

Latino College Preparatory Academy (LCPA)



**LATINO
COLLEGE**
PREPARATORY ACADEMY

**Student & Parent Handbook
2026-2027**

14271 Story Rd, San Jose, CA 95127
408-729-2281 | www.sjlcpa.org

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Meet our Eagle Warrior Champions!



ABOUT US

Latino College Preparatory Academy (LCPA) is a charter high school with oversight provided by the East Side Union High School District. LCPA 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.

LCPA 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, LCPA has become a viable educational option for each and every student, especially English Language Learners.

With its focus on bi-literate educational programs, LCPA 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.

VISION AND MISSION

TFHE VISION

The Foundation for Hispanic Education will be the model for a world in which all students possess equal and equitable educational opportunities and whose assets and identities are celebrated, in order to advance social mobility and enable them to thrive.

TFHE MISSION

The Foundation for Hispanic Education is committed to serving all students, particularly those from historically disadvantaged backgrounds, by eliminating opportunity gaps through innovation and collaboration in preparation for leadership and success.

LCPA VISION

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

LCPA MISSION

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

SCHOOL VALUES

LCPA promotes *ORALE* values. Each letter represents words that define LCPA values such as; ***Orgullo*** (Pride), ***Respecto***, ***Alianza*** (togetherness), ***Leadership*** and ***Education***. Within the ***ORALE*** values we are assisting the students to allow them to find growth with themselves and their education in high school.

O.R.A.L.E.

(Orgullo, Respecto, Alianza, Liderazgo, Educación)

ORGULLO

Take pride in your educational journey and goals

RESPECTO

Respect our school policies & high academic expectations.

ALIANZA

It takes an entire community to raise an Eagle Warrior.

LIDERAZGO

Lead by example, lead by action.

EDUCACION

Remaining teachable to our life's purpose.

College is not a dream. It's our plan.



TFHE ADMINISTRATION TEAM	
Chief Executive Officer	Dr. Sherry Segura
Chief Operating Officer	Mr. Vu Long Trinh
Executive Director, Teaching and Learning	Ms. Gricelda Gonzalez
Grants, Development & Nutrition Manager	Ms. Cynthia Torres
IT Director	Mr. Robert Rodriguez
Director of Student Services	Dr. Rochelle Fong
Director of Human Resources	Mrs. Erika Carvajal
Director Of Facilities	Mr. Edgar Gudiel
Dean of Student Attendance & Enrollment Retention	Mr. Vince D. Monroy

ADMINISTRATION AND STAFF NUMBERS		
Office of	Name	Extension Number
Principal	Jesus Rios	1041
Assistant Principal	Christina Azevedo	1069
Office Manager	Hilda Peralta	2216
Attendance Clerk	Abisaig Rios	2218
Academic Counselor (9th-12th) (A-L)	Angel Oronia	1033
Academic Counselor (9th-12th) (M-Z)	Jackelin Elliott	1031
Campus Monitors/ Student Life Team (Front Lobby Desk)	Alejandro Fernandez Diana Garcia Jose Mancillas	1077
Registrar	Maria Ramirez	1019
HR Substitute Coordinator	Luna Rivera	1032
Director of Student Services	Rochelle Fong	1022
Athletic Director	David Wulff	2250

GENERAL RULES & EXPECTATIONS

EXPECTED SCHOOLWIDE LEARNING OUTCOMES (SLO's)

- **BUILD** trusting relationships with LCPA teachers and staff, attend their classes regularly for a high annual attendance rate, and achieve graduate status.
- **RECEIVE** full support in their social development through their counselors, support staff members, their families, and school community.
- **BE** critical thinkers who demonstrate proficiency in English, Math and Science.
- **BE** bi-literate in Spanish and English.
- **REACH** and maintain high proficiency in technology.
- **PURSUE** a higher education and postsecondary career beyond LCPA with adequate preparation for industry sector standards.

Office Hours: 7:30 am – 5:00 pm

- ✓ All students must be off campus by 5:30 pm, unless involved in school activities with adult supervision.
- ✓ **LCPA 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.

