

Luiz Valdez Leadership Academy (LVLA)



Student & Parent Handbook 2025 - 2026

**1855 Lucretia Ave, San Jose, CA 95127
408-384-4015 | www.sjlvla.org**

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ABOUT US

Luis Valdez Leadership Academy (LVLA) is a personalized, college-preparatory public charter high school in East San Jose, CA managed by The Foundation for Hispanic Education (TFHE), chartered by the East Side Union High School District (ESUHSD), and awarded accreditation by the Western Association of Schools and Colleges (WASC).

VISION AND MISSION

The mission of the Luis Valdez Leadership Academy (LVLA) is to provide a rigorous academic program designed to instill a lifelong passion for learning and to equip students with the skills for social and academic success at community colleges and four-year universities. Through an emphasis on visual and performing arts, digital media and culturally sustaining pedagogy, LVLA will graduate empowered young adults who are poised, confident, and articulate leaders.

Through a focus on the Spanish language, for both native speakers and Spanish language learners, LVLA students will use their education, bi-literacy, and life experiences to create positive changes in their own lives, in their own families, and within their communities. Through leadership, responsibility, and resilience, LVLA graduates will make a positive impact on the East San Jose community and beyond.

GOVERNANCE STRUCTURE

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

The Foundation for Hispanic Education Board of Trustees (TFHE BOT): The Foundation for Hispanic Education Board of Trustees (formerly identified as the Charter School Committee) is approved by the East Side Union High School District (ESUHSD) to develop and implement policies and procedures in chartering and operating LVLA.

Principal, LVLA: The Principal of LVLA is designated by TFHE's Board of Trustees, under the supervision of the Chief Executive Officer Dr. Sherry Segura, to be responsible for the day-to-day administration of the school site.

ABOUT US

Luis Valdez Leadership Academy (LVLA) is a public charter high school with oversight provided by the East Side Union High School District. LVLA focuses on providing its students with a rigorous curriculum, a strong faculty and staff, and an environment made up of high expectations and dual enrollment experience.

LVLA has created a ten-year educational track that has enhanced a diverse set of students' chances of succeeding academically and completing a college degree. With its innovative curriculum, capable faculty, and nurturing environment, LVLA has become a viable educational option for each and every student, especially English Language Learners.

With its focus on bi-literate educational programs, LVLA fills a unique niche in providing these students the time and focus to reach the academic level of English that is critical for academic achievement, passing standardized tests, and pursuing postsecondary educational opportunities.

TFHE INSTRUCTIONAL TEAM

Chief Executive Officer	Dr. Sherry Segura
Chief of Schools	Vu Long Trinh
Executive Director of Teaching & Learning	Ms. Gricelda Gonzalez
Director of Student Services	Dr. Rochelle Fong
Director of Facilities	Edgar Gudiel
Director of After School STEAM Enrichment	Ms. Robert Rodriguez
Director of Human Resources	Erika Carvajal
Dean of Student Attendance & Enrollment Retention	Vince D. Monroy
Community Outreach Manager	Ms. Bibiana Cruz
Community Schools Coordinator	Ms. Yunuen Silva
Director of Technology	Mr. Erick Gonzalez

LVLA ADMINISTRATION

Principal	Dr. Jose Silva
Dean of Students	TBD
Office Manager	Ms. Amelia Magana

ADMISSIONS

Registrar	Ms. Maria Ramirez
Attendance Clerk	TBD

ACADEMIC COUNSELING SERVICES

Academic Counselor	Mr. Cesar Mireles
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STUDENT SERVICES

Director of Student Services	Dr. Rochelle Fong
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ADMINISTRATION AND STAFF NUMBERS

Office of	Name	Extension Number
Principal	Jose Silva	3030
Dean of Students	TBD	3333
Office Manager	Amelia Magana	3003
On-Site Facilities Manager	Ivan Huerta	3003
Community Relations Coordinator	Bibiana Cruz	1068
Community Schools Coordinator	Yunuen Silva	1020
Director of Technology	Erick Gonzalez	1037
Registrar	Maria Ramirez	1019
Sub Coordinator	Luna Rivera	1032
Academic Counselor	Saira Lorenzana	3004
Attendance Clerk	TBD	3001
Athletic Director	Billy Dick III	3005

GENERAL RULES & EXPECTATIONS

EXPECTED SCHOOLWIDE LEARNING RESULTS

- Students will be critical thinkers and proficient in Math, Science, and Language Arts.
- Students will be bi-literate in Spanish and English.
- Students will be highly proficient in technology.
- Students will pursue higher education beyond LVLA.

