. It is important that we know who is on campus at all times.

CALLING THE SCHOOL AND TEACHER'S EMAIL

All teachers have e-mail. A list of e-mail addresses will be sent home shortly after school begins. You can leave a voicemail message at any time, which will be delivered to the teacher at the first opportunity outside of class. Please feel free to reach out directly to teachers or the Principal regarding a question, concern, compliment, or issue with your student. Student success is our #1 priority at RCLA.

MESSAGES TO STUDENTS

If you need to get a message to your student during the school day, PLEASE CALL THE SCHOOL'S MAIN OFFICE. Please **do not** text or call your student while he or she is in class. This would be a violation of cell phone and electronic device policy. We will ensure to get the message to your student in a timely manner. Please help us ensure that our learning time is free from cell phones and electronic distractions.

CELLULAR PHONES AND ELECTRONICS

Any pupil may have a cell phone/electronic device at school, but **the device is to be turned off and turned in to the teacher during class**. Students may use their devices before or after school, during brunch or lunch, or if the classroom teacher allows the use of the device as part of the class lesson. If the device disrupts instruction or an assembly, it may be confiscated (returned to parent after school).

CELL PHONE POLICY

- ✓ **Violation 1-** Teacher takes phone and gives it back at the end of the class
- ✓ **Violation 2-** Teacher brings phone to Principal, phone will be returned at the end of the school day, and student gets detention
- ✓ **Violation 3-** Teacher brings phone to Principal and Principal notifies parent/guardian and keeps phone until it is picked up by parent/guardian, and student gets detention
- ✓ **Violation 4-** Teacher brings phone to director and notifies parent/guardian and keeps phone until it is picked up by parent/guardian and student is assigned Saturday School

California Education Code Section 51512 provides that no electronic listening or recording device may be used by pupils or visitors in a classroom without permission of teacher and principal. Students are never to take pictures or video in the restrooms.

MEDICAL AND STUDENT EMERGENCY PROCEDURES

EMERGENCY CARDS

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

ILLNESS OR INJURY AT SCHOOL

If your child becomes ill and must be taken from school, we will phone for you. If we cannot reach you, a designee from the emergency card will be called to pick up your child (please list local people as your emergency designees). Vomiting or a temperature of 100 requires pick up from school and/or if a student injury appears serious, we will call you (or an emergency-card designee if we cannot reach you). In a medical emergency, we will call the Fire Department's paramedics; if necessary, they will transport your child to a local hospital. PLEASE NOTE: (1) If your child is transported to a hospital, you will be responsible for ambulance charges. (2) Hospitals in this area will not treat a child unless they have an emergency-treatment consent form for the child; release forms are available at the hospitals if you wish to keep a signed form on file.

MEDICATION AT SCHOOL

Pupils are not permitted to possess or administer their own medication. All medication must be administered under the supervision of a school official. All medications must be sent to the Office Manager with a note from the prescribing physician and parent, which include the name of the medication, the dosage, and the means by which it is to be administered. This includes non-prescription, over-the-counter medications (e.g., aspirin, cough lozenges, and ointments) change(s) in schedule or dosage for medication must be specified in writing by the child's physician.

COMMUNICABLE DISEASES

Any student showing symptoms of a communicable disease must be taken home. A physician's medical clearance is necessary for the child to return to school.

DISASTER PREPAREDNESS

RCLA pupils and staff do various drills each semester so we can be confident that we will take appropriate steps for the pupils' safety in case of a major disaster.

INSURANCE

The Roberto Cruz Leadership Academy staff goes to great lengths to protect your child from injury. Unfortunately, accidents still can and do occur during activities at school, on school trips, and during after school programs. The school does not cover pupils with accidental medical insurance for school related injuries.

CURRICULUM OVERVIEW

RCLA uses curriculum based on the California a-g coursework sequence and all students begin their high school studies in this sequence, with the intended outcome of being eligible for college entrance into the UC and CSU higher education system. All students remain in this sequence through the 12th grade. Students that cannot complete this sequence at the end of the 11th grade can, however, complete the California requirements for high school graduation and pursue other avenues of post-secondary education or training.

The following sequence of high school courses fulfills the minimum eligibility requirements for admission to the University of California and California State University systems. It also illustrates the minimum level of academic preparation students ought to achieve in high school to undertake university level work.

