

**Latino College  
Preparatory Academy  
Student Handbook  
2017-2018**



**Vision**

The vision of the Latino College Prep Academy (LCPA) is to be recognized as the premier provider of High School English Language Learner educational programs, thus ensuring innovative, successful leaders with critical thinking, decision-making, information technology, and communications skills.

**Mission**

The mission of the Latino College Prep Academy is to enable underserved high school English Language Learners to become bi-literate in English, Spanish, mathematics, and science. These skills will ensure their ability to successfully complete requirements for a high school diploma and pursue post-secondary educational opportunities of their choice.

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**IMPORTANT PHONE NUMBERS**

***Main Number 408-729-2281***

**School Fax: 408-351-8850**

*Director	ext. 1041
*Associate Director	ext. 1034
*Office Manager	ext. 2216
*Attendance Office	ext. 1035
*Registrar Office	ext. 1019
*Counselor: A thru K	ext. 1026
*Counselor: L thru Z	ext. 1031
*Athletic Director	ext. 2250
*Testing	ext. 1033
*Resource Specialist	ext. 1022
*Security	ext. 2251

### **EXPECTED SCHOOLWIDE LEARNING RESULTS**

- Students will be critical thinkers who demonstrate proficiency in Math and Science
- Students will be biliterate in Spanish and English.
- Students will be highly proficient in technology.
- Students will pursue higher education beyond LCPA.

### **THREE-WAY SCHOOL PLEDGE**

**Staff:** We understand the importance of the school experience for every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability: Offer a coherent, challenging, interesting curriculum to prepare students for their future, strive to address the individual needs of each student, communicate with parents regarding each student's progress, provide a grading policy that addresses homework and classwork expectation, correct and return student work in a timely manner, execute enthusiasm for learning, take pride in the school, counsel each student to successfully complete high school requirements using a four year plan.

**Student:** I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability: get to class on time and attend school every day, return completed homework and assignments on time, come to school prepared to learn, get involved in activities, always put forth my best effort, live up to commitments, ask for help when needed, be responsible for my own behavior, do what's right, respect others and their property, and take pride in the school.

**Parent/Guardian:** I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability: Encourage my student to excel and to complete all homework and assignments on time, make sure my student gets adequate sleep, a healthy diet, and attends school daily, call with questions, encourage my student to read for pleasure, limit free-time activities like TV & "hanging' out", review the Parent Newsletter, grading policies and other materials sent home, attend Back-to School Nights, and other school events, especially when my student is involved.

### Parent Involvement

	Signing up for <b>SCHOOLGY</b> where parents can monitor homework assignments, grades and attendance regularly
	Monitoring daily attendance. When your child cuts a class, or has an early dismissal they are marked as a half day of absence.
	Scheduling all school appointments after school.
	Sending a note explaining each individual absence.

## Parent Committee Calendar

*Meetings are held once a month*

### ELAC 5:30pm to 6:30pm

#### **Fall Semester 1 (2017)**

August: N/A  
Tuesday, September 12, 2017  
Tuesday, October 10, 2017  
Tuesday, November 14, 2017  
Tuesday, December 12, 2017

#### **Spring Semester 2 (2018)**

Tuesday, January 16, 2018  
Tuesday, February 13, 2018  
Tuesday, March 13, 2018  
Tuesday, April 17, 2018  
Tuesday, May 15, 2018

### School Safety Committee 3:30pm to 4:30pm

#### **Fall Semester 1 (2017)**

August: NA  
Tuesday, September 12, 2017  
Tuesday, October 10, 2017  
Tuesday, November 14, 2017  
Tuesday, December 12, 2017

#### **Spring Semester 2 (2018)**

Tuesday January 16, 2018  
Tuesday February 13, 2018  
Tuesday, March 13, 2018  
Tuesday, April 17, 2018  
Tuesday, May 15, 2018

### School Site Council 5:30pm - 6:30pm

#### **Fall Semester 1 (2017)**

August: NA  
Wednesday, September 13, 2017  
Wednesday, October 11, 2017  
Wednesday, November 15, 2017  
Wednesday, December 13, 2017

#### **Spring Semester 2 (2018)**

Wednesday, January 17, 2018  
Wednesday, February 14, 2018  
Wednesday, March 13, 2018  
Wednesday, April 17, 2018  
Wednesday, May 15, 2018

### Cafecito 8:30am - 9:30am

#### **Fall Semester 1 (2017)**

Tuesday, August 15, 2017  
Tuesday, September 5, 2017  
Tuesday, October 3, 2017  
Tuesday, November 7, 2017  
Tuesday, December 5, 2017

#### **Spring Semester 2 (2018)**

Tuesday, January 9, 2018  
Tuesday, February 6, 2018  
Tuesday, March 6, 2018  
Tuesday, April 10, 2018  
Tuesday, May 8, 2018

## ATTENDANCE POLICY

### Compulsory Full-Time Education

Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with section 48400) is subject to compulsory full-time education. Such persons shall attend the public full-time day school or continuation school or classes for the full-time designated as the length of the school day by governing board of the school district in which the residency of either the parent or legal guardian is located. Each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes for full time designated as the length of the school district in which the board of the school district in which the residence of either parent or legal guardian is located. (Ed. Code Sec. 48200)

### Attendance Procedure

To report an absence, call 408-729-2281 Ext.: 1035

The State of California has instituted Senate bill 727 (New Attendance Law). Under this law only students that are in school will count for reimbursement from the state, because of this new law it is very important for the financial stability of the district that all students are in school. Every student must be in school unless it is necessary for him/her to be absent from school.

Family emergencies, out-of-town emergencies, etc. are considered “**unexcused**” absences unless the school has been notified prior to the absence. When possible, **all** absences should be cleared in advance through the Attendance Office. If a student arrives late to school, he/she must report directly to the attendance office with a note from a parent; if he or she does not, the student will receive “cuts” for those classes missed. If no parent verification is received, the student will receive a “cut” for all classes missed. Students who must leave campus before the end of school day must check through the Attendance Office. If they do not, they will receive “cuts” for all classes missed. Students that do not follow attendance procedures may be referred for disciplinary action. Students who are absent must **CONTACT THE ATTENDANCE OFFICE** at 408-729-2281 Ext. 1035. It is requested that a parent/guardian telephone the school the first day of the student absence. Contact should be made as early as possible. After five (5) days any “unclear” absences will be considered “cuts” and a detention will be assigned. A parent or guardian will still be able to clear the absence, but the detention will remain for failure to clear the absence within five days.