CAMPUS HOURS

Office Hours: 7:30 am – 4:30 pm

- ✓ All students must be off campus by 4:30 pm unless involved in school activities with adult supervision.
- ✓ **LVLA 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 and receive a visitor's badge or sticker, which must be worn while on campus. This necessary policy is for the safety of our campus and students. It is important that we know who is on campus at all times.

CALLING THE SCHOOL AND TEACHER'S EMAIL

All teachers have e-mail. A list of email addresses will be sent home shortly after school begins. You can leave a voicemail message at any time, which will be delivered to the teacher at the first opportunity outside of class. Teachers will also provide phone numbers where they can be reached. Please feel free to reach out directly to teachers or the Principal regarding a question, concern, compliment, or issue with your student. Student success is our main priority at LVLA.

MESSAGES TO STUDENTS

If you need to get a message to your student during the school day, PLEASE CALL THE SCHOOL'S MAIN OFFICE at (408)384-4015. Please do not text or call your student while he or she is in class. This would be a violation of the 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.

CELLULAR PHONES AND ELECTRONICS

Students may have a cell phone/electronic device at school, however, **the device is to be turned off and turned in to the teacher at the beginning of each 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 disrupts instruction or a town hall, it may be confiscated (returned to the parent after school). **Continued violation of this policy can lead to confiscation by school administration for the remainder of the school year.**

CELL PHONE POLICY

- ✓ **Violation 1-** The teacher takes the phone and gives it back at the end of the class. Students will be required to complete a reflection sheet.
- ✓ **Violation 2-** The teacher brings the phone to the Dean of Students, the phone will be returned at the end of the school day. Students will complete a reflection sheet and review school policies with the Dean.
- ✓ **Violation 3-** The teacher brings the phone to the Dean of Students and arrangements are made for an in-person meeting to review reflection sheets and outline future expectations with parent and student.

*Please Note: phone infractions and consequences observe the policy listed above. Please refer to the progressive discipline system under the “Student Conduct” section for all other behavior violations.

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.

MEDICAL AND STUDENT EMERGENCY PROCEDURES

EMERGENCY CARDS

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

ILLNESS OR INJURY AT SCHOOL

If your child becomes ill and must be taken from school, we will phone you. If we cannot reach you, a designee from the emergency card will be called to pick up your child (please list local

people as your emergency designees). Vomiting or a temperature of 100 requires pick up from school, and/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, you will be responsible for ambulance charges. (2) Hospitals in this area will not treat a child unless they have an emergency-treatment consent form for the child; release forms are available at the hospitals if you wish to keep a signed form on file.

MEDICATION AT SCHOOL

Pupils are not permitted to possess or administer their own medication. All medication must be administered under the supervision of a school official. All medications must be sent to the Office Manager with a note from the prescribing physician and parent, which include the name of the medication, the dosage, and the means by which it is to be administered.

This includes non-prescription, over-the-counter medications (e.g., aspirin, cough lozenges, and ointments) change(s) in schedule or dosage for medication must be specified in writing by the child's physician.

COMMUNICABLE DISEASES

Any student showing symptoms of a communicable disease must be taken home. A physician's medical clearance is necessary for the child to return to school. **COVID-19 protocol related to quarantine/isolation and return to site protocol remain in effect. For more information please contact us at mfarfan@tfhe.org.**

EMERGENCY SITUATION PREPAREDNESS

LVLA pupils and staff do various drills each semester so we can be confident that we will take appropriate steps for the pupils' safety in case of a major disaster. Such as; Lockdowns, Earthquakes and other Natural Disasters. All drills are completed in collaboration with Yerba Buena High School, due to site co-location. To ensure our students safety, The Foundation for Hispanic Education works in tandem with LVLA on Emergency Preparedness. The site will communicate with the San Jose Fire Department and Police Department as needed.

If any unfortunate events occur on LVLA campus, the school will provide ParentSquare messages to parents immediately and will provide updates when they become available. Parents can also call the main office at 408-384-4015 for immediate updates.

