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# **Latino College Preparatory Academy**

## **Educators and Staff Handbook**

**2016-2017**

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## **Message from Edward Alvarez**

To our entire LCPA organization:

Congratulations on the completion of another successful year! LCPA is our flagship school of course. In existence for over 15 years, LCPA has demonstrated unbelievable resiliency and determination in light of the many leadership changes that have occurred over the years. Though the nature of education is based on change, your efforts are to be commended. This resiliency and determination is clearly founded in your passion for the community we serve and the work that you do.

Congratulations also on achieving peer recognition with a SIX year WASC accreditation and the Renewal of the LCPA Charter for another five years! Your 2015 US News Gold Medal is evidence of your past success. Let's do it again.

Edward Alvarez

Chairman of the Board

## **LCPA Mission Statement**

The mission of the Latino College Preparatory 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.

## **Leadership Team**

Interim Director  
Administrative Dean of Instruction

Jesus Rios  
Claudia Moreno

## **Instructional Team**

Director of Compliance and Development Instruction

Julie Thompson  
Eduardo Mosqueda  
Damian Perez

Director of Data and Information Systems  
Chief Technology Officer  
Information Technology Coordinator  
Testing Coordinator

Alex Heredia  
Cameron Thompson

## **Administration and Staff**

Interim Director  
Administrative Dean of Instruction  
Office Manager  
Campus Monitor

Jesus Rios  
Claudia Moreno  
Hilda Peralta  
Sin Ses

## **Admissions**

Registrar  
Attendance  
Receptionist  
Director of Outreach and Admissions  
Admissions and Recruitment Assistant

Maria Ramirez  
Yara Valdez  
Dolores Castro  
Alexis Pimentel  
Jacqueline Barba D'Souza

## **Counseling Services Staff**

Academic Counselor  
Academic Counselor

Jeeysi Arango  
David Melena

### **Parent/ Community Services**

Director of Parent and Engagement  
Parent Coordinator

Maricela Alvarez  
Veronica Blanco

### **Special Services**

Director of Special Services  
Social Worker  
Student Advocate and Community Outreach

Rochelle Fong  
Osvaldo Ruelas

### **Administration and Staff Numbers**

Office of	Name	Extension Number
Director	Mr. Rios	1041
Administrative Dean of Instruction	Ms. Moreno	1034
Director of Data and Information Systems	Mr. Perez	1018
Information Technology Coordinator	Mr. Heredia	1011
Office Manager	Ms. Peralta	2216
Campus Monitor	Mr. Ses	2251
Registrar	Ms. Ramirez	1019
Attendance	Ms. Alvarado	1035
Receptionist	Ms. Castro	1032
Director of Outreach and Admissions	Mr. Pimentel	1021
Admissions and Recruitment Assistant	Ms. Barba D'Souza	1008
Academic Counselor	Ms. Arango	1026
Parent Coordinator	Ms. Blanco	2283
Academic Counselor	Mr. Melena	5022
Director of Special Services		
Social Worker	Ms. Fong	1022
Student Advocate and Community Outreach	Mr. Ruelas	1027

## Procedures for Educators

### Daily Expectations

- \* **School Day.** Educators are required to arrive by 8:00am and to remain in the building until 4:30pm. Educators with alternate schedules will have differing arrival and departure times as determined by their Administrator.
- \* **Leaving School.** Educators who must run errands or leave for emergency situations must notify the Admin Team. Requests for leaving school early should be reserved for emergency situations. Appointments should be scheduled, as much as possible, so as not to conflict with school hours.
- \* **Professional Dress.** Educators are expected to dress in a manner that is respectful to the profession and appropriate for their teaching situation.

### Daily Classroom Routines

- \* **Objectives.** Educators must post each day's objectives, agenda, and homework on the board.
- \* **IDs.** Educators are expected to follow ID policies and procedures as outlined at the beginning of school.
- \* **Attendance.** Educators are legally responsible for maintaining accurate records for reporting student grades, tardies and absences. Absences must be entered before the end of each period. First period absences are to be entered by 8:45 am.
- \* **Food in the Classroom.** No food is to be consumed in classrooms. Exceptions may be made by an administrator. When food is to be consumed in the classroom, educators must notify Operations and Facilities Manager in advance so that receptacles for trash can be provided. Educators and students will clean up after the event.

### General Expectations

- \* **Changing Rooms.** Educators must not change room locations without prior approval from the Administrator in charge. Temporary moves should be reported to the Administrator. A sign should be left on the inside of the door window as to the temporary location.
- \* **Syllabus.** Educators should provide students with a course syllabus at the beginning of each semester.
- \* **Parent-Educator Conferences.** Educators are expected to attend meetings and to complete any requested forms in a timely manner.
- \* **Meetings.** Educators are expected to attend all scheduled meetings: department and academics. The dates for these meetings are on the LCPA School Calendar. Educators are asked to schedule medical and other personal appointments on days other than those dates. In the event of an emergency, teachers must discuss the situation with their Administrator.
- \* **Field Trips.** Educators must complete and submit all field trip Permission Slips to Attendance Department a week prior to the date of the trip and submit a complete student roster for attendance purposes.

