

Lashon Academy Charter School



Parent and Student
Handbook
2017 -2018 School Year

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LASHON ACADEMY CHARTER SCHOOL

Lashon Academy strongly encourages all parents and students to review the Lashon Academy Charter approved by the Los Angeles Unified School District (LAUSD). The charter describes in great detail the promises the School has made to be an excellent school that serves students well, in exchange for the authority to operate independently from LAUSD, and how Lashon Academy will meet students’ learning needs.

MISSION

The Lashon Academy mission is to prepare culturally diverse K-6 grade students to be self-directed learners and responsible global citizens, by fostering academic excellence, utilizing research-based instructional approaches in a multi-lingual and service learning integrated environment.

VISION

The Lashon Academy vision is to create a school where children of all backgrounds and abilities together will learn, achieve and become productive members of the world community. In a workshop environment, infused with



Modern Hebrew, students will demonstrate proficiency in English and Modern Hebrew, and will be actively engaged in local and global service learning.

We Believe:

- That education is powerful, learning is lifelong, and multicultural understanding is essential to thrive in our global community;
- That all children can achieve;
- The development of proficiency in multiple languages enhances students' cognitive development and academic achievement; and
- That the capacity to communicate and live successfully within culturally diverse environments and the commitment to serving one's community are critical to the development of tomorrow's leaders.

Our Values:

Lashon Academy places a high value on academic excellence, communication in multiple languages, and community service. We emphasize respect for all people and guide our students towards mutual understanding and respect for others. Through service learning, all students are instilled with a sense of their social responsibility and efficacy.

At Lashon Academy, we accept the charge to help every student of our school achieve at their highest capacity in academics and to grow as citizens in a multicultural society. Lashon Academy realizes its mission by creating an environment of achievement, respect and accountability.

SCHOOL CONTACT INFORMATION

Lashon Academy is a public charter school of excellence serving students in Transitional Kindergarten through 3rd grade, and growing one grade each year to teach students in Transitional Kindergarten through 6th grade. Enrollment in our school is open to all students who reside in California. No tuition is charged for enrollment.

Lashon Academy
7477 Kester Ave.
Van Nuys, CA 91405
818-514-4566
www.lashonacademy.org
info@lashonacademy.org

School Staff

Employee	Grade	Room	Extension	Email
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Rebecca Brotman	K	302	359	rbrotman@lashonacademy.org
Ryan Word	K	308	365	rword@lashonacademy.org
Summer Thorson	TK/K	306	363	sthorson@lashonacademy.org
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Annie Terzian	School Counselor	422	422	aterzian@lashonacademy.org
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Daniela Anino	Principal	Office	358	danino@lashonacademy.org
Sara Garcia	Head of Curriculum	Office	358	sgarcia@lashonacademy.org

SCHOOL GOVERNANCE

BOARD OF DIRECTORS

The Board of Directors (“Board”) of Lashon Academy is the School’s oversight and policy-making body. The Board members have a legal fiduciary responsibility for the wellbeing of Lashon Academy.

Appropriate Board decisions include setting the budget, determining the strategic plan, formulating major policy, overseeing the school’s compliance with relevant laws and regulations and raising funds to support the growth of the school. The Board of Directors may delegate certain responsibilities and duties to the School’s Principal or other staff, under the following conditions: (a) that the school staff will operate with oversight from the Board; and (b) that the Board is ultimately and finally responsible and accountable for the actions of any person to whom responsibility has been delegated and for any and all obligations, programs and policies of the school.

The Board appoints the Principal who is responsible, under the authority of and with oversight by the Board, for implementation of the school’s academic programs and for the operational management of the school. The Principal reports directly to the Board.

NOTICE OF BOARD OF DIRECTORS MEETINGS

Lashon Academy will comply with the Brown Act to ensure that the public has open access to information and decision-making regarding the School’s policies, procedures and performance, and equal opportunities to hear, discuss and influence Board of Director decisions in an open forum.

The Board will conduct open meetings at least quarterly during the school year. One meeting each year will be designated the Annual Meeting for the purpose of organization and the appointment of officers.

All meeting notices and Board activities will be in accordance with the provisions of the Brown Act. Agenda will be posted for public viewing at the School and at any other meeting location as follows



Regular Meetings	At least 72 continuous hours prior to meeting
Special Meetings	At least 24 continuous hours prior to meeting
Emergency Meetings	At least hour prior to meeting
Dire Emergency Meetings -- rare; see definition in the Brown Act (Government Code § 54956.5)	As soon as possible after directors are informed of the need for meeting
Board Contact Information	board@lashonacademy.org

Tentative Board Meeting Schedule

8/23/17 5:30 pm at school site
9/13/17 5:30 pm at school site
10/18/17 5:30 pm at school site
12/6/17 5:30 pm at school site
1/17/18 5:30 pm at school site
3/14/18 5:30 pm at school site
4/18/18 5:30 pm at school site
5/16/18 5:30 pm at school site
6/13/18 5:30 pm at school site

LOCATION OF BOARD MEETINGS

The Board will hold all meetings at the Lashon Academy site, unless otherwise noted in agenda and will hold all meetings at locations within the jurisdictional boundaries of the Los Angeles Unified School District except in limited circumstances, (Government Code §§ 54954(b)- (e)), and in places accessible to all, with no fee (Government Code § 54961(a)).



CLOSED SESSIONS

Posted agenda will list any closed session topics and the Board will announce any actions taken in closed sessions in open meetings immediately following closed sessions as required by the Brown Act. The Board will only conduct closed sessions in the manner and for the purposes permitted and described in the Brown Act. In general, the permitted purposes of closed sessions are as follows:

Personnel -- To discuss the appointment, employment, performance evaluation, discipline, complaints about or dismissal of a specific employee or potential employee (Government Code § 54957), unless the employee requests a public meeting on any charge or complaint. Closed sessions are not allowed for discussing the following: general employment; independent contractors not functioning as employees; salaries; the performance of any elected official, or member of the board; or Lashon Academy's available funds, funding priorities or budget.

Pending Litigation -- If open discussion would prejudice the position of Lashon Academy in the litigation. To qualify, Lashon Academy must be a party to pending litigation (Government Code § 54956.9(a)); or expect, based on certain specified facts, to be sued (Government Code §§ 54956.9(b)(1),(b)(2)); or expect to file suit itself (Government Code § 54956.9(c)).

Labor Negotiations -- To instruct Lashon Academy's identified negotiator on compensation issues (Government Code § 54957.6).