SCHOOL & TEACHER CONTACT

The school office is available to assist students, families, and community members with questions, concerns, and general support. The front desk and main office can be reached by phone using the school phone extensions listed above. Families may also contact the school office in person during regular school hours or through the school's main communication channels. Our staff is committed to providing timely assistance and ensuring families have access to the information and resources they need.

Parents, guardians, and students are encouraged to maintain regular communication with teachers throughout the school year. Teachers may be contacted through their school email addresses, classroom phone extensions, or through the ParentSquare app. ParentSquare provides a convenient way for families to communicate with teachers, receive important

updates, and stay connected with the school. Teachers will make every effort to respond to messages in a timely manner during regular school hours.

CELLULAR PHONES AND ELECTRONICS

CELL PHONE POLICY

TFHE Phone-Free Campus Policy

The Foundation for Hispanic Education (TFHE) is dedicated to fostering a safe, focused, and academically engaging environment that supports our students' learning and overall well-being. In alignment with the California Phone-Free Schools Act (Assembly Bill 3216) and California Education Code Section 48901.7, TFHE has adopted a **Phone-Free Campus Policy**, effective **July 1, 2026**.

 TFHE CA Phone Free Schools Act Policy FINAL.docx (1).pdf

Please Note: Families are strongly encouraged to review the complete **TFHE Phone-Free Campus Policy** document attached in this handbook for detailed information regarding storage procedures, policy exceptions, enforcement steps, and student privacy guidelines.

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 for 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.

DISASTER PREPAREDNESS

LCPA 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. To ensure our students safety we have a Safety team coordinated by the Director. The safety team monitors school grounds and are responsible for communicating with local fire and police services.

If the unfortunate events occur on LCPA campus, the school will provide Parent Square messages to parents immediately and will provide updates when they become available. Parents can also call the main office at 408-729-2281 for immediate updates.

INSURANCE

The Latino College Preparatory 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

LCPA 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.

Adopted Standards-Aligned Curriculum:

a. Social Science:

TCI engages students in a diverse classroom by using teaching strategies and practices that bring education to life in order to achieve consistent and positive classroom results. TCI's Curriculum has been specially curated to meet standards, create engagements in lessons and help students better understand the content through hands-on and experiential exercises.

b. English:

The Expository Reading and Writing Curriculum (ERWC) is a rigorous, college-preparatory English curriculum designed to develop students' critical reading, analytical writing, and communication skills. Through engaging with complex texts, students learn to analyze authors' arguments, evaluate evidence, conduct research, and develop well-supported written responses. The curriculum emphasizes rhetorical reading and writing strategies, helping students understand how language, structure, and purpose shape meaning. ERWC prepares students for success in college and career settings by strengthening students' ability to think critically, communicate effectively, and engage with diverse perspectives through reading, writing, and discussion.

c. Math:

CPM Pre-Calculus is a rigorous, problem-based curriculum designed to prepare students for success in college-level mathematics, including calculus and STEM-related fields. The course emphasizes conceptual understanding, mathematical reasoning, collaboration, and real-world application through CPM's student-centered learning approach. Students deepen their understanding of advanced functions, including polynomial, rational, exponential, logarithmic, and trigonometric functions, while exploring topics such as sequences, series, conic sections, vectors, and mathematical modeling. Through collaborative problem solving and multiple representations of mathematical ideas, students develop the critical thinking, communication, and analytical skills needed for advanced mathematics and future academic success.

Carnegie Learning Mathematics is a rigorous, college-preparatory curriculum that develops students' conceptual understanding, procedural fluency, and real-world problem-solving skills. Through collaborative learning, mathematical discourse, and technology-enhanced instruction, students explore mathematical concepts, analyze patterns, justify their reasoning with evidence, and apply their learning to authentic situations. The curriculum emphasizes critical thinking, perseverance, and effective communication while preparing students for success in higher-level mathematics, college, and future careers.

d. Science: Discovery Science inspires students to investigate the marvels of science by changing the way students experience science with a comprehensive curriculum

designed for students that brings 3D learning to life. Students will activate their inner explorer with immersive hands-on activities and rich interactive resources that will get students thinking and acting like scientists as they strengthen their science and engineering skills and develop solutions to relevant and real world challenges.

e. Language Other Than English (*Spanish*)

The ***Temas*** Spanish curriculum is designed to develop students' Spanish language proficiency through an integrated approach that strengthens communication, cultural understanding, reading, writing, listening, and speaking skills. The curriculum engages students with authentic texts, meaningful discussions, and culturally relevant themes that connect language learning to the diverse experiences of the Spanish-speaking world. Students expand their vocabulary, improve grammatical accuracy, and develop the ability to communicate effectively in a variety of academic and real-world contexts. Through exploration of literature, culture, and contemporary topics, *Temas* supports the development of biliteracy and prepares students for advanced Spanish coursework, including AP Spanish Language and Literature.

