

LANGUAGE ACADEMY OF SACRAMENTO  
ACADEMIA DE IDIOMAS DE SACRAMENTO

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# Student & Parent Handbook

2850 49<sup>th</sup> Street, Sacramento, CA 95817  
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[www.lasac.info](http://www.lasac.info)  
Office Hours: 7:30 am-4:00 pm

**2018-2019**



# Language Academy of Sacramento

A Two-Way Spanish Immersion Charter School

2850 49<sup>th</sup> Street  
Sacramento, CA 95817  
(916) 277-7137  
Fax (916) 277-7141  
[www.lasac.info](http://www.lasac.info)

August 13, 2018

Dear Students, Parents and Staff:

Welcome to the Language Academy of Sacramento Public Charter School. Please take time to review the contents of this Student and Parent Handbook with your child. This guide provides information, procedures, and expectations that are important for all students and parents. Please sign and return the Back-to-School Packet forms to your child's teacher **within five days** of receipt of this handbook.

Feel free to contact us at 277-7137, or come in and visit if you have any questions or would like further clarification about our program, our school, and/or our activities. Thank you for your support and for being part of the Language Academy family!

Respectfully,

Eduardo de León  
Academic Director

## Meet the Language Academy Staff, Governing Board and Parent Council

Administration & Office Staff		Support Staff		
Academic Director	Eduardo de León	Grounds Supervisors	Elizabeth García	
Academic Accountability Specialist	Teejay Bersola		Martha González	
Business & Operations Officer	Judy Morales		Amanda Cervantes	
Special Education Coordinator	Isela Méndez		Maria G. Jaimes	
Literacy Coach	Cynthia Suárez		Maricela Herrera	
Librarian	Lanae Davis		Yolanda López	
Office Manager	Adriana Yáñez-Gutiérrez			
Administrative Support	Laura Lomelí			
Office Clerk	Karina Rodriguez		Instructional Assistants	Maria G. Jaimes
Office Clerk	Miriam Uc			Rocio Mejia
Academic Support	Claudia Ochoa	Evelia Melchor		
ASEP Administrative Support	Pedro Aguilera			
Intervention Support	Pedro Aguilera	Plant Manager Custodian	Maxine López	
Intervention Support	Araceli Rosas		Patrick McHale	

Governing Board		Parent Council	
Parent Representative	Jennifer Bacsafra	Transitional Kindergarten	Vacant
Parent Representative	Lourdes Godinez	Kindergarten	Vacant
Parent Representative	Kathy Petree	First Grade	Fabiola Flores
Teacher Representative	Perla Campos	Second Grade	Veronica Corona
Teacher Representative	TBD	Third Grade	Lorena Rosas
Staff Representative	Adriana Yáñez-Gutiérrez	Fourth Grade	Alma Garcia
Community Representative	Erandi Zamora	Fifth Grade	Wendy Sosa
Community Representative	Aracely Campa	Sixth Grade	Liz Kennish
Community Representative	TBD	Seventh Grade	Lucian Romero
		Eighth Grade	Virginia Diaz
		PC Treasurer	Stacy Miller
		PC Secretary	Alexa Garza
		PC Vice-President	Jorge Santana
		PC President	Erika Vasquez

<b>Faculty</b>			
Transitional Kindergarten	Karina Vargas	Fourth Grade	Stephanie Dobkin
Kindergarten	Adriana Gutiérrez Irene Rodríguez Mayra Tejada		Miguel Pérez Andrea Rodríguez
First Grade	Maria de Luna Ann Hubbell Dehisy Valencia	Fifth Grade	Pedro León Ana Novoa Rosío Pérez
		Middle School (6-8)	María Anguiano Graciela Castañeda Alex Hayes Gemma Jáuregui Rosa Lomelí Ana Luna Franco Brenda Luna
Second Grade	Colleen Conant Erica Frederiksen Rebecca Heredia		Physical Education
Third Grade	Perla Campos Xana Macías Cristina Meza		
Special Education	Julia Newlin Ana González Nancy Castignetti Mónica Castañeda	Cecilia Martínez Claudia Corona Tiffany Gellie Ariana Pantoja	Isela Méndez Evelyn Sandoval Clark Graham Omar Alcantar
<b>ASES Staff</b>			
ASES Administrative Support	Pedro Aguilera	ASES Office Support	Diana Oros
ASES Instructors	Mayra Marquez Elizabeth Felix Evelia Melchor Alba Rivera	Francisca Garcia Gardenia Garcia Elias Tejada Sarah Frias	

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## About the Language Academy of Sacramento

**School Mascot:** Jaguar

**School Colors:** Green and Gold

**Mission:**

The LAS mission is to create a learning community where students:

- Utilize bilingual (Spanish and English) academic knowledge and skills in real-world situations and diverse settings. (BILITERACY)
- Develop and exhibit positive self-esteem, pride, confidence, and respect for themselves and others. (CONFIDENCE AND LIFE SKILLS)
- Demonstrate leadership skills in order to build bridges between communities and apply critical thinking skills to solve problems, promote social justice, and create change in society. (LEADERSHIP AND CRITICAL THINKING)

**Vision:**

Our vision is to provide an exceptional two-way Spanish immersion educational program for all students.

**Student Declaration**

We are prepared to learn.

We are a diverse community.

We are attaining high academic achievement  
in Spanish and English.

We are proud to be bilingual.

Together we will lead our multicultural world.

**Jaguar Norms**

Be Respectful

Make Responsible Decisions

Resolve Problems

## Introduction

### Parent Rights and Responsibilities

This handbook includes important information about laws related to public schools and your rights and responsibilities as a parent. It also contains useful information to help parents guide their child's education. As soon as you receive this LAS Handbook, please review the entire handbook with you child. Pay close attention to the following three important documents: 1) The Parent Compact, 2) Anti-Bullying Policy and 3) Social Media Policy. **Upon reviewing with your child, complete these three forms (located in your back-to-school packet), and return them to your child's teacher.**

### Charter School Background

Charter schools are **nonsectarian public schools** of choice that operate with some flexibility in terms of the regulations that apply to traditional public schools. The school has a "charter" detailing the school's mission, program, goals, students served, methods of assessment, and measurement of success. The basic concept of charter schools is that they exercise increased autonomy as it relates to academic, governance, and fiscal structures. Our charter school is accountable to our authorizing local education agency (LEA) Sacramento City Unified School District, Sacramento County Office of Education, California Department of Education, California State Controllers Office and the taxpayers who fund them. The length of time for which charters are granted in California is five (5) years. At the end of the term, the entity granting the charter may renew the school's contract. LAS is proud to announce that it is entering its fifteenth year and will be applying for renewal in spring of 2019.

### General Professional Expectations

At the Language Academy of Sacramento (LAS), we regard the work that we do as being of the utmost importance. Therefore, we have high expectations for professionalism and performance for each one of our employees, students, parents, and the community at large. All employees, students, teachers, school administrators, volunteers and family members are to treat each other with respect and to approach all situations as opportunities to learn.

## Overview of Two-Way Immersion Educational Program

- **High Academic Achievement in English and Spanish**

The Language Academy of Sacramento's core educational program is based on a two-way Spanish immersion (TWSI) educational model. The academic goals of the TWSI program are for students to:

- Attain high academic achievement
- Meet or exceed grade-level benchmarks
- Speak, read and write fluently in English
- Speak, read and write fluently in Spanish

The Language Academy provides students with a curriculum based on the California Common Core State Content Standards. Mastery of state content standards and high academic proficiency in two languages is measured by state standardized assessments, curriculum-embedded assessments, and teacher-developed assessments. The Language Academy incorporates the federal provisions stipulated under the Every Student Succeeds Act (ESSA) in its strategic plan. In addition, the LAS mission is aligned with the state of California's eight areas of priorities for effective schools.

## Instructional Time

<p style="text-align: center;"><b>Transitional Kindergarten (M-F)</b></p> <p>8:30-10:10    Instruction 10:10-10:25    Recess 10:25-12:05    Instruction 12:05            Lunch/                           Dismissal</p>	<p style="text-align: center;"><b>Kindergarten</b></p> <p>8:30-9:55      Instruction 9:55-10:10     Recess 10:10-11:15    Instruction 11:15-12:00    Lunch 12:00-2:00     Instruction 2:00              Dismissal</p>	<p style="text-align: center;"><b>Regular Day Schedule 1st Grade</b></p> <p>8:00 – 9:55     Instruction 9:55- 10:10    Recess 10:10 – 11:40   Instruction 11:40 – 12:25   Lunch 12:25– 2:30    Instruction 2:30              Dismissal</p>	<p style="text-align: center;"><b>Regular Day Schedule 2<sup>nd</sup> Grade</b></p> <p>8:00 – 10:15    Instruction 10:15- 10:30    Recess 10:30 – 11:40    Instruction 11:40 – 12:25    Lunch 12:25– 2:30     Instruction 2:30              Dismissal</p>
<p style="text-align: center;"><b>Regular Day Schedule 3<sup>rd</sup> Grade</b></p> <p>8:00 – 10:15    Instruction 10:15- 10:30    Recess 10:30 – 12:05    Instruction 12:05 – 12:50    Lunch 12:50 – 2:30     Instruction 2:30              Dismissal</p>	<p style="text-align: center;"><b>Regular Day Schedule 4-5<sup>th</sup> Grade</b></p> <p>8:00 – 10:35    Instruction 10:35- 10:50    Recess 10:50 – 12:30    Instruction 12:20 – 1:05     Lunch (4<sup>th</sup>) 12:30-1:15      Lunch (5<sup>th</sup>) 1:15 – 2:30      Instruction 2:30              Dismissal</p>	<p style="text-align: center;"><b>Regular Day Schedule 6-8<sup>th</sup> Grade</b></p> <p>8:00 – 12:45    Instruction 12:45 – 1:35     Lunch 1:35 – 2:30      Instruction 2:30              Dismissal</p>	<p style="text-align: center;"><b><u>Shortened Days &amp; Friday Schedule</u> Kindergarten</b></p> <p>8:30-9:55        Instruction 9:55-10:10      Recess 10:10-12:00     Instruction 12:00              Dismissal</p>
<p style="text-align: center;"><b><u>Shortened Days &amp; Friday Schedule</u> 1<sup>st</sup> Grade</b></p> <p>8:00-9:55        Instruction 9:55-10:10      Recess 10:10-12:30     Instruction 12:30              Dismissal</p>	<p style="text-align: center;"><b><u>Shortened Days &amp; Friday Schedule</u> 2<sup>nd</sup> -3<sup>rd</sup> Grade</b></p> <p>8:00-10:15      Instruction 10:15-10:30     Recess 10:30-12:30     Instruction 12:30              Dismissal</p>	<p style="text-align: center;"><b><u>Shortened Days &amp; Friday Schedule</u> 4-5<sup>th</sup> Grade</b></p> <p>8:00-10:35      Instruction 10:35-10:50     Recess 10:50-12:30     Instruction 12:30              Dismissal</p>	<p style="text-align: center;"><b><u>Shortened Days &amp; Friday Schedule</u> 6-8<sup>th</sup> Grade</b></p> <p>8:00-12:30      Instruction 12:30              Dismissal</p>

## Policy and Procedure

### Academic Assessments

Student achievement is a top priority at the Language Academy. To monitor student learning, students are given classroom, school, and state assessments. These assessments are used to recommend student placement in various school programs and to plan for high academic achievement at the school. The following is a description of the different types of academic assessments that teachers administer during the academic year.

- **Classroom Assessments**

On a daily basis, teachers check for student understanding of grade level standards using classroom assessments. During each trimester/semester, teachers complete a series of assessments to report student progress on the standards-based report card. All teachers at a grade level use the same criteria to determine if a student meets the standards.

- **School Assessments**

Students are given reading diagnostic assessments at the beginning, middle and end of each school year. Students are also given periodic writing assessments. Teachers use information from these assessments to plan instruction and monitor student progress.

- **State Assessments**

During the fall, all students identified as English Language Learners (ELLs) via their Home Language Survey form and/or previous year's CELDT/ELPAC score, take the English Language Proficiency Assessment in California (ELPAC). Results of this state test serve as a progress indicator for each ELL student in their development in English language proficiency in listening, speaking, reading, and writing. CELDT/ELPAC scores are used for designing targeted English language



development instruction as well as a redesignation criteria for ELL students to be identified as Reclassified Fluent English Proficient (RFEP) status.

Moreover, in the spring, all students in third through eighth grades participate in the California Assessment of Student Performance and Progress (CAASPP). The CAASPP includes the following test components:

- Computer-based Smarter Balanced assessments (SBAC) for English Language Arts and Math for students in grades third through eighth and
- The California Science Test (CAST) in Science for grades fifth and eighth.
- The California Physical Fitness Test (PFT) for grades fifth and eighth.