### Grading

- \* **Report Card Changes.** If an educator needs to change a submitted report card grade, he or she must complete the Grade Change Form within two weeks of the end of the marking period. The administrator must sign it and submit it to the Registrar's Office.
- \* **Grading and Reporting.** Educators are legally required to follow the Grading and Reporting policies and procedures.

## Communications

- \* Mailboxes. Each educator is assigned a mailbox at the beginning of the school year. Names are placed over each mailbox. Educators should check and clear their mailboxes before first period daily. The mail boxes are located in the second floor, next to the break room area.
- \* Individual E-mail Accounts on Google. Each educator has a Google e-mail account. E-mail should be checked on a daily basis.
- \* Written Communication to Parents. All educators planning to send written communication to groups of parents must submit a draft copy of the proposed correspondence to the Administrator before sending the communication. All e-mail communication should include a "cc" to the Director and the Admin Team
- \* OneCall System. This is a voice communication to parents. Educators should write the text and get approval from the Administrator. Also, the text should not be longer than 60 seconds ( English and Spanish) in order to match the time with Onecall system.

## Teacher Absences

- \* Short Term Leave. If a substitute is needed, educators are required to send a request through [Paycom](#) indicating date and hours to be absent. Also teachers should send the lesson plan and other materials for classes to the office manager.  
Educators must notify the administrator in advance when he/she will be absent. If an emergency situation arises, call the Director. Attendance office will call subs to cover their absences as rosters, academic calendar, bell schedule, student policies, school map, class key and timesheet.
- \* Long Term Leave. If a long term substitute is needed (over 10 days of absence) the director must approve the substitute before the person is offered the position. Educators are responsible for planning while on leave unless the director determines otherwise.
- \* Emergency Lesson Plans. Educators are expected to have emergency lesson plans on file with administrator.

## Legal Responsibilities

- \* Child Abuse. Educators are legally responsible for reporting suspected child abuse as required by Child Protection Services. Educators must verbally inform the academic counselors immediately.
- \* Threats of Harm to Self or Others. Educators are legally responsible for reporting threats of harm as required by Child Protection Services. Teachers must verbally inform the academic counselor of the situation.
- \* Sexual Harassment/Bullying. Educators are legally responsible for reporting incidents of sexual harassment/bullying as required by Child Protection Services.
- \* IEPs and 504s. Educators are legally required to attend meetings. Educators are also required to complete and return to the person assigned necessary documents by the date specified.

## **Parent Coordinator**

The Parent Community Coordinator is responsible for promoting and facilitating positive parent, student, school, and community relationships to increase student achievement, student attendance, and graduation by coordinating and implementing parent initiatives that support the school educational programs and mission.

The Parent Community Coordinator also works with school administrators, educators, and supporting staff to identify and respond to family and student needs. Parent Coordinator facilitates leadership programs like El Poder de los Padres program and support parent advisory committees like the School Site Council, English Learner Advisory Committee, among others to build a community where parents utilize their cultural, linguistic, personal strengths, values, and leadership to:

1. Understand the academic, socio-cultural, and personal growth of their student.
2. Assist their student in their educational aspirations, and
3. Help parents connect with community resources.

## **To Create a Safe and Secure School**

A Team of Safety. Coordinated by the Interim Director Mr. Rios along with Ms. Moreno, Mr. Sobrato, Mr. Ruelas, Ms. Blanco and Mr. Ses. The safety team patrols the school and school grounds and are responsible for intervening in student behavior problems as necessary or as directed by the school administration.

### Emergency Procedures

*Fire and Emergency Drills.* All emergency announcements must be taken seriously. During an emergency, students and staff must walk quickly and quietly to designated areas and follow directions of staff and student safety members.

*Lockdown.* Lockdown announcements are alerts that indicate that there is eminent danger in or outside the school.

### ID's

All staff and students are required to have ID's in their possession at all times while on school grounds. In addition to helping provide a safe environment for the LCPA community, the Id's are used for free and reduced lunch as well as for late tardy passes issued by the attendance office.

## School Services

**Counseling Services.** The Academic Counselors are located in the second floor of the building. Counselors are available to help students with personal, social, or educational issues, and are responsible for advising students regarding course selection and scheduling for progress toward graduation.

Designed to motivate students building postsecondary and workforce readiness skills and academic and career planning. Build positive relationships between students and staff. Explore student interests to develop curiosity and academic engagement. Community responsive approach in the exploration of youth issues with a social justice lens.

Develop a college going culture and school pride through thematic activities that fosters a sense of belonging and community while graduation and college readiness for a diverse Latino student population.

The Counseling Department is responsible for seeing each student and is responsible for providing a counselor who is available to see any student at any time. The department must also maintain student schedules, report cards, cumulative folders and permanent records. The department schedules guidance functions, processes transfers and withdrawals, and maintains a comprehensive Career/College Center.