Property Negotiations -- To discuss price or payment terms with Lashon Academy's identified bargaining agent. Final price and payment terms must be disclosed when the actual lease or contract is discussed for approval (Government Code § 54957.1(a)).

Others – To discuss license applications for people with criminal records (Government Code § 54956.7); threats to public services or facilities (Government Code § 54957); or insurance pooling (Government Code § 54956.95).

PARENT, STUDENT, TEACHER, OTHER STAFF & OTHER STAKEHOLDER CONSULTATION

Lashon Academy encourages parents, students, teachers, other staff, and other stakeholders to attend, listen and comment on Lashon Academy's educational program at Board meetings by posting meeting notices with agenda on the Lashon Academy website, at the school site, and at the meeting location if different from the school site. Each Board meeting will include an opportunity for parents, staff and general members of the public to address the Board (Government Code § 54954.3(a)).

GENERAL INFORMATION

INTRODUCTION

It is our pleasure to welcome you to Lashon Academy Charter School ("Lashon Academy"). The staff at Lashon Academy is dedicated to providing the best possible education to meet every student's individual needs. At Lashon Academy we believe every student should establish a sound educational plan that incorporates both school and parental involvement. We hope that we can embark upon building a successful school community that supports cooperative learning and academic success.

Daily Schedule



Regular Day: Monday – Friday	8:00 A.M. – 3:10 P.M. Student drop off 8:00 A.M. Instruction begins 8:10 A.M.
Minimum Day	8:00 A.M. – 1:10 P.M.

PARENT INVOLVEMENT

Lashon Academy encourages parents to be involved in all aspects of the school. In addition to providing a parent representative seat on the Lashon Academy Board of Directors, parents are encouraged to attend all Board meetings, speak at the Board meetings if they wish, volunteer at the school site, and join the School Site Council. Through the School Site Council, the parent representative on the Board, and participation at Board meetings, parents can make their voices heard on broad issues or concerns. Parents and guardians are encouraged to communicate with their children’s teachers about their children’s learning program.

Lashon Academy will provide a list of activities for parents on Lashon Academy’s website and in the Parent and Student Handbook distributed each year. Programs, events, and a list of parent involvement activities are posted in other places available to parents, such as school newsletters, on the school calendar, in student classrooms, or in the school office.

PARENT COMMUNICATION

The Office Manager is the primary point of contact for questions and referrals to other school personnel. It is very important that the communication between your home and the school is a continuous process. To stay informed of all meetings and events, please check the monthly newsletter or website on a regular basis. A monthly newsletter will be sent to you regularly via email. Please update the office with any changes in email addresses.

You can contact a teacher by:

- Calling the school and leaving a message and the teacher will return your call
- Making an appointment
- Writing a note

If you need to speak to an administrator, please call the office. If someone is not available to speak to you immediately, please leave a message and someone will return your call. If you need to speak to someone about an issue that may take more than 5 minutes, please make an appointment with the appropriate person. This is the best way to ensure that you will receive undivided attention.



SCHOOL SITE COUNCIL (SSC)

The SSC is an elected decision-making group comprised of parents, community members, site administrators, teachers and other staff. The SSC has an ongoing responsibility to develop, implement, monitor and evaluate the site plan, at Title I schools, the SSC also oversees all the categorical funds such as Title I, Second Language and GATE. Please contact the principal or SSC chair if you are interested in joining.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

Schools that have 21 or more English as a Second Language (ESL) students must have an English Learner Advisory Committee. It serves as the advisory body to the school on four key issues. Please contact the school principal if you would like to join.

- The school plan for English learners
- Needs assessment
- Administration of the language census
- Efforts to make parents aware of the importance of attendance

GENERAL PARENT MEETINGS

The School staff and parents meet regularly during the general parent meetings. The meetings take place 3 times per year. These meetings are an important time for parents and staff members to communicate and plan with each other. At each meeting, time is set aside for announcements and updates.

NEWSLETTER

The Lashon Academy newsletter is produced and sent via email monthly. It encourages parent involvement and keeps everyone informed of events. In addition to news and information, an up-to-date calendar of events is included. All staff and students are welcome to submit articles or art to be published in the newsletter.

WEBSITE

The Lashon Academy website, located at www.lashonacademy.org, was developed and is maintained by the school administration and staff. The site is continuously updated and contains a wide variety of information for students, parents and staff. Information about parent involvement activities, upcoming events, contact details, staff websites and other useful information can be found on the website.



ATTENDANCE POLICY

All students must attend school daily. Parents or guardians are responsible for sending their children to school. Absences are disruptive to students' ability to learn and create problems with the implementation of Lashon's school culture. Accordingly, all absences, whether excused or unexcused, have the logical consequence that the student will have to make up all missing class work. Multiple unexcused absences may result in additional consequences such as parent conferences and attendance review board oversight. Any unexcused late arrivals or early leaves in excess of 30 minutes may be counted toward an unexcused absence.

TYPES OF ABSENCES DEFINED

1. Excused absences occur when a parent knows the child is not at school and the reason(s) is/are excused by the school. The following absences are considered excused:

a. Doctor's Note: When a medical note from a physician, dentist or other medical doctor indicates that the child must stay home from school. Parent must provide doctor's note within three (3) school days of the first day of absence. Only the office manager is authorized to accept a doctor's note;

b. Illness: When the child has an infection as indicated by a fever greater than 99.5° F or other illness that may be deemed contagious to the other students. A parent must provide a doctor's note for all illness-related absences lasting more than one consecutive school day. Similarly, parent must provide a doctor's note for all illness-related absences of two (2) days or more occurring in any ten consecutive school-day period. If a doctor's note is not provided, the principal of the School the student attends may consider each missed day after the first day an unexcused absence;

c. Bereavement: When an immediate family member of a student has died, up to five days per school year. Each day over three (3) school days shall constitute an unexcused absence unless otherwise determined by the School's principal. For this purpose, —immediate family|| means parents, siblings, and grandparents, including step relations (e.g., stepfather, stepsister, etc.) Parent is expected to provide some reasonable form of documentation supporting the absence. Bereavement for other close family relations may be considered on a case-by-case basis by the School's principal, and determined in his or her sole discretion.

2. Unexcused absences occur when a parent knows that the child is not at school but the reason(s) is/are not those excused by the school. Unexcused absences include a student being absent for any reason other than what is explicitly listed above. Examples of unexcused absences include missing class or other mandatory School activity due to family trip or vacation, or lack of transportation to the School. Moreover, each late arrival to school or early pick up from school may also be considered an unexcused absence as determined by the School's principal.

Consequences for Multiple Unexcused Absences:

Lashon Academy **allows six (6) unexcused absences** each year before consequences are imposed, other than the requirement to make up class work.



