



B. Roberto Cruz Leadership Academy
Student & Parent Handbook

2024-2025

14281 Story Rd, San Jose, CA 95127
408-471-4680 | www.sjrcla.org

Table of Contents

Contents

<i>Vision and Mission</i>	3
<i>Vision</i>	3
<i>Mission</i>	3
<i>School Values</i>	3
<i>Contacts</i>	4
<i>TFHE Administration Team</i>	4
<i>RCLA Leadership and Staff</i>	4
<i>Admissions</i>	4
<i>Administration and Staff Numbers</i>	4
<i>General Rules & Expectations</i>	5
<i>Campus Hours</i>	5
<i>Calling the school and teacher's email</i>	5
<i>Messages to students during instructional hours</i>	5
<i>Cell Phones and electronics</i>	5
<i>Cell Phone Policy</i>	5
<i>Nutrition Policy</i>	6
<i>Outside Food and Drink</i>	6
<i>Medical and Student Emergency Procedures</i>	6
<i>Emergency Cards</i>	6
<i>Illness or Injury at School</i>	6
<i>Medication at School</i>	7
<i>Communicable diseases</i>	7
<i>Disaster Preparedness</i>	7
<i>Insurance</i>	7
<i>Curriculum Overview</i>	8
<i>Academic dishonesty</i>	10
<i>Homework</i>	10
<i>Grading Policy</i>	10
<i>Family Education</i>	11
<i>Back to School Night</i>	11

<i>Student Conduct</i>	12
<i>Inappropriate Behaviors</i>	12
STUDENT DRESS CODE	17
<i>Dress Code policy</i>	17
<i>Standard Dress code Policy</i>	17
<i>Regular dress</i>	17
<i>Attendance</i>	18
<i>Arrival</i>	18
<i>Late Arrivals</i>	18
<i>Absences</i>	18
<i>Extended Absence</i>	18
<i>Student parking</i>	19
<i>Bicycles</i>	19
<i>Skateboarding</i>	19
<i>Athletics</i>	20
TEAM ELIGIBILITY INFORMATION	20
<i>Transportation and Release Waiver</i>	20
<i>Uniform Public Complaint (UPC) Form</i>	22
UNIFORM COMPLAINT PROCEDURE (UCP)	24
THE FOUNDATION FOR HISPANIC EDUCATION	25
<i>Uniform Complaint Procedures (UCP) Submission</i>	25

About Us

B. Roberto Cruz Leadership Academy (RCLA) is a charter high school with oversight provided by the East Side Union High School District. RCLA is committed to providing a rigorous academic program designed to instill a lifelong passion for learning to prepare East San Jose students to enter and succeed in the nation's most competitive four-year colleges, universities, and local community colleges.

RCLA students will graduate bilingual and biliterate in English and Spanish. We are committed to developing poised, confident, and articulate young leaders who will use their education and life experiences to create positive change in their own lives, families, and within their communities. Through leadership, excellence, responsibility, and resilience, our graduates will positively impact the East San Jose community and beyond.

Vision and Mission

Vision

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

Mission

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

School Values

At RCLA, students demonstrate their Jaguar PRIDE through the Pursuit of Excellence, showing Respect, embracing Innovation, celebrating Diversity, and practicing Empathy.

Contacts**TFHE Administration Team**

Chief Executive Officer	Dr. Sherry Segura
Chief of Schools	Vu Long Trinh
Executive Director of Teaching & Learning	Gricelda Gonzalez
Community Outreach Manager	Bibiana Cruz
IT Director	Robert Rodriguez
Director of Student Services	Dr. Rochelle Fong-Salazar

RCLA Leadership and Staff

Principal	Claudia Moreno
Dean of Student Culture	Dione Mason
Office Manager	Cecilia Bonilla
Academic Counselor	Cesar Mireles
Campus Monitor	Roberto Alvarez

Admissions

Registrar	Maria Ramirez
Attendance	Elsy Trujillo
Outreach and Admissions	Community Outreach Team

Administration and Staff Numbers

Office of	Name	Extension Number
Principal	Claudia Moreno	4001
Dean of Student Culture	Dione Mason	1035
Office Manager	Cecilia Bonilla	4002
Registrar	Maria Ramirez	1019
Attendance	Elsy Trujillo	4010
Community Outreach	Bibiana Cruz	1068
Academic Counselor	Cesar Mireles	1038
Director of Student Services	Dr. Rochelle Fong	1022
Dean of Student Attendance & Retention	Vince D. Monroy	1013