INSURANCE

The Luis Valdez Leadership Academy staff goes to great lengths to protect your child from injury. Unfortunately, accidents still can and do occur during activities at school, on school trips,

and during after school programs. The school does not cover pupils with accidental medical insurance for school-related injuries.

CURRICULUM OVERVIEW

LVLA 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. Students that cannot complete this sequence at the end of the 11th grade can, however, 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* chosen from dance, music, theater or the visual arts.
- **College-Preparatory Elective (“G”)** – *One year* 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.

LVLA GRADUATION REQUIREMENTS & UC/CSU A-G REQUIREMENTS

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 or (Honors): 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 or English 10 Honors 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/ or 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	

PARENT ENGAGEMENT

LVLA provides the following:

FAMILY EDUCATION

1. The Student's educational experience at LVLA

Parent 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); and community mentoring/partnerships.

2. Community Resources.

Training and workshops are available throughout the academic year and are administered by the Community Outreach Team. The Community Outreach Team 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, crime prevention, technology literacy, and law enforcement.

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 Nights are for parents and families to become familiar with the student's instructional program and learning environment, and to learn about goals, curriculum, homework, and expectations for the year. This informative evening is for both parents and students. The Principal also meets with families in Monthly Cafecitos and maintains communication via a Monthly Newsletter. Daily or as-needed correspondence is issued through the ParentSquare messaging system by the School Office Manager.

STUDENT POLICIES AND PROCEDURES

STUDENT CONDUCT

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

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

Our policy is to choose the least severe level of effective intervention. Seriously inappropriate, disruptive, or dangerous behavior may necessitate behavior modification as a protection for others. A consequence to be expected for these inappropriate behaviors is lunch detention or suspension.

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

This page and the following three pages list—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 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.

Public Display of Affection: 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 are not limited to:

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

Suspension and Expulsion

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).

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 (30) days from the incident. In addition, if the incident occurs at a school dance, the student may not attend the next LVLA school dance. LVLA will provide alternative interventions/consequences to avoid suspension or expulsion such as mediation, restorative circles, detention, or community service. 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 LVLA 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: LVLA prohibits the use of alcohol or drugs by anyone, anywhere on school property and at any school-sponsored event. A student may not bring or use drugs at school or at a school activity, have intoxicating beverages or drugs in his/her possession at school or at a school activity, or attend a 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.

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 will be subject to suspension. 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 and/or video record 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 devices, 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 school work 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, parents/guardians, 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, pocket knives, 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: LVLA 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 LVLA policy that we will always try our best to notify a parent or family member 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 a completed and signed 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, CDs, DVDs, Cellular Phones, Walkie Talkies, Electronic Games, Tablets, and other communication 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.

ATTENDANCE FOR ACADEMIC ACHIEVEMENT POLICY:

For purposes of academic success and safety, TFHE Schools expect students to be in school and in class on time every day. TFHE Schools' high expectations are based on our core values, which are communicated through our Mission and Schoolwide Learning Outcomes.

Guided by our core values (as well as by state requirements connecting course hours and the credits offered for that course), TFHE Schools have the following Attendance for Academic Achievement Policy, which is meant to communicate the minimum attendance and participation required toward successful completion of any TFHE Schools course.

We understand all students may experience occasional, excusable absences (i.e. illness, family emergency) and believe our policy allows for these. However, students may also apply for Waivers (see below) when absences are due to extraordinary circumstances.

For this policy, we will consider the following definitions:

Course requirements state the skills and content that each student must be able to demonstrate (as communicated in the course outcomes). Additionally every student must meet the following attendance and participation requirements in order to be eligible to earn credit for any TFHE Schools course:

- If a student has **more than 10 unexcused absences**, but is passing academically, the student will be given an "INC" or INCOMPLETE for the CLASS. Students who earn an INC will be given an attendance/personal responsibility contract which includes serving afterschool and/or Saturday detentions. When students successfully fulfill their "INC" contract, they will earn the academic grade that the additional work merits.

At the end of the grading period, students who have more than five absences will have a meeting to review the AAA policy and its consequences to determine an action plan in order to avoid losing credit for the class. Students who have three unexcused absences will receive truancy letters and be referred to SARB (School Attendance Review Board).