The tests are administered over a period of three to four weeks in late April to May. Test results are distributed to families within the required window per the State of California during the early fall. Please contact your child's teacher if you have any questions about interpreting these test results. To help your child do well on this test, please ensure that your child gets plenty of sleep, has a healthy breakfast, and attends school daily.

### **Accidents**

If a serious injury occurs on the school grounds, a parent/guardian will be notified immediately and the school will call 911, if necessary. Parents will be asked to pick up their child for observation or examination by a family physician. In the event that a parent/guardian cannot be reached, the student will be discharged to a person named on the emergency information card. **Parents are required to complete an emergency card for each child and return said form to the office within five (5) days of the first day of school. Information must be updated throughout the year, if necessary.**

### **Appointments**

Please schedule appointments so that they do not interfere with instructional time. Dismissal requests will **not** be accepted via phone calls. If it is necessary for a student to leave the school grounds before the regular dismissal time, a parent/guardian is required come to the office to request early dismissal for a child. Only then will office personnel call the student from his/her classroom. **Picking up students from their classroom is strictly prohibited.** Teachers will not release students from the classroom. *In addition, students will not be released to anyone other than their parent/guardian or person indicated on the emergency card.* If your child has a late arrival due to a medical/dental appointment, the student must check into the office and receive a pass to return to class.

### **Arriving and Departing from School**

**As a safety precaution, students are not to be on the school campus prior to 7:40 am.** Students eating breakfast will need to arrive by 7:40 a.m. Supervision is available in the cafeteria for students eating breakfast beginning at 7:40 a.m. Instruction begins at 8:00 a.m. (1<sup>st</sup>-8<sup>th</sup>) and 8:30 a.m. (Transitional Kindergarten & Kindergarten). Students who arrive at school after classes have begun are considered tardy and must get a late slip from the office before going to class.

At dismissal, teachers will walk students to the front of the school. Please have a back-up plan with your child if you are running late or are unable to pick him/her up after school. Students will not be allowed to call home after school to make arrangements. Parents should confirm after school arrangements **prior** to dropping his/her child off at school. ***Messages regarding after school arrangements will only be relayed to your child in the event of an unforeseen emergency.***

- Children waiting to be picked up must remain in front of the school until parents/guardians arrive.
- **Children not picked up by 2:50 p.m. are to wait in the office** and will not be allowed to wander the school grounds. Parent/guardian/alternate must sign out the student at the office at the time of the late pick-up.
- If your child/ren will be picked up later than 20 minutes after school has been dismissed, you must call and inform the office staff. Habitual late pick-ups will be reported to the School Attendance Review Board (SARB) and may be referred to the Child Protective Services (CPS).
- Students are not to go into the street or off campus to meet parents/guardians; students must be picked up from their teacher, other LAS staff member, or signed out in the office.
- Students and under-age volunteers are **strictly prohibited** from leaving campus to purchase food items from vendors.
- Parents/guardians are to park their cars in the parking lot or on the street and escort their children to/from their car.
- Cars left unattended in the entrance or along the red pick-up and drop-off curb area of the school will be subject to parking tickets and/or getting towed by the City of Sacramento.

### **Attendance and Absences**

Daily school attendance is critical for a student's academic success as well as for the Charter School's financial solvency. By law (Ed Code Section 48200-48208), parents are obligated to send their child to school daily. **Unless it is an emergency, parents are asked to schedule medical and non-medical appointments outside of school hours.**

When a student is absent, parents **are required to** provide a written note or contact the school office to verify the reason for the absence. School absences are monitored carefully throughout the year. If a student has **more than ten absences** in a year for illness, a physician must verify further absences for illness. **If attendance for a full day is not possible, we encourage students' attendance for at least half of the core school day.**

*\*Students must be present for at least 50% of their core day to be eligible for afterschool program participation. For students enrolled in ASES, please refer to the 2018-2019 Parent Application and Handbook.*

*List of Excused Absences:*

- Health reasons
- Attendance to funeral services for an immediate family member
- Appearance in court
- Observation of a religious holiday or ceremony

**Parents of students with excessive tardies and/or three or more unexcused absences will be contacted by school administration and a truancy letter will be sent as required per Education Code 48200.**

*Tardiness:*

- Student must report to the office and obtain a late pass before going to class. **Parents may not obtain a pass on their child's behalf.**
- After the third (3<sup>rd</sup>) unexcused tardy (late 30 minutes **or** more), parents will be subject to the School Attendance Review Board (SARB).
- Habitually tardy students will be referred to the SARB (School Attendance Review Board) committee and may be referred to the School's Governing Board, Child Protective Services and/or Sacramento Sheriff's Department.

**Students who are tardy, dismissed early, absent, or on Independent Study are not eligible for attendance awards during that month/trimester.**

**Awards and Recognition**

**During Assemblies (or in Classroom)**

- Estudiante Jaguar (1<sup>st</sup> -8<sup>th</sup>) – Students may be recognized for demonstrating Second Step Skills for Social and Academic Success in their classrooms and school.
- Perfect Attendance (K-8<sup>th</sup>) – Students without any absences, tardies, early dismissals or independent study contracts will receive attendance certificates.

**Annually**

- Silver Honor Roll (6th-8th) – Students who demonstrate a GPA of 3.0-3.9 in 6th-8th grades will be recognized.
- Gold Honor Roll (6th-8th) – Students who demonstrate a GPA of 4.0 and above in 6th-8th grades will be recognized.
- Gold Ribbon Award (K-8th) – Students who have demonstrated improvement in the area of academics and/or behavior.
- Physical Education Award (5<sup>th</sup>-8<sup>th</sup>) – Students who have excelled in areas related to physical education.
- Perfect Attendance Award (K-8th) – Students who did not have any absences, tardies, early dismissals, or independent study contracts for an entire school year will receive gift certificates.

**Beginning of the Year - Student Procedures**

The following are the new student procedures in order to ensure successful school start:

Student/Family member(s) -

- |  |
|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Attend an orientation that includes information on the LAS Charter, dual immersion educational program, and school rules and procedures.</li><li><input type="checkbox"/> Receive a Student/Parent Handbook.</li><li><input type="checkbox"/> Sign and return the following forms:<ol style="list-style-type: none"><li>1) Student/Parent Contract</li><li>2) Anti-Bullying Policy Form and</li></ol></li></ul> |
|--|

### 3) Social Media Policy

- Complete an emergency card and all required documents and vaccination records are on file in the office.
- Complete a Lunch and Breakfast Family Application form

### **Bicycles**

LAS is not responsible for any stolen and/or damaged bikes that are left at the bike racks. Helmets must be worn at all times. Students not wearing a helmet will be reported to the office. The office may call parents, and the student may be dismissed with a warning. If the student is caught without a helmet again, School Leadership may confiscate the bike until a parent conference is established. Bike riding is not allowed on campus while classes are in session and/or children are present.

### **Birthdays**

A child's birthday is a family celebration. Instructional time is **not** to be used to "celebrate" a child's birthday. If you would like to send a birthday treat for your child's class, **please make arrangements with her/his teacher prior to the date. Treats containing peanut or nut byproducts or excessive sugar will not be allowed in the classroom.** Please check with your teacher prior to purchasing snacks for the classroom. ***Calls to the office on the day of the event will not be accepted.*** Children will be provided the treat during a non-instructional time (recess, lunch, dismissal). Balloons, presents etc. should be presented to the child at home. Please refrain from distributing birthday or party invitations at school unless the entire class is invited.

### **Books and Supplies**

Students will be provided with required textbooks. Each child is responsible for providing proper care for these materials. In the case of a lost or damaged text or library books, the parent/guardian will be responsible for fines and/or replacement costs. In addition, school records or report cards will be held in the office until fines are paid.

Recommended instructional supplies that parents can donate:

- Lined binder paper
- Boxes of crayons
- #2 Pencils
- Dry erase markers
- Kleenex/tissue paper
- Reams of green copy paper (school newsletter)
- Yellow, green and pink highlighters
- Glue sticks
- 3" x 3" Post it notes
- Reams of white and/or colored copy paper
- Uniforms your children have outgrown
- Cleaning wipes for computers/technology equipment

### **Breakfast/Lunch/Snacks**

Students eating breakfast must be on time and will be directed to the cafeteria. Breakfast for LAS students is served between **7:40-8:00 a.m.** for Grades 1-8 and **7:40-8:10 a.m.** for Grades TK-Kindergarten.

Students may bring **healthy/nutritional snacks** to school to eat during their recess time. LAS highly discourages sending your child a sugary or excessively sweet snacks/drink. Students may only eat their snacks in the designated areas and/or at school benches and are responsible for throwing away their garbage.

### **Bus Rules**

Students who ride to and from school or to attend field trips as a way to enrich their curriculum are required to behave in a respectful and courteous manner. The following bus rules have been developed to ensure safe bus transportation. These rules are to be followed whenever a student rides on a bus. Parents are asked to review bus rules with their child and encourage them to act safely by following the bus rules. Students who do not follow the established bus rules will be given a warning. If behavior is not rectified, the student may lose his/her privilege to ride the bus. Adults interested in being chaperones on field trips must attend a mandatory chaperone orientation meeting at the start of the school year. Chaperones attending the study trips are expected to assist with supervision. Therefore, chaperones are required to be 18 years of age or older. Chaperones are responsible for providing their own transportation.

#### **Prior to riding the bus to and from school**

- **Parents** must complete a LAS Bus Transportation Release Form. Signed forms should be submitted to the office.
- Students may not ride the bus unless they have received confirmation of bus approval from the Office Manager.

#### **Waiting for the School Bus**

- **Parents:** DO NOT PARK in the bus parking space. This delays loading and creates an unsafe environment for students.
- Be on time. The bus will not wait or stop if you are late.

- Walk to the bus stop using a sidewalk if there is one. If there is no sidewalk, stay on the left side of the street facing the traffic.
- While waiting for the school bus to arrive at the bus stop, do not wander away from the area or onto private property.
- Do not speak to strangers while waiting for the bus.
- Do not go into the street while waiting for the bus to arrive.
- Do not roughhouse, run or play with your friends while waiting for the bus to arrive.
- When the bus approaches, line up away from the street. Wait for the bus to come to a complete stop and has the door open before stepping into the road.

### **Rules for Boarding the School Bus**

- Hold the hand rail when getting into the school bus.
- Do not push or shove others when they are in line or are boarding the bus.
- Once you are on the bus, quickly find a seat, sit down and stay seated.

### **Riding on the School Bus**

- Stay in your seat.
- If the bus is equipped with a seat belt, make sure to fasten it securely.
- Never put your head, hands or arms out of the school bus window.
- Do not yell or make other loud noises that could distract the bus driver. Talk quietly while on the bus.
- Do not eat or drink anything while riding on the bus.
- Do not block the bus aisle with backpacks, books or musical instruments. If an emergency should arise it is important that the aisle is clear.
- Do not touch or play with the emergency exits.
- Do not throw things at others on the bus or out of the bus windows.
- When you reach the school, or your bus stop on the return trip home, have your things ready so you can leave without holding up others on the bus
- **No bullying, teasing or disrespectful behavior will be tolerated on the bus. Such behavior is subject to school discipline policies and may result in a loss of bus privileges.**

### **Getting Off the School Bus**

- Stay in your seat until the bus comes to a complete stop at the school or at your bus stop on the trip home.
- Walk to the front of the bus and use the hand rail while stepping off of the bus.
- Do not get off the bus at a bus stop other than your designated stop.
- Once you get off of the school bus, go straight home. Do not talk to strangers on the way.
- If you leave something on the bus and have already walked away from the door, do not go back for it. The bus driver may not see you coming back and may start driving away.

### **Crossing the Street**

- If you have to cross the street after exiting the bus, always cross in front of it. Make sure the bus driver is able to see you. Walk along the side of the road at least 10 feet in front of the bus until you can see the bus driver, before crossing the street. If you cannot see the bus driver, the driver is not able to see you.
- Wait for the bus driver to give you a signal that it is safe to cross the street. Even with the signal from the bus driver pay attention to the traffic in the road. Make sure to look in both directions before walking across the street.
- If you drop something in the street do not go back to get it. The bus driver will not be able to see you if you are close to the front of the bus.
- Do not cross the street behind the school bus. The bus driver cannot see you.
- Never go near the back wheels of a school bus.

### **Cafeteria**

Due to state and federal regulations, **under no circumstances may students take cafeteria food or drinks from the cafeteria to the playground. Cafeteria food may only be served to enrolled LAS students and school employees. Parents may not request food for themselves.** As a health and safety precaution, we ask that students do not share food. Students may bring their lunches if they choose, but canned sodas, energy drinks, coffee and/or excessive sweets are strictly prohibited. LAS staff encourage healthy nutrition habits at our school.