General Rules & Expectations

Campus Hours

Office Hours: 7:30 am - 4:30 pm

- ✓ All students must be off campus by 4:00 pm unless involved in school activities with adult supervision.
- ✓ **RCLA is a CLOSED-CAMPUS** - once students enter the school, they may not leave until officially dismissed. Violators will be subject to disciplinary action.
- ✓ **Visitors on Campus:** Visitors and volunteers must sign in at the office with their name, and intent for their visit and receive a visitor's badge or sticker, which must be worn at all times while on campus. This necessary policy is for the safety of our campus and students.

Calling the school and teacher's email

All teachers have a school-issued email address; RCLA students and families can email teachers directly via ParentSquare. RCLA students and families can leave a voicemail at any time, which will be delivered to the teacher at the first opportunity outside of class time.

All may also feel free to contact teachers or the Principal directly regarding a question, concern, compliment, or issue with a student. Student success and support are our top priorities at RCLA.

Messages to students during instructional hours

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

Cell Phones and electronics

Any pupil may have a cell phone/electronic device at school, but **the device is to be turned off and turned in to the teacher at the beginning of class**. Students may use their devices before or after school, during brunch or lunch, or if the classroom teacher allows the use of the device as part of the class lesson. If the device is not turned in, and it disrupts instruction or an assembly, it may be confiscated until a parent comes to pick the phone up after school.

Cell Phone Policy

- ✓ **Violation 1-** A teacher or Staff member takes the phone and returns it to the student at the end of the class period with a verbal warning.
- ✓ **Violation 2-** The teacher brings the phone to the Principal, and the phone will be returned at the end of the school day.
- ✓ **Violation 3-** The teacher or staff member brings the phone to the Principal and notifies the parent/guardian of a required conference with the student. A student contract, including a plan of action, will be created alongside the parent and student.

** Students who turn in a non-working phone in an effort to retain their original phone during class will have it confiscated and returned to the parent for pick-up. **California Education Code Section 51512** provides that no electronic listening or recording device may be used by pupils or visitors in a

classroom without the permission of the teacher and principal. Students are never to take pictures or videos in the restrooms.

California Education Code Section 51512 provides that no electronic listening or recording device may be used by pupils or visitors in a classroom without permission of the teacher and principal.

Nutrition Policy

RCLA participates in the National School Lunch Program and/or School Breakfast Program by offering nutritious meals every school day. All students may receive meals free of charge for lunch and breakfast (there is no charge for reduced-price approval).

Outside Food and Drink

RCLA has a strict policy prohibiting outside food or drink deliveries (Doordash, UberEates, GrubHub, etc.) during school hours for students. This policy is in place to protect the federal funding for school lunch programs.

While parents are allowed to drop off food for their own child, they are not permitted to bring food for other students.

Medical and Student Emergency Procedures

Emergency Cards

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

Illness or Injury at School

If your child becomes ill and must be taken from school, we will call parents immediately. If we cannot reach you, a designee from the emergency card will be called to pick up your child (please list local people as your emergency designees). Vomiting or a temperature of 100 requires pick up from school, and/or if a student injury appears serious, we will call you (or an emergency-card designee if we cannot reach you). In a medical emergency, we will call the Fire Department's paramedics; if necessary, they will transport your child to a local hospital.

PLEASE NOTE: (1) If your child is transported to a hospital, each parent/legal guardian will be responsible for ambulance charges. (2) Hospitals in this region will not treat a child unless they have an emergency-treatment consent form for the child; release forms are available at the hospitals if you wish to keep a signed form on file.

Medication at School

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

Communicable diseases

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

Disaster Preparedness

RCLA pupils and staff are required to participate in various emergency lockdown and fire drills each semester so we can be confident that the appropriate steps will be taken for the pupils' safety in case of a major disaster and or emergency.

The set of drills required include fire drills, code blue drills, and earthquake drills that are pre-scheduled by the school administration in coordination with the Departments of Compliance and Operations/Facilities. Additionally, such drills are completed across all school sites on the same campus to demonstrate a simulation of an actual emergency.