Upon the third unexcused absence, the School will take preventative action and contact the family by telephone to determine the reasons and causes for the unexcused absences or other attendance problems. The school will try to help the family resolve the problems.

Upon the fourth unexcused absence, the School will call the family to schedule an in-person meeting with a parent to discuss the unexcused absences and notify the parents that if two more unexcused absences occur the family will need to meet with the administration team.

Upon the fifth unexcused absence, a second in-person parent conference will be scheduled and the parent will be notified that one more unexcused absence will result in a meeting with the attendance review committee.

Upon the sixth unexcused absence, the family will be referred to the attendance board to seek an alternative remedy.

ATTENDANCE PROCEDURE

When a student is absent from school, we request that the parent/guardian call the office on or before the day of absence. Lashon Academy students are required to be in their classes and ready for roll call promptly at 8:10 A.M. It is the parent's/guardian's responsibility to provide documentation within the (10) days after the student returns to school. Lashon Academy students who are not present at roll call will be marked absent.

DROP-OFF AND PICK-UP PROCEDURES

Students can be dropped off in the designated drop-off area that enters on the Kester entrance between the hours of 7:30am-8:00am. At 8:00am the doors to the Kester entrance will be closed. Please accompany your child to the school office if you arrive after 8:00am.

Pick-up occurs in your child's classroom. Please read all traffic signs when parking on Kester Ave. Parents/Guardians must enter through the school side gate entrance and proceed directly to their child's classroom. The gate entrance will open at 3:05pm and remain open until 3:20pm. After 3:20pm parents will need to go to the school office.

LATE ARRIVALS

Students arriving to school after 8:10 A.M. must report to the Main Office and obtain a late pass prior to going to class. Students will not be allowed in the classroom without this pass. Parents should accompany their child to the Main Office to obtain a late pass. Please support your children in arriving to school on time and establish promptness in their daily schedules. Each late arrival to school or early pick up from school may also be considered an unexcused absence as determined by the School's principal. Any unexcused early leaves in excess of 30 minutes may be counted toward an unexcused absence.

EARLY SIGN-OUT PROCEDURE

Students will be allowed to leave school only with a parent or legal guardian, or with another person designated in advance by a parent or legal guardian through written authorization. Any person picking up a student early must sign a log at the Main Office. Those **NOT** identified on the authorized list can only pick up a child if the parent or



guardian has sent a *signed note* to the school notifying the school of this person's identity and proof of identification is provided.

PERSONAL NECESSITY ABSENCES

While parents/guardians shall be discouraged from taking their child(ren) on extended vacations or leaves of absence outside the designated instructional days, there are circumstances in which a school principal may authorize or approve such time off.

Such approval must take place prior to the absences. Please note that schools may offer: a. Homework or study assignments and/or other appropriate arrangements. b. Independent study to meet the educational needs of students in accordance with the requirements of E.C. 51745 in order to allow students the opportunity to make up absence(s) due to an emergency, personal necessity or extended travel in order to obtain apportionment.

If the extended absence is unauthorized, (i.e., not approved by the school principal) the absence will be documented as unexcused and counted toward truancy. If the principal approves the extended absence, it will be documented as excused.

ABSENCES FOR RELIGIOUS PURPOSES

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises with prior approval by the school principal [Education Code Section 46014]. Additionally, students may be absent to attend a religious retreat [Education Code Section 48205(a) (7)], not to exceed four hours per semester. Such absences are considered excused absences, and pupils are responsible for making up missed work. RELIGIOUS RELEASED TIME PROGRAM Pupils, with the written consent of their parents/guardians, may be excused from school in order to receive moral and religious instruction away from school property under the following conditions, pursuant to Board Rule 2125 and Education Code Section 46014: • The school is participating in the Religious Release Time Program. • Each pupil shall be released for no more than 40 minutes, once during the school week. • No pupil shall be excused from school for such purposes on more than four days per school month. • Each pupil shall attend school at least the minimum school day for his or her grade. • The time of day for the release shall be determined by the principal.

TRUANCY

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school and/or tardy and/or early pick up in excess of thirty (30) minutes on three (3) occasions in one school year without valid excuse or any combination thereof, is considered to be a truant under the law [Education Code 48260 (a)]. Upon a pupil's initial classification as a truant, the school district shall utilize the Notification of Truancy Letter to notify the pupil's parent/guardian [Education Code 48260.5], by mail or other reasonable means of the



following: • The pupil is truant. • That the parent or guardian is obligated to compel the attendance of the pupil at school. • That parents or guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution. • That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. • That the pupil may be subject to prosecution. • That the pupil may be subject to suspension. • Any pupil is deemed a habitual truant who has been reported as a truant three (3) or more times per school year and an appropriate district officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil himself/herself [Education Code 48262]. Any pupil who is deemed a habitual truant or is irregular in attendance in school or is habitually insubordinate or disorderly during attendance at school may be subject to prosecution [Education Code 48263.5]. 3 The District partners with the Los Angeles County Office of the District Attorney and the Los Angeles Office of the City Attorney in providing services to truant students.

STUDENT CALENDAR 2017-2018



School Calendar 2017-2018

July 2017

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2018

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2017

Mon	Tues	Wed	Thurs	Fri
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2018

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

September 2017

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March 2018

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2017

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2018

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

November 2017

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2018

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

December 2017

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2018

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SCHOOL EVENTS & HOLIDAYS	DATES
Staff Development	July 31 - August 11
Student Orientation Day	August 10
1st Day of School	August 14
Labor Day - No School	September 4
Back to School Night	September 7
Pupil Free Day - No School	September 21-22
Staff Development-No School	October 5
Pupil Free Day - No School	October 6
Pupil Free Day - No School	October 13
End of Trimester 1	November 9
Veteran's Day - No School	November 10
Parent Conferences	November 13-17
Staff Development-No School	November 20-21
Thanksgiving Holiday-No School	November 22-24
Winter Break - No School	Dec. 22 - Jan. 5
Staff Development	January 5
MLK Day-No School	January 15
Presidents Day-No School	February 19
End of Trimester 2	March 2
Parent Conferences	March 5-9
Staff Development-No School	March 12
Spring Break-No School	April 2-6
Open House	May 17
Pupil Free Day - No School	May 21
Memorial Day - No School	May 28
Last day of Instruction	June 6
Staff Professional Development	June 7-8

DISMISSAL TIME
Regular Day Dismissal is 3:00 pm
Minimum Day Dismissal is 5:30 pm

PARENT TEACHER CONFERENCES
November 13th-17th
March 9th - 9th

LEGEND	
Students Return	Light Blue
No School- Pupil Free Day	Black
No School- Staff Development	Orange
Parent Teacher Conferences	Yellow
End of Trimester	Light Blue



ILLNESS

Students should not come to school when ill. If a student becomes ill or is injured at school, s/he is to ask the teacher for a pass and report to the Main Office. A parent will be contacted to pick up the student. It is important that parents pick up their sick or injured child immediately for the care and comfort of the child and to maintain the health of other students.

