

ADMINISTRATION

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Principal

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Luis Valdez Leadership Academy

Student & Parent Handbook 2017-2018

**"As long as we stay together,
nothing can conquer us."**

Luis Valdez Leadership Academy: Student and Parent Handbook 2017-2018

ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

PLEASE READ THE PARENT HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE SCHOOL OFFICE.

PARENT NAME:

I ACKNOWLEDGE that I have received a copy of the parent handbook. I have read and understand the contents of the Handbook, and I agree to abide by its policies and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook

Parent's Signature: Date:

Please sign/date, tear out, and return to the School Office.

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ABOUT US

Luis Valdez Leadership Academy (LVLA) is a small, personalized, college-prep charter high school in East San Jose, CA managed by the Foundation for Hispanic Education, chartered by the East Side Union High School District, and awarded initial accreditation by the Western Association of Schools and Colleges. LVLA opened its doors for an inaugural class of approximately 100 students in August of 2014.

VISION AND MISSION

LVLA is committed to providing a rigorous academic program designed to instill a lifelong passion for learning and to equip students with the skills for social and academic success at four year colleges, universities and local community colleges. Through an emphasis on visual and performing arts, digital media and culturally sustaining pedagogy, LVLA will graduate empowered young adults who are poised, confident, and articulate leaders. Through a focus on the Spanish language, for both native speakers and learners, LVLA students will use their education, bi-literacy and life experiences to create positive changes in their own lives, in their own families and within their communities. Through leadership, excellence, responsibility and resilience, LVLA graduates will make a positive impact on the East San Jose community and beyond.

GOVERNANCE STRUCTURE



Foundation for Hispanic Education: The Foundation is the founding organization of the Luis Valdez Leadership Academy. The Foundation Board of Trustees institutes broad policies for the operations of all of its activities, including LVLA

Charter School Committee (CSC): The Charter School Committee is designated by the Foundation to develop and implement policies and procedures in chartering and operating LVLA.

Principal, LVLA: The Principal of LVLA is designated by CSC, under the supervision of the Chief Academic Officer, to be responsible for the day-to-day administration of the school.

GENERAL RULES AND INFORMATION

CAMPUS HOURS

Office Hours: 8:00 am – 5:00 pm

All students must be off campus by 5:30 pm, unless involved in school activities with adult supervision.

LVLA is a CLOSED CAMPUS – Once students enter LVLA campus, they may not leave until officially dismissed. Students should not loiter in the staff parking lot or by the parking lot entrance upon arrival to school. Violators may 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.

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 the 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.

Casts, Crutches and Injuries

Any student who comes to school on crutches or in a cast, medical appliance, or wrap (e.g., Ace-bandage) must have a medical note (available in the office) written by the physician. These students may not remain in school without the completed physician's form! During their recovery, these pupils may eat in the lunch area and then must go to the school office for the remainder of lunch.

INSURANCE

The Luis Valdez 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. It is important that any student planning on participating in any athletic teams or clubs have appropriate insurance before they participate.

CALLING THE SCHOOL AND TEACHER'S E-MAIL

All teachers have an e-mail account. A list of school staff e-mail addresses will be sent home shortly after school begins. You may leave a voice-mail message at any time with the front office, which will be delivered to the teacher at the first opportunity outside of class time. Teachers and Advisors will also provide phone numbers where they can be reached. 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 LVLA.

MESSAGES TO STUDENTS

If you need to get a message to your student during the school day **PLEASE CALL THE SCHOOL'S MAIN OFFICE (408) 384-4015**. **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 and continue violations can result in the confiscation of the student's phone. 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/OR ELECTRONIC DEVICES

Any pupil may have a cell phone/electronic device at school but the device is to be turned off and put away at all times except 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). Continued violation of this policy can lead to confiscation by school administration for remainder of school year.

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The cell phone policy is as follows:

- Violation 1- Teacher takes phone and gives it back at the end of class
- Violation 2- Teacher brings phone to Principal and Principal notifies parent and gives phone back after school
- Violation 3- Teachers brings phone to Principal and Principal notifies parent and keeps phone for a week
- Violation 4- Teacher brings phone to Principal and Principal keeps phone for the rest of semester or year

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.

SCHOOL PICTURES

Individual pictures are taken during the school year for use on School Issued Student Identification Cards.

BACK-TO-SCHOOL NIGHTS

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 Nights are for parents and families to become familiar with the student's instructional program and learning environment, and to learn about goals, curriculum, homework, and expectations for the year. These informative evenings are for both parents and students.

CURRICULUM

OVERVIEW

The LVLA Academic Model 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.

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.

CSU/UC “A-G” Graduation Requirements:

The school's core curriculum includes the following course offerings, which fulfill the minimum a-g requirements. The curriculum is constructed around the six core areas that comprise the University of California a-g requirements.

- A. History/Social Science: Two years are required; but two and one-half years are recommended. US Government satisfied this half year requirement.