Call (408) 729-2281 Ext.: 1035 if you are absent.

5 absences per semester are allowed “excused”.

2 absences = Saturday Services

5 and more = Meeting with the Director

### Tardy Policy

Students are expected to be in their assigned seats on time, *before* the tardy bell rings. Students with chronic tardiness will be assigned AFTER SCHOOL DETENTION.

Excessive tardies will result with a parent and student meeting.

Every 3 tardies = Friday Detention

5 Consecutive Tardies = TBD

10 tardies = Meeting with Director.

### Outside Passes

A student must obtain an off campus pass in order to leave campus anytime during the school day. If a student has an appointment during the school day, he/she should bring a note from the parent/guardian *before* school. The note should state the student’s name, the time and place of the appointment, what time he/she is to leave campus, and how the student is to get there; i.e. walk, drive, parent will pick up, etc. The off campus pass may be picked up at a later time between classes or during lunch.

If a parent/guardian is going to pick up the student, they should call ahead of time so the office has enough time to send a pass to the student.

If a student becomes ill during the school day, he/she should come to the Attendance office. The receptionist will call a parent or another person specific on the Emergency Card to determine whether the student will be issued an off campus pass.

### **Excessive Absence Policy**

After a student has been absent (10) days during the school year, the parent/guardian may be informed in writing. Once a student accumulates ten (10) days of absences during one school year, the student may be placed on “**Attendance Supervision**” and it may be required that any additional absences be verified by a licensed medical practitioner or be counted as unexcused (CAC Title 5 Sec. 421 b). Students who are placed on attendance supervision and continue to have irregular attendance are subject to involuntary transfer to another alternative program such as Continuation High School. **Students who are placed on attendance supervision may be ineligible to participate in co-curricular activities for six (6) weeks from the date placed on attendance supervision.** Parent/Guardians of students on attendance supervision who continue to have irregular attendance are subject to being referred to the School Attendance Review Board (SARB), the Probation Department, and/or the District Attorney’s Office (Ed. Code Sec. 48320-48324). Parents/Guardians are welcome to call the Attendance Office at any time to check on their student’s attendance.

### **Senior 90% Attendance Policy**

Seniors are required to maintain a minimum of 90% attendance during the school year. Those seniors who fail to attend school at a 90% rate may be denied the privilege of participating in senior activities and the graduation ceremony.

## **CLOSED CAMPUS AND VISITORS**

Latino College Preparatory Academy is a closed campus and students may not leave campus without a permission to be off campus pass. Visitors are not allowed on campus unless they are part of a planner program which has been approved by an administrator. ALL visitors must sign in at the front office and receive a visitor pass.

## **MEDICATION**

Students needing to take prescribed medication during the school day are required to leave all medication at the front office and registered. The following are required before such assistance if given:

- (1) A written statement from the student’s physician detailing the method, amount, and time schedule for taking the medication;
- (2) A written statement from the student’s parent/guardian requesting the student be assisted in taking the prescribed medication

## **BEHAVIOR GUIDELINES**

**GOAL:** The goal of student supervision is to provide a safe learning environment. Proactive student supervision ensures the safety of students in areas and activities that take place on the way to and from school, during school activities, in hallways and restrooms, and during brunch/ lunch and, when incidents happen, it helps minimize negative outcomes.

A positive school environment with clear rules that are enforced firmly, fairly, and consistently is the best device for promoting excellent student self-discipline and a safe school. When behavioral infractions do occur, administration will utilize a variety of disciplinary actions in order to try and get the student to modify their behavior appropriately. These include counseling, class suspension, lunch detention, parent conference, after school detention, Saturday School, In-House suspension, schedule changed, home suspension, referral to an alternative program, and expulsion.

## SUSPENSION AND EXPULSION PROCEDURES

### *Overview*

Governing Law: The procedures by which pupils can be suspended or expelled. —California Education Code Section 47605(b)(5)(J).

The following Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at LCPA. When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* LCPA is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion. The policy may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Staff and Administration shall enforce disciplinary rules and procedures fairly and consistently among all students. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom charter school has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The charter school will follow all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom charter school has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

### *Grounds for Suspension and Expulsion of Students*

A student may be suspended or expelled for prohibited misconduct if the act

- 1) is related to school activity
- 2) occurs at the charter school or at any other school
- 3) is at a charter school sponsored event.

A pupil may be suspended or expelled for acts that are enumerated below and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- 1) While on school grounds
- 2) While going to or coming from school
- 3) During the lunch period, whether on or off the school campus
- 4) During, going to, or coming from a school-sponsored activity.

### *Suspension Offenses*

Discretionary Suspension Offenses - A student may be suspended when it is determined that the pupil did for any of the following acts:

- 1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- 2) Willfully used force of violence upon the person of another, except self-defense.
- 3) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.

- 4) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- 5) Committed or attempted to commit robbery or extortion.
- 6) Caused or attempted to cause damage to school property or private property.
- 7) Stole or attempted to steal school property or private property.
- 8) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a pupil's own prescription products.
- 9) Committed an obscene act or engaged in habitual profanity or vulgarity.
- 10) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- 11) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- 12) Knowingly received stolen school property or private property.
- 13) Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- 14) Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- 15) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- 16) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- 17) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- 18) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- 19) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades four to 12, inclusive.

20) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades four to 12, inclusive.

21) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades four to 12, inclusive.

22) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

23) Aided or abetted, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

#### *Non- Discretionary Suspension Offenses*

Students must be suspended and recommended for expulsion if a pupil engaged in any of the following acts:

1) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the CEO or designee's concurrence.

#### *Suspension Procedure*

Suspensions shall be initiated according to the following procedures:

- 1) *Conference*: Suspension shall be preceded, if possible, by a conference conducted by Administration with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the CEO. The conference may be omitted if the CEO or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference. At the time of suspension, Administration shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.
- 2) Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

- 3) Upon a recommendation of expulsion LCPS Administration, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the CEO or designee upon either of the following determinations:
- a) The pupil's presence will be disruptive to the education process
  - b) The pupil poses a threat or danger to others.

Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

### *Expellable Offenses*

Discretionary Expellable Offenses - Students may be expelled for engaging in any of the following acts:

- 1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- 2) Willfully used force of violence upon the person of another, except self-defense.
- 3) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- 4) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- 5) Committed or attempted to commit robbery or extortion.
- 6) Caused or attempted to cause damage to school property or private property.
- 7) Stole or attempted to steal school property or private property.
- 8) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a pupil's own prescription products.
- 9) Committed an obscene act or engaged in habitual profanity or vulgarity.
- 10) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- 11) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- 12) Knowingly received stolen school property or private property.
- 13) Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- 14) Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- 15) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- 16) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- 17) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

- 18) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- 19) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades four to 12, inclusive.
- 20) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades four to 12, inclusive.
- 21) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades four to 12, inclusive.
- 22) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions 48900(r) of the Education Code, directed specifically toward a pupil or school personnel.
- 23) Aided or abetted, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

Non -Discretionary Expellable Offenses - Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- 1) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with Administration's concurrence.
- 2) If it is determined by the governing Board that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, onto campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. The term "firearm" means:
  - a) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - b) The frame or receiver of any such weapon
  - c) Any firearm muffler or firearm silencer

- d) Any destructive device. (Such term does not include an antique firearm). The term "destructive device" means
- i) any explosive, incendiary, or poison gas, including but not limited to
    - (1) Bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses.

#### *Authority to Expel*

A student may be expelled either by the Board following a hearing before it or by the Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the LCPA's governing Board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

#### *Expulsion Procedures*

- 1) Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Administration determines that the pupil has committed an expellable offense. The Administrative Panel will hold a hearing on the case, and will make a determination whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the student makes a written request for a public hearing three (3) days prior to the hearing. Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:
  - a) The date and place of the expulsion hearing.
  - b) A statement of the specific facts, charges and offenses upon which the proposed expulsion is based.
  - c) A copy of the school's disciplinary rules that relate to the alleged violation.
  - d) Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment.
  - e) The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor.
  - f) The right to inspect and obtain copies of all documents to be used at the hearing.
  - g) The opportunity to confront and question all witnesses who testify at the hearing.
  - h) The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

#### *Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses*

The school may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the school, panel chair, or the hearing officer in the expulsion. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying. The school must also provide the victim a room separate from the hearing room for the complaining witness' use prior to

and during breaks in testimony. At the discretion of the Administrative Panel, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room. The Administrative Panel may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness. The Administrative Panel may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school if there is no good cause to take the testimony during other hours. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand. If one or both of the support persons is also a witness, the school must present evidence that the witness' presence is both desired by the witness and will be helpful to the school. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

#### *Students with Disabilities*

A pupil identified as an individual with disabilities or for whom the charter school has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for disciplinary action, including suspension and expulsion, and is accorded the same due process procedures applicable to regular education pupils except when federal and state law mandates additional or different procedures. The charter school will follow the IDEA, Section 504, and all applicable federal and state laws when imposing any form of discipline on a pupil identified as an individual with disabilities or for whom the charter school has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such pupils.

#### *Procedural Safeguards/Manifestation Determination*

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the charter school, the parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability or if the conduct in question was

the direct result of the local educational agency's failure to implement the IEP. If the charter school, the parent, and relevant members of the IEP Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability. If the charter school, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team shall do the following

- 1) Conduct a functional behavioral assessment or a functional analysis assessment and implement a behavioral intervention plan for such child, provided that the charter school had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement.
- 2) If a behavioral intervention plan has been developed, review it and modify it, as necessary, to address the behavior.
- 3) Return the child to the placement from which the child was removed, unless the parent and the charter school agree to a change of placement as part of the modification of the behavioral intervention plan.

If the charter school, the parent, and relevant members of the IEP team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP, then the charter school may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

#### *Due Process Appeals*

If the parent of a child with a disability disagrees with any decision regarding placement or the manifestation determination, or if the charter school believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, they may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings.

#### *Special Circumstances*

Charter school personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct. The Administration may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

#### *Interim Alternative Educational Setting*

The student's interim alternative educational setting shall be determined by the student's IEP team.

#### *Procedures for Students Not Yet Eligible for Special Education Services*

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the Charter School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the charter school had knowledge that the student was disabled before the behavior occurred. The charter school shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- 1) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to charter school supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- 2) The parent has requested an evaluation of the child.

- 3) The child's teacher, or other charter school personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other charter school supervisory personnel.

If the charter school knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put. If the charter school had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The charter school shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by the charter school pending the results of the evaluation. The charter school shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, if the parent has refused services, or if the student has been evaluated and determined to not be eligible.

#### *Record of Hearing*

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

#### *Presentation of Evidence*

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the administrative panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board, panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. If, due to a written request by the expelled pupil, the hearing is held at a public meeting and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public. The decision of the administrative panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board is final. If the expulsion hearing panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

#### *Written Notice to Expel*

LCPA Administration following a decision of the Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

- 1) Notice of the specific offense committed by the student.
- 2) Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the school.

The CEO or designee shall send a copy of the written notice of the decision to expel to the District. This notice shall include the following:

- 1) The student's name
- 2) The specific expellable offense committed by the student
- 3) The Board's decision to expel shall be final.

### *Disciplinary Records*

The school shall maintain records of all student suspensions and expulsions at the school. Such records shall be made available to the District upon request.

### *No Right to Appeal*

The pupil shall have no right of appeal from expulsion from the Charter School as the Charter School Board's decision to expel shall be final.

### *Expelled Pupils/Alternative Education*

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the county or their school district of residence.

### *Rehabilitation Plans*

Students who are expelled from the school shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the school for readmission.

### *Readmission*

The decision to readmit a pupil or to admit a previously-expelled pupil from another school district or charter school shall be in the sole discretion of the Board following a meeting with Administration and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. LCPA Administration shall make a recommendation to the Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the school's capacity at the time the student seeks readmission.

### *Gun Free Schools Act*

Charter School shall comply with the federal Gun Free Schools Act.

## CELL PHONE

Prior to entering class, please make sure ALL ELECTRONIC DEVICES ARE TURNED OFF!