The ***¡Qué chévere!*** Spanish curriculum provides students with a comprehensive foundation in Spanish through an engaging, interactive, and communicative approach. The curriculum emphasizes building proficiency in listening, speaking, reading, and writing while introducing students to authentic cultural perspectives and everyday language applications. Through collaborative activities, real-world scenarios, and culturally rich content, students develop confidence using Spanish to communicate effectively and make connections to the global Spanish-speaking community. *¡Qué chévere!* supports students in developing foundational language skills while preparing them for continued growth in Spanish and advanced language study.

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.

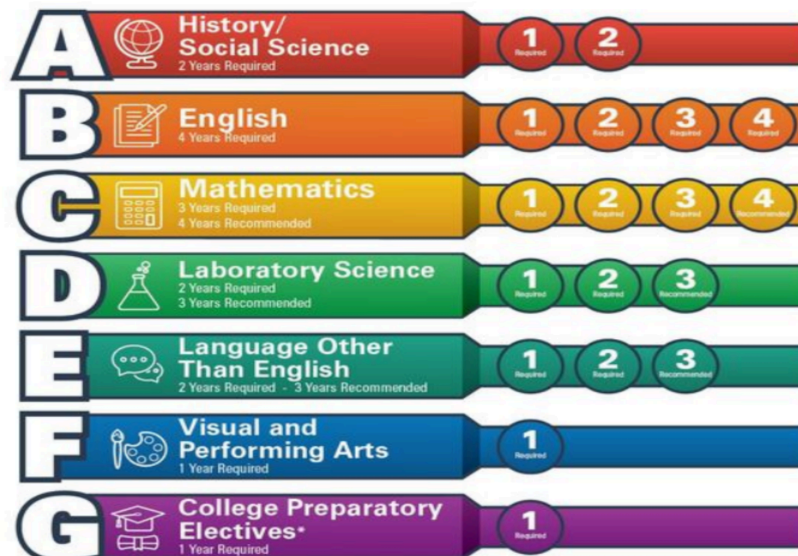
- **English (“B”)** – *Four years* of college preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practice listening and speaking.
- **Mathematics (“C”)** – *Three years* of college-preparatory math, including or integrating the topics covered 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.



**YOU can go to
College**

A-G REQUIREMENTS

CALIFORNIA STATE UNIVERSITY - UNIVERSITY OF CALIFORNIA



LCPA GRADUATION REQUIREMENTS & UC/CSU A-G REQUIREMENTS

Subject	High School Graduation Requirements	UC and CSU (A-G Requirements*)
A Social Science	World History or AP World History : 10 credits U.S. History or AP U.S. History : 10 credits Government or AP Government: 5 credits 25 credits	World History or AP World History U.S. History or AP 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	Pre- AP English 9 Pre- AP 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/ or Pre-Calculus or AP Statistics 3 years required/ 4 years recommended
D Science	Life Science: 10 credits (example: Integrated Science, Biology, AP Biology, or Anatomy & Physiology) Physical Science: 10 credits (example: Chemistry or Physics) Interdisciplinary: Forensics, AP Environmental Science 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 Native 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 Native 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 10 credits	Art I, II AP Art, Aztec Dancing Digital Media 1 year required
G Electives	70 credits <i>*Economics- required</i> 5 credits	College Preparatory Elective 1 year required*

PE/Health	10 credits	N/A
Total required:	220 credits	

Class of 2026 Commencement



PARENT ENGAGEMENT

LCPA provides the following:

PARENT EDUCATION

1. The Student's educational experience at LCPA

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

Latino College Preparatory Academy (LCPA) is proud to be a Community School supported by funding from the Community Schools Grant. Through this initiative, LCPA is able to provide additional resources and support services for our families and parents. These resources may include parent workshops, family engagement opportunities, community partnerships, and connections to services that support the academic, social-emotional, and personal needs of our students and their families. We are committed to partnering with parents and caregivers to strengthen our school community and ensure families have access to the tools and resources needed for student success.