The following symptoms are valid reasons to keep students at home:

High fever

Spasms or convulsions

Nausea or Vomiting

Any severe accident including deep cuts or bleeding

Evidence of a communicable disease

Persistent cough

Severe headache or stomachache

TREATMENT AND SCHOOL RELATED INJURIES

It is the policy of the school to treat minor injuries (scrapes, paper cuts, bumps, etc.) with ice packs, cold compresses, or Band-Aids as needed. Parents will be notified about minor injuries at the discretion of the administration.

When confronted with more serious injuries/illnesses, school staff will contact parents, and, if appropriate, transport the student to the nearest hospital emergency department or call 911 for assistance.

It is the responsibility of the parents to update school medical and emergency information.

MEDICATION

The California Education Code states that any student who is required to take medication prescribed by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the district receives: (1.) a written statement from the physician detailing the method, amount and time schedules that the medication is to be taken and (2.) a written statement from the student's parent/guardian authorizing the school district to administer the medication. (E.C. 49422, 49423)

Prescription medications must be in the original pharmacy container with the original prescription label adhered to the container. No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications may be carried by students on their person, in a backpack or other container except as indicated above and with the express knowledge and permission of the designated school personnel. Contact the main office if you have questions. Forms for medication administration are available in the main office.

There must also be a note from a parent consenting to the administering of the medication and providing a release for school personnel to consult with the student's physician if questions arise. All notes must be updated at least annually, and more frequently if the medication dosage, frequency of administration, or



reason for administration changes. The student must come to the Main Office to take the medication at the appropriate time.

MEDICAL APPOINTMENT

Parents should schedule children's medical appointments after 3:20 PM Mondays - Fridays whenever possible to minimize the time students miss time in school. If appointments are made during the school day, parents must come to the Main Office and sign-out their child.

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by the licensed California health care provider to attend school, including any recommendations regarding physical activity.

A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage) casts, splints, crutches, cane, walker, or a wheelchair must have a licensed California health care provider's written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility and safety.

IMMUNIZATIONS

All students will need to present a written immunization record provided by a physician or the health department prior to the first date of school. Immunizations must be up to date.

The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the school.

LICE

Students should not come to school if they have live lice. If Lashon finds a child on campus with lice, the parent will be notified to pick the child up from school to treat the child. Children may return to school with proof that treatment has been provided to the child. Lashon has additional resources on file to help support families in removing lice from their children and households.

STUDENT OFFICE USE

During class time, students must have a hall pass from their teachers to be admitted to the Main Office. Note that the office telephone is for emergency use only. If parents call the School to relay a message to his/her child, they should expect to leave a message with the Office Manager and it will be delivered to the child.



BEHAVIOR IN OFFICE

Students should obtain permission and/or pass from their teacher prior to visiting the Main Office during class time. Students are expected to always speak softly in the Main Office. Student should wait patiently until office personnel address them.

OFFICE APPOINTMENTS

The Office Manager is the primary point of contact for questions and referrals to other school personnel. Parents should schedule appointments to meet with the Principal or Teachers at least one business day in advance by contacting the Office Manager.

NO FOOD SHARING

In order to ensure our students' safety, Lashon adheres to a no food sharing policy. If the teachers plan to provide food to students, they will notify the class parents. We ask that no parents bring in food for students without prior consent from the teacher. All students will be asked to not share food with each other in attempt to prevent any allergy exposure from food.

PROGRAM COMPONENTS

STANDARDS-BASED REPORT CARDS

In a standards-based system, student achievement is reported in relation to the state common core-content standards. The report provides information about student proficiency three times a year. Progress reports are provided twice a year.

STUDENT STUDY TEAM

The Student Study Team addresses the needs of students who experience academic, emotional, social, health and/or attendance difficulties. The team consists of an administrator, resource specialist, classroom teacher and the parents. The team develops and implements an action plan designed to address identified student needs.

CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT)

State law requires school districts to assess the English language development of all English Learners (ELs) and of new enrollees in California public schools who may be ELs in order to determine each student's level of English proficiency in listening, speaking, reading and writing.

The CELDT must be administered to new enrollees in the District with a home language other than English, unless they have been assessed at another California Public School. Students who have previously been identified, as being English Learners must also be administered the CELDT annually to determine annual English language development progress until the EL student has been reclassified.



The CELDT is administered to students who are already identified as English Learners in the fall semester between July 1 and October 31. For new enrollees who have a home language other than English, the CELDT must be administered within 30 days of enrollment in a California public school.

To find more information about the CELDT, please contact your child’s teachers or contact the school office.

TRANSITIONAL KINDERGARTEN

TK is the first year of a two-year developmental kindergarten program-servicing children who turn five between September 2 and December 2. It is designed to build a solid foundation for success in school for “young” five year olds. The Kindergarten Readiness Act of 2010 that changes the kindergarten entry age in 2014-2015 to Sept. 1 funds the program. Transitional kindergarten is a program integrating the California Preschool Foundations and Kindergarten Common Core Standards.

Transitional Kindergarten is based on kindergarten standards, however is a blended program and would not expect mastery of kindergarten standards. The TK program assists children:

- Develop a positive self-image
- Establish productive social and working relationships with their peers through cooperative play situations
- Develop vocabulary, listening, speaking and memory skills, and the ability to follow directions
- Develop overall readiness and enthusiasm for learning

SUBSTITUTES

In the event that a teacher is absent, every effort will be made to find a substitute teacher. If a substitute teacher is not available, the students will be disbursed to other classrooms for the day.

CHARACTER DEVELOPMENT

The mission of Lashon Academy Charter School is to promote academic excellence, utilizing a Modern Hebrew-English language program, within a service-learning environment, with a deep commitment to the development of responsible citizens who can thrive in our global community. We understand that building strong character traits will aid our students in growing into socially responsible citizens. We believe in creating a diverse community where students work together, actively engaging in service-learning projects in order to become productive members of society. In this environment, our students develop the tools and character traits needed to achieve success in their continued education, careers, and journey in life. Each month the students will focus on a character trait that will enhance their role as socially responsible, global citizens.