Insurance

The Roberto Cruz Leadership Academy staff go to great lengths to protect your child from injury. Unfortunately, accidents still can and do occur during activities at school, on school trips, during after-school programs, or any other school-related activity/transport/coordination. The school provides coverage via Charter Safe where applicable.

Curriculum Overview

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

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

The "A-G" requirements can be summarized as follows:

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

Subject	High School Graduation Requirements	UC and CSU (A-G Requirements*)
A Social Science	World History: 10 credits U.S. History: 10 credits Government/Econ: 10 credits 30 credits	World History U.S. History 2 years required
B English	English 9: 10 credits English 10: 10 credits English 11 or AP English: 10 Credits English 12 ERWC or AP English: 10 Credits 40 credits from different level courses	English 9 English 10 English 11 or AP English Language English 12 ERWC or AP English Lit. 4 years required
C Math	Integrated Math I, II and/or II 20 credits from different level courses	Integrated Math I, II, III and/ Pre-Calculus or AP Calculus 3 years required/ 4 years recommended
D Science	Life Science: 10 credits (example: Integrated Science, Biology) Physical Science: 10 credits (example: Chemistry or Physics) 20 credits	Life Science -1 Year Physical Science-1 year 2 years required/ 3 years recommended
E World Languages	Spanish I Native or Non-Native Spanish II Native or Non-Native Spanish III AP Spanish Language AP Spanish Literature 20 credits Language other than English	Spanish I Native or Non-Native Spanish II Native or Non-Native Spanish III AP Spanish Language AP Spanish Literature 2 years required/ 3 years recommended
F Visual & Performing Arts	Art I, II, AP Art, Aztec Dancing Digital Media, Drama I, II 10 credits	Art I, II AP Art, Aztec Dancing Digital Media, Drama I, II 1 year required
G Electives	70 credits	College Preparatory Elective 1 year required*
PE/Health	10 credits	N/A
Total required:	220 credits	

Academic Policies

Academic dishonesty

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

Homework

Specific minimums or maximums are difficult to establish since the amount of relevant homework may vary from week to week, month to month, or class to class. Likewise, the time required to complete a specific assignment will vary according to the ability of the pupil and the individual's study habits. The amount of homework is assigned as deemed appropriate by each teacher for the particular class and individual children.

In all classes, **homework is expected to be turned in on time**. Because homework is the pupil's responsibility, forgotten assignments that are faxed or e-mailed to school are considered late assignments

Grading Policy

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

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

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

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100-97	96-94	93-90	89-87	86-84	83-80	79-77	76-74	73-70	69-67	66-64	63-60	59%

Grading Period 1 GP1 <i>August 7-September 13, 2024</i>	Grading Period 4 GP4 <i>January 7 - February 14, 2025</i>
Grading Period 2 GP2 <i>September 16 - October 25, 2024</i>	Grading Period 5 GP5 <i>February 17 - April 11, 2025</i>
Grading Period 3 GP3 <i>October 28 - December 19, 2024</i>	Grading Period 6 GP6 <i>April 14 - June 2, 2025</i>
Semester 1 <i>August 7-December 19, 2024</i>	Semester 2 <i>January 7- June 2, 2025</i>

Family Education

1. The Student's educational experience at RCLA

Family education in this area covers a) the student's four-year education plan; b) understanding the A-G course sequence; c) out-of-class academic supports such as tutorial and office hours; financial supports for college such as scholarships and the Free Application for Federal Student Aid (FAFSA); d) community mentoring/partnerships; and e) informing families of their rights for advocacy and filing a complaint as a school stakeholder.

2. Community Resources.

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

3. Community Outreach Program.

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

Back to School Night

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

Student Policies and Procedures

Student Conduct

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

Incorporated into the discipline policy are many activities designed to reward specific positive behaviors. Our discipline policy is based on logical consequences. Logical consequences must be related, respectful, and reasonable.

Our policy is to choose the least severe level of effective intervention. Serious inappropriate, disruptive, or dangerous behaviors may necessitate further consequences as protection for others.

The School Administration will make parent phone calls and/or schedule parent meetings or further disciplinary actions as they see fit in each case. Detentions may include campus beautification, projects, reflection sheets, or any other community service defined by the administration.

Please note: Progressive Discipline System listed above does not include phone infractions. Please refer to the "Cellular Phones and Electronics" section of the handbook for consequences specific to phone violations.