**For students who have an IEP or a 504 plan, the interventions will include Special Education staff and the Principal to determine waivers, supports and appropriate contracts.*

WAIVERS

In extraordinary circumstances, students may apply to have an absence waived from AAA policy so it is not counted in the total absences for a class. Waivers are granted at the Principal's discretion for absences such as prolonged illness (with a doctor's note) or extraordinary family emergencies requiring multiple days away from school (i.e. a funeral in a different country).

Students seeking waivers must submit requests to the Principal by the end of the Grading Period with all necessary supporting documentation. Advisors will support students and families with submission of the waiver.

TARDIES

Being on time to class is critical for student success. If a student is at school they must learn to budget their passing time from class to class effectively.

THE DISCIPLINE REVIEW BOARD (DRB)

The Dean of Students may invoke a DRB for matters of a serious nature, ones that may warrant suspension or expulsion, or if the principal believes the student may be better served by this process.

- The Discipline Review Board is facilitated by the Director of Student Services and two administrative employees of the Foundation for Hispanic Education.
- Unless notified, the student referred to the DRB must attend the DRB session.
- With the exception of school staff, no other persons may be present at a session of the DRB.
- Attorneys representing a student and/or his/her family must notify the Director of Student Services prior to the DRB session.
- The Dean of Students presents the facts of the infraction(s), the consequences as outlined in the handbook, and any preceding cases that have happened in the past. The student and parent(s) are invited to speak to the infraction(s) as well as discuss their proposal to address the consequences as outlined in the handbook. The DRB is not a time for the student and/or parent to litigate the facts or reason for the meeting.

SCHOOL DRESS CODE POLICY

LVLA STUDENT DRESS CODE

To promote *unity, dignity, self expression and freedom*, LVLA defines what students wear on regular school days. This Dress Code is meant to give students some flexibility and versatility

while also giving clear guidelines about what is acceptable so that our work and interactions at school are focused on teaching, learning, and community-building.

LVLA's dress code is designed to support a safe and professional learning environment by:

1. Fostering a sense of self-respect and respect for others
2. Supporting students to be leaders in their community
3. Maintaining a serious commitment to academics
4. Promoting a safe community for all our students

WHAT YOU CAN WEAR TO SCHOOL

- Clothes that make you feel who you are and make you feel proud
- Clothes that you feel comfortable in while sitting at a desk, standing at the front of a room and being around other people
- Clothes that make others feel good about being in community with you
- College sweatshirts or hoodies may be worn on any day of the week to promote LVLA's college-going culture, of any color.

WHAT YOU CAN'T WEAR TO SCHOOL

- **NO clothing that is RED or BLUE.**
- **No red or blue belts.**
- **No red or blue sneakers or sandals**
- **No shirts or clothing that reference images or words that are related to drugs, alcohol, cannabis or tobacco use will never be permitted on campus, including "Cookies". Shirts may not contain sexually explicit or inappropriate material.**
- **No logos that subtly or directly representing gangs, violence, hate/hate speech, contraband or sexually explicit references (e.g. disrespectful language or graphics, alcohol, cigarettes, cannabis, drugs or weapons)**
- No pajamas (unless it is Spirit Week)

OTHER SPECIFICS

- Outerwear must follow the above guidelines or be kept in a backpack until the student leaves campus.
- Underwear cannot be visible (no sagging).
- A student who brings clothing (including jackets/outerwear) to school that does not follow the above guidelines must place it in his/her backpack immediately upon arriving at school in the morning and may not remove the item from the backpack until just before he/she is exiting the school for the day.
- If a student has a question about whether an item of clothing is in dress code, he/she should bring it to school to be approved in advance
- LVLA Administration reserves the right to ban any items listed or not listed in the dress code and also applies to any grooming methods/ dress/ accessories deemed inappropriate for the school setting.

CONSEQUENCES

Students who come to school out of dress code will not be admitted to class or may be removed from class. They will be given three options to resolve the issue:

1. A parent/guardian will be called to alert them of the dress code infraction.
2. Change into clothes that meet the dress code and/or remove the item that is out of dress code. Items that are out of dress code will be given to the Administration and will be returned to the student at the end of the day.
3. A student may borrow clean clothes from the school, to be returned after school is dismissed.
4. Students could be asked to return home to change clothes if in violation of the dress code or if they refuse to accept the LVLA- provide loaner.

Exceptions to the options listed will be granted by the Principal or Dean of Students in advance of the start of class and only in extenuating circumstances. Students who are given an exception will be issued a pass for the day. If a teacher believes a student warrants an exception he/she will refer the student to the Dean of Students or Principal. Leadership's staff will work with your family to support students to be in dress code.