SERVICE LEARNING

Each year students partake in a minimum of two service leaning opportunities. The activities are designed to be student-driven to heighten the engagement level of the students. The Lashon faculty will work closely with the Lashon Parent Organization to execute these service-learning projects.



HOMWORK POLICY

Lashon believes it is important for the family to support and encourage the learning process. Students will be required to read at home and will be sent home with concepts to review with their parents. The staff of Lashon Academy believes that homework is an integral part of our instructional program. It is a valuable extension of our classroom teaching and should reinforce, extend or enrich the concepts that our students have been taught in class.

Students will be expected to turn in all homework assignments in a neat and legible manner. You can help your son/daughter by being aware of what type of work is being sent home and by looking over the assignments when completed.

The purpose of this review is for students to engage their parents in what they are achieving at school. Students should not be struggling to complete any work at home. No new concepts will be introduced to students during home review.

Reading

Students are expected to read at home each week to promote literacy skills and encourage the learning process at home. Lashon encourages nightly reading, but as the school understands that may not always be possible we have instituted a weekly reading requirement. Students must turn in their weekly grade-specific reading log every Monday for the previous week.

General Review

Homework will be assigned at least 4 days a week. Students will either receive a weekly homework schedule or will be responsible for recording their own homework assignments. Each student should attempt to complete the homework independently, but may need assistance. If a child needs assistance, please do not do the homework for him/her. As a parent, please guide your children, allowing them every opportunity to do their own work.

Students are not expected to learn any new material at home; any work completed will be a review of what was presented at school. On average the review for grades K-2 should take students less than 30 minutes. In grade 3-4, review should take students less than 60 minutes. If you notice that your child's homework is consistently too difficult, please let the teacher know. Homework should be challenging, but not impossible.

In some individual circumstances if a student does need additional home-review to increase student success, it will be brought to the parents' attention. If you are unable to assist your child with homework, make sure to seek out alternative support for your child through after school or tutorial programs.



SCHOOL ACTIVITIES/VOLUNTEERS

FIELD TRIPS

Field trips are off-campus activities that extend and enhance classroom learning. All students are expected to participate in field trips since they are curriculum based. These trips occur during the school day. General requirements for field trips:

- Written permission is required for all field trips to sites other than the Lashon school property. Permission Slips for trips throughout the year will be issued for each trip. Parents must be informed as to the activities involved in the trip. **No child will leave the school premises on a trip without the school having obtained express written permission from the parent.** Vehicular seatbelts must be worn on all field trips.
- Your child's teacher will send home advance notice of planned field trips. These notices will give you more detailed information about these trips. If you plan to volunteer as a chaperone for a field trip, it is expected that you consider the following:
 - a) You may not bring your other children with you.
 - b) You assist the teacher in charge on the trip.
 - c) You supervise a small group of students.
 - d) You adhere to our 'no sharing' policy (food, candy, liquids).

The school reserves the right to select chaperone volunteers who exhibit appropriate behaviors.

CELEBRATIONS

We delight in celebrating your child's birthday at school with his or her friends and teachers! Teachers will be provided a birthday list and may facilitate activities during the day to acknowledge the special day for your child. Lashon requests that parents do not provide any cakes, cupcakes, and edible items for birthday celebrations.

In order to not disrupt the educational program, we ask that parents and relatives not visit the class for birthday celebrations until the last 20min of the school day. We need your full cooperation in this matter and we appreciate your understanding of the nutrition guidelines we adhere to in the best interest of all Lashon students. Invitations for personal parties may only be distributed on campus with prior administrative approval and include an invitation for every student in the class.

VOLUNTEERS

The involvement of parents in the classroom is greatly encouraged. There are two different ways parents can visit the classroom. One way is as an observer. The second way is to participate in the classroom as an instructional volunteer. Parents are welcome to request an observation period at any time. However, since classroom observations can be disruptive to the learning environment, our teachers have the right to refuse unscheduled observation requests. The best way to plan an observation is to follow these procedures:

- Schedule a date and time with the teacher by calling the office and
- Explain the purpose for the observation. Note: Observation times may be limited to one hour with prior appointment.



During observations, teachers and support staff are not available for any one-on-one discussions or conferences. These meetings may be scheduled for a later time.

INSTRUCTIONAL VOLUNTEER

STUDENT SAFETY ALWAYS COMES FIRST: All volunteers will need to be TB tested. Volunteers who may, at any time, be around children without Lashon faculty will need to be fingerprinted. While working as a volunteer, student safety must be the utmost priority.

TB Clearance: Before working with children volunteers will need to have a TB test on file in the office. TB tests are good for 4 years, so if you have one please bring the negative result to the office. If you don't have one, please get a test done and bring the result in.

BE PROMPT AND DEPENDABLE: The teachers count on you, and appreciate your promptness and reliability. If you know in advance that you will not be able to make it during your designated volunteer time, make arrangements to have another parent cover for you. If it's at the last minute and you can't arrange coverage, leave a voicemail for the teacher so she can make necessary accommodations in her lesson plan.

BE FLEXIBLE: Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour. Sometimes, a job that seems tedious to you is a big timesaver for the teacher and allows the teacher to get more effective teaching time in. Please be open and flexible about whatever the teacher asks you to do.

BE SURE YOU UNDERSTAND WHAT THE TEACHER NEEDS YOU TO DO: If you aren't sure, feel free to ask for more clarification.

NO CELL INTERRUPTIONS: Turn off your cell phone or place it on vibrate. It would be inappropriate and disruptive to make or receive phone calls during your classroom volunteer time.

HOLD OFF ON CONVERSATIONS WITH OTHER PARENTS: Please do not socialize with other parents in the classroom during your volunteer time. There may be other parents present or volunteering in the classroom during your time; it would be disruptive to the class if the parents socialize or chat during class time.

BE CONFIDENTIAL: Confidentiality is crucial and is the cornerstone of a successful classroom volunteer program. Information about every child is CONFIDENTIAL. All conversations with teachers and staff, test scores, behavior, etc. must remain within the classroom. Comments about children's progress (or lack of), and behavior in class should be addressed by the teacher. Please give each child the same respect you would want shown to your child by others.

BE POSITIVE: Make specific, positive comments about the children ("Johnny, you worked really hard on that math problem!"). Catch the child doing something good and then praise it.

OFFER FEEDBACK TO THE TEACHER: If you have a concern about a specific child or feel there is a need for some negative comment or disciplinary action, please tell the teacher and let her decide the appropriate action to take with a child. You may have observed something she did not see, and your feedback is important in helping her do her job.