1. At the beginning of each class, students will turn in all personal electronic devices to their teacher.
2. Students will receive their personal electronic devices at the end of the class period.
3. Students using electronic devices during class hours will have the item confiscated after the second time.
4. Cellular phones and other devices may be used appropriately and respectfully before school, during break/ lunch and after school.

**\*LCPA is not responsible for any lost or stolen electronic devices or other personal property that a student brings on campus**

### ADMINISTRATION Effective Discipline

<b>Mandatory Expellable Offenses EC 48915 (c) (Parent/Guardian notification in all cases of violations)</b>
<b>(1) Firearm:</b> Possessed, sold, or otherwise furnished a firearm
<b>(2) Brandishing a Knife at Another Person:</b> As defined in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3-1/2 inches; a folding knife with a blade that locks into place or a razor with an unguarded blade.
<b>(3) Unlawfully Selling a Controlled Substance</b>
<b>(4) Committing or Attempting to Commit Sexual Assault or Committing Sexual Battery</b>
<b>(5) Possession of an Explosive</b>

### **Consequences:**

**All violations of Education Code 48915 (c) are mandatory expellable offenses.**

**Students who commit these offenses will be:**

- 1. Automatically suspended**
- 2. Recommended for expulsion by the Administration.**
- 3. Police notification will take place in all instances.**

<b>Quasi Mandatory Expulsion EC 48915 (a) (Parent/Guardian notification in all cases of violations)</b>
<b>(1) Serious Injury:</b> Caused serious physical injury to another person, except in self defense
<b>(2) Knife/Dangerous Object:</b> Possessed a knife or other dangerous object of no reasonable use to the pupil
<b>(3) Controlled Substance:</b> Unlawfully possessed any controlled substance listed in Health and Safety Code Section 11053, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
<b>(4) Robbery/Extortion:</b> Committed robbery or extortion
<b>(5) Assault/Battery on School Employee:</b> Committed an assault or battery, as defined in PC 240, 242, upon any school employee.

**Consequences:**

All Violations of Education Code 48915 (a) may result in a recommendation for expulsion.

The Administration will determine if a recommendation for expulsion is necessary based upon the following criteria:

A: Seriousness of offense

B: Circumstances of situation

C: Student’s prior disciplinary records

D: Any other extenuating circumstances

**Along with a possible recommendation for expulsion, students violating EC 48915a may be disciplined with:**

- 1. Suspension**
- 2. Police Citation**
- 3. Involuntary Transfer**
- 4. Community Service**
- 5. Counseling**
- 6. Mandatory Attendance to Classes/ Interventions**

<b>Discretionary Expulsion EC 48900</b> <b>(Parent/Guardian notification in all cases of violations)</b> <b>Mandatory Attendance to Classes/Interventions.</b>	
<b>(a)(1) Physical Injury</b>	<b>l: Receipt of Stolen Property</b>
<b>(a)(2) Willful Violence/Fighting and/or Battery</b>	<b>m: Imitation Firearm</b>
<b>b: Dangerous Object</b>	<b>n: Sexual Assault/Battery</b>
<b>c: Drugs or Alcohol</b>	<b>o: Witness Harassment or Intimidation</b>
<b>d: Look-Alike Substance</b>	<b>p: Prescription Drug Soma</b>
<b>e: Robbery/Extortion</b>	<b>q: Hazing</b>
<b>f: Property Damage/Vandalism</b>	<b>r: Bullying/Electronic</b>
<b>g: Theft</b>	<b>.2: Sexual Harassment-</b>
<b>h: Tobacco</b>	<b>.3: Hate Violence</b>
<b>i: Obscenity/Profanity/Vulgarity</b>	<b>.4: Harassment, Threats, or Intimidation</b>
<b>j: Drug Paraphernalia</b>	<b>.7: Terroristic Threats</b>
<b>k: Disruption/Defiance</b>	
<b>Corrective Measures: <u>ALTERNATIVES TO SUSPENSION</u></b>	
<b>1: Warning</b>	<b>11: Change of Class Schedule</b>
<b>2: Behavior Contract</b>	<b>12: Community Service</b>
<b>3: Brunch/Lunch Detention</b>	<b>13: Police/Probation Notification</b>
<b>4: After School Detention</b>	<b>14: Recommend for Expulsion</b>

<b>5: Parent / Teacher Conference</b>	<b>15: Involuntary Transfer</b>
<b>6: Reflection Worksheet</b>	<b>16: Restitution</b>
<b>7: Counseling</b>	<b>17. Confiscation of Article(s)</b>
<b>8: Referred to CBO/MST for Services</b>	<b>18. Saturday School</b>
<b>9. Restorative Justice</b>	<b>19. In House Suspension</b>
<b>10: Circle Discussion (Harm Circle)</b>	<b>20. Suspension</b>

<b>Support Services</b>	
<b>Administration</b>	<b>Parents</b>
<b>Campus Supervisor</b>	<b>Student Advocate</b>
<b>Counselors</b>	<b>Social Worker</b>

<b>Other Violations: Student's parents will be notified</b>
<b>1. Academic Integrity including Plagiarism/Technology Misuse</b>
<b>2. Causing or Inciting a Campus Disruption/Disturbance, False Alarm</b>
<b>3. Dress Code Violation</b>
<b>4. Forged Notes/Documents/Phone Calls</b>
<b>5. Gambling</b>
<b>6. Reckless Driving</b>
<b>7. Skateboarding/Roller Blades/Scooters/ Bicycles</b>
<b>8. Tardy/Cutting/Truancy/TABS</b>
<b>9. Trespassing/Violation of Closed Campus</b>
<b>10. Use of Cell Phones or Other Electronic Devices (Refer to School Site Policy)</b>
<b>11. Gang Affiliated Dress/Display</b>
<b>12. Horseplay/Imitation Fighting</b>
<b>13. Inappropriate Display</b>
<b>14. Accessory To Fight/Assault</b>

Corrective Measures: <b>ALTERNATIVES TO SUSPENSION</b>		
1: Warning	8. Written Reflection	15. Recommendation for Exp
2: Behavior Contract	9. Saturday School	16: Involuntary Transfer
3: Brunch/Lunch Detention	10: In House Suspension	17: Restitution
4: After School Detention	11: Suspension	18. Confiscation of Article(s)
5: Parent Conference	12: Change of Class Schedule	19. Conflict Mediation
6: Benched in Office	13: Community Service	20. Parent Shadow
7: Counseling	14: Police/Probation Notification	21. Youth Court