### **Classroom Visitation**

Parents/guardians and interested members of the community are encouraged to visit the school and observe the educational program. **ALL visitors must go directly to the school office to register (Penal code 627.6) and receive a visitor's badge before going onto any part of the campus. THERE ARE NO EXCEPTIONS.** If a conference with the teacher is desired, an appointment should be set with the teacher during non-instructional time. *Parent/guardians and visitors who are interested in long-term volunteer work in the classroom need to fill out a volunteer application in the front office, attend a mandatory volunteer orientation and turn in the necessary paperwork before receiving permission to volunteer on campus.*

### **Climate for Learning**

Our school staff is committed to providing a safe orderly and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. As a school, we encourage attitudes and behaviors that promote mutual respect and harmonious relations. We value and encourage student involvement and provide opportunities for students to voice their opinions about school policies and practices. Through Multi-Tiered Systems of Support (MTSS), Positive Behavior Intervention Supports (PBIS), Social Emotional Learning (SEL), and Restorative Justice Practices, we strive to foster a supportive, academic, behavioral and physical school environment for our students and entire school community. Please help us maintain this climate by reporting any behavior that disrupts our school climate.

Each support structure plays a vital role in maintaining a positive school climate and culture. The Multi-Tiered System of Supports (MTSS) provides a structure that integrates varying levels of support that help meet the individualized academic and/or behavioral needs of students. Positive Behavior Intervention Supports (PBIS) provides explicit school wide agreements and expectations for students, staff and school community. Our Social Emotional Learning Practices (SEL) provide students with tools they can use when they find themselves in difficult situations or when school rules/agreements are not followed. Restorative Justice Practices help establish and create an inclusive community to problem solve and restore damaged relationships.

### **MTSS (Multi-Tiered Systems of Support)**

The LAS Multi-Tiered System of Supports is a systematic, continuous improvement structure where data-based problem solving and decision making is practiced to address the academic, behavioral or socio-emotional needs of students. Through this intervention practice, the classroom teacher identifies the academic and/or behavior concern/s and implements research based interventions that may become increasingly intensive depending on the level of concern and the student's response to the intervention.

The classroom teacher will inform parents of the concern/s, implement interventions, and through our yellow folder process, collect data, and monitor student progress. When additional guidance and support is necessary, the teacher may consult with the Intervention Progress Team (IPT), composed of academic and behavior experts, to gain new perspectives on the student's needs and gather additional intervention strategies. The IPT may suggest further interventions or refer the case to the Student Success Team (SST), which usually consists of parents, teacher, school support personnel, and an administrator to further examine the student's academic, behavioral and socio-emotional needs.

### **Positive Behavioral Interventions and Support (PBIS) and Jaguar Ticket Rewards**

PBIS is a school-wide approach to support students in being successful in school. Emphasis is placed on pro-active procedures and practices to prevent problem behavior for all students and improve school climate. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, 80-85% of students will meet these expectations. At LAS all students are expected to BE RESPECTFUL, MAKE RESPONSIBLE DECISIONS and RESOLVE PROBLEMS. These are the school rules and will be covered on the first day of school, and throughout the school year. When a student is observed demonstrating one of the 3 Jaguar norms or Second Step Skills for Social and Academic Success, a staff member will complete a Mancha Jaguar ticket which will indicate the positive behavior that was observed. The student will keep the original copy of the Mancha Jaguar and the copy will be turned in to the office where they will be entered for periodic drawings. The 15-20% of the students not responding to these expectations will receive additional support through interventions.

### **Social Emotional Learning (SEL)/Second Step**

Social-emotional learning is the process through which children and adults acquire knowledge, attitudes and skills they need to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, make responsible decisions, and handle challenging situations constructively. LAS teachers implement *Second Step*, a social emotional learning program, as part of weekly instructional goals. .

### **Second Step: Skills for Social and Academic Success**

Throughout the school year, students will be recognized for demonstrating the Second Step skills for social and academic success. LAS requests families to support student practice of the following skills beyond the school grounds such as at home and during after-school activities. At times, students will be recognized during school-wide assemblies and/or during classroom gatherings.

The following are some of the concepts and skills explored through the program in grades TK-5, but may vary depending on grade level:

<b>Skills for Learning</b>	<b>Empathy</b>	<b>Manejo de emociones</b>	<b>Resolución de problemas</b>
<ul style="list-style-type: none"> <li>• Learning to listen</li> <li>• Focusing attention</li> <li>• Following directions</li> <li>• Staying on task</li> <li>• Being assertive</li> <li>• Using self-talk</li> </ul>	<ul style="list-style-type: none"> <li>• Identifying feelings</li> <li>• Feeling confident</li> <li>• Respecting different preferences</li> <li>• Showing compassion</li> <li>• Predicting feelings</li> <li>• Making friends</li> </ul>	<ul style="list-style-type: none"> <li>• Managing frustration</li> <li>• Calming down strong feelings</li> <li>• Handling waiting</li> <li>• Managing anger</li> <li>• Managing worry</li> <li>• Managing hurt feelings</li> </ul>	<ul style="list-style-type: none"> <li>• Solving problems</li> <li>• Inviting to play</li> <li>• Fair ways to play</li> <li>• Handling name-calling</li> <li>• Taking responsibility</li> <li>• Responding to playground exclusion</li> <li>• Dealing with negative peer pressure</li> </ul>

The following are some of the concepts and skills explored through the program in grades 6-8, but may vary depending on grade level:

<b>Mindsets and Goals</b>	<b>Values and Friendships</b>	<b>Thoughts, Emotions and Decisions</b>	<b>Serious Peer Conflicts</b>
<ul style="list-style-type: none"> <li>• Starting middle school</li> <li>• Growing your brain</li> <li>• Making mistakes</li> <li>• Learning strategies</li> <li>• Setting goals</li> <li>• If-then plans</li> </ul>	<ul style="list-style-type: none"> <li>• Values and decisions</li> <li>• Social values</li> <li>• What's a friend?</li> <li>• Positive relationships</li> <li>• Making friends</li> </ul>	<ul style="list-style-type: none"> <li>• What are emotions?</li> <li>• Handling emotions</li> <li>• Responding to anger</li> <li>• Unhelpful thoughts</li> <li>• Handling rejection</li> <li>• Calming down</li> </ul>	<ul style="list-style-type: none"> <li>• Perspectives</li> <li>• Assumptions</li> <li>• Recognizing and avoiding serious conflicts</li> <li>• Making amends</li> <li>• Taking responsibility</li> <li>• Gender and sexual harassment</li> </ul>

In addition to these skills, all grade levels implement the Second Step Bullying Prevention unit and emphasis is placed on this topic during the month of October.

#### **Restorative Justice Practices & Classroom Circles/Meetings**

Building community and establishing strong relationships is of essence here at LAS. Through the incorporation of Restorative Justice Practices, such as community circles and/or more private problem solving sessions, students and staff work towards preventing conflict, building strong, positive relationships, repairing the harm and making things right. Restorative Justice Practices transform difficult behaviors or incidents that might otherwise result in punishment to learning opportunities that have a positive outcome for everyone. Classroom Circles and/or meetings take place in each LAS classroom at least once per week.

#### **Closed Campus**

To ensure student safety and supervision, the Language Academy is a closed campus. Once a student arrives on the school grounds, she/he must remain on campus until the end of the school day unless she/he leaves with a parent/guardian or authorized designee. If a student leaves school grounds without this permission, the student is considered truant and is subject to disciplinary action. **{Education Code 44808.5}**

Student and under-age volunteers are strictly prohibited from leaving campus. If a student/underage volunteer violates the closed campus rule, he/she may lose their volunteer privilege with LAS.

**Communications-School-wide Announcements/Updates/Deadline Reminders**

Language Academy staff and teachers use a variety of media outlets to disseminate information, including but not limited to:

- **School Newsletter** (paper copy) is sent home with eldest sibling throughout the year. The newsletter contains current school-wide news including important dates, upcoming events, lunch menus, handouts. The newsletter is also uploaded on to the LAS website.
- **Classroom announcements** (paper copy) are sent home with students. The announcements will contain information specific to grade level or classroom events, deadlines or fundraisers.
- **Automated phone calls/Text messages** are sent to the primary phone number provided in the emergency cards. Reminder phone calls are typically regarding absences, upcoming events or deadlines.
- **Emails** are sent to the primary emails listed on the emergency cards. Emails contain information regarding important updates and electronic copies of the newsletter.
- **Website** (www.lasac.info) contains school news, links to staff, Governing Board, school calendars, grade level and program information pages, extracurricular activity information, state testing, etc.
- **LAS Facebook page** is a private group and you must request permission to join. Page contains current event updates/reminders and pictures of school events. Information deemed as inappropriate by school leadership will be deleted.
- **Marquee** contains a clock and important date reminders.
- **School Bulletins** are placed on the walls by the main entrance and throughout the core building corridors. It is here that you can find event flyers, Governing Board agendas, spirit day announcements, etc.
- **Remind App** can be down load onto your smart phone to keep in touch with your classroom teacher.

**Communicating Concerns or Suggestions**

Effective and open communication is a basic component of establishing an environment where stakeholders trust each other and work together toward achieving the academic and life-learning goals stated in the school’s mission. At the Language Academy of Sacramento (LAS), we believe that a clearly delineated process of communication is important, not just in terms of providing a solid procedure that supports the policies of the school, but also in the overall establishment of the school’s culture as evidenced in the nature of its stakeholders’ discourse or what we will call *Language of Communication*.

**Language of Communication at LAS:  
Description, Protocol, and Dialogue Examples**

*A. Description*

At LAS, the *Language of Communication* in addressing concerns, questions, and ideas between stakeholders follows the same premise and dialogue format in all cases, whether the issue at hand is being conducted in an informal or formal setting and/or procedure. The basic premise is that individuals in the dialogue come from unique perspectives and have the right to express themselves. The *Language of Communication*, the means with which they express themselves, will follow the usage of “I” Statements and Listening for Understanding discourse methods.

*B. Protocol*

Steps to Take Before Addressing a Concern:

<b>Steps</b>	<b>Dialogue</b>
<p><b>1. Reflect and breathe.</b> (Take 3 deep breaths.) Oxygen provides the energy in our brain to help us process things more clearly.</p>	<p>How do I feel right now? What do I need? How would I want to resolve this?</p>
<p><b>2. Mediator</b> Is this something you can solve on your own, or do</p>	<p>Would you be okay if we have (mediator’s name) help us resolve this conflict?</p>

you need a mediator? (Sometimes having a mediator may appear intimidating to the other person; be thoughtful and considerate about the use of mediators.)	
<b>3. Make a request to dialogue.</b>	Would you be willing to talk about what just happened? If the other person is not ready to talk just yet, ask for another time.
<b>4. Remember non-verbal communication, “body language,” speaks louder than words.</b>	Use eye contact and be aware of how your arms and body are relative to the person whom you are addressing.
<b>5. Remember the rules of Listening for Understanding.</b>	“I will listen attentively.” “I won’t interrupt.”

*C. Resolving the Conflict*

<b>Steps</b>	<b>Dialogue</b>
<b>1. Share feelings using “I” statements.</b>	“I felt sad when you...” “I felt very frustrated when...”
<b>2. Listen for understanding (paraphrase).</b>	“I heard you say that you felt sad when...”
<b>3. Acknowledge the other person’s feelings. (Apologize, if appropriate.)</b>	“I am sorry that you felt sad when...” “I understand how that may have hurt your feelings...”
<b>4. Make a request; arrive at an understanding.</b>	“Would you be willing to ...?”
<b>5. Express gratitude.</b>	“Thank you for taking the time to talk about...” “I appreciate you for listening...” Shake hands and make eye contact.

*D. Ways to Communicate with School Personnel*

With Teachers:

1. Call the school, and leave a message for the teacher.
2. Make an appointment to see the teacher.
3. Write a note.
4. Send an email.

With Administrator:

1. Call the school: leave a message if necessary.
2. Make an appointment.
3. Write a note requesting a meeting or phone call.
4. Send an email

*E. Expressing Concerns*

If you have a concern regarding the performance of a school employee, please speak with School Administration and they will take steps to address the situation. If the outcome is not to your satisfaction, you may submit a Formal Grievance Complaint (see below.)

*F. Formal Grievance/Complaint Procedures*

In the event of a dispute involving a family or student, submit a complaint following the procedures outlined below.