DRESS APPROPRIATELY: The classroom isn't the place for skimpy or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher. All parents must dress in a professional manner.

VOLUNTEER SIGN-IN: There is a Volunteer Log at the Lashon office. Volunteers will need to sign in when they arrive and when they leave, and record the time spent volunteering. You will also need to obtain a volunteer badge from the office manager before entering the classrooms.

VISITORS TO SCHOOL CAMPUS

All campus visitors must have the consent and approval of the principal. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation
- Complete a visitor's permit upon arrival at the site
- Enter and leave the classroom as quietly as possible
- Not converse with the students, teacher and/or instructional aides during the visitation
- Not interfere with any school activity
- Keep the length and frequency of classroom visits reasonable
- Follow the school's established procedures for meeting with the teacher and/or principal after the visit, if needed
- Learn and follow the school-wide behavioral expectations
- Return the visitor's permit to the point of origin before leaving the campus.

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

SAFETY PLAN AND EVACUATION

The Lashon staff will be trained in procedures to be taken in emergency situations. Lashon will host drills for students to be prepared for situations in which emergencies may arise. If students need to evacuate classrooms or buildings within the school site, students will be directed to the basketball courts away from the school buildings. Lashon will contact parents after all emergency persons have been notified.

LASHON ACADEMY STUDENT INTERNET USE AGREEMENT

User Obligations & Responsibilities: Students are authorized to use the Lashon Academy's on-line services in accordance with user obligations and responsibilities specified below.



The system shall be used only for purposes related to Lashon Academy-approved curriculum. Commercial, political, and/or personal use of the system is strictly prohibited. Lashon Academy reserves the right to monitor any on-line communications for improper use.

The students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Lashon Academy policy.

The students shall not transmit or access material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use and only in accordance with copyright laws.

Vandalism and or theft of school property (including but not limited to electronic files and databases) will result in the cancellation of user privileges and/or disciplinary action. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy, steal, or alter Lashon Academy equipment or the materials or the data of any other user.

Inter-and intra-classroom communications messages are to be brief and will use appropriate languages. Use of e-mail and Internet resources shall be for educational purposes.

The students shall report any security problem or misuse of the network to the teacher or principal.

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Be brief. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or the telephone numbers of students or colleagues.
- Electronic mail (e-mail) is not guaranteed to be private. People who operate the system at this school have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

CODE OF CONDUCT

BEHAVIOR IN CLASSROOMS

Lashon promotes a culture of respect. The school will design and implement a school-wide classroom management system that upholds the values of respecting one another. Students must adhere to this system. Students are expected to be courteous to one another, respect, and tolerate one another and to work together to promote a successful learning environment. Students' actions may not cause a distraction to the education of their peers.



STUDENT OFFICE APPOINTMENTS

Students who want to talk to the Principal should complete an appointment form with the Office Manager before school, during break, or at lunchtime. Students will be notified when to report to the Main Office.

AUTHORIZED AREA/CLOSED CAMPUS

Lashon Academy students must remain on the school grounds during the day. This includes the lunch period. Lashon students may not enter unsupervised areas.

SCHOOL-WIDE DISCIPLINE PLAN

CHARACTER STRENGTH BUILDING PROGRAM

In addition to developing students who are academically competent, we understand that building strong character traits will aid our students in growing into socially responsible citizens. Therefore, we focus upon the qualities listed below, taken from the *Character Strength Building Program*.

We expect all of our students to uphold and model the characteristics of responsible global citizens. We will provide recognition to all students who demonstrate the 10 focus traits during the year at school-wide assemblies and weekly announcements.

Joyfulness	Honesty
Forgiveness	Confidence
Determination	Unity
Respect	Cooperation
Creativity	Patience

SCHOOL RULES

1. We will be respectful to each other physically, verbally, and socially.
2. We will respect all personal and school property.
3. We will not bring any items from home without special permission from our teacher.
4. We will only run in designated areas.
5. We will stay on school grounds and within supervised areas, or have a valid pass from a member of school personnel authorizing them to be out of supervised areas.

LUNCH AND PLAYGROUND RULES

1. Will participate in all activities in a safe and respectful manner and must show good citizenship
2. Will use equipment appropriately
3. Will include all students in activities
4. Students will clean up their area after snack and lunch
5. Student will not share food



CONSEQUENCES

When students fail to follow the rules it is sometimes necessary that the school apply progressive discipline as appropriate. Such consequences could include: a phone call home, loss of recess, adherence to a behavior contract, a referral to Student Study Team, suspension, or expulsion. If a behavior problem persists, the Behavior Dean will conduct a functional behavioral assessment and will determine what consequence will best meet the student's needs. Data will be reviewed regularly (weekly or bi-weekly) to monitor each student's ongoing intervention.

LEVELED SYSTEM PROCEDURES

The entire school will use the leveled system to ensure that all students are following school and classroom procedures, rules, and expectations. **ALL** classroom and playground behavior infractions must be taken care of by the classroom teacher by implementing error correction, unless it is a serious offense or the student is already on the level system and has an existing contract that would warrant a special consequence.

When a teacher deems that an incident is serious in nature, then the student should be sent to the office immediately with a filled out student referral form. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and escort the student to the office.

Level I:

A Level I violation consist of a student/teacher conference and contact, by telephone, with the parent(s) or guardian(s) informing them of the violation. If a Level I violation has been demonstrated three times, a Level I letter will be sent home for parent signature and returned to the teacher.

Examples of Level I Offenses:

Not following directions	Running in hallways	Excessive talking	Teasing/put downs
Inappropriate language	Eye rolling	Name calling	Misuse of materials

Level II:

A Level II violation consists of a student/teacher conference with the parent(s) or guardians(s). At this meeting, an agreement between the student, behavior dean, and teacher is developed (i.e., behavioral contract). The agreement is agreeable to all in attendance at the conference.

Examples of Level II Offenses:

Back talking/arguing	Inappropriate gestures	Refusal to work	Disrupting Operations
Cheating/lying	Throwing objects	Hitting	Excessive tardiness



Level III:

A Level III violation consists of a conference with the parent(s) or guardian(s), student, teacher, and school administrator. The teacher will make a recommendation for the student with the administrator after reviewing behavioral data and will then make a final decision.

Examples of Level III Offenses:

Fighting	Damaging Property	Making unsafe choices	Bullying
Disrespect for authority	Stealing	Use of profanity	Obscene gestures

REWARDS AND INCENTIVES

Students who are seen obeying school rules, demonstrating the character pillars, and following the school uniform policy are eligible to receive Character Tickets. These tickets are used to promote positive behavior. They will include the name of the student, the positive behavior that was caught being good and will then be given to the student.