Support Services	
Administration	Parents
Campus Supervisor	Student Advocate
Counselors	Social Worker

**SATURDAY SCHOOL**

Saturday School is intended to provide pupils and parents/guardians an alternative to suspension. Failure to serve the assigned date will result in an In School Suspension of the first offense and Home Suspension on the subsequent offenses

1. Unexcused absences, tardiness, or truancy
2. Other infractions covered under Ed. Code Sec. 48900.

**Time:** 8:00am to 12:00pm

**Location:** will be noted on the reminder slip

**Behavioral Requirements:**

1. Misbehavior of any type while in Saturday School may result in the student being removed from Saturday School and being sent home. This would be considered as failure to serve Saturday School and may result in suspension.
2. Any student who arrives later or does not have study materials may be sent home or assigned additional detentions. This may result in student having Saturday School reassigned and/or suspension.
3. Student assigned Saturday School will be expected to complete the assignments developed for Saturday School and/or other assignments as directed by the school instructors.
4. Students who are ill need to have their parents/guardians contact the school office or the Director by phone or note the date of the illness no later than Monday following the assigned date to verify illness. Such verified illness may result in Saturday School being reassigned to a later date.

**ON CAMPUS SUSPENSION**

On Campus Suspension is intended to provide pupils and parents an alternative to home suspension. Although students are removed from their regular classes, In School Suspension is designed to provide productive study time. Student will be allowed to make-up work, tests or quizzes missed during the suspension. A student assigned to In School Suspension by an administrator must serve the full number of days assigned. Taking a home suspension is not an option. Absences will be considered unexcused or truant.

**Time:** 8:10am-3:50pm

**Location:** LCPA Office

**Behavioral Requirements**

1. Misbehavior of any type while In House Suspension may result in the student being removed from In House Suspension and sent home. This would be considered as a home suspension for that date and the students would be required to serve an additional day of In House Suspension upon return to school.
2. Students who are ill need to have their parents/guardians contact the school by phone on the date of illness. In House Suspension will resume as assigned upon the date the student returns to school. A note from the parent verifying the illness will be required to excuse the absence.
3. Students are expected to have the necessary materials (books, pencils, paper) with them when they report to In House Suspension.

**\*\*NOTE: when assigned days In House Suspension, a student is ineligible to participate in any school activity until the day after the last day of In House Suspension is served.**

### **HOME SUSPENSION**

If a student is assigned a home suspension, they are ineligible to participate in any school activity until the day after the last day of Home Suspension is served.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Our goal is to provide a safe and productive learning environment for all students. Students with disabilities will be disciplined in accordance with the discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

LCPA will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the Chief Academic Officer or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

**Change of Placement.** School personnel will determine on a case-by-case basis, consistent with the IDEA, Section 504 and their implementing regulations, whether a change in placement has occurred when a student is suspended due to a violation of the Code of Conduct.

**Manifestation Determination.** For any disciplinary action that will result in a change in placement if proposed against a student receiving services under IDEA or Section 504, the IEP team shall be convened. No later than ten (10) school days after the date on which the decision was made to change the student's placement, the IEP team shall determine whether the student's behavior is a manifestation of his or her disability. The IEP team will determine:

**1.) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability;**  
**or**

**2.) If the conduct in question was the direct result of LCPA's failure to implement the IEP.**

Discipline Options-Behavior Unrelated to Disability. If the conduct is determined to be unrelated to the disability for which the student is receiving services, disciplinary options, including suspension, removal or expulsion applicable to students without disabilities, may be applied to students with special needs in the same manner in which they would be applied to students without disabilities. However, such students receiving services will still receive educational services to enable the student to participate in the general education curriculum and to progress toward meeting the goals set out in the student's IEP as required by applicable law.

Discipline Options-Behavior Related to Disability. If the behavior is determined to be a manifestation of the disability, no long-term suspension or expulsion can be implemented. The IEP team may modify the student's placement or IEP as appropriate, for educational, not disciplinary reasons. In addition, the IEP team will either conduct a functional behavior assessment and implement a behavioral intervention plan or review the existing behavioral intervention plan and modify it as necessary.

The Chief Academic Officer or designee will provide all school employees training on violence prevention, the school's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to The Chief Academic Officer or designee the authority to contact the school's legal counsel for legal advice or training on the school's responsibilities.

### **HALLWAY/RESTROOM PASS**

A student who wants to go to the restroom during class time must use sign out sheet in classroom and get a pass from the teacher. His/her pass must be in their possession any time they are out of class. Violators will be assigned a detention. If a student has been detained by a member of the school staff, and is late to class, he/she must have a pass to avoid receiving an unexcused tardy.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic affecting the individual.
- The conduct, as considered by a reasonable person of the same gender as the victim, is sufficiently severe or pervasive to have a negative impact upon the individual's academic performance, or to create an intimidating, hostile, or offensive educational environment. In making this determination, the totality of the circumstances, the nature of the harassment, and the context in which the alleged harassment occurred will be considered.

Report all complaints of sexual harassment immediately to the director or designee. An investigation of each complaint of sexual harassment will be conducted in a way to ensure the privacies of all parties concerned.

### **STUDENT OBLIGATIONS**

Students are responsible for making restitution for lost or damaged school materials. Obligations need to be paid as soon as possible and failure to pay will result in the student becoming ineligible for any extracurricular or co-curricular activities. In addition, report cards and diplomas will be held until all obligations have been cleared.

## **COMMUNITY SERVICE HOURS**

***Community Service Hours:*** All students are required to complete 100 hours of community service hours, prior to graduating. Students need to fill out the Community Service Hour Form, which is available at the front office. Any questions please see your counselor.