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- B. English: Four years of English courses are required. Courses offered include: English Honors, AP English Language & Composition and AP English Literature & Composition.
- C. Mathematics: three years of math are required, but four years of mathematics are recommended. Choices include: Math I, Math II, Math III, Pre-Calculus, AP Calculus AB, AP Statistics.
- D. Laboratory Science: Two years of lab science is required; but 3 years is highly recommended. Courses offered include Biology, Chemistry, Honors Chemistry, Forensics, and Physics.
- E. Foreign Language: Two years are required; but three years are recommended. Spanish are offered to all students. Spanish I, II, and III as well as Spanish for Native Speakers 1 & II, AP Spanish Language & Culture and AP Spanish Literature & Culture. The classes progress from grammar, syntax and simple composition and conversation in the beginning class through Spanish literature, composition, and public speaking. Our expectation is that students in the Seal of Bi-literacy pathway will graduate with a level of competence in Spanish at least equal to that of an advanced undergraduate major in Spanish.
- F. Visual and Performing Arts: One year required. The school offers a varied set of choices for visual and performing art classes. Courses include Digital Media, Advanced Digital Media, Chicano/a Theatre, Actors Studio, Filmmaker's Studio, and Advanced Filmmaker's Studio.
- G. College Preparatory Elective: One year required. Courses include: Mexican-American History, Economics and any additional courses taken beyond the required set of classes, will count towards the "g" category.

In addition to the course requirements above, LVLA students are encouraged to enroll in at least one Advanced Placement course or a Dual Credit Course and pass with a grade of "C-" or higher. Each required course is certified to fulfill one of the University of California's entrance requirements. Upon graduation, all LVLA students have, at a minimum taken the necessary course work for admission to the University of California.

Transferability

100% of LVLA's 9th and 10th grade courses have been approved by the UC Doorways system as a-g courses. As the school continues to grow, LVLA will continue to submit all of its courses for a-g approval. LVLA is confident that courses will continue to be approved based on the 100% success rate with courses through its inaugural and second year of operation. As a result, all of LVLA's courses have transferability to other high schools, charter, public or private.

Advisory

LVLA offers a robust, comprehensive Advisory program that seeks to ensure that ALL students attend school regularly and are academically successful. Advisory also seeks to develop students with their socio-emotional identity and character through a curriculum that focuses on academic success, college and career readiness, exploration of self, building initiative, developing resilience and learning resourcefulness in all LVLA students. The school believes that the Advisory model is one of the main reasons LVLA has been able to create a positive, supportive, and academically driven school culture.

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GRADUATION REQUIREMENTS

To earn a **high school diploma** from Luis Valdez Leadership Academy, students must pass 220 credits in the following areas:

SUBJECT	REQUIREMENT	CREDITS
English	Students must pass four years of English.	40
Social Science	Students must pass three years of Social Science which shall include: <ul style="list-style-type: none"> ✓ One year of World History ✓ One year of US History ✓ One semester of American Government ✓ One semester of Economics 	30
Mathematics	Students must pass two years of math (Math I, Math II)	20
Science	Students must pass two years of science	20
Foreign Language	Students must pass at least one year of a Foreign Language	20
Visual and Performing Arts	Students must pass at least one year of VPA.	10
Electives	Students must take at least 80 units of credit in elective areas. Students may select elective courses in the following areas: English, Foreign Language, Mathematics, Science, Social Science, P.E., and ACTOS courses. Advisory and Tutorial courses also count towards elective credits.	80
Minimum number of credits to earn a diploma:		220

PARENT RESOURCES

LVLA truly values parent participation and have instituted several successful programs to support parent empowerment and engagement in the educational journey of their students.

Cafecito

Parents join the Principal and Academic Dean every third Thursday of the month for a cup of coffee and pan dulce (sweet bread) as the Principal shares school updates and announcements, while parents have the opportunity to share with the Principal and Academic Dean what is working for them and their student, ask questions, share areas of concern, present ideas, and make announcements.

Director of Parent Engagement

The Foundation provides additional support for parents in the form of a Director of Parent Engagement. The Director of Parent Engagement helps organize, plan, and present parent workshops, School Site Council meetings, ELAC meetings, and the Poder de Padres program. The individual in this position can also connect parents to community resources including but not limited to: housing resources, mental and physical health clinics, DAPA/DACA support, and family advocacy.

English Learner Advisory Committee (ELAC)

The English Learner Advisory Committee (ELAC) is a committee of parents of English Learner (EL) students who advise the Principal, staff, and school on programs and services for EL categorical funding and the School Site Council (SSC) on the development of the Single School District Plan (SSDP). The ELAC meets at LVLA campus on a quarterly basis.

Weekly Workshops

LVLA offers weekly workshops, every first Wednesday of the month, where parents learn how they can support the academic and personal development of their student. Topics range from parents learning how to use School Loop to monitor student academic progress, interacting with a panel of first generation college students and their parents, learning high school graduation requirements, learning how to calculate a grade point average (GPA) and read a transcript, reviewing UC a-g requirements, exploring the four systems of higher education, application process, and many more.

Poder de Padres

Led by the organization's Director of Parent Engagement, this program seeks to empower parents as family and community leaders. The program operates as a support group for families and in addition to workshops and presentations on UC a-g requirements and graduation requirements and navigating the path towards college, the group discusses positive discipline strategies for teenagers and effective parenting skills.

School Site Council (SSC)

The School Site Council (SSC) is an advisory committee comprised of the school Principal, teacher representatives, classified staff representatives, student representatives, and parent representatives. The SSC helps measure effectiveness of the academic program, incorporates input from other school advisory committees, review and revise school wide goals, review and recommend for approval the Single School District Plan (SSDP).