All student schedule change requests must be approved by the academic counselor. Requests for schedule changes will be considered for the following reasons.

- \* Course prerequisites are not met
- \* Seniors require courses to meet California graduation requirements
- \* Failing or non-qualifying grades in Summer school work require a change
- \* An authenticated health reason exists

**Special Education.** The Special Education office adheres to the philosophy that each individual with a disability is entitled to the support necessary to maximize his/her potential given the resources of the School District. The Special Education staff, in conjunction with classroom teachers and other educational staff, have a commitment to the following objectives:

- \* To create an effective climate for learning by sharing all available information about a student's disability pertinent to the student's performance in an educational setting.
- \* To provide and implement program and testing accommodations as stipulated on the IEP.
- \* To facilitate each student's academic progress and social development by establishing appropriate goals and providing instruction.
- \* To support and act as a resource for classroom teachers working with students with special needs

- \* To encourage students to be aware of their strengths and weaknesses so that they can become good advocates for themselves in all settings.

### **College Access / Awareness and Career Readiness.**

The Director of College Access/Awareness and Career Readiness is responsible for collaboration with Latino College Preparatory Academy teachers, administration, staff, students, and parents to facilitate and sustain a college going culture.

The Director of College Access/Awareness and Career Readiness works to support students through organizing and delivering financial aid workshops, college application workshops, put together university representative presentations, and organize college campus visits. They are also responsible for providing students with tools, strategies, and methods that will help students be successful in a career of their choice, upon graduating from LCPA.

The Director of College Access/Awareness and Career Readiness works closely with the LCPA counseling department to identify the needs of the student population as they relate to college preparation, application, and admission.

**Cafeteria.** The cafeteria serves brunch from 10:10 am to 10:25 am. Meals are available at lunch. LCPA is a closed campus and students may not leave during lunchtime. Green areas are open to students during lunch. Students must present a current picture ID to have meals.

**Lost and Found.** Students should bring any textbook and items such as keys and clothing that they find to the second floor. Those who have lost something should check in at the second floor.

**Parking.** Limited student parking is available. Students must submit a completed application each semester for consideration. Permits are issued on a first-come, first served basis. Each student issues a parking space and is required to pay \$ 20.00 (twenty dollars) fee per year.

**Pictures.** Each year students have their pictures taken for the yearbook and for picture IDs.

**School Insurance.** Charter Safe is in charge of insurance programs for educators and staff are available to all employees. Employee incidents and property/vehicle loss are offered.

**Textbooks.** Textbooks are property of Latino College Preparatory Academy, are loaned to students at no charge. Lost textbooks become a financial obligation.

**Yearbooks.** Yearbooks are available for purchase at the end of the school year.

## **Discipline Policies.**

**School Entry Procedures.** All students who enter the building will be required to show their I.D.'s when asked. Late students must go to the attendance office and get a tardy pass. Students who do not get a tardy pass will receive a call home informing parents of an absence.

**Tardy Student Entry Procedures.** Students who arrive tardy to school will be processed by a staff member from the attendance/discipline office. Students will be asked for their I.D. or key in their I.D. number. Students will receive a tardy pass from the staff member who processed them. The pass informs students they have been assigned to detention.

**Detention.** Students are expected to serve detentions on their own and will not be picked up by staff members. Students may serve their detentions after school for 60 (sixty) minutes in Room 308, Ms. Moreno's classroom. Students who do not serve their detention will face further disciplinary action.

**Attendance Expectations and Policies.** The attendance office is located on the first floor in Room 101. Students are expected to attend school daily and on time. If a student is absent or needs to correct an attendance error, he/she can be helped in Room 101. Notify the office immediately when contact information and emergency information have changed. Call the attendance office by 8:30 am if your child student will not attend school. Return to school with an excused absence note for an acceptable excused absence. Notes will only be accepted up to one week after the absence (unless it is a doctor's statement). Absences are only excused for the following reasons: student illness, observance of religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to the students parents, to the students safety or health. Other situations beyond the control of the student.

**Truancy.** Students must attend high school until age 18 in the state of California, a five (5) day letter will be sent by mail when a student has 5 or more unexcused absences. A ten (10) day certified letter will be mailed when a student has 10 or more unexcused absences. When a student has fifteen (15) days or more of unexcused absences, you may encounter the following circumstances: Parent and student will be required to attend truancy workshops. Parent may be required to participate in on-going parent education workshops. Copies of all truancy letters will remain in the student's attendance file. Staff will be required to conduct home visits to determine if the address is accurate. The student may be removed from enrollment at Latino College Preparatory Academy. The student may need help transitioning to an alternative school.

**Cell Phones.** Only a parent or guardian will be allowed to pick up the cell phone confiscated by a teacher and submitted to administration. Student will also be required to complete a written reflection in order for the student to receive their device at the end of the school day.