Repeated or serious misbehavior may lead to a behavior contract, suspension or expulsion from RCLA.

The following lists –as articulated by pupils, parents, and staff–inappropriate behaviors, school rules, and the logical consequences for inappropriate behavior.

Inappropriate Behaviors

The following identifies some of the most common inappropriate behaviors committed on school campuses:

Unsafe Behavior-- *climbing trees, buildings, or railings, jumping down ramp, sliding down banisters (feet are to be on concrete sidewalk/steps at all times), running, using equipment improperly or unsafely;*

Disrupting School Activities or Otherwise Willfully Defying the Valid Authority of Supervisors, Teachers, Administrators or Other School Personnel;

Causing, Attempting to Cause, or Threatening to Cause Physical Injury to Another Person;

Causing or Attempting to Cause Damage to School Property or Private Property;

Inappropriate Language

Emotional Abuse: *Teasing, spreading rumors, put-downs, discrimination;*

Stealing or Attempting to Steal School Property or Private Property

Being Where You Are Not Supposed to Be

Bullying: *any act of bullying, including but not limited to bullying committed by means of an "electronic act";*

Drug and Alcohol Possession and/or Use;

Harassment: *Unlawful harassment because of race, color, national, or ethnic origin, citizenship, age, gender, religion, sexual orientation, physical or mental disability, medical condition, marital status, or any other protected basis includes, but not limited to:*

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

Inappropriate Use of Phone: Students may not photograph, audio record, or film any student, teachers, or staff with any electronic device during or after school hours (on or off campus) without their permission. Students who do not adhere to this policy may be subject to consequences that include after school detention, Saturday Detention or suspension.

Accessing the Playground: Students may not access the playground at any time before, during or after school hours.

Public Display of Affection (PDA): Our school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Public displays of affection deemed inappropriate by public standards include but not limited to:

- | | |
|-----------------------------------|------------------------|
| ● Lewd or inappropriate affection | Inappropriate touching |
| ● Prolonged kissing | Fondling |

The Education Code sets out grounds for suspension and expulsion. The following examples of prohibited conduct do not include all the legal grounds for student discipline. Students violating the Code of Conduct (at school, school events, or traveling to/from school or school events) are subject to detention/suspension/expulsion or transfer. Students who are suspended may not attend or participate in school-related events (i.e., athletic games, school dances) for ten (10) calendar days from the incident.

Any student under the influence or in possession of alcohol or drugs at a school event may not attend or participate in school related events for sixty (60) days from the incident. In addition, if the incident occurs at a school dance, the student may not attend the next RCLA school dance. LRCLA will provide alternative interventions/consequences to avoid suspension or expulsion such as mediation, restorative

circles, detention, community service or Saturday school. However, the administration reserves the right to suspend or expel a student from school if the student's presence on campus poses a safety threat to themselves, their peers, or RCLA staff.

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

Commission of an obscene act or engagement in habitual profanity/vulgarity: Students, who use profane or vulgar language and or gestures, either verbally or in writing including email, are liable for detention or community service on the first offense. Habitual offenders could face more severe consequences.

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

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

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

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

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

Offer, Sale, or Possession of Drug Paraphernalia: Students may not offer, sell, or possess drug paraphernalia at school or a school function. Police intervention may be called upon.

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

Fighting: Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student, that student should walk away and report it to a campus aide, teacher, or administrator. If a student is a victim of a sudden unprovoked attack or fight, that student shall disengage as soon as possible and report the incident to a school official.

Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting, which can include expulsion.

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

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

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

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

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

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

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

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

Forgery: It is to the advantage of students, parent/guardian, and school staff to maintain a good working relationship between school and home; written correspondence and other communications are

vital to that relationship. Students who violate this trust by intercepting school communications or forging signatures on school forms or notes will have their parent/guardian contacted, may be suspended from school, and may be assigned alternate ways to confirm parent/guardian approval/receipt of correspondence.

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

Weapons, Instruments or Substances: The possession or use on campus of weapons, instruments, or substances designed to cause or capable of causing bodily harm is prohibited. The Charter School defines a weapon as any object, including knives or guns that can be used to hurt another person or to make that person think he or she will be hurt in some way. If the object is a gun, it makes no difference if the gun is loaded or unloaded, whether the gun can be fired or not fired. Examples of a gun include, but are not limited to, any "look-alike," imitation, or replica; a toy, BB or pellet gun; any forced air or CO₂, pressure gun; starter pistol; or paint-ball gun.