- 25 Hours are required per year
- 100 Total Hours (9<sup>th</sup>-12<sup>th</sup>) are required by the end of April Senior Year
- 80% (20 Hours) are required to from an Off-Campus Agency
- 20% (5 Hours) can be from an on-campus service

**9th Grade Focus:** Social Justice

**10th Grade Focus:** Service to Children and Animals

**11th Grade Focus:** Career Exploration

**12th Grade Focus:** Elderly, Mentally or Physically Disabled

## HIGH SCHOOL GRADUATION REQUIREMENTS

\*All LCPA Courses are transferrable to other public high schools

Subject	Requirements	Credits
<b>English</b>	Students must pass 4 years of English (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> )	40
<b>Social Science</b>	Students must pass 3 years of Social Science: 1 year of World History; 1 year of United States History; 1 semester of American Government; 1 semester of Economics.	30
<b>Mathematics</b>	Students must pass 2 years of math: Algebra I or Integrated Math 1; Geometry or Integrated Math 2 (or higher level courses).	20
<b>Science</b>	Students must pass 1 year of Biological (Biology or Integrated Science) and 1 year of physical college prep lab science (Integrated Science, Physics, Chemistry) that satisfies the University of California a-g course sequence.	20
<b>Fine Arts or Foreign Language</b>	Students must pass a 1 year course in either Fine Arts or Foreign Language.	10
<b>Physical Education</b>	Students must pass 1 year of Physical Education	10
<b>Electives</b>	Students must pass elective courses chosen from the following	90
<b>Total Credits Required for Graduation</b>		<b>220</b>

Materia	Clases requeridas	Créditos
<b>Inglés</b>	4 años inglés (9 <sup>º</sup> , 10 <sup>º</sup> , 11 <sup>º</sup> , 12 <sup>º</sup> )	40
<b>Historia/ Ciencias Sociales</b>	3 años de Ciencias Sociales: Estudios Mundiales (10 <sup>º</sup> ) Historia de Los Estados Unidos(11 <sup>º</sup> ). Un semestre de Gobierno (12 <sup>º</sup> ) Un semestre de Economía (12 <sup>º</sup> )	30
<b>Matemáticas</b>	2 años de Matemáticas: Algebra I o, Math I; Geometría o Math II, o Math III (incluyendo cursos de matemáticas avanzados).	20
<b>Ciencias</b>	2 años de Ciencias: un año de Ciencia Física (Química, Física, Ciencia Integrada) y un año de Ciencia de Vida (Biología, Ciencia Integrada)	20
<b>Artes Visuales o Idioma Extranjero</b>	Un año de Artes Visuales o Idioma Extranjero	10
<b>Educación Física</b>	Un año de Educación Física	10
<b>Cursos Electivos</b>	Se requieren créditos de cursos electivos para los requerimientos de graduación.	90
<b>Total de créditos requeridos para la graduación</b>		<b>220</b>

## **A-G REQUIREMENTS**

**A: History/Social Science**- 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. (Three years recommended).

**B: English**– *Four years* of college preparatory English that includes frequent and regular writing, reading of classic and modern literature, and practice listening and speaking.

**C: Mathematics**- *Three years* of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. (Four years recommended)

**D: Laboratory Science**- *Two years* of laboratory science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics. (Three years recommended)

**E: Foreign Language**– *Two years* of the same language other than English. (Three years recommended)

**F: Visual and Performing Arts**– *One year*, including dance, drama/theater, music or visual art.

**G: College-Preparatory Elective**– *One year* chosen from the “a-f” courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as “g” electives.

**AP Courses:**These courses give students the opportunity to receive college credit while enrolled in high school. AP courses earn an extra point (for passing grades) when calculation of G.P.A. Any students wishing to exit out of an AP course will require prior approval and a parent conference.

**EVC Courses:**These courses give students the opportunity to receive high school and college credit while enrolled in high school. Any students wishing to exit out of an AP course will require prior approval and a parent conference.

**Change in Student Information:**If a student moves or changes telephone numbers, the information should be reported to the Registrar in the main office. This is very important in order to keep school records current. Also, any change in name due to marriage or adoption, contact the Registrar.

**Change of School:** A student should report to the main office with the parent or legal guardian and fill out a Request to Withdraw form. Then the student and parent/guardian should schedule an appointment with the counselor to state why he/she will be dropping and to state the new destination. After student has been cleared, returned all books and clear all obligations, documentation will be processed by the Registrar with a 24 hour period after the Request to Withdraw has been approved.

**Retaking Failed Classes:**When a student fails a class required for graduation, he/she may:

- Take the class in summer school, if offered
- Sit with the counselors and determine what is the best option to retake the class

## ACTIVITIES & ATHLETICS

### Philosophy of Athletics

Interscholastic athletics provide unique opportunities to teach young people about teamwork, sportsmanship, cooperation, and life-skills such as self-discipline and loyalty. It also allows students to develop their abilities and to discover what talents they possess.

Interscholastic athletics is a voluntary program. Team representation therefore is a privilege not a right. Along with that privilege comes the responsibility to conform to the highest ideals of sportsmanship as well as to the standards established by all the governing entities.

Latino College Preparatory Academy will offer a comprehensive program of interscholastic athletics for both young men and young women. We are committed to continuous improvement and will pursue excellence. We consider it a privilege to work with our aspiring student athletes.

#### **Fall Sports (August - November)**

- Girls Volleyball
- Girls and Boys Cross Country

#### **Winter Sports (November - February)**

- Boys and Girls Basketball
- Boys and Girls Soccer

#### **Spring Sports (February - May)**

- Girls Softball
- Lacrosse

### Extra-Curricular Activities

Those activities not associated with a grade and not held during school hours are extra-curricular. Examples include after school dances, rally, and entertainment events. When under suspension from school, a student shall not participate in or be present at any school activity sponsored by the school. The Director or designee may suspend a student from participation from extra-curricular activities.

**Eligibility Grades:** In order to participate in activities and athletics you must be academically eligible. Eligible grades are achieved by obtaining a 2.00 Grade Point Average (GPA) (Ed Code 351605 and Board Policy 6145) and no more than 1 F. A student who becomes ineligible due to grades will be ineligible for 6 weeks. Students can gain eligibility or become ineligible at the end of every grading period.

**Eligibility Discipline:** any student receiving a five day suspension for a drug-related offense is not eligible for any school-sponsored trip, activity or co-curricular activity for six weeks. This includes but is not limited to, athletics, Disneyland, prom, ASB offices, and field trips. Any student who receives a disciplinary suspension while on a school sponsored activity will automatically forfeit his/her right to participate in future school-related trips.