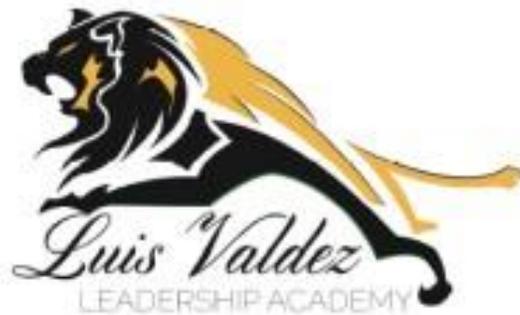
Student Led Conferences (SLCs)

With the guidance and support of the advisors, students conduct Student Led Conferences (SLCs) twice a year, where they present their strengths and their areas of growth and discuss their post- high school goals with their family. During their freshmen year, students present their four year plan to their families so that all stakeholders involved are aware of what the students need and how best to support them. If a student has an academic, social or emotional challenge along the way, the advisor becomes an advocate that will help the student receive the necessary guidance to make sure they meet their college and career goals. Student four-year plans are updated annually with each student's progress and current academic or socio-emotional needs.

STUDENT POLICIES AND PROCEDURES

SCHOOL NORMS

GIVE RESPECT, GET RESPECT



L EAD BY EXAMPLE & WITH COMPASSION

HAVE A GROWTH M I NDSET

O NE VOICE

BE RESPO N SIBLE WITH THE POWER OF YOUR WORDS AND ACTIONS

GET UP S TAND UP (TAKE OWNERSHIP OF YOUR EDUCATION!)

*"AS LONG AS WE STAY TOGETHER,
NOTHING CAN CONQUER US."*
MR. CAMARILLO, FOUNDING DIRECTOR

STUDENT CONDUCT

LVLA institutes a restorative justice approach to discipline that seeks to avoid suspension, expulsion and other punitive forms of discipline and promote conflict mediation, public apologies and community service as alternative means of discipline. It is the goal to allow students the opportunity to reflect and take ownership of their behavior and make amends for the wrong or harm that they bring to the LVLA community.

The goal of the discipline policy at LVLA 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.

INAPPROPRIATE BEHAVIORS

- ✓ **UNSAFE BEHAVIOR** -climbing trees, buildings, or railings, jumping down ramp, sliding down banisters (feet are to be on concrete sidewalk/steps at all times), running, using equipment improperly or unsafely;
- ✓ **DISRUPTING SCHOOL ACTIVITIES OR OTHERWISE WILLFULLY DEFYING THE VALID AUTHORITY OF SUPERVISORS, TEACHERS, ADMINISTRATORS OR OTHER SCHOOL PERSONNEL;**
- ✓ **CAUSING, ATTEMPTING TO CAUSE, THREATENING TO CAUSE PHYSICAL INJURY TO ANOTHER PERSON;**
- ✓ **CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY;**
- ✓ **INAPPROPRIATE LANGUAGE**
- ✓ **EMOTIONAL ABUSE** (teasing, spreading rumors, put-downs, discrimination);
- ✓ **STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY**
- ✓ **BEING WHERE YOU'RE NOT SUPPOSED TO BE.**
- ✓ **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.
- ✓ **DRUG AND ALCOHOL POSSESSION AND/OR USE**
- ✓ **HARASSMENT** – Unlawful harassment because of race, color, national, or ethnic origin, citizenship, age, gender, religion, sexual orientation, physical or mental disability, medical condition, marital status, or any other protected basis includes, but not limited to:
 - Verbal conduct such as epithets, derogatory comments or explicit jokes.

- Verbal abuse of sexual nature, graphic, verbal commentary or suggestive gestures.
- Visual conduct such as leering, derogatory posters, photography, cartoons, drawings, notes or invitations.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at students because of gender or race.
 - Threats or demands to submit to sexual requests
 - Making or threatening reprisals after negative response to sexual advances.
- Retaliation for having reported or having threatened to report harassment.
- Any of the above-mentioned behaviors done electronically, including via internet or text message.

SUSPENSION AND EXPULSION

LVLA institutes a restorative justice approach to discipline that seeks to avoid suspension, expulsion and other punitive forms of discipline and promote conflict mediation, public apologies and community service as alternative means of discipline. It is the goal to allow students the opportunity to reflect and take ownership of their behavior and make amends for the wrong or harm that they bring to the LVLA community. The goal of the discipline policy at LVLA 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.

The Principal within applicable law and following all due process requirements in accordance with AB 1360, may use his/her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a student subject to discipline under this section. However, a student, including an individual with exceptional needs as defined in Section 56026, may be suspended for any of the reasons enumerated above upon a first offense, if the principal determines that the student violated subdivision (a),(b).(c),(d), or(e) of Section 48900 or that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

If an offense listed above that could subject a student to suspension or expulsion is alleged to have occurred, the principal or designee shall investigate the allegation. If the alleged allegation appears to have occurred and the suspension would be less than 10 days, the student will be provided oral or written notice of the charge(s). If the student denies the charges, the school must provide explanation of the evidence that supports the charges, and an opportunity for the student to present his or her side of the story (Ed. Code 47605(b)(5)(J)(i)).