The "a-g" requirements can be summarized as follows:

- **History/social science ("a")** – *Two years*, including one year of world history, cultures and historical geography and one year of U.S. history, or one-half year of U.S. history and one-half year of American government or civics.
- **English ("b")** – *Four years* of college preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practice listening and speaking.
- **Mathematics ("c")** – *Three years* of college-preparatory math, including or integrating the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- **Laboratory science ("d")** – *Two years* of laboratory science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics.
- **Language other than English ("e")** – *Two years* of the same language other than English or equivalent to the second level of high school instruction.
- **Visual and performing arts ("f")** – *One year* chosen from dance, music, theater or the visual arts.
- **College-preparatory elective ("g")** – *One year* chosen from the "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely in the elective area.

PARENT ENGAGEMENT

RCLA provides the following:

PARENT EDUCATION

1. The Student's educational experience at RCLA

Parent education in this area covers: a) the student's four-year education plan; b) understanding the a-g course sequence; c) out-of-class academic supports such as tutorial and office hours; financial supports for college such as scholarships and the Free Application for Federal Student Aid (FAFSA); and community mentoring/partnerships.

2. Community Resources.

Parent education in this area provides training on accessing the available community resources across a broad range of needs such as health care services, housing, food banks, and law enforcement.

3. Parent Empowerment Program

The goal of the program is to empower parents as a family and community leaders. Provide them with the knowledge and skills to become leaders and change agents to continue to play a critical role in motivating their students to graduate from high school and obtain a college education.

Engagement of all parents within the Parent Empowerment Program is based on mutual respect and empowerment. Through a full partnership, we can increase the achievement and success of every student.

BACK TO SCHOOL NIGHT

In the fall, parents are welcomed to the new school year as a group, by the principal in a general meeting and by teachers in the classrooms. Back-to-School Night is for parents and families to become familiar with the student's instructional program and learning environment, and to learn about goals, curriculum, homework, and expectations for the year. This informative evening is for both parents and students.

STUDENT POLICIES AND PROCEDURES

STUDENT BEHAVIORS

At RCLA students show their Jaguar PRIDE by being **Positive**, **Respectful**, having **Integrity**, being **Disciplined**, and showing **Excellence**.

	Classroom	Hallways	Cafeteria	Bathrooms	The Den
Positive	<ul style="list-style-type: none"> ✓ Lead by example ✓ Have a good attitude ✓ Encourage classmates 	<ul style="list-style-type: none"> ✓ Greet people positively ✓ Smile 	<ul style="list-style-type: none"> ✓ Thank the cafeteria workers 	<ul style="list-style-type: none"> ✓ Keep conversations positive 	<ul style="list-style-type: none"> ✓ Use positive language ✓
Respectful	<ul style="list-style-type: none"> ✓ Listen to others ✓ Accept differences ✓ Take care of the space 	<ul style="list-style-type: none"> ✓ Pick up after yourself and others ✓ Use appropriate language ✓ Use appropriate volume 	<ul style="list-style-type: none"> ✓ Line up as directed ✓ Clean up after yourself ✓ Use appropriate volume 	<ul style="list-style-type: none"> ✓ Keep it clean ✓ Give others privacy ✓ Throw trash in the trash ✓ Use appropriate volume 	<ul style="list-style-type: none"> ✓ Keep it clean ✓ Put everything back in its place ✓ Make it a safe space for all
Integrity	<ul style="list-style-type: none"> ✓ Be honest ✓ Speak up for yourself and others ✓ Take responsibility for your actions 	<ul style="list-style-type: none"> ✓ Report bullying ✓ Be kind 	<ul style="list-style-type: none"> ✓ Use good table manners ✓ Be polite 	<ul style="list-style-type: none"> ✓ Use only if needed ✓ Wash hands ✓ Return to class in a timely manner ✓ Report inappropriate behavior 	<ul style="list-style-type: none"> ✓ Report any misbehavior ✓ Speak up for yourself and others
Discipline	<ul style="list-style-type: none"> ✓ Be prompt ✓ Follow dress code ✓ Meet assignment expectations ✓ Bring all supplies 	<ul style="list-style-type: none"> ✓ Stay to the right ✓ Have a pass 	<ul style="list-style-type: none"> ✓ Handle food appropriately 	<ul style="list-style-type: none"> ✓ Use at the appropriate times ✓ Report shortages 	<ul style="list-style-type: none"> ✓ Respect the space ✓ Use The Den for its designated use
Excellence	<ul style="list-style-type: none"> ✓ Challenge yourself ✓ Learn beyond the classroom ✓ Strive to be your best 	<ul style="list-style-type: none"> ✓ Keep hallways clean 	<ul style="list-style-type: none"> ✓ Sit with those sitting alone ✓ Respect supervisors 	<ul style="list-style-type: none"> ✓ Report messes and vandalism ✓ Use for intended purpose 	<ul style="list-style-type: none"> ✓ Leave The Den better than how you entered it