Trimester Awards

- Citizenship Award: is given in recognition of excellence in behavior and respect for Lashon Academy and our community. This student consistently demonstrates qualities of a good citizen and is consistently thinking and acting responsible. These students must earn at least a 3.75 GPA in the areas of work and study habits on trimester grading periods, and have a teacher recommendation.
- Perfect Attendance Award: is given to any student who was not absent, never tardy, and did not leave early during the trimester.
- Most Improved Award: is given to students who have shown significant improvement in any academic area as determined by the classroom teacher.
- Academic Award: is given to students who have shown academic excellence with at least a 3.75 or above GPA in all core academic standards.

Positive Reinforcement

Each individual classroom will adopt a system to increase appropriate behavior in the classroom. The behavior dean will monitor the school data to evaluate the efficacy and fidelity of each system in every classroom.

Character Tickets

Teachers and other school personnel will give students a Character Tickets when they are caught making good choices. Students will be recognized in the classroom and during Schoolwide morning assemblies.



UNIFORM POLICY AND DRESS CODE

Lashon Academy encourages and promotes a positive and safe dress code for students, which adheres to a constructive educational environment. Accordingly all students must follow the standards of dress listed below:

School Uniform Policy

- Above the waist permitted color: **White Shirt**
- Polo shirts- short or long sleeves. **Must have a collar (no T-shirts allowed)**
- Sweaters or vests must be Navy or Dark Blue
- Outerwear such as jackets or windbreakers must be either Navy or Dark Blue.
- Below the waist permitted colors: **Navy or Dark Blue**
- Black stockings or leggings may be worn under skirts or jumpers (clothing still must be knee level or below when standing)
- Leather-style belts are to be black or brown with no studs or jewels.
- Footwear must be plain black, brown, or white.
- Shoelaces must be white or black.

Uniforms with Lashon Academy logos are available for purchase. Any student or parent who needs assistance with identifying or purchasing conforming clothing should contact the school principal directly. No student shall be sent home from school or denied attendance to school, or penalized academically or otherwise discriminated against, for noncompliance with the school uniform dress code policy. However, Lashon will provide any student who arrives at school in nonconforming clothes with conforming clothing for the day.

DRESS CODE

- Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits, tears or holes in pants or other articles of clothing are not permitted.
- Head coverings, including hats of any kind, except those worn for religious, medical or safety reasons, are not to be worn inside school buildings. Hats may be worn outside for sun protection (Cal. Ed. Code § 35183.5) or warmth. All hats are to be removed upon entering school buildings. For exceptions to this policy, the school's Principal must grant prior approval.
- Slacks, shorts, Capri pants, skirts and shorts are to be worn on the waist with no portion of an undergarment showing.
- Skirts, dresses, jumpers, shorts, and skirts must be at least knee length when standing.
- Skirts and dresses must have no slits in the sides or backs that expose the leg over knee level.
- Shirts and blouses must completely cover the midriff and chest area. No deep V-necks are permitted. Shirts and blouses shall show no cleavage nor drop off the shoulder.
- Oxford dress shirts, with short or long sleeves, must be tucked in.
- Trousers must be either pleated or flat front
- Trousers must not be longer than ½ inch from the sole of the shoe for safety.
- No jeans, cargos or baggy styles allowed.
- No oversized shirts allowed.
- For safety purposes, earrings, which may be for pierced ears, must not dangle more than one inch below the ear and necklaces or chains should not dangle below the chest.



- Wearing jewelry in eyebrow piercing, lip piercing, or more than one nose piercing stud is not permitted for males or females.
- Wearing other body piercings is not permitted.
- Clothing or jewelry with logos that depict or promote gangs (as defined in Cal. Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times. No flip-flops. No heels over one inch high.
- All students should groom their hair prior to arriving at school. No hair accessories, neck accessories, bracelets, etc., should protrude away from the body (i.e. have sharp points or be fashioned in a manner that could cause injury). Dog collars or spiked accessories are not permitted. Administration reserves the right to determine whether an accessory is appropriate for wear in the learning environment or not.

The Principal may modify this dress code at any time in consideration of student safety and promoting a healthy learning environment.

DISCIPLINE

GENERAL DISCIPLINE APPROACH

Discipline is an important component of a safe, respectful and welcoming school environment where students can learn and teachers can devote their time to teaching. Lashon applies thoughtful responses to student misconduct in order to provide this environment. Lashon Academy has set clear rules and expectations, which can be found in our Uniform Discipline Policy and includes the pupil suspension and expulsion policy (collectively, our “discipline policies”). The purpose of our disciplinary policies is to insure the rights of each student to attend school in a safe, positive and productive learning environment.

The standard approach includes, but is not limited to:

- Initial Classroom Management
- Principal and Family Notification with Improvement Goals
- Contractual Agreement with Parents and Students

BULLYING

Lashon Academy believes that all students have a right to a safe and healthy school environment. Lashon promotes mutual respect, tolerance, and acceptance. Lashon Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions.



Recognizing Bullying

Bullying is exposing a person to abusive actions repeatedly over time. Being aware of children's teasing and acknowledging injured feelings are always important. Bullying is especially a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying is a form of *violence*. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating).

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

Cyberbullying is bullying by electronic act. An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. (Ed. Code 32261 (g)).

Prevention of Bullying

To ensure bullying does not occur on school campuses, Lashon Academy will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Lashon Academy works toward preventing bullying by fostering a learning environment that focuses on values of respect and tolerance. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.



Reporting, Investigating, Mediation and Consequence Procedures

Lashon Academy expects students and/or staff to immediately report incidents of bullying to the Principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

- Students are expected to immediately report incidents of bullying to the Principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witnesses acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- When appropriate the school will work with students and parents to communicate and resolve issues among themselves.
- Students will be made aware of how their actions constitute bullying and the impact of their actions. Parents will be made aware of the concern. A log will be kept that includes the behavioral actions. Students will be asked to voice their views to be included in the log.
- If the actions are on going, students and parents sign behavior contracts consistent with written and communicated behavior codes for students, teachers, and staff. This contract will lay forth the further procedures on a case-by-case basis.
- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

PARENT/STUDENT/STAKEHOLDER COMPLAINT PROCESS

The purpose of this policy is to ensure that:

1. All parents, students, employees, and community members are informed of the process to submit complaints that are not covered under the Uniform Complaint Policy (UCP)
2. A process is in place on how and where to submit a complaint and that the complaint process is accessible to all
3. Lashon Academy maintains effective and transparent procedures for reporting, investigating, and resolving complaints submitted



How to file a complaint and receive response?