**PARENTS AND ADULTS ARE STRICTLY PROHIBITED FROM CONFRONTING STUDENTS DIRECTLY.** Direct questions or concerns to teachers and/or school administration when deemed necessary

Grievance Filing Process



1. Parent or student may submit his/her grievance in writing to the School Administration within five working days of a failed good faith effort to resolve the dispute.
2. Within a reasonable amount of time after receipt of the written complaint, the School Administration shall schedule a meeting at a mutually convenient time and place for discussion of the complaint with all parties involved.
3. School Administration (and if necessary, an administrative assistant or designee) will conduct further investigation of the matter at hand, write the findings and the final determination report, and share the write-up with all the parties involved.
4. Within five days after receiving the final determination report, the parent, teacher, and/or student may submit an appeal to the President of the Governing Board. The LAS Governing Board may review and modify the School Administration's final determination report, if it finds that the School Administration failed to properly follow the grievance process described above. The President or board designee shall schedule a meeting to consider such an appeal as soon as practical. Any such proceedings shall be conducted in closed sessions, unless requested otherwise by the parent, teacher, and/or student.

### **Destruction of School Property**

Whenever school property, equipment, or learning materials are damaged, destroyed, or defaced and there is evidence of gross carelessness, violation of school rules, or damage is intentional, the student will be held responsible through detention, suspension and/or other prescribed consequences, **The parent will be held responsible for monetary damages due to loss of materials, property or fees incurred by their child's actions.** Parents will be contacted immediately regarding the extent of the damage. Where damage occurs and evidence shows that it was done accidentally and unintentionally, no attempt shall be made to collect for the damage. Whenever possible, students will be expected to repair or otherwise correct any damage that is not considered permanent such as carving on furniture, writing on walls, etc.

### **Dress Code**

The LAS Governing Board believes that the development of dress codes and grooming attitudes and behavior patterns is part of the educational experience. Therefore, dress, hairstyle, makeup, or jewelry which are distracting or interfere with the study habits of students in class or school, or pose a health or safety risk to the students, are not acceptable. Personal appearance standards for students are defined in the uniform dress code.

#### **Students' attire must adhere to the following guidelines:**

- It is the school's expectation that all students at LAS wear school uniforms from Monday to Thursday. The uniform consists of forest green (dark green) shirts or blouses, a LAS logo shirt (any color) and appropriate pants, shorts, or skirts. Jeans are also acceptable. Each Friday, students are allowed to wear appropriate free-dress. If a parent would not like their child to wear a school uniform, he/she must fill out and submit a "School Uniform Exemption Form" to the Academic Director.
- Recreational attire shall not be worn in classrooms or at school events. Examples of unacceptable recreational attire are swimming shorts, short shorts or cut-offs, tank tops, halter tops, mesh or see-through sheer tops, bare midriff or bareback tops, crop tops, inappropriate printed tee-shirts and half-shirts. Pants will be worn at or above the student's waist. In addition, no undergarments are to be visible.
- Inappropriate buttons, pins, jewelry or other apparel will be confiscated and returned to the student's parents or guardians. Items are considered inappropriate if they contain or promote profanity, sexual conduct, drugs, alcohol, tobacco, gangs, or violence.
- Shoes must be worn at all times. Flip flops, strapless shoes, as well as high and platform heels are not to be worn for regular school activities.
- Sun protective head coverings may be worn outdoors. A sun protective head covering is defined as a hat with a two to three inch 360-degree brim or a shade cap with a front bill and material that covers exposed head and neck areas. In inclement weather, students may wear jacket hoods. Exceptions to the hat rule may be made for medical or religious reasons. Hats, caps or head coverings must not show any non-school group identification logo. Jacket hoods and winter hats (not caps) may be worn during cold weather while outdoors.
- Students are prohibited from wearing any gang affiliated clothing or items. Examples of such prohibited items include, but are not limited to, certain handkerchiefs, hanging suspenders, belts, shoestrings, earrings, jackets, or devices associated with group intimidation, gangs, and/or gang colors. Gang attire is any clothing, accessory, or manner of grooming which may be an indicator of gang involvement.

- Students in grades Transitional Kindergarten-8<sup>th</sup> will participate in Physical Education classes and will be expected to dress appropriately for their grade level.
- Special dress days will be announced by school personnel. The dress code may vary on these days and will be announced ahead of time.

**Students wearing inappropriate attire or footwear will be sent to the office during their recess and will be asked to call their parent or guardian.** Students will be given the opportunity to change into appropriate clothing, if available at the site, or request the parent to bring a change of clothing or footwear. Please help our school by donating any uniforms your children have outgrown. If you have any questions regarding this policy, please call the school office.

### Electronic Devices

Students' are not allowed to use personal electronic devices including but not limited to cellular/digital telephones, iPods, iPads, cameras, and laptop computers, during core day or at school wide functions. If a student is in the possession of such devices, these electronic devices should remain off during the entire time the student is on campus. If a student uses an electronic device while on campus, without authorization from a LAS staff member, the device will be removed from his/her possession and the student's parent/guardian will need to personally pick up the confiscated electronic device at a designated time.

### Emergency Cards

Each year, parents are **required** to complete an emergency card for each of their children enrolled at LAS. **Yellow emergency cards are sent home during the first week of school and must be returned immediately.** Parents are also required to inform the office of any changes to their child's emergency card especially those related to phone numbers and emergency contact changes.

### Emergency Procedures

**Students and staff practice emergency procedures such as fire drills and classroom evacuations at least once every month during the school year and are familiar with how to respond in an emergency situation.** Information on possible school closures due to inclement weather or other situations will be announced on Radio Station KFBK 1530 AM, Univision and KCRA Channel 3. A notice may also be posted in front of the school.

In the event of an emergency, if a student's parent cannot be contacted and/or the parent is unable to pick up her/his child, the school will maintain responsibility for the child until the parent or an authorized individual arrives. The safety of individual students is our highest priority. **Students will not be excused except to the care of a parent or another adult designated on the emergency card.**

If evacuation of the school is necessary, students will be transported to a predetermined location where their parent or another designated adult can pick them up. Information on this location will be posted near the school.

### Field Trips

Throughout the year, students may occasionally go on field study trips. Field study trips are intended to provide an "applicability to real world" experience. Parent/guardian permission slips must be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of pupils will be observed and enforced on field trips. ***All interested adults must attend the mandatory chaperone orientation, which is held at the start of the school year. Chaperones must be 18 years or older and may not bring children/siblings or any non-LAS students on field trips.*** Selection of parent/guardian chaperones is ultimately based on teacher discretion. Adult chaperones are expected to supervise students as directed by the teacher. The use of the school uniform will be enforced unless stated otherwise by the classroom teacher or school administration.

### Governing Board

The Governing Board is responsible for adopting a school-wide vision with programmatic goals, aligned school policies and procedures, and the yearly budget. The Board is composed of nine voting members elected by their peers and/or the LAS Community: three community members, three parent representatives, and three teacher/staff representatives. The combination of staff, parent, and community membership ensures that the voice of each group of stakeholders is taken into consideration. The Governing Board meets monthly; Board agendas are posted at the school office, on the school website ([www.lasac.info](http://www.lasac.info)), hard copies are available upon request at the school. Parents and community members are encouraged to attend Board meetings. Information on how to give input at Board meetings is available at all Board meetings.

**Harassment of Any Type** (*The Anti-Bullying Policy Form requires a parent/guardian signature, please see page 31*)

LAS will not tolerate any harassment and/or bullying of any type. LAS is considered a Zero Tolerance campus. Harassment or bullying is defined as follows:

Harassment or bullying is any gesture or written, verbal, graphic, physical or electronic act (i.e. including, but not limited to, internet, cell or smart phone, or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race; color; religion; ancestry; national origin; socioeconomic status; academic status; mental, physical, development or sensory disability or impairment; creed; political belief; age; linguistic or language differences; height; weight; marital status; parental status; or by any other distinguishing characteristic; or because of an association with a person who has or is perceived to have one or more of these characteristics. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, in a school vehicle, or by students, family members or staff.

Students must conduct themselves in a respectful manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

### **Health/Medications**

The school recognizes that students may have special medical needs. Education Code 49407 outlines conditions for administering medications at school during the time the student is under the supervision of school personnel. **Medications can only be given by LAS staff if there are written instructions a medical doctor and permission from the parent/guardian (parent/guardian may obtain a Medication Authorization Form in the Main Office).** Written instruction and permission must be renewed at the start of each school year. Medication must be labeled and in the original pharmacy container. Specific guidelines must be followed for students to use medication at school. Students should not bring or carry medication of any kind to school, including cough drops.

### **Health Services**

The school will verify that students have complied with legal requirements for health examinations and immunizations **before** enrolling a student in school. If the student is missing any required immunizations, the student will not be permitted to attend school until complying with the state requirements.

### **Homework**

Homework should be an extension or practice of what is learned in school. Students are expected to complete and return homework as indicated by their teacher. Homework will be designed so that students can complete it independently; however parents can serve as a resource to their child. Students who miss school because of an excused absence will be given the opportunity to complete comparable homework assignments and get full credit if work is completed satisfactorily and within a reasonable amount of time. Students who miss schoolwork because of unexcused absences may be given the opportunity to complete comparable homework assignments for either partial or full credit.

### **Inclement Weather/Air Quality Procedures**

The school believes in providing a safe and appropriate environment for all students and staff. In keeping with this belief, LAS has developed guidelines to comply with the Sacramento Metropolitan Air Quality Management District (SMAQMD) regulations regarding hazardous ozone episodes and temperature alerts.

Appropriate actions will be taken when the temperature exceeds 95 degrees Fahrenheit **and** the ozone exceeds 100 PSI for that day, or during extreme wind or rain. When a temperature alert episode is received from SMAQMD, all vigorous outdoor physical activities will be curtailed in the afternoon hours. Students and staff will be notified about the temperature alert and ozone episode so steps can be taken to ensure their safety.

### **Independent Study Contracts**

The criteria for approval for most independent study requests include: Student is at grade level or above; there is an acceptable reason for requesting the independent study and there is evidence that the student will complete assignments. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, when the work will be turned in to the assigned teacher, and how the work will be evaluated. An independent study contract must be **requested a minimum of two weeks prior** to a planned absence so that teachers can prepare materials for the student. Independent Study Contracts will not be approved during testing season unless it is an emergency. Please ensure that you have checked with the office PRIOR to purchasing travel arrangements. The contract must be completed, signed and dated **BEFORE** the student leaves on Independent Study. Independent Study Contract Request forms are available through your child's teacher. Students who do not return at the designated date of return or do not complete their required assignments will

have all independent study days convert to unexcused absences and will be referred to the Student Attendance Review Board (SARB).

### **Individualized Support/Education Plans**

An individual modified program may be developed for students who are unable to achieve grade level standards in one or more content areas on a case-by-case basis. The decision to modify a program for a student will only be made during a formal Student Success Team meeting, an Individual Educational Plan, or a 504 plan by a team that includes the teacher, parent, administrator and other staff. At this meeting, the modified program will be defined to include individual goals and a means of monitoring student progress toward these goals.

### **Student Success Team (SST)**

The Student Success Team (SST) is a school-site team, which includes parents, whose purpose is to identify effective strategies to meet the needs of individual students who are not meeting standards for academic achievement, behavior, attendance, or who have medical or other concerns. The SST reviews the student's academic, behavioral and social-emotional strengths and areas of concern, plans strategies, organizes resources and develops a plan of action to address student needs and concerns. The SST may suggest accommodations and/or modifications to the student's program, request intervention support from specialized staff and/or refer the student for a special education assessment. An SST may be requested by the parent, teacher, administrators, or the Intervention Progress Team when a student has not responded to previous interventions.

### **Section 504**

Students are eligible for Section 504 services if they are found to have or have a history of a physical or mental impairment, disorder or condition that substantially limits one or more major life activities (walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, caring for one's self, and/or performing manual tasks).

When a 504 referral is made, parents will receive notification of rights and will be asked for consent to collect data. Following the data collection a 504 meeting will be scheduled to review the findings and determine eligibility. The goal of 504 plans is for students to be educated in regular classrooms along with the services, accommodations, or educational aids they might need. In order to qualify as educationally disabled under Section 504, a student must have a substantial limitation in learning or major life activity. If the student is achieving at or above grade level, although the student has a disability, there may not be a substantial limitation in learning or major life activity, and, therefore, may not qualify for Section 504 disability for educational purposes.

### **Special Education**

The Language Academy of Sacramento strives to provide an educational program to meet the needs of all school-aged children. The school provides special education services described in Education Code (56000-56001). A student shall be referred for special educational instruction only after the resources of the regular education program have been considered and/or modified. If a student is referred to special education, parents will receive a notification of rights and an explanation of proposed assessments. Following assessments, a report of findings will be written and an Individualized Educational Plan (IEP) team will meet with the parent to develop program goals for that student if he/she qualifies for special education services. This plan and the student's progress will be reviewed with the parent/guardian at least annually.