Examples of a knife are, but are not limited to, any object with a blade or sharp point or edge; examples include razor blades, switchblades, pocketknives, Swiss Army knives, dirks, daggers, utility blades, x-acto knives, or ice picks. Other objects prohibited are brass-knuckles, martial arts weapons, clubs, etc. Having a "weapon" on school property, in a school locker, in a car (this includes the trunk and glove compartment), in a backpack, or at a school activity is not permitted and will cause the student to be recommended for expulsion from school.

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

Internet Policy and Electronic Devices: In order to use a Charter School computer, Internet network, or school email address, each student must have completed and signed the Charter School Acceptable Use Policy Agreement on file. Violations of the Acceptable Use Policy can result in the loss of technology services, as well as detention, suspension, or expulsion.

Electronic devices are Personal Radios, MP3/iPods, CD, DVD, Cellular Phones, Walkie Talkies, Electronic Games, Tablets, and Paging Devices: The school cannot be responsible for such items. If seen or heard during instructional time, they will be taken from the student. The student's parent/guardian must pick up the electronic device at the end of the school day. Repeated infractions will result in possible SUSPENSION, and/or the holding of the item until the end of the semester.

NOTE: Emergency messages to students should be delivered through the Main Office.

STUDENT DRESS CODE

Dress Code policy

Roberto Cruz Leadership Academy (RCLA) requires that each student report to their school site daily in a school approved uniform to remain in compliance with Student Dress Code and Uniform Policy. The school believes that uniforms are essential to help students develop pride in their school. Other reasons for requiring uniforms are that they teach students to follow school rules, understand expectations of a professional learning environment, and how to dress appropriately for special events.

Standard Dress code Policy

The uniform policy was also created to ensure that we maintain a positive and safe school climate. Students in uniform are easily identified by our school's faculty, staff, and visitors, and easily distinguished from Roberto Cruz Leadership Academy students and visitors. Below is a list of guidelines that must be followed on a daily basis.

- Wear a plain black polo and/or plain black outerwear
- (without the necessity for the school logo to be affixed to their shirt or outerwear)
- Students may also wear college/university sweaters and hoodies.
- Wear any RCLA logo or branded attire as issued by the school site office.
- Wear appropriate pants in black or blue jeans only.
 - (Students cannot wear leggings, sweats, shorts, or pajama bottoms. Pants should not be ripped.)

Though school branded attire is permitted for use and available for purchase, purchase of a uniform or school apparel from a school site office is NOT a requirement for meeting the dress code or for attendance at RCLA

Inquiries or Requests:

Should any portion of the Student Dress Code Policy be unclear or if a family is in need of assistance to meet such standards, please contact your school site office.

Regular dress

Students are expected to wear black polo shirts with the appropriate RCLA school logo or a solid black shirt. RCLA school polo shirts and apparel are available for purchase with the Office Manager located in the RCLA Main Office

Students are expected to wear appropriate black or blue jeans

Students are expected to wear outerwear (i.e. sweaters, hoodies) that have RCLA's name and/or logo or solid black. The only acceptable imprint/graphic is our RCLA school logo or any other school approved t-shirt or hoodie.

Attendance

Regular attendance has a direct impact on academic achievement. If you need to report an absence Parents/guardians must call **408-471-4680** in their student's absence, within 48 hours of the absence.

Arrival

Students should arrive at school no earlier than 7:30 am and no later than 8:20 am. NOTE: There is no school supervision before 7:30. Upon arrival, students are to go to the student lounge or a supervised classroom.

Late Arrivals

Students are expected to be in their classroom and ready for class by **8:30 am**. Those who are late to school must report to the office with a note from a parent or guardian before going to class and must get a tardy slip for admission to class. Families of pupils with excessive tardiness will be contacted for a conference with the teacher, the principal, or designee.

Please refer to the progressive discipline system under the "Student Conduct" section for unexcused tardy consequences.

If student tardiness persists after being assigned to Saturday school - meetings with the parent and student will be set up and the student will be placed on a contract.

(If a student fails to uphold the contract assigned to them - the Dean may recommend a Disciplinary Review Meeting).