**\*\*NOTE: when assigned day(s) in In-School Suspension or Home Suspension, a student is ineligible to participate in any school activity until the day after the last day of suspension is served.**

**Eligibility Attendance:** at school is vital to student success. Therefore, students are required to be in regular attendance on the day of any competition or event to insure eligibility to participate. A participant must be in regular attendance on the day of the activity or will be prohibited from participating in the activity. Medical appointments and/or prior administrative approval are the only excuses for this rule.

## **CONDUCT AT SCHOOL ACTIVITIES**

- LCPA students are expected to dress and behave at school activities in ways that display the proper ideals of courtesy, ethical conduct, and school spirit. The following policies will, therefore, be in effect for attendance at all school activities:
- Only acceptable school attire will be allowed. The wearing of capes, masks, headgear, or other bizarre costumes will not be allowed at events. Faces may be painted, but must be recognizable.
- Courtesy to visitors and officials must be shown at all times.
- The use of vulgar, profane language or obscene gestures will not be allowed.
- Violations of this policy may result in immediate removal from, or denial of, admittance to the activity. Other consequences may follow in accordance to school policy.

### **Dance Rules**

- Each student must have a dance ticket and a student identification card in order gain admittance to school dances
- Dance times will be 7:30pm-10:00pm with exception of Winter Formal and Prom.
- All guests must be accompanied by their host, have a ticket, guest pass, and a photo ID to be admitted to the dance. Guest passes must be obtained from the activities director and turned in 3 days prior to the dance.
- Minimum guest requirements: 2.0 GPA, acceptable attendance and discipline records at current school, and must be at least in high school. No student who has been expelled from LCPA will be granted a guest pass.
- A minor student bringing a non-student guest over the age of 18 year of age is required to have a parent signature on the guest pass signifying the parent's approval of their guest. No middle school students or students over 20 years old will be approved for a guest pass.
- Students must remain inside the dance until such time as they are ready to depart. Students who depart early will not be re-admitted.
- Students who engage in inappropriate physical contact will be removed from the dance and parents will be contacted.
- Dress code is in effect for all dances and students may be asked to leave if it is determined that the dress code was violated.

**\*\*\*Anyone in possession of, under the influence of, or attends having consumed alcohol or drugs will be removed from the dance and subject to suspension and possible expulsion from the school.**

### **Senior Activities Including Graduation**

These activities are a privilege not a right. Any senior who has been declared ineligible for co-curricular and extracurricular activities due to Truancy, excessive absences, home suspension, or substance offenses may be denied the right to participate in any or all such activities.

### **Fundraisers**

All fundraisers must be approved by the Associate Director.

### **Advertising/Fliers**

All fliers must be approved by the activity supervisor. At the end of the activity all fliers must be removed.

## SCHOOL UNIFORM POLICY

The Latino College Preparatory Academy requires that each student report to school in our school uniform. The faculty and staff of LCPA developed the uniform policy with the input of parents and students. Together we agreed 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 for security reasons. Students in uniform are easily identified by our faculty, staff, and visitors. Below is a list of guidelines that must be followed on a daily basis.

### Regular Dress (Monday-Thursday)

1. Students are expected to wear a White or Black polo-shirt with the appropriate LCPA school logo. LCPA school polo shirts are available for purchase at the LCPA front office.
2. Students are expected to wear appropriate Black full-length pants. Acceptable pants include Dickies or Dockers. The black pants must be proper fit with a black leather belt with traditional buckle and must have the LCPA school polo-shirt tucked-in at all times.
3. Students are expected to wear Black and or White tennis shoes (closed-toe). Dress shoes are also acceptable. For safety reasons, flip-flops or sandals are NOT acceptable.
4. Students are expected to wear only a solid black or white jacket or LCPA sweater. Imprints/graphics of any kind other than the school logo are not acceptable. The only acceptable imprint/ graphic is our LCPA school logo.
5. During the summer months **ONLY** students may wear appropriate black shorts.

**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. Each Friday, students are asked to dress in their professional dress attire. Below are the guidelines for Professional Dress Day dress code.**

### Professional Dress Day (Friday)

**Boys are expected to wear the following items:**

- Buttoned down dress shirt (must be tucked in at all times).
- Tie or Bowtie
- Solid color dress pants/slacks
- Dress shoes **only**

**Girls are expected to wear the following items:**

- Buttoned down dress shirt (No Cleavage or see through material)
- Professional knee-length skirts. Longer skirts are also acceptable. (No see through material or spandex tight fitting material or slits)
- Solid color dress shoes or professional boots (closed-toe shoes). For safety reasons, high heels are not acceptable
- During the winter months solid black dress pants or slacks may be worn. (No see through material or spandex tight fitting material)

### THE COLORS BLUE OR RED ARE NEVER ACCEPTABLE

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

## LATINO COLLEGE PREPARATORY ACADEMY EXPECTATIONS

### RESPECT:

#### **Yourself, Your Peers, Your School, and Your Community!**

##### **Eagle Warriors Respect:**

**Ourselves:** Use proper and respectful language; it reflects on the manners we have been taught.

**Our Peers:** Show manners, say “Excuse Me”, “Please”, & “Thank You”. Be respectful in order to be respected.

**Our School:** Attend all of our classes, be on time and ready to work. Respect others time in order for them to respect ours.

**Our Community:** Respect our community by leading through example, it will prepare us for the professional world and adult life

### CONNECT

#### **With your Peers, Teachers, Class, and School**

##### **Eagle Warriors Connect With:**

**Our Peers:** Help our classmates when they are in need, in return they will help us when we are in need.

**Our Teachers:** Do not use phones or headphones. Listen Attentively!

**Our Class:** Have our Chrome Book fully charged and our school supplies prepared at the beginning of class.

**Our School:** Wear our school approved uniform, it’s for our own well being and it shows school pride!

### PROTECT

#### **Yourself, Each Other, Our School, and Our Community**

##### **Eagle Warriors Protect:**

**Our self:** Stand up for what we believe in, in a respectful way. Follow teacher and administrator directions.

**Our Peers:** If we see something, say something! It’s our responsibility to protect ourselves, our peers, our school and our community in a non-violent manner.

**Our School:** Keep a respectable atmosphere while inside and outside of our campus. Do not be a bully, nobody likes to get hurt. We treat others the way we want to be treated.

**Our Community:** This is a CLOSED CAMPUS for our protection. We do not risk our safety by leaving campus during school hours or letting anyone come on campus to disrupt our learning.