### **Language Academy of Sacramento Single Plan for Student Achievement**

The Single Plan for Student Achievement (SPSA) identifies and addresses the instructional needs of students and specifies how categorical funds (Title I, II, etc.) provided through the Consolidated Application (ConApp) will be used to accomplish the schools academic goals outlined in the plan.

### **Library**

Students are scheduled to visit the school library on a regular basis. Students are accountable for all books that they borrow from the school or library. At the end of each trimester, parents/guardians will be charged for the full replacement value of each lost book. In addition, students will not be able to check out books until library fines have been paid in full. Report cards will be held until books have been returned to the school or the fee to replace the book has been paid in full.

**Lost and Found**

Many articles become lost or are left unclaimed. When personal belongings have a first and last name written on them, it makes it easier for school staff to locate the owner(s). Any unclaimed items are stored in the Lost and Found Room and displayed outside on Fridays during dismissal time. Afterwards, any **unclaimed items are donated to a local charity at the end of each week.**

**Lunch & Breakfast Program and Family Application**

The data collected through the Lunch and Breakfast Program is crucial to the funding provided to LAS. As such, at the start of each year, LAS requests ALL families to complete a Lunch and Breakfast Program application form regardless of perceived qualification status. Selected LAS staff review all completed forms and program eligibility is based on federal guidelines. Students may be eligible for free or reduced meals, depending on their family’s annual income. All information provided is highly confidential and will only be shared with the necessary staff members. **Please keep in mind that students will be charged for their meals at the beginning of the school year until the student’s application has processed.**

**Messages and Deliveries**

Please have students assume responsibility for remembering lunches, school items, and homework. Plans for pick-up arrangements after school should be made in advance as students will not be allowed to use the school phone unless it is an emergency. **The office will NOT deliver a message to a student except in cases of an actual emergency. The office will not deliver bags or homework to students who have forgotten these at home.** Students are responsible for bringing all necessary materials with them to school.

Phone calls for teachers will NOT be transferred into their classroom during instructional time. Instead, the call will be transferred to the teacher’s voicemail.

**Open Enrollment**

The Language Academy hosts an annual Open Enrollment period from January to March for all interested families. Interested parent/guardians must call the main office to sign up for an enrollment information session and turn in an interest form application. LAS parents interested in enrolling the sibling of a current student must also follow the Open Enrollment procedures. *Siblings will not be automatically added to the enrollment lottery.* All qualifying applications will be entered into the annual public lottery held in April. Applications will not be accepted after the Open Enrollment period. Any interested families who contact LAS after the Open Enrollment period will be added to a list of interested families and will be given the opportunity to take part in the following year’s enrollment process.

**Parent Agreement**

<p><b>Program Continuity</b></p> <ul style="list-style-type: none"> <li>Maintain my child in the program for the duration of the program.</li> </ul>	<p><b>Parent Association</b></p> <ul style="list-style-type: none"> <li>Attend monthly Parent Association meetings.</li> </ul>
<p><b>Learning Environment</b></p> <ul style="list-style-type: none"> <li>Create a quiet area with school supplies for my child to complete homework.</li> <li>Review that homework is complete.</li> <li>Limit the amount of television that my child watches.</li> <li>Establish a set bedtime with a regular routine so that my child can rest and be ready to learn the next day.</li> <li>Read to my child, or have my child read: 20 min. daily - K – 2<sup>nd</sup> 30 min. – 40 min. daily - 3<sup>rd</sup> – 8<sup>th</sup></li> <li>Talk with my child’s teacher about my child’s progress and challenges.</li> <li>Attend Parent Conferences and school events.</li> <li>Communicate high expectations for my child’s future.</li> <li>Support the learning in school by routinely</li> </ul>	<p><b>Parent Participation</b></p> <ul style="list-style-type: none"> <li>Volunteer a <b>minimum of twenty hours</b> per school year per family</li> </ul> <p><b>Suggestions to fulfill volunteer commitment:</b></p> <ul style="list-style-type: none"> <li>Volunteer in the classroom or garden</li> <li>Offer to prepare class materials at home</li> <li>Attend or serve on the Governing Board</li> <li>Serve on the Parent Council</li> <li>Read and provide feedback on LAS Local Control Accountability Plan (LCAP).</li> <li>Assist</li> </ul> <p><b>Sign up to help plan and work a school event such as:</b></p> <ul style="list-style-type: none"> <li>Back to School Night</li> <li>Winter Festival</li> <li>Family Reading/Book Fair Night</li> <li>Health Fair</li> <li>Student Expo</li> <li>Career Day</li> </ul>

<p>asking my child what he/she has learned.</p> <ul style="list-style-type: none"> <li>• Encourage my child by telling them compliments specific to the task or behavior s/he accomplished/performed.</li> <li>• Encourage my child to practice Life Skills in all venues.</li> </ul>	<ul style="list-style-type: none"> <li>• Day of the Child</li> <li>• Donate food or materials for an event</li> <li>• Assist a class in the After School Program: Academic or Enrichment</li> </ul>
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**Parent Council/Parent Association**

The Parent Council is the elected body representing LAS parents and the organization responsible for involving parents in the activities of the school for the purpose of strengthening the LAS community. The Parent Council consists of non-voting officers such as President, Vice-President, Secretary, Treasurer that are elected by the existing Parent Council Members. In addition, voting classroom representative for each grade level that are elected by Language Academy parents. A language balance is sought within the Parent Council. All parents are encouraged to attend Parent Council meetings. Parent Council events will be attended by the School Administration, teachers, parents, and students.

All parents of LAS students are members of the Parent Association. The sole purpose of the Parent Association is to support the mission of the Language Academy of Sacramento. Parent Association meetings will be held monthly, and will be planned and led by School Leadership and the Parent Council. The Parent Council will generate topics of interest from parents for these meetings. These meetings will provide an opportunity for parents to communicate with school staff and get to know other parents.

Academic and artistic events will be developed and organized by the administrators, the teachers, the Parent Council, and other volunteers. Examples of academic and artistic events include: Family Literacy Night, Winter Festival, Health and Science Fair, Día del Niño, Student Enrichment Presentations, as well as others.

**Parent Drivers**

All parents willing to voluntarily transport LAS students are greatly appreciated. In order to become an approved driver, parents must pass a fingerprinting check with the Department of Justice, provide a copy of their valid driver’s license and proof of full insurance coverage **prior** to driving students. The insurance coverage provided must cover the vehicle that will be driven on that given day. If you would like to volunteer as a driver, please provide a copy of these documents to the office to verify eligibility. In addition, to ensure the safety of students, parents must be fingerprinted. When all documents and fingerprint results have been approved, parents will be added to the LAS approved driver list. This process is applicable for all school sponsored events.

If a parent cannot provide that information, s/he will not be allowed to transport students to/from any school-related event.

**Parent Involvement Policy** (Based on CDE Parental Involvement Guidelines; ***Bold and italics are additions based on parent feedback***)

Conduct an annual meeting to be held during the first trimester of each school year to inform parents of the programs and opportunities available to students through Title 1 and parent's rights to be involved (P4.1). Provide consistent feedback to families concerning student achievement, ensure parent participation during ***Parent Association, Parent Council, charter committee meetings*** and solicit parent input to guide the planning of Title 1 program opportunities (P4.2). Make reasonable attempt to provide access to all school related activities and communication for parent with limited English proficiency or physical disabilities and migratory or homeless families (P4.3). Provide parents information regarding grade level multicultural curriculum ***and materials, end of the grade level expectations***, academic assessments and student achievement data during parent/teacher conferences at least twice a year (P4.4). Establish an English Learner Advisory Committee (ELAC) which will provide input in Title 1 activities (P4.5). Ensure Parent Liaison facilitate the process of involving parents in the developing/revising the School Parent Involvement Plan, School-Parent Compact, and parent involvement workshops and event opportunities where they learn ways to help in the classrooms (P4.6). Administer Climate Surveys (Programmatic Audit Surveys) on a yearly basis to evaluate the effectiveness of school programs and parent involvement opportunities. Survey results will be disseminated in variety of ways (P4.7).

**Parent Rights**

Parent/Guardians of pupils enrolled at LAS have the right to work together in a mutually supportive and respectful partnership to help their student succeed. Parent/Guardians subject to certain conditions and notifications, have the right to:

- Observe the classroom(s) in which their Child is enrolled or will be enrolled. Parents must check into the office prior to visit.
- Meet with their student’s teacher(s), counselor, and/or administrator.

- Volunteer, under the supervision of LAS employees, their time and resources for the improvement of school facilities and programs. However, please note that in order to keep all students safe and in consideration of the best interest of the school, LAS may require volunteers to be fingerprinted through the Department of Justice. Please see the office for more details.
- Be notified if their Child is absent from school without permission.
- Receive the results of their student's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their Child that is safe and supportive of learning.
- Examine the curriculum materials of the class (es) in which their Child is enrolled.
- Be informed of their student's progress in school and of the appropriate school personnel whom they should contact if problems arise with their student.
- Have access to the school records of their Child and to question anything that they feel are inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their Child is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school. Information is contained in this handbook.
- Receive information about academic testing, psychological testing or counseling services the school does involving their Child and to deny permission to give the test.
- Participate as a member of a school-wide committee, governing board or parent organization, in accordance with any rules and regulations governing membership in these groups.

Parents can review the Language Academy of Sacramento School Accountability Report Card (SARC), School Emergency Safety Plan, State-wide testing Data, services for students with special needs (Title I, Teacher and teacher assistant qualifications, English Learners, students with disabilities, and gifted/talented students) at [www.lasac.info](http://www.lasac.info). Written copies can be requested at the Office.

### **Participation in Advisory Councils**

A parent or guardian has the right to participate as a member of the English Language Advisory Committee, a parental council, school site council or Governing Board in accordance with the rules governing parent or guardian memberships in those organizations.

### **English Learners Advisory Committee**

The Language Academy of Sacramento, in conjunction with other parent and school advisory councils, annually convenes the English Learners Advisory Committee (ELAC). The ELAC serves as the advisory body on the development of English Learners' curriculum, progress, training of teachers and attendance policies. The school works with the parents of English Learners and English speaking students to develop and adopt policies and strategies.

### **Language Academy of Sacramento Single Plan for Student Achievement**

The Single Plan for Student Achievement (SPSA) identifies and addresses the instructional needs of students and specifies how categorical funds (Title I, II, etc.) provided through the Consolidated Application (ConApp) will be used to accomplish the schools academic goals outlined in the plan.

### **Parking Areas**

Parents, volunteers and visitors are asked to follow the LAS staff guidance in parking lot procedures and park only in the front parking area. **The side parking lot is reserved for staff only. Students are not to be dropped off in this area.**

There is one main entrance to the parking lot in the center area. All cars should enter thru that entrance and find a parking space or enter the coned drop-off zone. **In the drop-off zone, parents must pull forward to the front of the lane and drop off students that are ready to exit the vehicle. If a student is not prepared at that moment, parent/guardians must exit and re-enter the parking lot until the student is prepared to exit the vehicle.** Students must use the crosswalk area and cross the zone accompanied by a LAS staff member. LAS has partnered with Sacramento City parking enforcement that regularly patrols the LAS parking lot and will give parking tickets to any vehicle violating the California Vehicle Code.

### **Personal Property**

Students are to keep valuable, sentimental, and expensive items at home unless specifically approved by parent or guardian to be at school. Dangerous or illegal articles are strictly prohibited on campus. iPods, cell phones and electronic items may not be used during school hours. All toys and personal items, including playground equipment such as basketballs, footballs, soccer balls, etc., should be left at home. These items will be confiscated from students and returned only to the parent/guardian. The

school is not responsible for loss or damage to any of these articles, including iPod, cellphones, and/or electronic devices that students may store in their backpacks during the school day. If a child is uncertain whether or not an item may be brought to school, s/he should check with the school office. The list below includes, but is not limited to, items that may **not** be brought to school.

The following are examples of items that are **not allowed** at the School:

weapons/replicas	pocket knives	drugs (including medical marijuana)	drug paraphernalia	cigarettes (including electronic cigarettes)
aerosol cans	iPads/tablets	electronic games	cameras	matches/lighters
chile/cinnamon powder	energy drinks	gum	toy guns	skateboards
roller skates/blades/skate shoes	kendamas/yo-yos	trading cards	personal toys	water/air balloons
fireworks	walkie talkies	personal sports equipment (balls, etc.)		

### **Progress Reports**

Every student will receive a progress report during the year; students in grade Transitional Kinder-5<sup>th</sup> will receive three per year and students in grades 6-8<sup>th</sup> will receive four per year. This is another way in which our school maintains communication with our parents/guardians. The report will inform you if your child is working at or below grade level. If the progress report indicates that your child **is not** meeting standards, a conference with the teacher is recommended.