For expulsions or suspensions of 10 days or more, the school must provide timely, written notice of the charges against the student and an explanation of the student's basic rights. Within a reasonable number of days, the school must hold a hearing adjudicated by a neutral officer, at which the student has a fair opportunity to present testimony, evidence and witnesses, to confront and cross examine adverse witnesses and at which the student has the right to bring legal counsel or an advocate (Ed Code 47605(b)(5)(J)(i)).

No student will be involuntarily disenrolled, dismissed or transferred by the charter for any reason unless the parent or guardian has been provided written notice at least 5 school days before the effective date of his or her removal. For all involuntary removals, including expulsions and dismissals for non-disciplinary reasons, parents must be informed of their right to a hearing before

the effective date of the removal. If the student's parents or guardian initiates the hearing procedures, the student must remain enrolled until the charter school issues a final decision (Educ. Code 47605(b)(5)(J)(iii)). The decision of TFHE is final.

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.

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

LVLA prohibits the use of alcohol or drugs by anyone, anywhere on school property and at any school-sponsored event. A student may not bring or use drugs at school or at a school activity, have intoxicating beverages or drugs in his/her possession at school or at a school activity, or 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 LVLA events, activities, or programs.

Use, Possession of Tobacco – Ed. Code 48900(h)

LVLA prohibits students from possessing or using tobacco or tobacco products on campus or anywhere by anyone, on school property and at any school-sponsored event. Any student who brings or uses tobacco products at school or at a school activity may also be assigned to an alternative tobacco program. Repeat offenders could face more serious consequences.

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.

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.

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 LVLA school dance.

INJURY

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.

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 - ED. CODE 48900.3

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.

HARASSMENT/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.

LVLA 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 an LVLA computer, Internet network, or school e-mail address, each student must have a completed and signed LVLA 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.**

SEARCH AND SEIZURE

The principal at LVLA and Deans reserve the right to search students and their possessions (backpacks, purses, clothes, cars, etc.) if the school has reasonable suspicion that the search will uncover evidence that the student has violated or is violating the law, school rule, or school policy, such as if the student is in possession of a weapon, illicit drug or substance that jeopardizes the safety of LVLA campus. It is LVLA policy that the school will endeavor to notify a parent or family member after a student is searched, even if the school finds nothing illegal in the student's possession. Please note that if a student's electronic device (cellular phones, tablets, etc.) disrupts instruction or an assembly, it may be confiscated and returned to parent after school.

PROCESS OF INFORMING PARENTS OF ACTIONS AND DUE PROCESS RIGHTS

If a student has committed any of the offenses listed above, the school counselor shall inform parents as soon after the offense has occurred as is practicable that the offense has occurred and to request a meeting with the parents. Parents will then be informed of the nature of the offense, the options available to the school for responding to the offense, and the course of action the school has chosen to take. The parents will also be informed of their right to contest the determination that their student has committed an offense that can result in suspension and/or expulsion. If the parents choose to contest the determination, the Principal and counselor shall review the offense and the conditions under which it is alleged to have occurred. If, after review, it is determined that the grounds on which the parents contested the suspension or expulsion decision are supported, then the suspension or expulsion shall be lifted. If, after review, the grounds on which the parents contested the suspension or expulsion are determined not to be supported, then the suspension or expulsion shall not be lifted.

Rights of Students with Disabilities With Respect to Suspension and Expulsion

Suspension of students with exceptional needs requires that the school administrators and IEP team members understand the limits of suspension of students with disabilities, requirements for IEP review following suspension, and alternatives to suspension.

Limits of Suspension of Students with Disabilities

As noted previously, the Principal may suspend a pupil from the school for any of the reasons noted above. An individual with exceptional needs may be suspended for up to, but not more than 5 consecutive school days. The student may be suspended for up to 10 days before an IEP team manifestation determination meeting is required. The student can be removed for more than 10 days for separate acts of misconduct, as long as the removals do not constitute a pattern. During any removal of more than 10 days the school must provide services to the extent determined necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals on his or her IEP.

IEP Review Following Suspension

An IEP meeting is not required prior to suspending a student with a disability up to 10 days. However, the IEP team should meet to review a pupil's placement and program when the pupil is experiencing serious discipline problems leading to multiple suspensions. It is required that the IEP team conduct an IEP manifestation determination review when a pupil's suspensions total 10 days. The IEP team must determine how the student will receive free, appropriate public education (FAPE) on the 11th and any subsequent days of suspension. The team will also determine if additional assessment is needed, if the misconduct was caused by, or had a direct and substantial relationship to the pupil's identified disability, and if the pupil is appropriately placed. The IEP team must hold a manifestation determination meeting after every suspension of a student with a disability beyond 10 days.