1. The first time it is confiscated student will complete a written reflection and detention.
2. The second time it is confiscated, a parent meeting will be held with administration. Student assigned to detention.

3. The third time the phone is confiscated, the teacher will bring phone to director and is kept for one week. Student will be assigned to Saturday school or community service on top of the 100 required for graduation.

**Dress Code.** Monday to Thursday students should wear LCPA polo with black pants. On Fridays students should wear professional attire, not restricted to black and white. Students must enter the school with an I.D. or purchase one in Room 101. Students may **not** wear the following: hats, hoods on their head, pajamas, shorts, skirts, capris, etc. above the knee. Leggings that are sheer or see through. Memorial/ RIP clothing. Works, images and symbols that are inappropriate for school. Pants ripped to an immodest degree. See-through clothing deemed to be immodest.

**Hall Sweeps.** Students should arrive to class on time. Students who are late will be swept at a sweep station where they will scan I.D. or key in their I.D. number. Students will be issued a pass to return to class and coded as tardy for the period. Three (3) tardies will result in a detention.

**Visitors.** A person who has legitimate school business to transact, such as a conference with a staff member, and whose conduct is not disruptive or disturbing to the normal operation of the school is an authorized school visitor.

All visitors must register in Room 101, Attendance Office, and wear a name tag. Classrooms visits and conferences by parents and other persons in the school are encouraged. Any person causing a disturbance on any part of LCPA property or having no lawful business shall be notified by the school director or person designated in writing by the director that the intruder's presence is contrary to the law and shall be asked to comply with the law. In those instances when the individual refuses to comply with the law, the police are notified.

**Elevators.** The elevators are restricted for students. If the student is ill with the doctor's authorization, passes are issued in the Attendance office, room 101.

## **Athletics**

Latino College Preparatory Academy have the reputation of producing athletics and competitors. In our history, our teams have won many championships and awards. Below are the sports offered at Latino College Preparatory Academy.

### Fall Sports

1. Boys' and Girls' Cross Country
2. Girls Volleyball

### Winter Sports

3. Boys' and Girls' Basketball
4. Boys' and Girls' Soccer

### Spring Sports

5. Baseball
6. Softball
7. Lacrosse
8. Track & Field

## **Grading Policy**

Grades will be based on the 3 P'S (participation, progress & performance). There are three grading periods each semester (6 total).

### **Participation (50%)**

**Daily Participation:** California Ed. Code states students must actively participate in physical education class for a minimum of 400 minutes every 10 days. Participation points are front-loaded at the beginning of each grading period, so each student's success in this category is primarily based on his or her willingness to participate in the daily activity, and adhere to department guidelines.

### **Progress (30%)**

**Student Portfolios:** Students will keep a daily fitness log that includes workout data, personal reflections and short term goals. At or near the end of each grading period or semester, students will summarize their progress, reflect and make fitness goals. The portfolio will be graded on completeness, neatness and effectiveness in demonstration of improvement.

**Assessment and improvement of fitness:** Students fitness levels will be assessed on a regular basis using various modalities, including teacher observation.

### **Performance (20%)**

**Demonstration of knowledge:** Students will be required to demonstrate their knowledge of fitness movements, fitness concepts, and other topics related to fitness or the unit. These may take the forms of tests, quizzes, projects, and class assignments.

**Meeting minimum standards:** Students will be graded on their ability to meet minimum semester 1 or 2 performance standards. A list of standards will be distributed to students.

***Points will be deducted from student's overall grade for the following:***

Absences (-2): Points deducted after the first three absences per semester

Discipline (-1 to -5): Behavior Comment due to behavior unsafe or detrimental to the class (not playing safe or fair)

Non-suit (-2): and/or Student will not be allowed to participate and therefore lose participation points

Partial Non-suit (-1): Student is not in complete LCPA physical education uniform

Non-Participation (-5): Student fails to participate or get involved in the class activity.

Tardy (-1): Student is not in line when attendance is taken

Cut (-10): Student has failed to clear an absence with the attendance office

**Grade Distribution:** A traditional grading scale is used to assign grades based on the percentage of total points earned as follows: A+ = 98-100, A = 94-97, A- = 90-93, B+ = 87-89, B = 84-86, B- = 80-83, C+ = 77-79, C = 74-76, C- = 70-73, D+ = 67-69, D = 64-66, D- = 60-63, F = 0-59

**Make-up Work:** Students will be allowed to make-up points after school if the absence was excused

**Medicals:** Students with an illness or injury of 3 days or fewer shall bring a note from home to excuse them from participation. The student is still required to suit-up while on the medical. Any condition which prohibits your child from participating in Physical Education longer than 3 days must be affirmed with a medical doctor's note. The medical note must state what the student is allowed to do. "No Physical Education" written on the note will not be accepted. For example, if your child cannot run, but can walk, that must be stated on the note. Students requiring extended medical exemption may be removed from physical fitness until he/she can fully participate.