Staff will use a restorative framework to work with students to support them to meet the school's expectations. Students who defy the dress code repeatedly will face additional discipline (this may range from staff taking an offending item from a student for a day or more to *behavior contracts and suspensions*).

LVLA administration reserves the right to meet with families of students who are dressing in a manner that is perceived as gang related.

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

SUPPORT TO FAMILIES TO MEET THE DRESS CODE

If at any time a family has difficulty supplying the above clothing for their child, please speak to the Principal or the student's Advisor so that we can help solve the problem and acquire appropriate clothing. **Our goal is to have each student at school, in class, every day.**

ATTENDANCE

Regular attendance has a direct impact on academic achievement. *If you need to report an absence Parents/guardians must call 408-384-4015 in their student's absence, within 48 hours of the absence.*

ARRIVAL

Students should arrive at school no earlier than 8:00 am and no later than 8:30 am. There is no school supervision before 8:00 am. 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. Pupils may be given a classroom assignment after school to make up missed time. 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 absent 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 student’s regular school attendance. Proof of doctor’s care or prescribed convalescence may be required for excessive absences reported as due to illness.

For any COVID-19 related absences, the school site administration team will ensure to keep such accommodations private or anonymous while providing public notice of a positive student case to all potential students and staff who were in contact with the highlighted student.

Student Services

The Student Services Department and staff creates and updates the IEP Tracking and Supports for ASY 2022 - 2023 for continuing students, incoming 9th graders and all grade transfers for LVLA. Including the following guidelines:

- Staffing needs
- Coordinate and meet with Service Providers for contracts/MOU's
- Continue to meet with incoming and transfer students regarding IEPs and services
- Support Summer programming (if and as needed)
- Begin Special Education Monitoring Review Process for 2019-2020
- Continue to be available and hold virtual/remote office hours during school year for ALL students to check-in and address mental health needs and/or linkage to supports/services
- Continue collaboration with Santa Clara County Behavioral Health in renewing our contract for service and participating in the renewal process.
- Student and families can find information about the **Youth Suicide Prevention Policy** in the following link. Also available on the LVLA website.

[Youth Suicide Prevention Policy](#)

TRANSPORTATION

STUDENT PARKING

All students who drive a vehicle to school are required to park on the street or the Yerba Buena student parking lot . 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. In order 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 LVLA Parking Permit in the main office. Cars without permits are subject to be towed by the San Jose Police Department. **Students are also provided with Clipper cards and fulfillment on a weekly basis for Valley Transportation Authority (VTA) public transportation buses.**

Students may obtain/renew their LVLA 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.

SKATEBOARDING

Skateboarding is prohibited on campus at all times.

ACADEMIC POLICIES

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. Teachers will explain their homework policies at Back-to-School Night.

GRADING POLICY

Each department designs a breakdown of how to grade.

All classes use the "3P" scheme below:

Category	Consists of
P erformance	Major Summative Assessments (1 or 2 at the end of the unit) <ul style="list-style-type: none">- Unit test or final exams- Unit projects or final projects
P rogress	Work and Formative Assessments to improve <ul style="list-style-type: none">- Self-Assessments- Peer-Assessment- Formative Assessments- Revisions (peer-editing, drafts, test corrections)- Homework, Reflections
P articipation	Class work students do to learn <ul style="list-style-type: none">- In-class assignments- Small assignments- Notebook and Binder Checks- Labs- Do Nows- Other assigned work

WHAT IS ACADEMIC INTEGRITY?

Academic integrity is a commitment to honesty, fairness, trust, respect and responsibility, even when facing challenges. Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise.

Cheating or plagiarism takes place when a student turns in the work of another while presenting it as his or her own. Tests in class or out of class must be the student's own work, unless students are instructed otherwise by their teacher. Copying or allowing someone to copy during tests constitutes cheating and will result in a failure on that test for the student(s) involved. A student plagiarizes when he or she submits work as his or her own that is taken from other sources without naming that source. This can occur if a student copies all or part of a paper directly from another student, a book, or the internet. It can include:

Plagiarism

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

i.e. A Lion copies someone else's work or allows a fellow Lion to copy or take ideas from his or her work.