Alternatives to Suspension

According to Education Code 48900.5 a suspension shall be imposed only when other means of correction fail to bring about proper conduct. The Principal may use his discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a student subject to discipline under this section. However, a student, including an individual with exceptional needs as defined in Section 56026, may be suspended for any of the reasons enumerated above upon a first offense, if the Principal determines that the student violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

NOTE: Whenever possible, teachers and administrators should implement interventions and consequences in response to a student's misbehavior that do not involve removing the student from his or her educational setting. Possible alternatives to suspension include:

- ✓ Use of a classroom behavior management system that is positive, fair, consistent, and understood

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- ✓ Redirection of the student back to task
- ✓ Discussion with student
- ✓ Discussion with parent
- ✓ Loss of privilege or points; change in conduct grade, etc.
- ✓ Implementation of positive behavior interventions
- ✓ Detention (after school) with time for the teacher and student to review alternative ways the student could respond and behave in the classroom that would be more appropriate
- ✓ Referral of student to school psychologist
- ✓ Adjustment of the student's classes and schedule
- ✓ If the student has an IEP, request to hold an IEP team meeting to
 - a. Describe the target (problem) behavior and measurable terms on the IEP
 - b. Develop IEP goal (and objectives if appropriate) to address target behavior
 - c. Determine level of behavior intervention needed and document strategies on the appropriate form.
 - d. Identify supports and resources necessary to implement behavior interventions

Expulsion of Students with Exceptional Needs

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10* consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under § 300.536). (34CFR§300.530)

NOTE: While the Code of Federal Regulations allows up to 10 consecutive days, the California Education Code 48911 allows only 5 consecutive days. A student with disabilities who is expelled from school is still entitled to a free appropriate public education (34CFR§300.530(d); EC 48915.5(b)).

Readmission of an Expelled Student

When a pupil is expelled, the Charter School Committee will outline terms and conditions for readmission to the district. The pupil may apply for readmission and be considered for reinstatement by the Committee upon satisfactory completion of the terms and conditions in the rehabilitation assignment. *Upon reinstatement, the governing board may order the expungement of any or all records of the expulsion proceedings.* (EC 48917(e)). When a pupil has an expulsion suspended, the Committee may work with the District to reassign the student to an educational setting wherein he/she can simultaneously work toward satisfactory completion of the terms and conditions in the rehabilitation plan. If a student on a suspended expulsion reoffends (violates the provisions of EC 48900) again during the time of the suspended expulsion, he/she is immediately expelled and the regular readmission criteria apply.

Schedule for Review/Revision of Suspension and Expulsion Policies

Review of suspension and expulsion policies will take place annually. Changes will be made as appropriate. Changes will be made outside the regular review schedule if laws pertaining to suspension or expulsion change during the academic year.

SCHOOL DRESS CODE POLICY

The Luis Valdez Leadership Academy has instituted a dress code for the 2017-18 school year. Our dress code policy was created to ensure that we maintain a positive and safe school climate, but also to give teenagers the freedom to express themselves through their dress.

Below is a list of guidelines that we expect student to follow on a daily basis.

Regular Dress

1. Students may wear any type of shirt to school as long as it is not majority red or blue (any shade). Students may not wear any professional sports teams or jerseys to school (Warriors, Raiders, 49ers, Sharks, SF Giants etc.) Any shirts or clothing that reference images or words that are related to drug, alcohol or tobacco use will never be permitted on campus, including Cookies. Shirts may not contain sexually explicit or inappropriate material.
2. Students are expected to wear appropriate pants, leggings, shorts or skirts-Blue jeans are acceptable. Acceptable pants include Dickies (but no red or blue Dickies are allowed). Belts may be any color, except red or blue. Shorts must be appropriate length for the school setting.
3. Students are expected to wear tennis shoes or sandals that have no red or blue, any other color is acceptable. Boots are acceptable, including UGG boots.
4. If students decide to wear a garment over their t-shirt or blouse, it must have no red or blue of any shade. Students are expected to wear non-red or blue jackets, sweaters or hoodies. College sweatshirts or hoodies may be worn on any day of the week to promote LVLA's college going culture, of any color. Logos and language on any sweaters or jackets must be appropriate for the school setting and make no references to drugs, alcohol, violence or gangs.
5. Hats are allowed at LVLA but no professional sports teams hats. Hats may not be red or blue of any shade, unless they are college hats. Visors and beanies are allowed but must not be red or blue.

Additionally, one of the goals of the Dress Code Policy is to show students how to dress for special events. To reach this goal, we have implemented Professional Dress Day. Every last Friday of the month, students are asked to dress in their professional dress attire. Below are the guidelines for Professional Dress Day dress code.

Professional Dress Day
(Last Friday of the Month)

Boys are expected to wear the following items:

- Solid buttoned down dress shirt (must be tucked in at all times).
- Tie of your choice
- Dress pants/slacks
- Black or brown dress belt
- Dress shoes

Girls are expected to wear the following items of your choice:

- Dress shirt (No Cleavage or see through material)
- Knee-length skirts. Longer skirts are also acceptable.
(No see through material or spandex tight fitting material or slits)
- Flats or dress boots. For safety reasons, high heels are not acceptable
- Dress pants or slacks may be worn.
(No see-through material or spandex tight fitting material)

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

(except for College Apparel and/or Professional Dress)

If you have any questions regarding the dress codes, please ask. If you are wondering if a specific item is acceptable, please check before wearing it to school. Our school phone number is **408-384-4015**.

LVLA Administration reserves the right to ban any items listed or not listed in the uniform policy and also applies to any grooming methods/ dress/ accessories deemed inappropriate FOR ANY REASON.

LVLA administration also reserves the right to meet with families of any students who are dressing in a manner that is perceived as gang related. Students could be asked to return home to change clothes if in violation of the dress code or if they refuse to accept the LVLA provided loaner.