Absences

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

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

Extended Absence

In case of an extended absence, please contact the principal regarding options. Two or more absences may result in a conference and formal notice of parental obligation to assure a student's regular school attendance. Continued excessive absences may result in dismissal from the RCLA Proof of doctor's care or prescribed convalescence may be required for excessive absences reported as due to illness.

Transportation

Student parking

All students who drive a vehicle to school are required to have an RCLA Parking Permit for the current school year in their vehicles. Students are not allowed to go to their cars anytime during school hours without permission from administration. Students who walk to their cars for any reason without the permission of an administrator are subject to lunch or after school detention. To obtain a permit, students are required to show a valid driver's license, proof of vehicle registration, and proof of insurance, and provide a parent signed registration form. Students may obtain/ renew their RCLA Parking Permit in the main office. Cars without permits are subject to be towed by the San Jose Police Department.

Students may obtain/renew their RCLA Parking Permit in the main office subject to academic, discipline, and other standard compliance. Cars without permits are subject to be towed by Rebello's Towing as approved by the City of San Jose Police Department.

Bicycles

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

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

Skateboarding

Skateboarding is prohibited on campus at all times.

Athletics

The following sports are available to RCLA students

Fall Sports	Winter Sports	Spring Sports
Boys Cross Country	Boys Basketball	Co-ed Lacrosse
Girls Cross Country	Girls Basketball	Softball
Girls Volleyball	Boys Soccer	Track & Field
	Girls Soccer	

TEAM ELIGIBILITY INFORMATION

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

Summarized below are the eligibility rules which you must observe:

- ✓ Only students who are amateurs may participate in athletic contests.
- ✓ Students on high school teams become ineligible if they play on "outside" teams, in the SAME sport, during their high school season of sport.
- ✓ For the purpose of this rule, outside competition is prohibited from the opening contest (scrimmage) until the final contest of that sport (league, playoff, or state competition) in which that school is involved, both dates inclusive. The prohibition on playing on outside teams applies to school holidays and vacation periods which occur during the season of the sport.
- ✓ To be eligible for an athletic contest a student must be in at least 20 semester periods of work and have passed 20 semester periods of work at the completion of the last regular school marking period and is scholastically eligible until the completion of the current regular marking period.
- ✓ Students must have at least a 2.5 GPA in order to be eligible to play a sport

Transportation and Release Waiver

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

Drug Free

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

Concussion Protocol

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in education and management of concussion and received written clearance to return to play from the health care provider.

If a licensed health care provider, trained in education and management of concussion, determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return to play protocol of no less than (7) full days from the time of diagnosis in the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by all athletes and the athlete's parent or guardian before the athlete's initial practice or completion. (Approved May 2010 Federated Council/Revised May 2012 Federated Council/Revised January 2015 Federated Council).

Uniform Public Complaint (UPC) Form

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

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

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

Additionally, Uniform Complaints can be filed when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Response requested: Yes No

Name (Optional): _____

Mailing Address (Optional): _____

Phone Number Day (Optional): _____

Evening (Optional): _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

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

2. Facility Conditions

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

- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

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

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

Course or Grade Level and Teacher Name: _____

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

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

Location: _____
Title of office

Address: _____

Street City Zip code

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

UNIFORM COMPLAINT PROCEDURE (UCP)

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

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

Date: _____

TO: _____ or The Foundation for Hispanic Education
Principal/Director C/O Compliance Designee (CEO)
_____ 14271 Story Road

Address

_____ San Jose, California, 95127
City/State/Zip

FROM:
Name: _____

Address: _____

Telephone: _____

Program Addressed in complaint: _____

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

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

Signature of Originator

Signature of Originator

Signature of Originator

Signature of Originator

Uniform Complaint Procedures (UCP) Submission

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

1. Submit this form in person or by email to the school Office of the Principal/Director.
2. Submit this form in person or by mail to:
Uniform Complaint Administrator, TFHE Compliance Designee (CEO)
Complaints can be filed in any form; this particular form does not have to be submitted to file a complaint.
3. Retain a copy for your own files.

MEDIATION

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

INVESTIGATION

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

RESPONSE

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

APPEAL

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

Enclosed are direct contacts that provide further assistance:

- Executive Offices TFHE (408) 585-5022
- Main School Offices
 - Roberto Cruz Leadership Academy (408) 471-4680 ext. 4010
- East Side Union High School District (408) 347-5177
- Administrator for Charter School Oversight