Fabrication

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

i.e. A Lion makes up sources that don't exist, makes up data that is not real or writes information that is not authentic

Deception

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

i.e. A Lion lies to a teacher about that he is late with an assignment, makes up a the reason why he cannot turn in an assignment or take a test

Cheating

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

i.e. A Lion takes answers from another student, gives her paper to another student to use to cheat, or gains an unfair advantage by being dishonest

Sabotage

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

i.e. A Lion interferes with someone else's work, purposefully deletes someone else's work or changes what another student has created.

LVLA RESPONSE TO ACADEMIC DISHONESTY

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

Late work Policy (whole school)

Schoolwide Missing Work Policy
Students cannot receive anything less than 50% on any assignment
Missing assignments go in as 50%

Schoolwide Late Work Policy
Students can turn in work late till the Thursday before the end of the grading period (Grading period ends every 6 weeks) as per teacher discretion. -teacher's discretion how to penalize for late work ex: in Forensics, kids can turn in work until Thursday before the end of the grading period. They lose points for every day late
Teacher's discretion ex: in Physics, kids can still turn in work as long as we're still in that unit, but cannot turn it in at all once the unit is over. If they turn in late work, it's 90% the next day and 70% for the rest of the unit. ex: in Math III, no late work at all (unless a valid reason is communicated beforehand)

504 EDUCATION PLANS

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

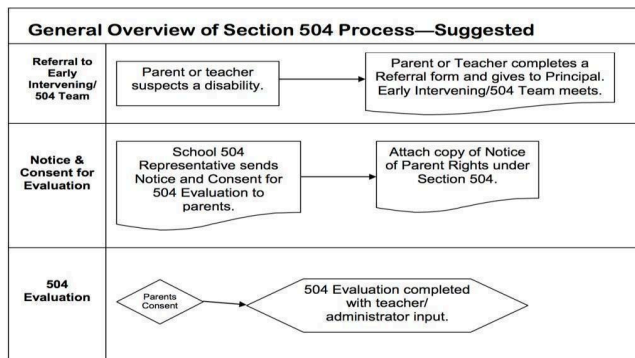
A person may be considered disabled under the definition of Section 504 if the individual has been evaluated and:

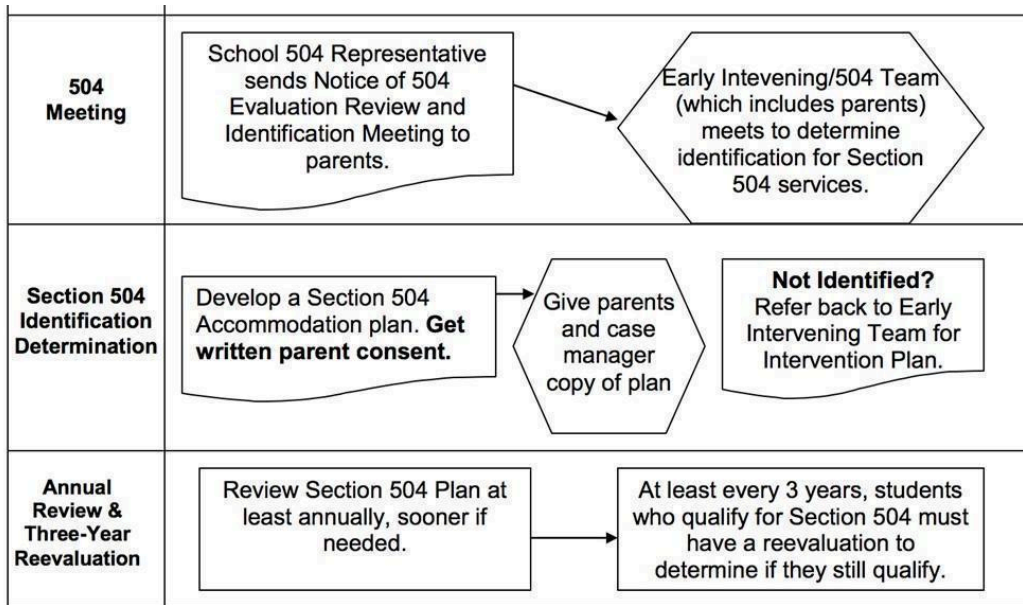
1. Has a mental or physical impairment that substantially limits one or more major life activities.