LVLA's goal is to minimize loss of instructional and provide students a loaner-clothing item if in violation of the dress code. Loaner items must be returned to the front office at the end of each school day. LVLA is not responsible for any items that are taken away because they are in violation with the dress code policy. The students must go to the office at the end of the day to collect any item(s) they are collected for being a violation.

ATTENDANCE

Regular attendance, arriving on time, and remaining in school for the entire day promotes academic success. Inconsistent attendance not only means lost learning time, but causes student's to develop poor attitudes toward attending school and being responsible. Making up school assignments or homework cannot take the place of real class lessons and the exchange with teachers and classmates.

Parents/guardians must call the front office 408-384-4015 if their child is absent or within 48 hours of the absence.

For the safety of all our students the person picking up the student must be listed on the emergency card and have proper identification. All students (including those who are 18+) will only be released to an authorized person.

Absences: If a student is absent from class, he or she should do one of the following within TWO days of returning to school.

Bring a note (parent note and proof (i.e. Doctor's note) to the attendance office from the parent or legal guardian stating the date(s) of the absence and the reason (s) for the absence.

Have his or her parent or legal guardian call the attendance office at 408-384-4015 and give the name of the school, the name of the student, the date(s) of the absence and reason(s) for the absence. Once the student returns he/she must bring proper documentation (i.e. Doctor's note) to ensure the absence is excused.

Please note: Absences can ONLY be excused with official documentation

Truancy and Absences

Definition of a Tardy:

Students are tardy if they are not in their seats or stations when the bell rings (the starting time of each class)

All students who are tardy must first report to the Office, check in and get a tardy pass. Just like absences Tardiest are ONLY excused if proper/valid documentation is provided (i.e. Doctor, Dentist, Hospital)

Please note: Unexcused absences AND Tardiest will affect the student's participation grade. The student participation grade is 50% of the class grade.

Attendance is Critical

School attendance is required by law. Every child ages 6 through 18 years of age must attend school every day and on time. The parents or guardians are responsible for their child's school attendance. Parents must let the school know if your child is not in school and give a specific reason for the absence.

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Excused absences for Personal Reasons (EC 48205)

All absences must be verified in accordance with the Board Policy 5113, Ed Code 48205, and California Code Regulation Title 5 Section 6.

A student's absence shall be excused when it is due to the following reasons:

- Illness (for self or of a child whom the student is the custodial parent)
- Medical/Dental Appointment (for self or of a child whom the student is the custodial parent)
- Quarantine under the direction of a county or city health officer (for self or of a child whom the student is the custodial parent)
- Attending funeral services of an immediate family member. Services conducted in California, no more than 1 day will be excused. Services conducted outside of California, no more than 3 days will be excused.
- Jury duty
- Justifiable personal reasons (Please contact school office for list of reasons)

Please be aware that any absences due to VACATION/OUT OF TOWN are unexcused absences.

TRANSPORTATION

Student Parking

All students who drive a vehicle to school are required to have an LVLA 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 **prior to bringing their vehicle to school**. Students may obtain/ renew their LVLA 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:

- Pupils must have parental permission to ride their bicycles to school.
- Pupils must wear a bicycle helmet while riding. It's the law!
- Bicycles should be licensed, locked, and easily identified. The school cannot be held responsible for loss or damage.
- Bicycle riding is not permitted on school grounds.
- Bicycle safety rules must be adhered to at all times:
 - Use proper hand signals.
 - Walk bicycles in the crosswalks.
 - Ride single.
 - Ride on the right.
 - 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.

ATHLETICS

LVLA is committed to providing the resources necessary to develop, support, and grow the Athletics Program for its Lions. LVLA Administration believes that the Athletics Programs are an opportunity for students to develop confidence, create community, and become leaders.

Eligibility Requirements

Academics: LVLA expects Student-Athletes to be students first and maintain exemplary character in the classroom by being in class on time every day, modeling mature behavior and focusing on academics. If any student-athlete falls below a 2.0 GPA he/she must meet with their Advisor and the School Principal for the possibility of being granted a one-time probation (only if GPA is between 1.50-1.99). If probation is granted, there will be weekly progress checks in order to maintain eligibility.

Citizenship: LVLA Student Athletes will be model members of the LVLA community and not have any behavioral issues inside or outside of the classroom.

Physical: Students must also complete a physical exam and turn in the verification form.

Sports Offered at LVLA for 2017-2018 Academic Year*

Fall

Girls Volleyball
Cross Country

Spring

Track and Field

Winter

Boys Basketball
Girls Basketball
Boys Soccer
Girls Soccer

*Additional athletics programs will be offered as LVLA grows

ACADEMIC POLICIES

LVLA Academic Dishonesty Policy 2017-18

What is academic dishonesty?