### **TEAM ELIGIBILITY INFORMATION**

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

- 1- Only students who are amateurs may participate in athletic contests.
- 2- Students on high school teams become ineligible if they play on "outside" teams, in the SAME sport, during their high school season of sport.
- 3- For the purpose of this rule, outside competition is prohibited from the opening contest (scrimmage) until the final contest of that sport (league, playoff, or state competition) in which that school is involved, both dates inclusive. The prohibition on playing on outside teams applies to school holidays and vacation periods which occur during the season of the sport.

4- To be eligible for an athletic contest a student must be in at least 20 semester periods of work and passed 20 semester periods of work at the completion of the last regular school marking period is scholastically eligible until the completion of the current regular marking period.

### **FUNDRAISER**

Additional 3 hours is required for families participating in sports to be used at the yearly designated LCPA athletic fundraiser event. The fundraiser is the major contributor to the improvements and overall running of the athletic program and all sports families are required to help.

### **CODE OF CONDUCT**

Since part of our education is preparing the student-athlete for his/her future in working in a job-oriented society, we work on attitudes and habits of conduct that are positive and helpful. In order to achieve this goal, we believe practice or games must start with a healthy attitude toward the coaches and teammates, and the student-athlete must have a desire to succeed. Any of these areas not developed will weaken the team growth, maturity and success of the student-athlete. Student-athletes must maintain a respectful, positive attitude toward teammates, other adults, coaches, teachers and administrators. Student-athletes must also appreciate, and respect LCPA and other schools' students, campus and property. Student-athletes' language development is important in all activities and academics. Student-athletes will be expected to use (both on and off campus) standard language and avoid all swearing, changing trends of slang and inappropriate terms. Students are expected to use language that encourages and uplifts each other. Our school is a drug-free school. Student-athletes must abstain from illegal drugs, tobacco, alcoholic beverages, and activities that limit their potential.

**TRANSPORTATION WAIVER AND RELEASE** LCPA will provide some transportation either in a school van or vehicle driven by a school official. I authorize my son or daughter to ride in a school van or vehicle driven by a school official in connection with his/her participation in the athletic program. I agree to release LCPA, its officials, directors, employees, and coaching staff from any and all liability arising out of the operation of these vehicles. Additionally, I authorize my son or daughter to use the following alternative mode of transportation: **A private vehicle driven by the parents of another LCPA student.** I understand that when this alternative mode of transportation is used, the driver and owner of the vehicle are fully responsible for the safety of operation, for any and all liability arising from the operation of the vehicle, and for maintaining insurance coverage as required by law. I agree to waive any and all liability against LCPA, its officials, directors, employees, and coaching staff for injuries suffered while using the alternative mode of transportation.

## **DRUG FREE**

Our school is a drug-free school. Student-athletes must abstain from illegal drugs, tobacco, alcoholic beverages, and activities that limit their potential. As a condition of membership in the CIF, all member school shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member school shall have participating student-athletes and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully-licensed physician (as recognized by the AMA) to treat a medical condition.” (CIF Bylaw 503.1) We also recognize that under CIF bylaw 202, there could be penalties for false or fraudulent information. We also understand that the LCPA policy regarding the use of illegal drugs will be enforced for any violations of these rules.

## [CONCUSSION PROTOCOL- Click Here](#)

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in education and management of concussion and receives written clearance to return to play from that health care provider. If a licensed health care provider, trained in education and management of concussion determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return-to-play protocol of no less than seven (7) full days from the time of diagnosis under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by all athletes and the athlete’s parent or guardian before the athlete’s initial practice or competition. (Approved May 2010 Federated Council/Revised May 2012 Federated Council/Revised January 2015 Federated Council) Q: What is meant by “licensed health care provider?” A: The “scope of practice” for licensed health care providers and medical professionals is defined by California state.

## [SUDDEN CARDIAC ARREST- REVIEW LINKED FORM- PARENT/GUARDIAN AND STUDENT-ATHLETE - CLICK HERE](#)

CIF amended its bylaws to include language that adds SCA training to coach certification and practice and game protocol that empowers coaches to remove from play a student-athlete who exhibits fainting—the number one warning sign of a potential heart condition. A student-athlete who has been removed from play after displaying signs or symptoms associated with SCA may not return to play until he or she is evaluated and cleared by a licensed health care provider. Parents, guardians and caregivers are urged to dialogue with student-athletes about their heart health and everyone associated with high school sports should be familiar with the cardiac chain of survival so they are prepared in the event of a cardiac emergency. I have reviewed and understand the symptoms and warning signs of SCA and the new CIF protocol to incorporate SCA prevention strategies into my student’s sports program.