### **Progressive Discipline**

The LAS staff is responsible for providing students with reasonable, logical and related consequences to ensure a positive classroom climate. Every teacher will discuss classroom procedures (Student Behavior Management Process/Flowchart) during Back to School Night. Student Reflection Sheets and/or Referrals may be used to communicate and document minor and major incidents and consequences. Reflection Sheets and/or Referrals (verbal or written) will be shared between the student, parent, teacher, and administration for repeated or major offenses. To ensure parent communication, students are required to report Reflection sheets and Referrals to parents. Parents must sign and return the document to school the following day. The following list of behavior consequences is meant to serve as a guideline.

1. **Verbal Warning**  
Students will receive a verbal warning or participate in a community circle conference when they display inappropriate behavior.
2. **Time Out in the Classroom/Think Spot**  
Students will receive time out in a designated area in the classroom when they are demonstrating disruptive or off-task behavior.
3. **Time Out in Buddy Classroom and Follow up Agreement**  
Students will spend time out in another classroom when a verbal warning or classroom time out has not changed the misbehavior. They will complete a Behavior Reflection Sheet and confer with staff member to problem solve through their challenge and repair harm.
4. **Loss of Recess**  
Time out during recess is another possible consequence for students who require additional practice time to ensure they follow playground and/or classroom rules. This additional practice may take place with the classroom teacher or with support staff in the office. A phone call and/or referral may be issued and sent home for parents to sign when a student has loss of recess more than three consecutive times.
5. **After School Detention**  
Students may be asked to stay after school for failure to follow school rules or classroom expectations. Teachers may assign a 15-minute detention after school without parent notification. In the event that the detention time exceeds 15 minutes, parents will be notified by phone.
6. **In-House Suspension**



Students who commit more serious or frequent infractions may be assigned to another classroom for the day. Parents will be notified of the in-house suspension. When students are assigned In-House Suspension, they may attend a different lunchtime or recess time. Students assigned to In-House Suspension are expected to sit and work quietly in the designated classroom. Parents must sign and return a referral the following day.

#### 7. Suspensions/Expulsions

Suspensions are consequences for serious or persistent behaviors. At the time of the suspension, the school administration will contact the student's parent/guardian regarding the suspension and notify the parent/guardian of the suspension in writing. The school may request to meet with the parent/guardian about the suspension. Under state law (Education Code 48914), the parent is then obligated to meet with school staff without delay. A conference by phone or in person will be held to clarify the reason for the disciplinary action and to verify the events or evidence. Parents must keep their child at home for the duration of the suspension. Teachers are not required to supply schoolwork for suspended students.

A student will not be suspended from school for more than five days unless the student is recommended for an expulsion. If the student is recommended for expulsion, the matter will be referred to the LAS Board, and the Board will hold a closed hearing to avoid violating the student's right to privacy (Education Code 49073-49079).

*Note: Consideration must be given to the severity of the behavior. It may be necessary to assign suspension for a first offense.*

Education Code 48900 Subsections – Grounds for Suspension or Expulsion. **During the period of suspension the student is not to be on school campus or attend any day or evening school-related activities or may be subject to arrest (PC 626.2).**

The following are offenses with grounds for suspension with the possibility of school transfer or expulsion from the School.

- a. Caused, attempted to cause or threatened to cause physical injury to another person.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold or otherwise furnished or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind,.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or an intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another controlled substance, alcoholic beverage or intoxicant. This includes drug paraphernalia, including medical marijuana.
- e. Committed or attempted to commit robbery or extortion.
- f. Stolen or attempted to steal school property or private property.
- g. Possessed or used tobacco, any products containing tobacco or nicotine products.
- h. Committed an obscene act or engaged in habitual profanity or vulgarity.
- i. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, including medical marijuana.
- j. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators or other school official engaged in the performance of their duties.
- k. Sexual Harassment: Conduct considered sufficiently severe or pervasive to have a negative impact upon an individual's performance or created an intimidating, hostile, or offensive education environment.
- l. Harassment, threats, intimidation: Intentional behavior severe enough to disrupt class work, create substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- m. Hate violence: Willfully interfering with or threatening another person's personal property or property rights because of his or her race, ethnicity, national origin, religion, disability, or sexual orientation. A verbal act (speech) is not sufficient unless the speech threatens violence against person or persons, and perpetrator has apparent ability to carry out the threat.
- n. Knowingly received stolen school property or private property.

## Language Academy of Sacramento Student Behavior Management Process/Flowchart

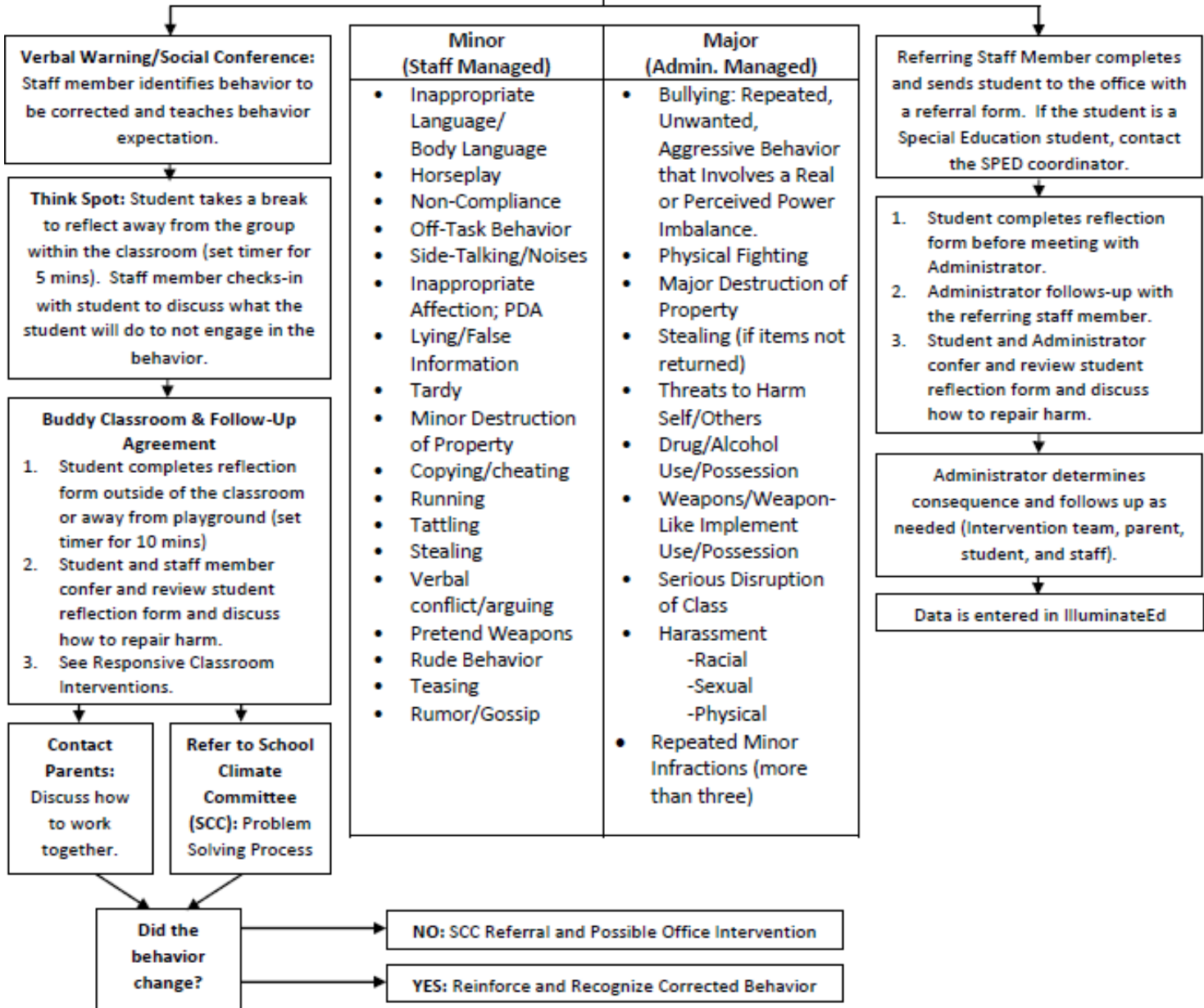


### Creating a Culture: Classroom Environment (Adult Strategies)

- Build Relationships with Students
- Teach Behavioral Expectations
- Reinforce Positive Behaviors (5:1 Ratio)
- Problem Solve with Student(s)
- Elicit Parent/Guardian/Family Support

**Show Respect**  
**Make Good Decisions**  
**Solve Problems**

**Observe and Identify Problem Behavior**  
Determine if the behavior is minor or major.



### Promotion/Retention Policy

Students' progress is determined from grade to grade by meeting the state's standards for promotion. If a student is at risk of retention due to academic achievement, the parent or guardian will be notified early in the school year and school staff will meet with the parent to develop and implement an intervention plan to help the student meet the standards for promotion. It is the school's intent to identify struggling students early in the school year so that interventions can be provided. Intervention opportunities will be provided for students who are at risk of retention. The school has a clear process and schedule for informing parents about their child's progress toward meeting promotion criteria. The intervention process includes written notices and multiple meetings between the parents and teacher(s). It is the school's intent to work collaboratively with parents/guardians to help a student gain the skills needed for promotion to the next grade level. Ultimately, state law (Education Code 48070.5) identifies that school professionals have the authority to retain a child except in some cases in Kindergarten.

### Promotion/Retention- Middle School (8<sup>th</sup> grade)

Grade 8 students are allowed to participate in end of the year activities and a promotion ceremony if they meet the following criteria:

- G.P.A. – Achieve a minimum grade point average of 2.00 on the final Progress Report and/or final Report Card
- Suspension/Expulsion – Do not exceed two (including in-house suspensions) during the school year
- Letter Grade of “F” - Receive no more than one F on the final report card

### 8<sup>th</sup> Grade Promotion Recognition

- *Valedictorian: Student with the highest end of year (listed as “current” on report card) Grade Point Average in eighth grade*
- *Jaguar Student: Student with all-around “jaguar” spirit in eighth grade (e.g., community service, leadership, sports involvement, volunteerism)*

### Report Cards

The primary purpose of grades and report cards is to clearly communicate a student's areas of strength and areas needing improvement based on the grade level standards. To provide students and parents with specific information on student achievement, students receive California Common Core standards-based report cards at the end of each trimester in grades TK-5, and at the end of each semester in grades 6-8. The goal is for students to meet or exceed each grade level standard by the end of the school year. Report cards represent only one facet of the communication process and may be used as a starting point for discussion at conferences.

### **Explanation of Grades and Correlation to Percentages (Transitional Kinder – 8<sup>th</sup>)**

Proficiency Level	Percentage Range (all)	Letter Grade (5 <sup>th</sup> – 8 <sup>th</sup> )	Proficiency Level	Percentage Range (all)	Grade (TK – 4 <sup>th</sup> )
Exceeds Grade Level Standards	90 – 100% +	A	Exceeds Grade Level Standards	90 – 100% +	4
Meets Grade Level Standards	80 – 89%	B	Consistently Meets Grade Level Standards	80 – 89%	3
Adequate Progress Towards Grade Level Standards	70 – 79%	C	Approaching Grade Level Standards	60 – 79%	2
Below Grade Level Standards	60 – 69%	D	Minimal Progress to Grade Level Standards	1 – 59%	1
Far Below Grade Level Standards	59% and Below	F			

### **Definition of Proficiency Levels/Marks/Grades**

The following definitions should guide mark and grade reporting in grades TK-8. Emphasis should be placed on the **body of evidence** that should be gathered before each reporting period to substantiate the mark/grade assigned. **Note: All marks/grades can be assigned at any time of the year as long as the body of evidence supports the decision.**

**Exceeds Grade Level Standards/4/A:** The student exceeds standards as demonstrated by a body of evidence that shows depth of understanding and flexible application of grade level concepts.

**Meets Grade Level Standards/3/B:** The student consistently meets standards as demonstrated by a body of evidence that shows independent understanding and application of grade-level concepts.

**Adequate Progress toward Grade Level Standards/2/C:** The student is approaching the standards as demonstrated by a body of evidence that shows incomplete/inconsistent understanding and application of grade-level concepts.

**Below Grade Level Standards/1/D:** The student rarely meets standards as demonstrated by a body of evidence that shows minimal understanding and application of grade-level concepts.

**Far Below Grade Level Standards/1/F:** The student does not meet standards as demonstrated by a body of evidence that shows no understanding or application of grade-level concepts.