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:

Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.

i.e. When you copy someone else's work or allow a fellow Lion to copy or take ideas from your work

Fabrication: The falsification of data, information, or citations in any formal academic exercise.

i.e. When you make up sources that don't exist, make up data that is not real or write information that you know is not authentic

Deception: Providing false information to an instructor concerning a formal academic exercise— e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

i.e. Lying to a teacher about why you were late with an assignment, making up a reason why you cannot turn in an assignment or project or take a test

Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.

i.e. Taking answers from another student, giving your paper to another student to use to cheat, or gaining any unfair advantage by being dishonest

Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

i.e. Interfering with someone else's work, purposefully deleting someone else's work or changing what another student has created

LVLA Responses to Academic Dishonesty

- ✓ 1st Incident: Teacher notifies school Principal and advisor of student, Principal documents incident in PowerSchool, teacher contacts parents of student and informs them of incident; student receives zero on assignment but is given alternate assignment, which can be completed for full credit.
- ✓ 2nd Incident: Teacher notifies school Principal and advisor of student, Principal documents in PowerSchool and calls student's parents, student receives a zero on assignment and is given alternate assignment to complete for maximum half credit
- ✓ 3rd Incident: Teacher notifies school Principal and student's advisor, school Principal sets up a parent-student-advisor conference to create an academic contract, student receives a zero on the assignment with no opportunity to complete an alternate assignment
- ✓ 4th Incident and Beyond: Repeat Step 3, conference focuses on student's future at LVLA

Student Success Team (SST) and Section 504 Accommodations

The Student Success Team (SST) is a problem solving and coordinating structure that assists students, families, and teachers to seek positive solutions for maximizing student potential. The SST focuses in-depth on one student at a time and invites, and invites the parents and student to participate in finding solutions. This process informs individual actions for students, including referral to the formal SST process, and class-wide actions to address issues such as the use of class resources, behavior management, classroom modifications, and health education.

504 Education Plans

Each school site will have an administrator or assigned designee to serve the purpose of Section 504 Coordinator as this individual will be responsible and fully aware of their Section 504 responsibilities as well as policies and procedures regarding Section 504. The school administrator and/or assigned designee receives a referral from a parent, student, teacher, or school official.

When should school staff consider referring a student for Section 504 evaluation?

- ✓ When a student shows a pattern of not benefitting from the instruction being provided;
- ✓ When retention is being considered for any student;
- ✓ When a student returns to school after a serious illness or injury;
- ✓ When the student has a chronic health condition;
- ✓ When a student is identified as "at risk" or exhibits the potential for dropping out of school;
- ✓ When a physical or mental impairment of any kind is suspected;
- ✓ When a parent gives the school any of the above information or refers the student for a Section 504 Evaluation

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A person may be considered disabled under the definition of Section 504 if the individual has been evaluated and:

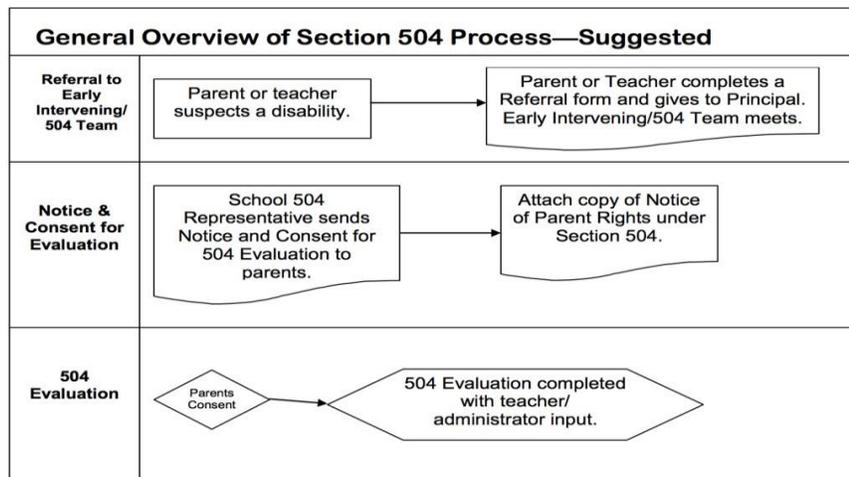
1. Has a mental or physical impairment that substantially limits one or more of the such person's major life activities.

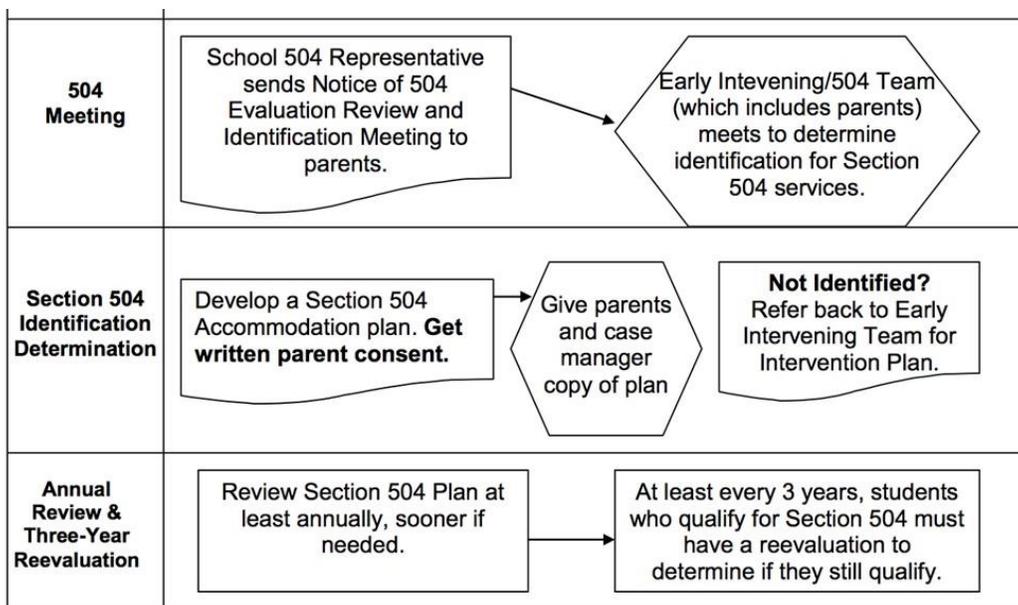
"Major Life Activities" include functions such as the following:

- caring for one's self
- walking
- seeing
- speaking
- learning
- breathing
- sleeping
- standing
- lifting
- reading
- concentrating
- thinking
- communicating
- working
- helping
- eating
- bending
- operation of a bodily function
- other

2. Has a record of such an impairment
3. Is regarding as having such an impairment

IMPORTANT: The second and third prongs of the definition become a factor if discrimination or negative action has occurred because of the "record" or "history" or is regarded as having an impairment.





NUTRITION POLICY

Our school is committed to educating our students about the importance of proper nutrition. We teach that (1) healthy bodies and healthy minds go together; (2) food is the fuel that body and mind need daily to function effectively; (3) a healthy body is to be respected and every pupil can aspire to having one. With this goal in mind, the school has adopted the following policies regarding food and nutrition.

- ✓ Cultural and nutritionally sound hot and cold meals are offered to all students for breakfast or lunchtime daily.
- ✓ Teachers actively encourage donation of books, software, educational games, etc. to the classroom as an alternative to "treats." Small gifts such as stickers, pencils, or erasers also may be passed out to the class. Sharing of sugar-based treats is not appropriate for birthday celebrations in class.
- ✓ Where appropriate, classroom-cooking experiences will relate to the school curriculum and will be kept as healthful as possible.
- ✓ Parties: A minimal number of parties will be scheduled throughout the school year. These parties may vary from year to year and from grade level to grade level. Sweets to be shared on a very selective basis at classroom parties must always be balanced by other sugar free, low-fat items.
- ✓ Food as Rewards: Food is not generally provided in class as a reward for proper behavior but can, on occasion, appropriately be used to reinforce desired behavior. The staff is sensitive to the frequency and nature of such rewards.

Health and Safety Policies

In order to provide safety for all students and staff, TFHE implements its full health and safety procedures and risk management policies at LVLA in consultation with its insurance carriers and risk management experts. The following is a summary of the health and safety policies for LVLA:

Youth Suicide Prevention Policy

LVLA's policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate support and confidentiality for students, staff, and families affected by suicide attempts and loss (in accordance with AB 2246 and California Ed Code Section 215, as added by AB2246, Chapter 642, Statutes of 2016.) Please immediately contact your principal, dean or counselor if you have any concerns or need support.

Mandated Child Abuse Reporters

All staff at LVLA will be mandated child abuse reporters and follow all applicable reporting laws. The Charter School shall provide mandated reporter training to all employees annually in accordance with Education Code Section 44691.

Tuberculosis Risk Assessment and Examination

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.

Drug Free/Alcohol Free/Tobacco Free Environment

LVLA shall function as a drug, alcohol and tobacco free workplace.

Immunizations and Health Screenings

LVLA is responsible for documenting immunizations to the same extent that this is required for non-charter public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code. Additionally, LVLA complies with applicable student immunization and health screening requirements.

Medication at School

LVLA will adhere to Education Code Section 49423 regarding administration of medication in school. Students requiring prescription medications and other medicines during school hours will be accommodated.

Vision, Hearing, Scoliosis

Students will be screened for vision, hearing and scoliosis as applicable to EC Section 49450, et seq., as applicable to the grade levels served by LVLA.

Blood Borne Pathogens

LVLA shall meet state and federal standards for dealing with blood-borne pathogens and other potentially infectious materials in the school. LVLA 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.

Comprehensive Discrimination and Harassment Policies and Procedures

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LVLA is committed to providing a school that is free from discrimination and sexual harassment, as well as any harassment based upon the actual or perceived characteristics of race, religion, creed, color, gender, gender identity, gender expression, nationality, national origin, ancestry, ethnic group identification, genetic information, age, medical condition, marital status, sexual orientation, pregnancy, physical or mental disability, childbirth or related medical conditions, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance or regulation. TFHE has developed a comprehensive policy to prevent and immediately address any concerns about discrimination or harassment at the school (including employee to employee, employee to student, and student to employee misconduct). Misconduct of this nature is very serious and will be addressed in accordance with the school's harassment policy, which shall be outlined in detail in the school's Employee Handbook.

Safety Plan

LVLA will adhere to a safety plan, which will be outlined in the Employee Handbook and drafted 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 LVLA 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.

Facility safety

LVLA will comply with education code section 47610 by either using facilities that are compliant with Field Act or facilities that are compliant with the California Building Standards Code.

In the event that LVLA, for any reason, operates wholly or partially in facilities other than those provided by the district, the school will not be hampered in meeting the goals and objectives set forth in this carter. LVLA shall partner with the district to ensure that it will comply with building and zoning ordinances. The school shall partner with the District to test sprinkler systems, fire extinguishers, and fire alarms at its facilities to ensure that they are maintained in an operable condition at all times.