## **ATHLETIC CONSENT AND WAIVER OF LIABILITY**

WARNING STATEMENT TO STUDENTS AND PARENTS SERIOUS, CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION. By its very nature, competitive athletics may put students in situations in which serious, catastrophic and perhaps fatal accidents may occur. Many forms of athletic competition result in violent physical contact among players, the use of sports equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk, athletic participation may also be inherently dangerous. The obligation of parents and students in making this choice to participate cannot be overstated. There have been accidents resulting in death, paraplegia, quadriplegia and other very serious physical impairment as a result of athletic competition. The risk assumed includes injury resulting from the negligence of other student athletes and participants, and the school supervision of its athletic program cannot prevent negligent conduct by all participants at all times. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques. The students have the responsibility to immediately inform the coach or other supervising school personnel of any physical or medical condition that might affect the safety of their participation in the athletic program. As previously stated, no amount of instruction, precaution, and supervision will totally eliminate all risk or serious catastrophic or even fatal injury. If any of the foregoing is not completely understood, please contact the Athletic Administrator, David Wulff, for further information at [dwulff@sjlcpa.org](mailto:dwulff@sjlcpa.org).

## **UNIFORMS**

All uniforms and equipment issued to student-athletes are the property of LCPA and must be returned immediately following each season in the same condition that it was received. Any student-athlete who does not return a uniform or returns a uniform in an unsatisfactory condition will be charged the full replacement amount for that uniform.

## **Clubs**

Art Club	Cinescape
Anime Club	CFT Club/Audio Club
Book Club	Chess Society of LCPA
Student Government	<i>Joven</i> Noble Club
Warm your Hearts	Quilting Club
Ivy League Project	

## **Building Service Procedures.**

Facilities Staff: Michelle Moreno and Martin Farfan

Janitorial Services: Martin Yanez and Juan Venegas

Our building service schedules are flexible and planned so that the building is cleaned with the least possible disturbance to the regular classes, and coverage of the building and grounds is maintained for a regular number of hours. Our building service workers are also involved in the maintenance and protection of the building and are concerned with the safety, efficiency and economy of its operation. Educators may feel free to request building services, but since the building service workers work on a schedule, all requests should be handled through the facilities staff.

**Building Security.** The building is regularly open from 6:30 am - 8:00 pm on school days. For personal safety, staff members wishing to be admitted to the building between 5:00 pm to 10:00 pm should make arrangements with the Facilities Staff to be admitted by the security guard. The building is secure at 8:00 pm and no staff member should be allowed to remain after this hour. Any staff member wishing to enter the building on Saturday, Sunday or holidays must take prior arrangements with the Facilities Staff. If a security panel is in the room the last person to leave must set the alarm and the first person to enter must disarm it. For more information, contact the Facilities staff.

**Building Use.** The use of school building beyond the school day or during weekends by both school and community groups as long as not interfere with the school's program. All usage by teachers and school groups must be approved in advance by the director and then scheduled by the facilities staff.

## **Communications.**

**G-mail.** All staff are given G-mail accounts through The Foundation for Hispanic Education system. It is important that educators and staff check and respond to your e-mail each day. Mailboxes. There are mail boxes in the second floor for educators and staff. If any employee receives mail, it will be in the mail boxes. As mailboxes are not secure, valuables and money should not be left in them .

All educators and staff members are requested to check and clear their mailboxes regularly before the first period, during lunch and prior to signing out at the close of the school day.

**Posters and Displays.** Any posters placed in the building must be related to school activities and must be approved by the Director. Sponsors of groups putting up posters are responsible for content and design and for their removal in a timely manner. Educators should assume responsibility for bulletin board near their classroom areas. Attractive displays can encourage students to maintain an attractive building.

**IT Computer Support.** Latino College Preparatory Academy has on-site two User Support Specialists to provide educators and staff with computers or laptops, computer hardware, software, network, and internet support. Please report any computer problems to IT Department through IT Ticket System.

A new educator will receive a laptop with the computer hardware and software installed. IT will fill forms in order to give a new laptop, cable and charger to the new educator. Human Resources will be responsible to give the laptops to the new educator who will be signing the form.

The laptops will be used for one year including the Summer.

### **Emergency Drills Protocol.**

*Drills may be unannounced, so please be prepared to respond at any moment.*

### **Earthquake Drill: DURING AN EARTHQUAKE**

#### Earthquake Tips

- If you're **OUTDOORS**, move to a clear area away from trees, signs, buildings, electrical wires, and poles.
- If you're on a **SIDEWALK NEAR BUILDINGS**, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.
- If you're in a **WHEELCHAIR**, stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.
- If you're in a **STADIUM OR THEATER**, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over, then leave in a calm, orderly manner. Avoid rushing toward exits.

### **AFTER THE EARTHQUAKE CHECK LIST**

- Be prepared for aftershocks, and plan where you will take cover when they occur.
- Check for injuries. Give first aid, as necessary.
- Remain calm and reassure others.
- Avoid broken glass.
- Check for fire. Take appropriate actions and precautions.
- Check gas, water, and electric lines. If damaged, shut off service. If gas is leaking, don't use matches, flashlights, appliances, or electric switches. Open windows, leave building, and report to gas company.
- Replace all telephone receivers, and use for emergency calls only.
- Tune to the emergency broadcast station on radio or television. Listen for emergency bulletins.
- Stay out of damaged buildings.