### REFLECT

#### **On Your Thinking, Your Options, Your Actions and Your Consequences**

##### **Eagle Warriors Reflect On:**

**Our Thinking:** Our thoughts become our words, our words become our actions, our actions become our habits, our habits become our values.

**Our Options:** Think about where our actions will lead us. We do not eat in class, throw trash on the floor, or vandalize our campus.

**Our Actions:** Proper preparation prevents poor performance. Complete all academic assignments, tasks, and take tests seriously.

**Our Consequences:** Our success will help us, our family, our school and our community. Our failure will hold us, our family, our school and our community back. We need to find and follow our purpose!

# LATINO COLLEGE PREPARATORY ACADEMY

## Uniform Public Complaint(UCP) Form

FOR THE LEA (not to be on form itself):

- This form shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code.
- The terms 'pupil' and 'student' may be used interchangeably.
- This notice will no longer reference the California High School Exit Exam nor Intensive Instruction and Services at this time.

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. Additionally, Uniform Complaints can be filed when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion,color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Response requested:  Yes  No

Name (Optional): \_\_\_\_\_ Mailing Address (Optional): \_\_\_\_\_

Phone Number Day (Optional): \_\_\_\_\_ Evening (Optional): \_\_\_\_\_

Issue of complaint (please check all that apply):

### 1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

### 2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

### 3. Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_ Location of problem (school name, address, and room number or location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use other side):

**Please file this complaint with the principal of the school or his/her designee in which the complaint occurred:**

Location:

Title of office

Address:

Street

City

Zip code

*A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution*

THE FOUNDATION FOR HISPANIC EDUCATION  
UNIFORM COMPLAINT PROCEDURE (UCP)

This form may be completed and submitted when a person or organization believes The Foundation for Hispanic Education has violated a federal or state law regulation governing one of the following: 1) Consolidated Aide Programs, 2) Migrant Education, 3) Child Nutrition, 4) Special Education, 8) Title VII. A complaint can be submitted in any form, this form is one such option.

For Williams Settlement Procedures: Sufficiency of Materials, Emergency or Urgent Facilities Issues, or Teacher Vacancies and Misassignment Issues, Use Separate Williams Complaint Form.

Date:

TO: Principal/Director

or The Foundation for Hispanic Education  
C/O Compliance Designee (CEO)  
14271 Story Road

Address

San Jose, California, 95127

City/State/Zip

FROM:

Name:

Address:

Telephone:

Program Addressed in complaint:

COMPLAINT:

Please describe in your own the nature of the complaint including all names, dates, and places relevant to understanding your concerns. (You can include additional pages if necessary).

I certify that the information above is true and accurate to the best of my knowledge.

Signature of Originator

Signature of Originator

Signature of Originator

Signature of Originator

THE FOUNDATION FOR HISPANIC EDUCATION  
Uniform Complaint Procedures (UCP) Submission

An individual, public agency, or organization may file a written complaint of alleged noncompliance by LCPA, LVLA, or RCLA. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination (Title 5, California Code of Regulations, Section 4630).

1. Submit this form in person or by email to the school Office of the Principal/Director.
2. Submit this form in person or by mail to:  
Uniform Complaint Administrator, TFHE Compliance Designee (CEO)  
14271 Story Road  
San Jose, CA. 95127

Complaints can be filed in any form this particular form does not have to be submitted to file a complaint.

3. Retain a copy for your own files.

#### MEDIATION

Within six days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation.

#### INVESTIGATION

The compliance officer is encouraged to investigate within ten days of receiving the complaint or an unsuccessful attempt at mediation.

#### RESPONSE

The School's response shall be in writing and sent to the complainant (Title 5, California Code of Regulations, Section 4631).

#### APPEAL

You may appeal the School Site decision directly to the CEO or designee of the Foundation for Hispanic Education within 60 calendar days from the receipt of the School's decision. The CEO or designee decision shall be considered final. However, the Board may decide to hear an appeal if the complaint provides sufficient information to establish a factual base the complaint was not resolved within the parameters of law, policy, or procedure. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of initial review of the complaint or within the time period that has been specified in a written agreement with the complainant (Title 5, California Code of Regulations, Section 4631).

Enclosed are direct contacts that provide further assistance:

- |                                            |                         |
|--------------------------------------------|-------------------------|
| * Executive Offices TFHE                   | (408) 585-5022          |
| * Main School Offices                      |                         |
| Latino College Preparatory                 | (408) 471-4680 ext 2216 |
| Luis Valdez Leadership Academy             | (408) 384-4015          |
| Roberto Cruz Leadership Academy            | (408) 471-4680 ext 4002 |
| * East Side Union High School District     | (408) 347-5177          |
| Administrator for Charter School Oversight |                         |

**STUDENT and PARENT AGREEMENT**

If students violate the dress code policy, the student will be issued a loaner to comply with the dress code in exchange for the students' cell phone. Students will receive their cell phone at the end of the school day once the student returns the borrowed item(s).

<i>Please initial each, indicating that you understand School Policies</i>	<i>Parents/Guardian Initials</i>	<i>Student's Initials</i>
· All members of our LCPA, & RCLA community are expected to treat others with courtesy, respect, tolerance and dignity.		
· No beanies, hats or any head coverings are allowed. If a student decides to bring a hat to school, it will be confiscated and returned to the parent.		
· All cellular phones or other electronic equipment are not allowed during class time. If confiscated, the items must be picked-up by a legal parent/guardian.		
· Students are required to use their uniforms at all times. Students who do not comply will be issued a loaner and will submit their cell phone to administration.		
· No gang related apparel or colors (blue and red) allowed at any time.		
· LCPA is a closed campus. Students who leave campus without permission during school hours will be disciplined.		
· Students who fight or engage in other serious inappropriate behavior during School will be disciplined accordingly.		
· Students are not allowed to go to their cars for any reason during school hours.		
· Students are expected to “hang out” in the Student Success Center, School Cafeteria or Bustos Plaza during brunch and lunchtime and after school		

I have read and understand all the rules, regulations and expectations in the Student Handbook and agree to abide by them. Furthermore, I understand that failure to follow the rules, regulations and expectations of LCPA may result in certain consequences.

Student Name (Print Please): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_