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.

STUDENT POLICIES AND PROCEDURES

STUDENT CONDUCT

The goal of the discipline policy at LCPA 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, after school detention (campus beautification), Saturday School, or suspension.

SLT and/or School Administration will make parent phone calls and/or 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 LCPA.

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.

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:

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

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 LCPS school dance. LCPS 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 LCPS 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 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, 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.

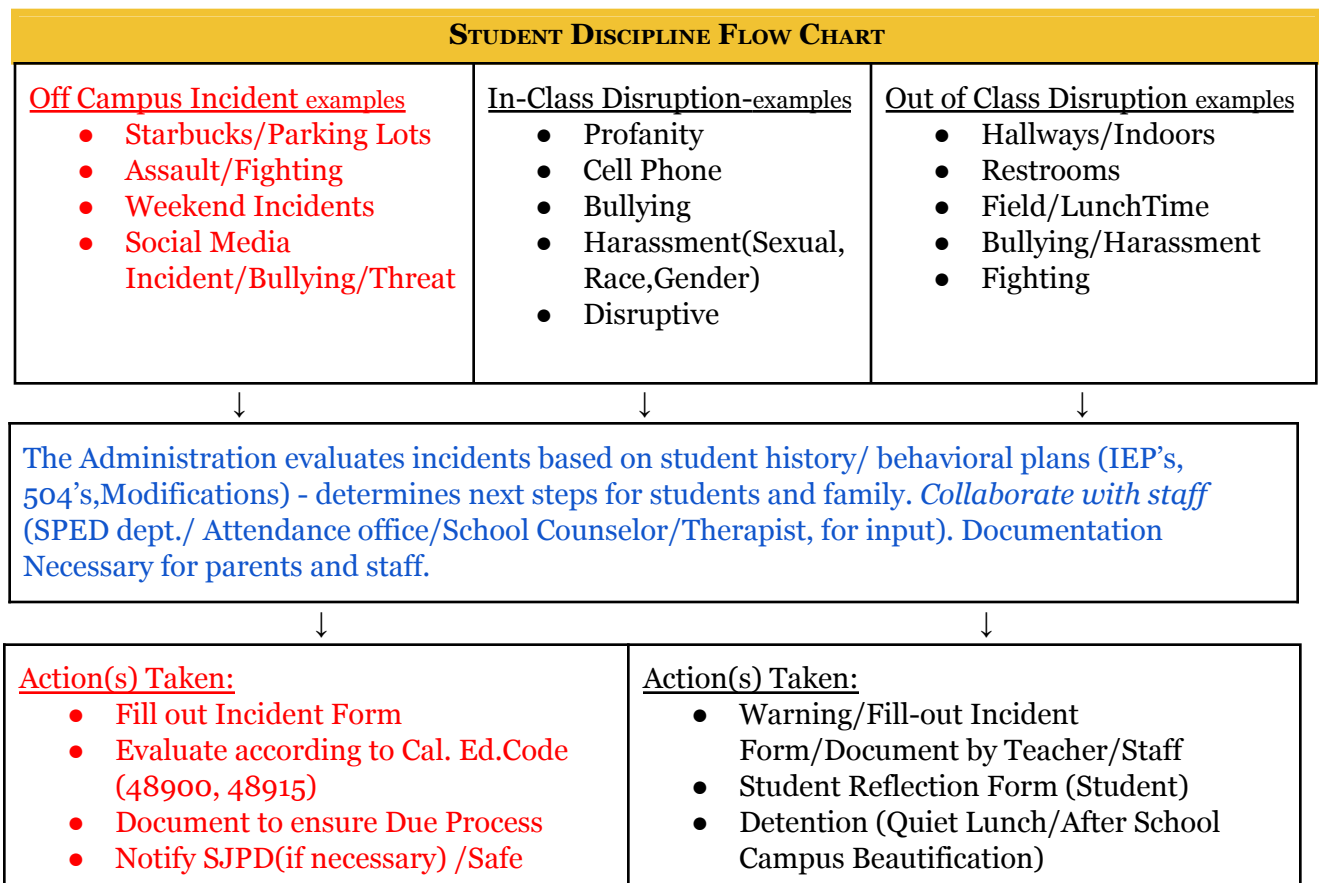
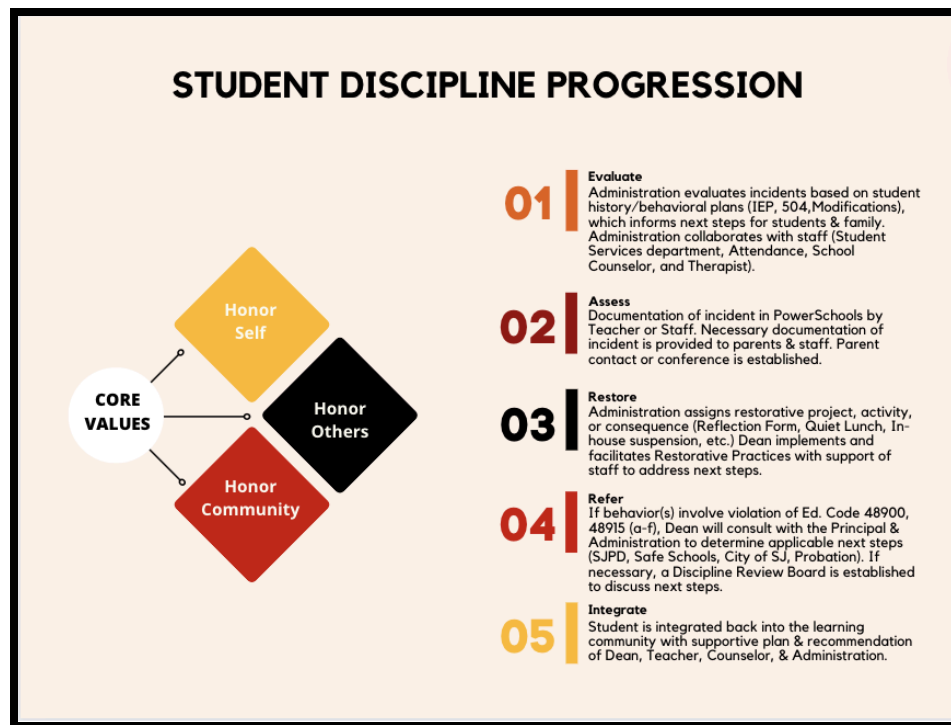
Weapons, Instruments or Substances: The possession or use on campus of weapons, instruments, or substances designed to cause or capable of causing bodily harm is prohibited. The Charter School defines a weapon as any object, including knives or guns that can be used to hurt another person or to make 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, 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: LCPA 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 LCPA 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 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, Cellular Phones, Walkie Talkies, Electronic Games, Tablets: The school cannot be responsible for such items. If seen or heard during instructional time, they will be confiscated 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.