STUDENT CONDUCT

The goal of the discipline policy at RCLA is to maintain a safe and successful learning environment. We believe that all children want to learn and be part of the group. We believe that all children need guidance, structure, and consistency to help them achieve self-control.

Incorporated into the discipline policy are many activities designed to award specific positive behaviors. Our discipline policy is based on logical consequences and behavior modification. Logical consequences must be related, respectful, and reasonable. Our policy is to choose the least severe level of effective intervention. Seriously inappropriate, disruptive, or dangerous behavior may necessitate behavior modification as a protection for others. A consequence to be expected for these inappropriate

behaviors is afterschool detention or Saturday school. Repeated or serious misbehavior may be subject to review by the Disciplinary Review Board.

INAPPROPRIATE BEHAVIORS

The Education Code sets out grounds for suspension and expulsion. The following examples of prohibited conduct do not include all the legal grounds for student discipline. Students violating the Code of Conduct (at school, school events, or traveling to/from school or school events) are subject to detention/suspension/expulsion or transfer. Students who are suspended may not attend or participate in school-related events (i.e.: athletic games, school dances) for 10 calendar days from the incident. Any student under the influence or in possession of alcohol or drugs at a school event may not attend or participate in school related events for 60 calendar days from the incident. In addition, if the incident occurs at a school dance, the student may not attend the next RCLA school dance.

Although RCLA's first recourse is not suspension to inappropriate behavior, administration will suspend a student from school if the inappropriate behavior is constant, the student poses a threat to themselves, their peers, or the staff.

DISRUPTION

Acts of disruption include, but are not limited to, hazing, taunting, and harassment of individuals or groups of students.

DEFIANCE

Acts of defiance or disobedience include inappropriate language or gestures directed against school personnel, and/or refusing to comply with school personnel and/or a refusal to comply with a reasonable request or directive from school personnel engaged in the performance of their duties. This includes, but is not limited to, refusal to serve DETENTION, insulting or abusive remarks, willful defiance, giving false information, failure to follow the code of conduct, or failure to identify oneself to teachers or other school personnel.

PROFANITY/VULGARITY

Committed an obscene act or engaged in habitual profanity/vulgarity: Students, who use profane or vulgar language and or gestures, either verbally or in writing including e-mail, are liable for DETENTION or COMMUNITY SERVICE on the first offense. Habitual offenders could face more severe consequences.

SUBSTANCE ABUSE

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

The administration may use Passive Alcohol Sensor (PAS) devices at any or all RCLA events, activities, or programs.

B. Use, Under the Influence of, or Possession of a Controlled Substance or Alcohol – Ed. Code 48900(c)

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

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

Any student who offers, sells, or furnishes alcohol or drugs to another person at school or a school function will be suspended and may be subject to administrative transfer or expulsion. Police intervention may be called upon.

D. Offer, Sale, or Possession of Drug Paraphernalia – Ed. Code 48900(j)

Students may not offer, sell, or possess drug paraphernalia at school or a school function. Police intervention may be called upon.

Any student under the influence or in possession of alcohol or drugs at a school event may not attend or participate in school related events for 60 calendar days from the incident. In addition, if the incident occurs at a school dance, the student may not attend the next RCLA school dance.

INJURY

A. Fighting – Ed. Code 48900(a)(1)

Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student, that student should walk away and report it to a campus aide, teacher, or administrator. If a student is a victim of a sudden unprovoked attack or fight,

that student shall disengage as soon as possible and report the incident to a school official. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting, which can include expulsion.

B. Assault and Battery

Students shall not cause, attempt to cause, or (written, including e-mail, or oral) threaten to cause injury of any kind to a student while at school or any school-sponsored event. Students involved in an assault or battery are subject to suspension, possible administrative transfer, expulsion and police referral.