**Transitional Kinder through 4th Grade Dates for Issuing Progress and Report Cards**

	Trimester	No. of Days	Progress Reports Sent by	Report Cards Issued by
1	Aug 13 – Nov 2	59	Friday, October 5, 2018	Week of November 12, 2018
2	Nov 5 - Mar 1	62	Friday, February 1, 2019	Week of March 8, 2019
3	Mar 4 – May 31	58	Friday, May 3, 2019	Friday, May 31, 2019

**5-8<sup>th</sup> Grade Dates for Issuing Progress and Report Cards**

	Semester	No. of Days	1 <sup>st</sup> Progress Reports Sent by	2 <sup>nd</sup> Progress Reports Sent by	Report Cards Issued by
1	Aug 13 - Jan 25	97	Friday, September 28, 2018	Friday, December 7, 2018	Week of February 1, 2019
2	Jan 28 – May 31	82	Friday, March 8, 2019	Friday, May 3, 2019	Friday, May 31, 2019

**Safe Haven Resolution**

During and following the 2016 general election, many students and families expressed fear and concerns for safety, heightened because of intolerant rhetoric made over the course of the presidential race. The Language Academy of Sacramento (LAS) is committed to the success of all students and this resolution reaffirms focus on promoting and elevating tolerance, inclusiveness, equity, unity and diversity by resolving to work in collaboration with local and state agencies and community supporters to ensure that our students and families are offered a protected space at school. The resolution also establishes protocol regarding immigration enforcement presence on the school campus, any related activities, and access to student files.

The following is an excerpt from the resolution: “the LAS Governing Board (“Board”) is committed to the success of all students irrespective of their national origin, ethnicity, religion, sexual orientation, ability, gender, socio-economic status or beliefs.”

For a copy of the Safe Haven Resolution, please contact the main office.

**Safety**

The safety of our students is our top priority. We have many procedures in place to keep students safe while they are at school. If you do not accompany your children, a few precautionary steps can help to increase your children’s safety while traveling to and from school grounds:

- Have your children walk to school with a friend or other parent.
- Design a school route with your children so you will know where they should be in case they are late getting home.
- Instruct your children not to talk to or accept a ride from strangers.
- Allow your child to accept a ride only from family or friends with whom your child is familiar and whom you trust and whom you’ve made prior arrangements with.

- Your child’s route should include a “Safe House” (an approved business or friend’s house) your children can go to in case of an emergency.
- Make certain that you ALWAYS know the location of your child/ren.

**School-Wide Behavior Plan/School Rules & Expectations**

**1. Be respectful**

- Treat others the way you want to be treated-with respect.
- Be kind and polite to other students, adults, and teachers.
- Show caring toward others.
- Be considerate of students’ right to learn.

**2. Be responsible/Make good choices**

- Take responsibility for your own behavior.
- Arrive and leave school on time.
- Be prepared to learn.
- Wear your school uniform.
- Show care for all property.
- Follow directions.

**3. Resolve Problems.**

- Follow playground rules.
- Do your personal best.
- Be a good listener.
- Stay on task.
- Use your time wisely

**Sexual Harassment Policy**

Sexual harassment of or by any student or staff member at the Language Academy of Sacramento will not be tolerated. The LAS Governing Board considers sexual harassment to be a major offense that may result in disciplinary action, including dismissal or expulsion, of the offending student or staff member, or other appropriate sanction. Sexual harassment could include, but is not limited to: sexual flirtations; touching, advances, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about dress or body; sexually degrading words; and/or the display of sexually suggestive or offensive pictures. All complaints will be investigated promptly, objectively, and as confidentially as possible. Staff will clearly communicate to students that sexual harassment is prohibited and advise students to report any sexual harassment that they experience or observe. This policy is available in the school office.

**Social Media Policy** (*The Social Media Policy requires a parent/guardian signature, please see page 28*) In light of the explosive growth and popularity of social media technology in today's society, the School has developed the Social Media policy to establish rules and guidelines regarding the appropriate use of social media and internet use by students on school owned equipment, networks, and/or social media sites. This policy applies to situations when you: (1) make a post to a social media platform that is related to the School; (2) engage in social media activities during school hours; (3) use School equipment or resources while engaging in social media activities; (4) use your School e-mail address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with the school; or (6) interact with other school students or school employees on the internet and/or on social media sites. The policy in its entirety will be distributed to families separate from the handbook

**Sports Policy**

Athletic activities do not take precedence over academics but rather supplement academic study. Therefore, interscholastic sports must not conflict with or jeopardize the academic program of the charter school and/or the student. It is the expectation that each student wishing to participate in interscholastic sports complete the following academic requirement:

1. Students must not have any grade letters of D’s or F’s or equivalent on their current semester/trimester report cards in order to participate.
2. Students are required to maintain or improve their grades throughout the sport season or run the risk of being dismissed from participation of the interscholastic sport during the active season.
3. Students must not have any serious disciplinary issues, including but not limited to, in-house or out-of-school suspensions.

**Student Council**

Student Council promotes initiative and leadership among its members. The Student Council includes four executive officers (President, Vice-President, Treasurer and Secretary) that are elected from fifth, sixth, seventh & eighth grade classrooms at the end of each school year. Student Council members are to be exemplary members of the student body and must abide by all Student Council member expectations, including their student grade point average. All Executive Officers and Classroom Representatives must meet the following criteria to maintain active membership on LAS Student Council: a) Consistent school attendance -No more than ten absences per school year; b) Grade Point Average of 2.5 (5-8) or a report card average of 3.0 (3-4); and c) Excellent behavior record -No suspensions, expulsions or serious offenses. In addition, the entire Council includes representatives for each classroom from third through eighth grades. It is the duty of the representatives to bring to the council's attention items of business from their classmates and to report the actions of the council. Students are encouraged to become involved in Student Council. Specific responsibilities include but are not limited to:

- Develop and maintain the budget for the student body.
- Coordinate student body fund-raising activities.
- Sponsor student activities.
- Sponsor and coordinate annual projects for school improvement.
- Sponsor positive incentive award programs that recognize and promote achievement, attendance, and excellent behavior.
- Provide responsible leadership that promotes our school as an academic facility where students' primary responsibility is learning.
- Organize and coordinate community service projects.

### **Student Exposition**

The Student Exposition is held annually in the spring, and it is an opportunity for students to exhibit their projects, schoolwork, and classrooms accomplishments. Every parent is invited and encouraged to attend. Students assist in facilitating the classroom tour.

### **Student Insurance**

The school does not provide student insurance.

### **Student Records**

The school keeps cumulative records for each pupil, as required by law, and any additional records that would be helpful in providing maximum educational opportunities for pupils. These records are available for parents/guardians to review. If you wish to review your child's cumulative record, please call the school office to set up an appointment with School Leadership.

### **Telephone Communication**

Our automated communication system allows school personnel to send phone messages, text messages, and e-mails out to all families almost instantaneously. These automated messages assist our families by providing pertinent communications such as student absences and program cancellations. All parent/guardians must ensure that their contact information is up-to-date in the school office in order to receive messages.

### **Telephone Use**

When a student is not able to use their classroom telephone, the student may use the office phone for emergency use only. The office staff will make all necessary calls home when a child is ill. All after school arrangements should be made prior to arriving to school.

### **Textbooks**

- All textbooks are loaned to students free of charge.
- Students are responsible for lost or damaged books and will be expected to pay for them if lost or damaged.
- Report cards will be held until books have been returned to the school or the fee to replace the book has been paid in full.

### **Tobacco and Drug Free Zone**

The LAS Governing Board believes that the use of alcohol, tobacco or other drugs, including medical marijuana, adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. Therefore, all schools and district facilities are tobacco, alcohol and drug free sites. The use of any tobacco, alcohol or drug products, including medical marijuana, is prohibited within school property, facility, or vehicle. This

prohibition also applies to all individuals attending events on school campus or representing the school at school-sponsored activities that are held at locations other than LAS property.

**Website**

Our school website is [www.lasac.info](http://www.lasac.info) and is regularly maintained with updated information regarding school events, news, Governing Board information, forms and volunteer opportunities.

<b>Community Services</b>
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**Community Emergency Numbers**

Poison Control	1-800-876-4766
Animal Control	264-7387
City Police <b>Emergency</b>	Contact by cell: <b>911</b> or 264-5151
City Police Non-Emergency	264-5471
County Sheriff <b>Emergency</b>	<b>911</b> or 874-5111
County Sheriff Non-Emergency	874-5115

## **Language Academy of Sacramento Parent and Student Handbook**

***This copy is for your records***

### **Student Statement**

As a Language Academy Student, I realize the importance of doing my personal best every day. I know I am responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Be in class and on time each day.
- Support the School-Wide Behavior Plan as stated in this Handbook.
- Return completed class work and homework on time.
- Be a cooperative learner.
- Ask for help when needed.

I have read, understand, and agree to follow the Technology Use Procedure and guidelines from this Student/Parent Handbook.

### **Parent Statement**

I understand that my participation in my child's education will help their achievement and attitude. Therefore, I will carry out the following responsibilities to the best of my ability:

- Ensure that my child attends school on time everyday.
- Encourage and set aside a quiet area for my child to complete all his/her homework and class work.
- Review all school communication sent home.
- Attend Back to School, Parent Teacher Conferences, Student Exhibitions, and other school events.
- Support the School-Wide Behavior Plan/Rules and Expectations

I have read, understand and agree to support the Social Media Policy.

I have read, understand and agree to support the policy and procedures in the LAS Student/Parent Handbook.

### **Staff Statement**

We understand the importance of a quality education for all students. We agree to carry out the following responsibilities to the best of our abilities:

- Teach grade level skills and concepts.
- Strive to address the individual needs of each student.
- Communicate regularly with parents/guardians regarding each child's progress.
- Provide a safe, positive and healthy environment.
- Communicate homework and class work expectations to all students.

I have read and agree with the conditions in this Parent and Student Handbook.



Language Academy of Sacramento  
Student and Parent Social Media and Network Policy  
**This copy is for your records**

**Scope**

In light of the explosive growth and popularity of social media technology in today's society, the School has developed the following policy to establish rules and guidelines regarding the appropriate use of social media and internet use by students on school owned equipment, networks, and/or social media sites. This policy applies to situations when you: (1) make a post to a social media platform that is related to the School; (2) engage in social media activities during school hours; (3) use School equipment or resources while engaging in social media activities; (4) use your School e-mail address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with the school; or (6) interact with other school students or school employees on the internet and/or on social media sites.

For the purposes of this policy, the phrases

“Social media” refers to the use of a website or other electronic application to connect with other people, including; but not limited to, Facebook, Twitter, Pinterest, LinkedIn, YouTube, Instagram, and Snap Chat, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums.

“Network” refers to two or more computer systems linked to allow communication. The School’s network connects staff and students to provide data communications, such as e-mail, file sharing, and internet access.

“Internet” refers to a global computer network.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School Policies on confidentiality, use of School equipment, harassment, and bullying.

You are required to comply with all School policies whenever your social media activities may involve or implicate the School in any way, including, but not limited to, the policies contained in the Student/Parent handbook.

**Standards of Conduct**

Students and parents are required to comply with the following rules and guidelines when participating in the use of school owned equipment, network resources and/or social media activities that are governed by this policy:

- Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, bullying or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations.
- Identify all copyrighted or borrowed material with proper citations and/or links.
  
- Do not post confidential information (as defined in this Handbook) about the School, its employees, its parents or its students on school social media. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- Students may not engage in social media activities during school hours unless it is part of a classroom activity or assignment and authorized by a teacher or school administration.
- Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
  
- When posting about fellow students, parents, or other people who work on behalf of the School, avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, intimidating, harassment and/or bullying.
- Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it immediately. Never post any information or rumors that you know to be false about the school employees, fellow students, parents, vendors, customers, suppliers, and people working on behalf of the School or its competitors.
- Express only your personal opinions. Never represent yourself as a spokesperson for the School (unless authorized to do so). If you publish social media content that may be related to your work or subjects

associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School employees, fellow students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."

- You may not engage in advertisement, solicitations, commercial ventures, or political lobbying.

School Administration reserves the right to monitor school related social media accounts, internet/intranet, e-mail, and networked application usage. No student or parent should have any expectation of privacy when using school owned equipment, network resources and/or participating in social media activities. School Administration reserves the right to inspect any and all files on School computers or School servers connected to School networks and to take custody and possession of those files and computers.

### **Creating and Using School Social Media**

Students and parents are only permitted to communicate and connect with school employees regarding School-related matters on social media that has been set-up and/or operated by the School. All other communications with school employees regarding School-related matters on non-School or personal social media may result in disciplinary action, up to and including suspension.

Student and parents are strictly prohibited from creating social media pages that use the school name, logo and/or any other copyright material without prior written consent for the Language Academy of Sacramento.