"Major Life Activities" include functions such as the following; (caring for one's self, walking seeing, speaking, learning, breathing, sleeping, standing, lifting, reading, concentrating, thinking, communicating, working, helping, eating, bending, operation of a bodily function, or other)

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

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





NUTRITION POLICY

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

- ✓ Cultural and nutritionally sound hot and cold meals are offered to all students for breakfast or lunch daily.
- ✓ Where appropriate, classroom-cooking experiences will relate to the school curriculum and will be kept as healthy as possible.
- ✓ Parties: A minimal number of parties will be scheduled throughout the school year. These parties may vary from year to year and from grade level to grade level. Sweets to be shared on a very selective basis at classroom parties must always be balanced by other sugar-free, low-fat items, fruits or vegetables, etc.
- ✓ Food as Rewards: Food is not generally provided in class as a reward for proper behavior but can, on occasion, appropriately be used to reinforce desired behavior. The staff is sensitive to the frequency and nature of such rewards.

Free and Reduced-price Meals

LVLA 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).

You or your children do not have to be U.S. Citizens to qualify for free or reduced-price meals. For additional information or assistance, please visit the Office or call 408-384-4015. All parents/guardians are required and encouraged to submit a lunch application.

Food delivery

LVLA scholars may not receive food deliveries from delivery services, including but not limited to Doordash, Uber Eats, and GrubHub. The delivery process creates a distraction during class to place orders and brings visitors on to campus that LVLA can not regulate. If a family member wants to drop food off for their scholar, please bring the food to the main office, where the LVLA scholar can pick it up at Brunch or Lunch time.

HEALTH AND SAFETY POLICIES

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

PROMOTING A SAFE / SECURE LEARNING ENVIRONMENT FOR ALL

All students have a right to attend school free of bullying, intimidation, and discrimination. The California Department of Education (CDE) has declared California public schools as welcoming, safe places for learning and teaching of all students regardless of immigration status, reaffirming federal regulations and state law that prohibits educational agencies from disclosing personally identifiable student information to anyone, including law enforcement, without consent of parent or guardian, or court order or lawful subpoena, or in the case of a health emergency.

LVLA is committed to the success of all students irrespective of their immigration status or citizenship and believes that our school should be a welcoming place for all students and their families. The Governing Board of LVLA has passed and adopted a Policy promoting a Safe and Secure Learning Environment for All and the policy can be found on the school's website at www.sjlvla.org.

YOUTH SUICIDE PREVENTION POLICY

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

MANDATED CHILD ABUSE REPORTERS

All staff at LVLA have mandated child abuse reporters and follow all applicable reporting laws.

The Charter School shall provide mandated reporter training to all employees annually under Education Code Section 44691.

TUBERCULOSIS RISK ASSESSMENT AND EXAMINATION

Employees, and volunteers who have frequent or prolonged contact with students, will be assessed and examined (if necessary) for tuberculosis before commencing employment and working with students as required by Education Code Section 49406.

DRUG-FREE/ALCOHOL-FREE/TOBACCO FREE ENVIRONMENT

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

IMMUNIZATIONS AND HEALTH SCREENINGS

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

MEDICATION AT SCHOOL

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

VISION, HEARING, SCOLIOSIS

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

BLOODBORNE PATHOGENS

LVLA shall meet state and federal standards for dealing with blood-borne pathogens and other potentially infectious materials in the school. LVLA has established an infectious control plan designed to protect employees from possible infection due to contact with blood-borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Whenever exposed to blood or other body fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures.

COMPREHENSIVE DISCRIMINATION AND HARASSMENT POLICIES AND PROCEDURES

LVLA is committed to providing a school that is free from discrimination and sexual harassment, as well as any harassment based upon the actual or perceived characteristics of race, religion, creed, color, gender, gender identity, gender expression, nationality, national origin, ancestry, ethnic group identification, genetic information, age, medical condition, marital status, sexual

orientation, pregnancy, physical or mental disability, childbirth or related medical conditions, or based on a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance or regulation.

TFHE has developed a comprehensive policy to prevent and immediately address any concerns about discrimination or harassment at the school (including employee to employee, employee to student, student to employee, and student to student misconduct). Misconduct of this nature is very serious and will be addressed under the school's harassment policy, which shall be outlined in detail in the school's Employee Handbook.