Please note that a student may be recommended for expulsion upon their first involvement in a fight or assault/battery.

HATE VIOLENCE

No person shall, by force or threat of force, willfully injure, intimidate, or interfere with, oppress, or threaten any other person in the free exercise of enjoyment of any right or privilege secured by law because of the other person's race, color, religion, ancestry, national origin, immigrant status, homelessness, economic status, gender, sexual orientation, marital status, age, medical condition, physical appearance, or physical or mental disability. No person shall knowingly deface, damage, or destroy the real or personal property of the school or any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by law because of the other person's race, color, religion, ancestry, national origin, immigrant status, homelessness, economic status, gender, sexual orientation, marital status, age, medical condition, physical appearance or physical or mental disability.

BULLYING

Any act of bullying, including, but not limited to bullying committed by means of an "electronic act", may result in counseling, suspension, police involvement, and a recommendation for possible expulsion. Acts of bullying will be fully investigated before final outcomes are determined. Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device such as a telephone, wireless phone or other wireless device, computer, or pager.

STAFF THREATS/INTIMIDATION

Threat or intimidation of a staff member (verbal, written, electronic, etc.) at any time will result in police involvement, immediate suspension, and a recommendation for possible expulsion.

HARRASSMENT/HAZING

Any act directed against a pupil or groups of pupils that is sufficiently severe or pervasive to have the actual and reasonably-expected effect of materially-disrupting classwork, creating substantial disorder, invading the rights of that pupil or groups of pupils by degrading, disgracing, or by otherwise creating an intimidating or hostile education environment. This includes any act committed via internet, such as Facebook postings, and any act committed via text message or email. Police intervention may be necessary.

PROPERTY DAMAGE

Vandalism - Ed. Code 48900(f)

Students who willfully damage school property will be suspended from school. The Education Code states that any pupil who violates this rule may be suspended or expelled and the parent/guardian held liable for restitution. In addition, the student may be required to perform a school work service assignment (Penal Code Section 594).

THEFT/ROBBERY/EXTORTION

Theft/Robbery/Extortion - Ed. Code 48900(e) & (g)

Theft/robbery/extortion of any kind or the unlawful possession of the personal property of another is a violation of the law (Penal Code Section 487 and 488). Law enforcement agencies will be enlisted when the investigation exceeds the powers of the school administration, whenever items are not recovered, or when in the judgment of the administration it is warranted. Students guilty of theft, robbery, or extortion will be suspended, administratively transferred, or expelled and will be required to pay restitution.

FORGERY

It is to the advantage of students, parent/guardian, and school staff to maintain a good working relationship between school and home; written correspondence and other communications are vital to that relationship. Students who violate this trust by intercepting school communications or forging signatures on school forms or notes will have their parent/guardian contacted, may be SUSPENDED from school, and may be assigned alternate ways to confirm parent/guardian approval/receipt of correspondence.

GAMBLING

Any form of gambling is cause for parent contact and DETENTION on the first offense and suspension thereafter.

DANGEROUS OBJECTS/WEAPONS

Weapons, Instruments or Substances - Ed. Code 48000(b), Penal code Sections 245 and 626.9:

The possession or use on campus of weapons, instruments, or substances designed to cause or capable of causing bodily harm is prohibited.

RCLA defines a weapon as any object, including knives or guns that can be used to hurt another person or to make that person think he or she will be hurt in some way. If the object is a gun, it makes no difference if the gun is loaded or unloaded, whether the gun can be fired or not fired. Examples of a gun include, but are not limited to, any "look-alike," imitation, or replica; a toy, BB or pellet gun; any forced air or CO₂, pressure gun; starter pistol; or paint-ball gun. Examples of a knife are, but are not limited to, any object with a blade or sharp point or edge; examples include razor blades, switchblades, pocketknives, Swiss Army knives, dirks, daggers, utility blades, x-acto knives, or ice picks. Other objects prohibited are brass-knuckles, martial arts weapons, clubs, etc. Having a "weapon" on school property, in a school locker, in a car (this includes the trunk and glove compartment), in a backpack, or at a school activity is not permitted and will cause the student to be recommended for expulsion from school.