Schools Contact/City of SJ/Probation • Parent Contact/Schedule Conference	• Parent Contact/Conference • In-House Suspension(if necessary)
↓	↓
If behavior(s) involves violation of Cal.Ed Code 48900, 48915 (a-f), Dean will consult with the Principal or Administrator in Charge to determine next steps, community service option and possible change of placement.	Dean implements and facilitates Restorative Practices with the support of Staff and School Therapist to outline next steps with students..
↓	↓
If behavior is continually egregious, a designated Administrator will facilitate the Discipline Review Board (DRB) to discuss next steps which may include a change in academic placement and/or expulsion.	Student is supported and integrated back to class successfully with provided support plan recommended by Dean/Teacher/Counselor/Administrator

BEHAVIOR MANAGEMENT FLOW CHART

Observe student making a poor choice...

Is this behavior Teacher/SLT managed or Administrator Managed

Low level offenses will start with a redirect. More egregious offenses may need a more intense intervention. INTERVENTION 1 Warning + Reteach appropriate behavior	Teacher	SLT	Administration	-call parent/ guardian -may be asked to complete an assignment before sent back to class -Restorative justice conference/circle and appropriate consequence
	Incessant talking/chatter	Wanderers visiting/disrupting other classrooms	Physical Fight	
	Not staying on task	Students out of class for too long/Student BOLO's	Contraband/illegal items/drugs and use of alcohol	
	Food & drinks in class/ not picking up after yourself	Abusive behavior towards staff or other students (bullying)	Bringing a weapon or dangerous object to school	
INTERVENTION 2 Remove from situation(step outside of classroom) + reteach appropriate behavior + restorative action	Not turning in cell phone	Inter-student tension brewing/verbal altercations	Theft	-call parent/ guardian -may be asked to complete an assignment before sent back to class -Restorative justice conference/circle and appropriate consequence - in school suspension/ saturday school
	Sleeping	Targeted racial harassment/bigoted speech (addressed and refer to administration for further action)	Vandalism (call SLT for escort)	
	Not following directions	Red or blue dress, drug & gang paraphernalia	Title IX (Discrimination on the base of sex; sexual harassment; sexual violence)	
	Cheating/Academic dishonesty	Students leaving class without permission	Abusive behavior towards staff or other students (bullying) / Cyber-bullying	
INTERVENTION 3 Written reflection + reteach appropriate behavior. Contact parents as necessary.	Tardies	Wrestling/ Rough Housing	Taking photos/videos of teacher/staff/students without permission	-may be asked to complete an assignment before sent back to class -Restorative justice conference/circle and appropriate consequence - in school suspension -Conference with parent or guardian and teacher to identify next steps -Out of school suspension based on offense
	Use of inappropriate language and racial slurs	Theft (not egregious)	Property damage	
	Reporting concerning behaviors or conversations	Excessive Bathroom Use	Hijacking TFHE technology	
	Drawing on desks	Suspicion of drugs/ alcohol use	Cheating/Academic Honesty (2nd/3rd attempt)	
	Not removing airpods /headphones	Damaging Chromebooks/ school tech on purpose	Use of inappropriate language and racial slurs (second/third offense)	

STUDENT DRESS CODE POLICY 2026-2027

DRESS CODE POLICY

At Latino College Preparatory Academy (LCPA), we believe that students' attire should contribute to a safe, inclusive, and academically focused learning environment. Our dress code is designed to promote school pride, support a positive school climate, and reinforce our college-going culture while respecting students' individuality and ensuring equitable expectations for all students.

Students are expected to come to school dressed in clothing that is appropriate for a professional educational setting and that does not disrupt the learning environment or compromise the health or safety of any member of the school community.

Standard Dress Code Expectations

Students may wear:

- Shirts, sweatshirts, hoodies, sweaters, jackets, and outerwear in **any color except red or blue.**
- Pants, jeans, shorts, skirts, dresses, and other appropriate bottoms in **any color except red or blue.**
- College and university apparel is **strongly encouraged** and reflects LCPA's commitment to preparing every student for postsecondary success. Students are encouraged to wear college shirts, sweatshirts, hoodies, jackets, and other college-branded apparel throughout the school year.
- Official LCPA-branded apparel may be worn at any time.

Clothing Expectations

To maintain a safe and respectful learning environment:

- Clothing must provide appropriate coverage for participation in all school activities.
- Excessively revealing clothing is not permitted. This includes clothing that exposes undergarments or excessively exposes the chest, buttocks, or midriff.
- Clothing must be worn as designed. **Sagging pants or bottoms worn below the waist that expose undergarments are prohibited.**
- Footwear must be worn at all times.
- Clothing and accessories must allow students to participate safely in all instructional activities, including laboratories and physical education.

Prohibited Attire

The following items are not permitted at school:

- Clothing or accessories in **red or blue**, including bandanas or other items that may reasonably be associated with gang affiliation.
- Clothing, jewelry, backpacks, or accessories that display or promote gangs, gang symbols, violence, weapons, criminal activity, or intimidation.
- Clothing or accessories displaying profanity, hate speech, discriminatory language, or images targeting protected groups.