SAFETY PLAN

LVLA will adhere to a School Site Safety Plan, which will be outlined in the Employee Handbook and tailored specifically to meet the needs of the school site. The safety plan will include a comprehensive set of health, safety, and risk management policies that will address, at a minimum, policies, and procedures for responses to disasters and emergencies, including fires and earthquakes, bloodborne pathogens, and a policy establishing LVLA as a drug, alcohol, and tobacco-free workplace. Instructional and administrative staff shall also receive training in emergency response including "first responder training" or its equivalent.

Amid the ongoing COVID-19 pandemic, training is being required of all administrative staff and team members to create and maintain a safe environment in efforts to eliminate any level of transmission on-site. Each training is offered via the school site insurance provider CharterSafe.

FACILITY SAFETY

LVLA is located on the campus of Yerba Buena High School. Students from YBHS are not allowed on the LVLA campus and LVLA students are not permitted on the YBHS campus unless they are with a LVLA staff member.

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

If LVLA, for any reason, operates wholly or partially in facilities other than those provided by the district, the school will not be hampered in meeting the goals and objectives outlined in this charter. LVLA shall partner with the district to ensure that it will comply with building and zoning ordinances. The school shall partner with the District to test sprinkler systems, fire extinguishers, and fire alarms at its facilities to ensure that they are maintained in an operable condition at all times. Additionally, LVLA works with ESUHSD to maintain all facilities in compliance with the Division of the State Architect (DSA) standards.

CHROMEBOOK/TEXTBOOKS POLICY

- LVLA supplies its students with a chrome book in order to support access to instructional materials per the Williams Act. Students are expected to use these textbooks, care for them and return them in good condition.

- Students who destroy or do not return textbooks will not be allowed to participate in extracurricular activities until the textbooks are returned or the school is reimbursed for any lost or damaged textbooks. Students who do not return books will not receive their official transcripts.
- If a student loses or fails to return a book, the parent/guardian is responsible to reimburse the school for the replacement cost of the textbook. Replacement value will be processed through the office manager of the school in which the book was originally assigned.

Textbook Distribution

- The Director will issue students' books to the educator during the first day of school.
- The students will return the Student Textbook Contract signed for parent/student. This form will be given to students when they pick up their Class Schedules, a week before.
- The educator distributes books and completes the Textbook Assignment Form.

Textbook Collection

- Textbook will be collected the day after the final exam
- The educator will verify the return of each student's textbook through the Textbook Assignment Form.
- After completion of the textbook collection, the educator will provide the Textbook Assignment Form to the Office Manager identifying the names of the students who have not returned textbooks.

Students Responsible for the School Textbooks

- Be sure you always have your own book! If you turn in another student's book, you will still be responsible for the book number checked out to you.
- All textbooks are to be returned to the educator on or before the last day of school.
- Students with unreturned textbooks or books returned in unusable condition will be placed on PowerSchool, under Administration.
- The obligation stays on the student's record until the book is returned, the cost of the book is paid or an identical replacement book is provided.

ATHLETICS

The following sports are available to LVLA students

Fall Sports	Winter Sports	Spring Sports
Boys Cross Country	Boys Basketball	
Girls Cross Country	Girls Basketball	Track & Field
Girls Volleyball	Boys Soccer	
	Girls Soccer	Softball

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 2.0 GPA in order to be eligible to play a sport

Transportation and Release Waiver

LVLA 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 LVLA, 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 LVLA 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 LVLA, 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 the CIF bylaw 202, there could be penalties for false or fraudulent information. We also understand that the LVLA 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. (Approve May 2010 Federated Council/Revised May 2012 Federated Council/Revised January 2015 Federated Council).

Guiding Sources of Information

The TFHE COVID-19 Response Plan (Injury Illness contains best practices and recommendations compiled from the following agencies and organizations releasing guidance for COVID-19 on either a local, statewide, or national level:

- Santa Clara County Department of Public Health (SCC DPH)
 - Health Orders, Social Distancing Protocol, Reopening Guidance

- Santa Clara County Office of Education (SCCOE)
 - Stronger Together - Recovery and Reopening in Santa Clara County
- California Department of Education (CDE)
 - Stronger Together A Guidebook for the Safe Reopening of California's Public Schools
- State of California
 - Assembly Bill 77 (School Budget and Operation Revisions)
- Center for Disease Control and Prevention (CDC)
 - Health Orders, Social Distancing Protocol, Reopening Guidance