The School Administration and/or designee, are responsible for approving requests for School social media, monitoring School social media for inappropriate content, and maintaining the social media account information (including, but not limited to, username and password). School Administration has final approval over all content and reserves the right to remove inappropriate or irrelevant post/comments/messages from its social media pages or close the social media accounts, with or without notice. Any inappropriate communications shall result in disciplinary action up to and including suspension or permanent removal of access from the page.

### **Electronic Email**

Users of school electronic mail systems should not consider electronic communication to be either private or secure; such communications are subject to review by authorized School personnel and may be subject to review by the public under the Public Records Act. Messages relating to or in support of illegal activities must be reported to appropriate authorities. Other conditions for use include, but are not limited to:

- Individuals are to identify themselves accurately and honestly in e-mail communications.
- E-mail account names and/or addresses may not be altered to impersonate another individual or to create a false identity.
- The School retains the copyright to any material deemed to be School data.

### **Access**

Students and parents are reminded that the School's various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, email accounts, video conference, voice mail, facsimiles, internal and external networks, computers, cell phones, smart phones, iPads, tablets, and other similar devices, are the property of the School. All communications and information transmitted by, received from, or stored in these systems are considered School records and are property of the school.

As a result, the School may monitor its student's and parent's use of these electronic communication systems, including social media activities. The School may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with the School has engaged in a violation of this, or any other, School policy. As a result, students and parents do not have a reasonable expectation of privacy in their use of or access to the School's various electronic communications systems.

### **Security**

Security on any computer system is a high priority, especially in a system with many users. If any user identifies a security problem with School systems, he/she must notify an administrator either in person or in writing, or via the network. Users should not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied network access. Violations include, but are not limited to:

- Illicitly gaining entry, or "hacking" into a computer system or obtaining account passwords.
- Intentionally creating or distributing a computer virus.

- Using School systems or equipment to knowingly disable or overload any computer system or network or to circumvent the security of a computer system.
- Knowingly bypassing a School “firewall” used for blocking inappropriate internet sites and for security screening.

**Discipline**

Students who are in violation of this Social Media Policy may result in disciplinary action, up to and including immediate suspension.

Parents who are in violation of this Social Media Policy may be prohibited from using school equipment or permanently removed from the School’s social media network.

**Retaliation Is Prohibited**

The School prohibits retaliation against any student, school employee and/or parent for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any student or parent who retaliates against another student, parent and/or employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including suspension and/or criminal charges.

**Questions**

In the event you have any questions about a particular social media activity that may involve or implicate the School, or that may violate this policy, please contact School Administration.

Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each student and parent is responsible for using good judgment and seeking clarification or authorization prior to engaging in social media activities that may implicate this policy.

*I understand the conditions for accessing the Internet.*

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

**Parent or Guardian:** *(Parents/guardians of Pre-K-8 student users must also read and sign this agreement.) As the parent or guardian of this student, I have read the Social Media Policy. I understand that this access is designed for educational purposes. The Language Academy of Sacramento has taken precautions to eliminate controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission for my child to access the Internet.*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sponsoring Teacher:** *(Must be signed if the applicant is a Pre-K-8 student) I have read the Social Media Policy and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student’s use of the network. As the sponsoring teacher I have instructed the student on acceptable use of the network and proper network etiquette).*

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Language Academy of Sacramento  
Anti- Bullying Policy  
**This copy is for your records**

The Language Academy of Sacramento recognizes the importance of a safe school environment to the educational process. The board has determined that a safe and civil environment in school is necessary for students to learn and to achieve high academic standards. Bullying, like other disruptive or violent behaviors that hinder both a student's ability to learn and a school's ability to educate its students in a safe environment, is prohibited at Language Academy of Sacramento. Because students learn by example, all students and adults are expected to demonstrate appropriate behavior, treat others with civility and respect and refuse to tolerate bullying in a school environment.

**Definition: What Is Bullying?**

Bullying is defined as *persistent, intentionally* hurtful behavior towards another person.

Further, bullying is defined as *the repeated use* by one or more students of a written, verbal, or electronic expression or a physical act or gesture directed at an individual that:

- Emotionally or physically harms a student or damages the student's property
- Causes a student to be in reasonable fear that he or she will be harmed
- Creates a hostile environment for the student at the school
- Infringes on the rights of a student at the school
- Has the effect of substantially disrupting the orderly operation of the daily classroom instruction or school environment

**Types of Bullying:**

Types of bullying include the following behaviors when repeated or persistent:

**Emotional bullying:** excluding or persistently ignoring, tormenting, threatening through gesture, ridiculing or humiliating others, inciting others to bully

**Physical bullying:** pushing, kicking, pinching, hitting, scratching, punching, biting, pulling; interfering with someone else's property or possessions

**Racist bullying** (race; color; religion; ancestry; national origin): racial taunts, jokes and gestures, graffiti and racist insignia/badges, circulating racist literature, or 'picking-on' behavior of all kinds

**Sexual/Gender bullying** (gender; sexual orientation; gender identity and expression): unwanted physical contact, sexually abusive comments, stalking, homophobic victimization

**Socioeconomic Bullying:** (social status; economic status, parent occupation, education level, health or nutrition level): Socioeconomic taunts, jokes, graffiti, or 'picking-on' behavior of all kinds

**Verbal bullying:** persistent name-calling, systematic unwanted teasing or taunting, intimidation or threatening behavior

**Cyber bullying:** All areas of internet, including but not limited to, email, internet chat room misuse, mobile threats by phone calls and text messaging, misuse of associated technology, i.e. camera, web cams, and video facilities

**Indirect bullying:** spreading nasty stories or malicious rumors about someone, excluding someone from social groups, sending malicious emails or text messages on mobile phones

*Harassment or bullying is any gesture or written, verbal, graphic, physical or electronic act (i.e. including, but not limited to, internet, cell or smart phone, or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race; color; religion; ancestry; national origin; socioeconomic status; academic status; mental, physical, development or sensory disability or impairment; creed; political belief; age; linguistic or language differences; height; weight; marital status; parental status; or by any other distinguishing characteristic; or because of an association with a person who has or is perceived to have one or*

*more of these characteristics. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, in a school vehicle, or by students, family members or staff.*

*Students must conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.*

The Language Academy of Sacramento believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members.

Because bystander support of bullying can bolster these behaviors, the school prohibits both active and passive support for acts of bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to a school staff member.

Consequences and appropriate remedial actions for a student or staff member who commits persistent acts of bullying may range from positive behavioral interventions up to and including in-school or out-of-school suspension from the school and/or expulsion or other disciplinary removal from the school, in the case of a student, and/or suspension or termination in the case of an employee, as set forth in the school's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of bullying will be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the school's approved code of student conduct. Remedial measures will be designed to correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Depending upon the incident, expulsion may be recommended to the board.

The Board requires the Academic Director at the school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Academic Director. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report without further investigation.

The Board also requires the Academic Director to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Academic Director must conduct a prompt, thorough, and complete investigation of each alleged incident. An investigation is to be conducted within three school days after a report or complaint is made known to the Academic Director.

The Board prohibits reprisal or retaliation against any person who reports an act of bullying. After consideration of the nature, severity, and circumstances of the act, the administrator will determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation.

At the same time, the Board prohibits any person from falsely accusing another of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another of bullying might range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another of bullying include disciplinary action in accordance with school policies, procedures, and agreements.

The Board requires that school officials annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of bullying that occur on school property, at school-sponsored functions, or in a school vehicle and to develop procedures for investigating and addressing any alleged violations of this policy.

Additionally, the Board requires school officials to ensure that this policy and procedures for reporting bullying incidents are reviewed with the students within 90 days after the policy is adopted and at least once each school year after that. The school administration is required to develop procedures necessary to implement this policy, and to develop appropriate prevention, intervention and education strategies related to bullying.

Under the Children's Internet Protection Act, the Board directs the school administration to protect children from harmful online content. Therefore, the school is required to teach acceptable use and online safety to students. The school's curriculum will include instruction for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

The Language Academy of Sacramento will comply with all applicable and related federal and state laws.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex, especially:  
221.5 Prohibited sex discrimination  
221.7 School-sponsored athletic programs; prohibited sex discrimination  
32211 Threatened disruption or interference with classes  
35160 Authority of governing boards  
35160.1 Broad authority of school districts  
35181 Governing board policy on responsibilities of students  
35291 - 35291.5 Rules  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
44807 Duty concerning conduct of students  
44810 Willful interference with classroom conduct  
44811 Disruption of classwork or extracurricular activities  
48900 Grounds for suspension or expulsion  
48900(r) Grounds for suspension or expulsion: bullying  
48907 Student exercise of free expression  
51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property  
311 Child Pornography  
403-420 Crimes against the public peace, especially:  
415 Fighting; noise; offensive words

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

300 - 307 Duties of pupils

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI & VII Civil Rights Act of 1964 as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

Language Academy of Sacramento  
Daily Attendance Agreement  
**This copy is for your records**

Every minute of a child's time at school is important. Children who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. They also miss important socialization time and fun with their peers.

When a student is absent from school, it results in a loss of funding for our school. The State of California does not reimburse school Offices for days students are absent.

Satisfactory school progress is dependent upon regular attendance. Parents are requested to plan vacation trips and absences for personal reasons to correspond with school holidays so that the education process is not disrupted.

If a student does not attend his/her assigned class or activity and has not obtained teacher approval to be elsewhere, then the absence shall be presumed unexcused. Students will receive consequences for unexcused absences, which may include parent conference or referral to the student attendance review team.

### **ABSENCES**

#### **Reasons for Absence**

The California Education Code defines the following types of absences:

Excused Absence: Acceptable reasons verified by a parental note, phone call, or email include illness, medical appointments, funerals, religious holidays, and court appearances. Repeated absences for health reasons will require a doctor's note.

Unexcused Absence: Absences for any reason not delineated above – including truancy, vacations, and family emergencies – are considered unexcused absences.

The Office does not support the practice of taking family trips or vacations on school days. Absences due to family trips are considered unexcused.

#### **Reporting an Absence**

If your child will be absent, please phone or email the Office with the following information WITHIN 5 SCHOOL DAYS of the absence:

- student's full name (no nicknames)
- date and periods of the absence (full or partial day)
- reason for absence
- your name and relationship to student
- your daytime telephone number

IF YOU LEAVE OUT ANY INFORMATION, YOU RISK THE CLEARANCE NOT BEING PROCESSED.

Phone or email messages may be left 24 hours a day. Please allow two school days for processing. If a call is not made or email sent, your child will need to bring a note to the Office when she or he returns to school.

#### **Clearing an Absence**

If your child is marked as not being in class and the office has not received notice of her or his absence, you will receive an automated call and/or email from the school. To clear this absence, please call or email the Office.

The following absences may not be cleared with the Office by parents: tardies, teacher or substitute errors, field trips, testing or activities, and athletic absences. If your child has an absence due to a staff error, please have him or her contact the teacher so that the teacher may notify the Office of the error so it can be corrected. Please allow up to two days for absences owing to field trips, athletics, or other school activities to clear. If the absence has not been cleared after that time, please contact the Office.

#### **Returning from an Absence**

When a student is absent, it is the student's responsibility to approach the teacher for any assignments or tests missed and receive instructions for making them up.

If a student is absent for more than three days due to illness, please send them to the Office with a doctor's note upon their arrival back to campus (before school, at lunch, or after school only).

#### **TARDIES**

If you know your child will be late to school (tardy), send them with a note to the Office, and the office will write your child a tardy slip to take to class.

#### **INDEPENDENT STUDY**

If a student is going to be out for more than three days but fewer than two weeks, an independent study contract may be assigned for that student at the discretion of the student's teacher. The initial request should be made to the school Office. Please stop by the front office in advance and pick up an Independent Studies Packet. The student will have five days upon returning to turn in all of the completed work for credit. Incomplete work will not be eligible for credit and absences will be deemed unexcused.

**TRUANCY**

State law requires that a child between the ages of 6 and 18 attend school. Pursuant to Education Code 48260, any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the Office's attendance supervisor.

- Habitual Truant: A pupil is deemed a habitual truant if s/he is reported as a truant three or more times per school year. However, no pupil shall be deemed a habitual truant unless an appropriate administrator or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil.

- Student Attendance Review Board (SARB): Any student deemed a habitual truant shall be referred to a school attendance review board. The purpose of the SARB is to work collaboratively with the students and their families, and explore and utilize suggested interventions that will be successful for the pupil involved. Should SARB determine that its intervention services are insufficient or inappropriate to correct the truancy, or the pupil does not follow SARB's directions, then a referral may be submitted to the Office attorney or county probation office.

I understand that it is my responsibility to ensure that my children attend school every day, unless ill, and arrive to school on time.

Student(s) Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_