INTERNET POLICY AND ELECTRONIC DEVICES

In order to use a district computer, Internet account, or e-mail address, each student must have a completed and signed RCLA Acceptable Use Policy Agreement on file. Violations of the Acceptable Use Policy can result in the loss of technology services, as well as detention, suspension, or expulsion.

Electronic devices are: *Personal Radios, MP3/iPods, CD, DVD, Cellular Phones, Walkie Talkies, Electronic Games, Tablets, and Paging Devices - Ed. Code 51512, 48901.5:*

The school cannot be responsible for such items. If seen or heard during instructional time, they will be taken from the student. The student's parent/guardian must pick up the electronic device at the end of the school day. Repeated infractions will result in possible SUSPENSION, and/or the holding of the item until the end of the semester. *NOTE: Emergency messages to students should be delivered through the Main Office.*

(filming/photography without permission of the person being recorded, be it student, faculty, or staff is strictly prohibited)

SEARCH AND SEIZURE

RCLA Principal, Dean, and campus security reserve the right to search students and their possessions (backpacks, purses, clothes, cars, etc.) if we have reasonable cause to believe they may be in possession of a weapon, drug, or substance that jeopardizes the safety of our campus. It is RCLA Policy that we will always try our best to notify a parent or family member after we search a student, even if we find nothing illegal in the student's possession.

RCLA Principal, Dean, and campus security reserve the right to search a student's cell phone or electronic device if we have reasonable cause to believe that the phone may contain texts, photos or evidence of an inappropriate or illegal act. This includes anything found in a student's Facebook, Instagram, Twitter or any social media account or app. Students must hand over their phone for a search if an administrator asks for it.

THE DISCIPLINE REVIEW BOARD (DRB)

The Dean of Students may invoke a DRB for matters of a serious nature, ones that may warrant suspension or expulsion, or if the Principal believes the student may be better served by this process

The Discipline Review Board is chaired by the Director of Student Services, an academic counselor, and one educator.

Unless notified otherwise, the student referred to the DRB must attend the DRB session. With the exception of school staff, no other persons may be present at a session of the DRB. Attorneys representing a student and/or his/her family must notify the Director of Student Services prior to the DRB session.

The Dean of Students presents the facts of the infraction(s), the consequences as outlined in the handbook, and any precedent cases. The student and parent(s) are invited to speak to the infraction(s) as well as discuss their proposal to address the consequences as outlined in the handbook. The DRB is not a time for the student and/or parent to litigate the facts of the meeting.

SCHOOL UNIFORM POLICY

UNIFORM POLICY

The Roberto Cruz Leadership Academy requires that each student report to school in our school uniform. Our school believes that uniforms are essential to help students develop pride in their school. In addition, other reasons for requiring uniforms are that they teach students to follow school rules and to dress appropriately for special events. Our uniform policy was also created to ensure that we maintain a positive and safe school climate. Students in uniform are easily identified by our school's faculty, staff, and visitors, and easily distinguished from Latino College Preparatory Academy students and visitors. Below is a list of guidelines that must be followed on a daily basis.

THE COLORS BLUE OR RED (any shade) ARE NEVER ACCEPTABLE

REGULAR DRESS

Students are expected to wear a grey or black polo-shirt with the appropriate RCLA school logo. RCLA school polo shirts are available for purchase through Merry Mart online or at their store. Uniforms will also be sold during orientation in August.

Merry Mart

33 Washington St.
Santa Clara, CA 95050
merrymartuniforms.com

Students are expected to wear appropriate pants in either black, grey, or khaki (Dockers or other pant/slack brands, pants may also be purchased through Merry Mart).

Students are expected to wear outerwear (i.e. sweaters, hoodies) that have RCLA's name and/or logo.

Imprints/graphics of any kind are not acceptable. The only acceptable imprint/ graphic is our RCLA school logo.

During the summer months and **HOT DAYS ONLY** students may wear appropriate shorts.

PROFESSIONAL DRESS

As stated above, one of the goals of our Uniform Policy is to show students how to dress for special events. To reach this goal, we have implemented Professional Dress Day. On occasion, students are asked to dress in their professional dress attire. Students and parents will be informed ahead of time when professional dress will be required.

ATTENDANCE

Regular attendance, arriving on time, and remaining in school for the entire day promotes school success. Inconsistent attendance not only means lost learning time but causes students to develop poor attitudes toward attending school and being responsible. *Parents/guardians must call 408 471- 4680 in their student's absence, within 48 hours of the absence.*

ARRIVAL

Students should arrive at school no earlier than 7:30 am and no later than 8:10 am. There is no school supervision before 7:30. Upon arrival, students are to go to the student lounge or a supervised classroom.