## FEMA RECOMMENDS DROP, COVER, AND HOLD ON



### Fire Drill

The object of a fire drill is to prepare students, staff and faculty for exiting their classrooms or campus during a fire related emergency. The drills are conducted by the Administrations of Latino College Preparatory Academy and Roberto Cruz Leadership Academy.

### How to Report a Fire

If you discover a fire on campus, do the following: **Pull the fire alarm and call 911**  
**(Call 911 from your cell phone and not from the classroom phone)**

1. Do not attempt to fight the fire with portable fire extinguishers or fire hoses unless the fire is small and you have been trained in their proper use. **DO NOT PUT YOUR LIFE IN DANGER WHILE ATTEMPTING TO CONTROL A FIRE.** When in doubt, evacuate.

2. Remain calm while talking to the 911 dispatcher. Be prepared to answer several questions as to location, size of fire, your name, number of persons in the building (if known) and any injuries. Remain on the line until the dispatcher is finished.

3. Meet fire or police personnel when they arrive to the campus. Stand by to answer any questions they may have concerning the fire. Once out of the classroom **DO NOT RE-ENTER FOR ANY REASON**, unless emergency personnel have given the “**ALL CLEAR**” signal.

### **Fire Exit Procedure**

Below are the steps to follow when establishing and participating in fire drills or emergencies:

1. The fire exit plan shall include everybody in the classroom/building. There are no excuses for not participating. Everyone must leave the classroom/ building during a drill.

2. Diagram and post two routes to the outside from all rooms.

3. Designate a meeting place outdoors which is away from the building and clear of entrances. The designated meeting place should be at least 50 feet from the building.

4. Locate a method of calling 911 near the designated meeting place that does not involve re-entering the building.

5. Establish a method to account for those known to be in the building at the time the alarm is sounded. In case of actual fire conditions, information regarding persons believed to be in the building should be made available to responding emergency crews.

(Do not return inside. Only trained search & rescue personnel should re-enter an evacuated area.)

If the fire is **INSIDE** your room: **Leave your room and close the door.**

IF the fire is **NOT** in your room: With your hands, test the door for heat before opening.

#### **IF THE DOOR IS HOT:**

- Stay in your room or lab.
- Phone for help.
- Stay calm.
- Seal cracks with wet towels.
- Wait for help.

#### **IF THE DOOR IS COOL:**

- Take your room key.
- Open the door slowly.
- WALK to the nearest exit and leave the building.

- If the exit is unsafe, return to the room and remain there.
- If the hall is smoky, stay low or crawl out on your hands and knees.

### **Tips to Remember**

Predetermine two means of egress from your normal workplace.

Learn the location of the nearest fire alarm pull station and portable fire extinguisher.

Learn how to use portable fire extinguishers. Remember the acronym **PASS**

**P** Pull the pin.

**A** Aim at the base of the fire.

**S** Squeeze the trigger.

**S** Sweep the nozzle from side to side.

If the fire is **INSIDE** your room: **Leave your room and close the door.**

If the fire is **NOT** in your room: With your hands, test the door for heat before opening

### **Run= Evacuate!**

- Decide if you can escape safely
- If it is safe, run as fast as you can away from the direction of the gunshots
- **DO NOT** stop running until you are far away from the area
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering the area, but not at the risk of your own safety
- Get away from the threat and identify a safe place
- When fleeing from danger, keep buildings, cars or other objects between you and the threat
- Do not attempt to move wounded people
- Call 911 when safe

### **HIDE= Lockdown!**

- If escape is not feasible; hide and create a stronghold
- Lock the door, turn off the lights and close the blinds
- Take cover behind large items
- Silence your cell phones and turn off vibrate mode
- Remain quiet
- Move away from doors and windows
- Reinforce the locked doors with chairs, desks, and other items
- Erect barricades on ALL of the doors

### **DEFEND = Fight for your Life!**

- This is a last resort
- Commit to your actions!
- Act as aggressively as possible
- Improvise weapons
- Attack in a group (Junior High & above)
- Yell and make loud noises to disorient the shooter
- If possible, grab the shooter's limbs and head, take them to the ground and hold them there

### **SHELTER in PLACE considerations!**

- Lock all doors, close windows (no barricades)
- Remain inside; engage in normal indoor activities
- Keep movement outdoors to a minimum
- Use buddy system with at least one adult when leaving classroom
- Before leaving classroom, notify office or next door classroom
- If students are to be released; it should be by direct hand off at a location determined by the school administration
- School administrators may give the "All Clear" announcement  
No special code

### **Working As a Team**

1. Look around the room. Consider what you would do in an active shooter situation and whether it would be better to Run (escape) or Hide (barricade)
2. Come up with a list of actions you would take to protect yourself and those around you.