- Clothing or accessories that advertise or promote alcohol, tobacco, nicotine products, vaping, marijuana, illegal drugs, or drug paraphernalia.
- Clothing or images depicting sexually explicit, obscene, or otherwise inappropriate material.
- Any attire or accessory that the administration determines presents a safety hazard or materially disrupts the educational environment.

The administration reserves the right to determine whether specific attire or accessories are consistent with the intent of this policy and may require students to change clothing that does not meet these expectations.

School Apparel

LCPA-branded apparel is available for purchase through the school office and may be worn in accordance with this dress code. Purchasing school apparel is **not** required for attendance or compliance with the dress code.

Our goal is not to limit students' self-expression, but to ensure that every student can learn in a safe, welcoming, and academically focused environment. By encouraging college apparel and maintaining consistent expectations, LCPA continues to foster a culture where every student is reminded that college, career, and lifelong success are attainable.



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.

ATTENDANCE

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.

Being on time to class is critical for student success. **Our goal is to have each student at school, in class, every day.**

Regular attendance has a direct impact on academic achievement. *If you need to report an absence, parents/guardians must call **408-729-2281** 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 8:25 am. There is no school supervision before 7:30. Upon arrival, students are to report to the Finn Center or Bustos Plaza.

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 review meeting with the Student Attendance Review Team)

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.

Student Services

The Student Services Department and staff creates and updates the IEP Tracking and Supports for ASY 2026-2027 for continuing students, incoming 9th graders and all grade transfers for Latino College Preparatory Academy. 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 2026-2027
- 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 in Latino College Preparatory Academy website.

[Youth Suicide Prevention Policy](#)

TRANSPORTATION

STUDENT PARKING

All students who drive a vehicle to school are required to have an LCPA 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. 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 LCPA 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 LCPA Parking Permit in the main office. Parking permit approval is subject to academic, discipline, and other standard compliance.

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. Students may ride skateboards to and from school, but they must be stored during the school day and not utilized on campus.

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, failing the course for the semester, and/or suspension.

GRADING POLICY

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

Students in AP courses, regardless of grade-level, have the following percentage breakdown of the 12th grade – as AP courses are intended to be at college-level rigor.

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%

LCPA Grading System School -Wide 2026-2027

Uniform Grading System School -Wide

Advanced Placement Course Grading Percentages				
ATTENDANCE 10%	ENGAGEMENT 30%	HOMEWORK 10%	FORMATIVE ASSESSMENTS 25%	SUMMATIVE ASSESSMENTS 25%
Non Advanced Placement Course Grading Percentages				
ATTENDANCE 10%	ENGAGEMENT 50%	HOMEWORK 15%	Formative & Summative ASSESSMENTS 25%	
Minimum 10 recordings per grading period Students are expected to be present and on time.	Minimum 10 Engagement markings per grading period May Include: - Class participation - Regularly Submit Assignments - Assigned tasks outside of class	Minimum 10 Homework markings per grading period May Include: - Homework assignments - Assigned tasks outside of class - Daily Reading/media logs under homework - Revisions	Minimum 3 Formative Assessments per grading Period May Include: - Do Nows - Quick Check - Quizzes - Exit Tickets - Mini Presentations - Self-Assessment - Checking for understanding, - Peer Evaluations	Minimum 1 Summative Assessment per grading Period May include: - Projects - Research papers - Final Exam

Grading Period 1 GP1 August 6-September 9,2026	Grading Period 4 GP4 January 6- February 12,2027
Grading Period 2 GP2 September 14- October 23 ,2026	Grading Period 5 GP5 February 22- April 2, 2027
Grading Period 3 GP3 October 26- December 18 ,2026	Grading Period 6 GP6 April 12 - June 3, 2027

Semester 1 August 6-December 18,2026	Semester 2 January 6-June 3,2027
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CREDIT RECOVERY POLICY

LCPA is committed to supporting all students in meeting the requirements for high school graduation. Credit Recovery opportunities are available via Subject for students who need to make up failed coursework in order to stay on track for graduation.