LATE ARRIVALS

Students are expected to be in their classroom and ready for class by **8:10 am**. Those who are late to school must report to the office with a note from a parent or guardian before going to class and must get a tardy slip for admission to class. Pupils may be given a classroom assignment after school to make up missed time.

- ✓ After three (3) tardies, students will be assigned lunch detention
- ✓ After three (3) lunch detentions, the student will be assigned after school detention
- ✓ After three (3) after school detentions, the student will be assigned Saturday school

If student tardies persist after being assigned to Saturday school – meeting with the parent and student will be set up and student will be placed on a contract.

If a student fails to uphold the contract assigned to them – the student and their parent(s)/guardian(s) will be required to attend an **Attendance Review Meeting**.

ABSENCES

Schools are funded only for student's actual attendance. It is imperative that students who have been absent return with a signed note indicating the specific dates absent and the specific reason for the absence. Please schedule family trips for non-school days and medical/dental appointments after school hours if possible. The following types of absence are excused:

- ✓ Medical: Illness, surgery, medical/therapeutic appointment. Medical/dental absences (or tardiness) are best documented by the practitioner's appointment note.
- ✓ Bereavement: This includes immediate family (father, mother, grandmother, grandfather, sister, brother) of pupil.
- ✓ Non-medical: Court appearance, religious holiday or ceremony, legal appointment.

EXTENDED ABSENCES

In case of an extended absence, please contact the principal regarding options.

Two or more absences may result in a conference and formal notice of parental obligation to assure student's regular school attendance. Proof of doctor's care or prescribed convalescence may be required for excessive absences reported as due to illness.

TRANSPORTATION

STUDENT PARKING

All students who drive a vehicle to school are required to have an RCLA Parking Permit for the current school year in their vehicles. There will be a clearly marked designated area for student parking. Students are not allowed to go to their cars anytime during school hours without permission from administration. In order to obtain a permit, students are required to show a valid driver's license, proof of vehicle registration, and proof of insurance, provide a parent signed registration form. Students may obtain/ renew their RCLA Parking Permit in the main office. Cars without permits are subject to be towed by the San Jose Police Department.

BICYCLES

The privilege of riding a bicycle to school bears the responsibility of following these guidelines, to ensure the safety of both the rider and other persons walking in and around the school premises:

- ✓ When arriving at and leaving from school, bike riders must walk their bicycles to/from the racks or onto the sidewalk.

SKATEBOARDING

Skateboarding is prohibited on campus at all times.

ACADEMIC POLICIES

ACADEMIC DISHONESTY

Students caught cheating during an exam or committing plagiarism, will receive an “F” for the given assignment. If the student continues, a parent conference will follow with additional consequences including, but not limited to an Academic Honesty Contract and/or suspension.

HOMEWORK

Specific minimums or maximums are difficult to establish since the amount of relevant homework may vary from week to week, month to month, or class to class. Likewise, the time required to complete a specific assignment will vary according to the ability of the pupil and the individual’s study habits. The amount of homework is assigned as deemed appropriate by each teacher for the particular class and individual children. In all classes, **homework is expected to be turned in on time**. Because homework is the pupil’s responsibility, forgotten assignments that are faxed or e-mailed to school are considered late assignments. Teachers will explain their homework policies at Back-to-School Night.

GRADING

Grading at RCLA gets progressively tougher – this is done to emulate the grading that students will encounter in college.

Students in AP courses, regardless of grade-level, will follow the percentage breakdown of the 12th grade – as AP courses are intended to be at college-level rigor.

In order for students to be college eligible they should have a “C” or better in any given class.

	Participation	Progress	Performance
9 th Grade	50%	30%	20%
10 th Grade	40%	30%	30%
11 th Grade	30%	20%	50%
12 th Grade/AP Courses	10%	20%	70%

Grade Distribution: A traditional grading scale is used to assign grades based on the percentage of total points earned as follows:

A+ 98-100	B 84-86	C- 70-73	F 0-59
A 94-97	B- 80-83	D+ 67-69	
A- 90-93	C+ 77-79	D 64-66	
B+ 87-89	C 74-76	D- 60 - 63	

STUDENT ACTIVITIES

Students at RCLA are welcome to join a variety of student activities from sports to student government to afterschool clubs. Students are required to meet GPA and behavioral requirements before being allowed to participate or continue with an activity.