### **Field Trip Procedures.**

All fields trips should be preplanned 6-8 weeks in advance. The objectives of a field trip must be specifically related to the scheduled extracurricular activity. Whenever possible, there should be a preliminary visit to the site by the teacher or some other member of the staff. No field trips will be scheduled during the first two weeks of September.

Steps in planning an obtaining approval for a field trip.

1. The teacher will print a field trip permission slips or request one to the office manager.
2. The teacher develops a general plan for a field trip and submit the proposal to his/her Admin Team for approval. If the field trip is overnight, a detailed plan must be submitted at least four weeks in advance. Preliminary planning must include checking with the office manager to see if there are any conflicts on the LCPA calendar
3. Once approved, the teacher will distribute the field trip permission slips to the students.
4. Student should fill out the permission slips and turn it to the teacher.
5. Permission slips must be turned in four weeks prior to field trip departure date.

6. The attendance office should collect the permission slips originals and copies given to educators.
7. Late field trip permission slips can cause the field trip to be cancelled or postponed.

### **Key Control**

Keys are issued to educators and staff by facilities department through the office manager. Teachers are expected to sign for their keys at the time of issue and to tag and return all keys at the end of the school year.

### **Maintenance and Repair Requests**

All repairs must be requested to facilities department by e-mail request. In most cases the maintenance can be handled by our own building service staff. However, there will be cases where facilities will need to contact an external source.

Care should be taken at all times concerning the physical condition of each classroom. All teachers must be alert to breakage of equipment in their room and these incidents are to be reported to the facilities department.

Students found destroying equipment or furniture must be referred to the director at once so that financial arrangements can be made for restitution.

### **Meetings**

The LCPA calendar shows the meetings during the school year.

LCPA has the following meetings:

1. Professional Development
2. Reading & Writing Initiative / Math Initiative
3. Department and Grade Level
4. Faculty
5. Admin Team
6. Cafecito
7. School Site Council
8. English Learner Advisory Committee (ELAC)
9. District English Learner Advisory Committees (DELAC)
10. Advisory

### **Educators and Staff Forms**

All textbooks, materials, classroom supplies, electronic devices must be ordered by the office manager with the director's approval.

These are the forms to be used for teachers and staff in a regular basis.

1. **Request for Check.** The use of this form is intended for the request of a check, purchase order, or credit card payment to process payment for fieldtrip expenses, to process payment for conference/workshop expenses, to process payments for vendors, to request funds from fundraised money.
2. **Requisition for Supplies.** The use of this form is intended for the request of classroom supplies or equipment.

3. **Expense Reimbursement.** Is a method for paying educators and staff back when they spend their own money on materials or items expenses. This expense has to be approved by the director.
4. **Money Submittal .** The use of this form is intended to collect funds from the student accounts.
5. **Request Conference/Workshop.** Submit the conference/workshop request to Director FOUR (4) WEEKS prior to the date of the conference/workshop. The conference/ workshop form will have a pre-approved expense amount for registration, lodging and transportation. For the proper processing of reimbursements educators must provide original receipts.
6. **Timesheets.** The use of this form is intended to record the hours that educators and staff worked each day.

### **Sexual Harassment**

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. Latino College Preparatory Academy does not condone or tolerate any form of sexual harassment involving educators, staff or students. The school system is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

It is the responsibility of every admin team and director to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly , fairly, and effectively. The school system prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

**Prohibited Conduct.** Prohibited conduct may include, but is not limited to, unwelcome behavior with sexual overtones that is intimidating or offensive to the recipient or observer of the behavior. For example:

- \* Grabbing, touching or patting
- \* Sexual propositions
- \* Sexually offensive pictures, magazines, notes, calendars, cartoons or jokes
- \* Unwanted flirtations or advances
- \* Verbal abuse
- \* Repeated pressure or requests for sexual activities
- \* Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- \* Sexually degrading names

### **Where to Go for Help**

Educators and staff of the Latino College Preparatory Academy may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue.

- \* Your Admin Team, Director
- \* Department of Human Resources

### **Testing Department**

Provides information on student achievement and program requirements.

The California Department of Education (CDE) has a clear vision and commitment to establishing innovative assessments. These assessments include a variety of approaches and item types that model and promote high-quality teaching and student learning and set a course to ensure that all California students are well prepared to enter college and careers in today's competitive global economy.

- Statewide Assessment of Student Performance and Progress (CAASPP)
- Smarter Balanced Assessment System
- California English Language Development Test (CELDT)
- California High School Exit Examination (CAHSEE)
- MAP

### **Testing Behavior Violation**

- Give examinees access to secure test items or materials before testing
- Copy, reproduce, or use in any manner inconsistent with test security regulations, all or any portion of a secure test booklet or a secure administrator's manual.
- Provide answer keys or answers verbally, in writing, or by any other means, to examinees.
- Fail to follow security regulations for distributions and return of secure test materials as directed, or fail to account for all secure test materials before, during, and after testing.
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited here.
- Refuse to disclose information regarding test security violations.