Seniors and Graduation Eligibility

To be eligible to participate in the graduation ceremony, all Seniors must meet the following credit recovery deadlines and academic requirements:

- Deadline for Credit Recovery Completion:**
Seniors must successfully complete all Credit Recovery coursework required for graduation **no later than May 15, 2027**.
 - Any coursework not completed by this date will result in the student being designated a **summer graduate** and will render the student ineligible to participate in the graduation ceremony in June 2026.
- Failure of Graduation Requirements in Semester 2:**
Seniors who fail any course required for graduation during **Semester 2** will **not** be eligible to walk at graduation, even if they plan to recover the credit during summer.
 - These students will also be designated **summer graduates** and may receive their diplomas upon successful completion of required coursework during summer school.

Additional Guidelines

- Students are expected to complete credit recovery coursework with integrity and in accordance with school expectations.
- All credit recovery programs must be approved and supervised by the school’s counseling and administrative teams.
- It is the student’s responsibility to communicate regularly with their counselor to ensure they are on track for graduation.

LCPA is dedicated to supporting all students in reaching their academic goals and encourages early intervention and consistent communication to avoid graduation delays.

CHROMEBOOK/TEXTBOOKS POLICY

- Latino College Preparatory Academy supplies its students with a Chromebook in order to support and enhance learning. Students are expected to use these Chromebooks, care for them and return them in good condition.

- Students who destroy or do not return a Chromebook will not be allowed to participate in extracurricular activities until the Chromebook is returned or the school is reimbursed for any lost or damaged Chromebook. Students who do not return a Chromebook will not receive their official transcripts.

Damaging Technology Equipment:

- If a student's Chromebook is inoperable, for any reason, the student must review this entire policy with school administration after the first offense.
- If a student's Chromebook is inoperable a second time, for any reason, the student will be required to attend a technology maintenance and responsibility course.
- If a student's Chromebook is inoperable a third time, for any reason, the student will be required to complete 15 hours of community service, not during school hours.
- If a student's Chromebook is inoperable a fourth time, for any reason, the student will temporarily complete school work offline, without the reliance of using technology. In accordance with the Williams Act, students will instead receive access to all textbooks and physical materials needed for learning. In addition, the student will be placed on a behavior contract detailing specific agreements to ensure the safe use of all school technology. Lastly, the student will be required to participate in all appropriate restorative practices as deemed by school administration.

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 LCPA students

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

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

LCPA 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 LCPA, its officials, directors, employees, and coaching staff from any and all liability arising out of the operation of these vehicles.

Additionally, I authorize my son or daughter to use the following alternative mode of transportation; A private vehicle driven by the parents of another LCPA student. I understand that when this alternative mode of transportation is used, the driver and owner of the vehicle are fully responsible for the safety of operation, for any and all liability arising from the operation of the vehicle, and for maintaining insurance coverage as required by law. I agree to waive any and

all liability against LCPA, its officials, directors, employees, and coaching staff for injuries suffered while using the alternative mode of transportation.

Drug Free

Our school is a drug-free school. Student-athletes must abstain from illegal drugs, tobacco, alcoholic beverages, and activities that limit their potential. As a condition of membership in the CIF, all member 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 LCPa 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).

UNIFORM PUBLIC COMPLAINT

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: _____

code *Street* *City* *Zip*

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

The Foundation for Hispanic Education

Education & Transformation Since 1981

Site Address: 14271 Story Rd. San Jose, CA. 95127

Website: www.tfhe.org

Mailing Address: PO Box 730453, San Jose, CA 95173

July 2026

Latino College Preparatory Academy (LCPA)

Uniform Complaint Procedures (UCP) Annual

Notice 2026 – 2027

The ***Latino College Preparatory Academy (LCPA)*** annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

*The programs and activities subject to the UCP in which **Latino College Preparatory Academy (LCPA)** offers and operates are:*

Programs and Activities Subject to the UCP:

- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee. A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of Latino College Preparatory Academy (LCPA):

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district. We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. Copies of our UCP procedures shall be available free of charge.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Vu Long Trinh

Chief of Schools

14271 Story Road, San Jose, CA 95127

Phone: (408) 585-5022

Email: *vt Trinh@tfhe.org*

Latino College Preparatory Academy | Luis Valdez Leadership Academy | Roberto Cruz Leadership Academy

The Foundation for Hispanic Education is committed to serving all students, particularly those from historically disadvantaged backgrounds, by eliminating opportunity gaps through innovation and collaboration in preparation for leadership and success.