Student activities may require a specific GPA in order to participate. If you do not meet these this criterion you will be unable to participate in student activities or school events. If you wish to attend school dances, athletic games or events, you will need to be in good standing behaviorally and with attendance. In order to be allowed in to a school dance you will need to have attended school for the whole day.

Below you will find further eligibility requirements:

ATHLETICS

The following sports are available to RCLA students

Fall Sports	Winter Sports	Spring Sports
Boys Cross Country	Boys Basketball	Baseball*
Girls Cross Country	Girls Basketball	Track & Field
Girls Volleyball	Boys Soccer	
	Girls Soccer	

TEAM ELIGIBILITY INFORMATION

As a member of a high school team you have many responsibilities. Among them is remaining eligible or reporting your ineligibility immediately should it occur. The Rules and Regulations Governing Interscholastic Athletics States "If a school plays an ineligible student, knowingly or unknowingly, in any contest involving sports teams- all contests in which the student participated must be forfeited." Summarized below are the eligibility rules which you must observe:

- ✓ Only students who are amateurs may participate in athletic contests.
- ✓ Students on high school teams become ineligible if they play on "outside" teams, in the SAME sport, during their high school season of sport.
- ✓ For the purpose of this rule, outside competition is prohibited from the opening contest (scrimmage) until the final contest of that sport (league, playoff, or state competition) in which that school is involved, both dates inclusive. The prohibition on playing on outside teams applies to school holidays and vacation periods which occur during the season of the sport.
- ✓ To be eligible for an athletic contest a student must be in at least 20 semester periods of work and passed 20 semester periods of work at the completion of the last regular school marking period is scholastically eligible until the completion of the current regular marking period.
- ✓ Students must have at least a 2.0 GPA in order to be eligible to play a sport
 - Student must not have any Fs to join the team; however, if they receive an F during the season – they will be placed on probation until they no longer have an F.

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body (ASB) is comprised of the Executive Officers as well as Class Officers. Officers will meet with the ASB Advisor to organize student life on campus through various events like Spirit Week, rallies, dances, fundraisers, etc.

ASB also serves as a voice for the student body and acts as a liaison between the students, faculty, and the administration.

Because of this, ASB will held to the highest of standards since they are representative of not only the student body, but of the school as a whole.

Students who wish to run for student government must sign up with the ASB Advisor and meet the necessary criteria.

- Student must have a minimum of a 3.0 GPA (and must have no Fs)
- Student must have two letters of recommendation
- Students running for an Executive Office must be Seniors, exceptional Juniors may be considered.

Once in office, any Executive or Class officer who is caught not adhering to school policies or fails to continue to meet the academic criteria, may be removed from their position.

Executive Officers: President, Vice-President, Secretary, Treasurer, Spirit Director

Class Officers: Governor, Lieutenant Governor, Secretary, Treasurer, Spirit Commissioner

STUDENT CLUBS

Students RCLA are welcome to join or create after school clubs. Students can create or join clubs based on a shared interest or an interest in learning something new. Student clubs can be about food, music, dance, culture, activism, books, movies, math, science...if you have an interest in something, others may as well.

Any student wishing to create a club must have a teacher/staff sponsor that will provide supervision. Students that are interested in starting up a club please email Ms. Moreno at cmoreno@sjrcla.org for a form.

If a club wishes to fundraise – they must fill out a form and submit it to ASB for approval.

JAGUAR PRIDE

The Jaguar Warriors, or the *ocēlōtl*, were an elite unit in the Aztec military. The Jaguar Warriors received this elite status after years of hard work and dedication. We firmly believe that through hard work and dedication – the RCLA Jaguar Warriors will also succeed in college and/or career.

In order to honor our students' hard work and dedication, students will be awarded points for their positive behavior and exemplary show of what a RCLA Jaguar Warrior is. Students will be able to "cash in" their points for various rewards throughout the year or save their points for a bigger reward at the end of the year or even in two years.

At Jaguar Pride assemblies, we will honor those students that have demonstrated outstanding Jaguar Pride during the grading period.

During these assemblies, students are expected to wear professional dress. Parents are welcome during this time.