Complaints can be submitted in the following manner:

1. Complaint Form – available at school site and online from Lashon Academy's website (www.lashonacademy.org)
2. Fax – 818-337-0102
3. Call in – 818-514-4566, Sara Garcia, Principal
4. Email – sgarcia@lashonacademy.org
5. Mail – Lashon Academy, 7477 Kester Ave Suite 220, Van Nuys CA 91405 Attn: Sara Garcia, Principal
6. In Person – at the school

Once a complaint is received, it will be reviewed and routed to the appropriate personnel, i.e. – school counselor, assistant principal, principal, human resources.

How to file an anonymous complaint?

Complaints may be filed anonymously. If information is provided by the complainant, a response will be sent to the anonymous complainant. However, if no contact information is provided, a response will not be prepared but the complaint will be processed for recording purposes only.

Timelines for processing complaints

Every case will be reviewed and a written response to the complainant will be provided within 72 hours from the date that the complaint is submitted or received at Lashon Academy. If the complaint involves multiple incidents or individuals, Lashon Academy requests five (5) days to investigate incidents.

How to file an appeal?

Those not satisfied with the resolution can appeal to the board of directors via email at board@lashonacademy.org. The Board Chairperson will investigate the appeal and issue a decision, as well as a proposed remedy, in writing within 14 days of receiving the email.

Log of Complaints and Complaint Summary Report

The principal will take the lead role in resolving a complaint and will log, track and update complaints. A

copy can also be provided to the complainant, if requested.

Summary reports will be generated by the principal for monitoring and improvements as necessary. A semi- annual report will be prepared for distribution to



Board members.

The summary report will include the following:

1. Total number of complaints
2. Number of complainants
3. Type of complaint
4. Length of time for completing each complaint and if the timeline was met

UNIFORM COMPLAINT PROCEDURE

Where and How to File A Complaint

The *California Code of Regulations* (Title 5, Section 4600 et seq.) requires the districts, among other things, to adopt and publish procedures referred to as the Uniform Complaint Procedures (UCP) that provide for prompt and equitable resolution of discrimination, harassment, intimidation, and bullying complaints.

If you are a student, parent or interested third party or organization and you want to report an instance of discrimination, harassment, intimidation and bullying, a complaint must be filed with the Principal no later than six months from the date the incident occurred, or the date you first obtained knowledge that the incident occurred.

The UCP sets out the requirements for a valid complaint. A valid complaint must:

- Be written
- Be made by the person who experienced discrimination, harassment, intimidation and bullying, or by someone else on their behalf
- Be signed by the person reporting the alleged acts of discrimination, harassment, intimidation, and bullying
- Describe the specific acts of discrimination, harassment, intimidation and bullying
- State the alleged basis of the complaint (e.g., race, religion, gender, etc.)
- Be filed within 6 months of the date of the discrimination or harassment, or within 6 months of when the person making the complaint first found out about the discrimination or harassment

Response to Complaints

Within 60 days from the date of receipt of the complaint, the school shall conduct and complete an investigation of the complaint and prepare a written decision. During this process, the person responsible for the filing of the complaint is to be given the opportunity to provide evidence he/she believes supports the allegations. The school decision will include: (1) findings of fact; (2) conclusions of law; (3) disposition of the complaint; (4) the rationale for such disposition; (5) corrective actions, if necessary; (6) notice of the right to appeal the school's



decision to the California Department of Education (CDE) within 15 days; and, (7) the procedures to be followed to initiate such an appeal.

Contact Information to File a Complaint

Lashon Academy Contact: Daniela Anino-Principal
7477 Kester Ave. Van Nuys, CA 91405
818 514-4566 ♦ INFO@LASHONACADEMY.ORG

Categorical Programs Complaints Management (CPCM) Office
California Department of Education (CDE)
1430 N. Street Sacramento, CA 95814 ♦ 916 319-0929

GENERAL DISCIPLINE APPROACH

To preserve and protect this safe and welcoming environment, Lashon Academy will apply exclusionary discipline (suspension and expulsion) to serious incidents of student misbehavior that pose a threat to others or that are required under federal or California law. For non-emergency student misconduct, we will favor discipline techniques other than exclusionary discipline as a means to teach appropriate behavior and use progressive disciplinary approaches as needed.

Lashon Academy is a public charter school and a school of choice. Students who engage in prohibited misconduct as described in the charter petition, or do not meet the code of conduct and expectation requirements outlined in policies may be expelled.

Involving Stakeholders (Staff, Parents, Students, Legal Counsel)

The Lashon Academy Board will develop a detailed pupil suspension and expulsion policy and procedures, with the input of school staff, parents, and legal counsel that will provide students with “due process” rights when the school considers suspension or expulsion. Federal law describing the process that must be adhered to when disciplining students, including court decisions, and extensive laws governing discipline of special education students, will control the design of the policy and procedures. The Principal and Board members will become well versed in these policy and process requirements through workshops and trainings in order to implement the policy and procedures in accordance with the law.

Lashon Academy’s lists of suspension and expulsion offenses in this charter are preliminary lists, subject to later revision pursuant to the creation of the detailed policy and procedures regarding suspension and expulsion that the Lashon Academy Board will develop with input from parents, staff and legal counsel, adopt, periodically review, and modify as necessary.

The adopted suspension and expulsion policy, including the offenses that may result in suspension or expulsion, will be cognizant of federal protections for students, such as first amendment rights. Prior to enacting any “zero tolerance” provisions, Lashon Academy will consult with legal counsel to determine the limiting factors for such provisions.



The suspension and expulsion policy will address the most serious disciplinary problems when a student's behavior is a danger to other students or staff, or after a school's less severe disciplinary practices (designed to be corrective) have proven ineffective and the student presents a substantial and ongoing disruption to the school's operations. When a student violates this policy, it may be necessary to suspend or expel the student from regular classroom instruction in order to promote learning and protect the safety and well being of all students and staff.

Petitioners reviewed LAUSD's Discipline Foundation Policy: School-Wide Positive Behavior Support and the lists of offenses and procedures that apply to students attending non-charter schools in California Education Code passages cited above. The petitioners have created lists of offenses and procedures for Lashon Academy that will provide adequate safety for students, staff, and visitors to the school and serve the best interests of Lashon Academy's students and parents/guardians. Summaries of Lashon Academy's draft suspension and expulsions procedures and due process provisions are described later in this section.

LOCATION OF OFFENSE

A student may be suspended or expelled for any of the acts enumerated in this section, related to school activity or school attendance, that occur at any of the following times:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school-sponsored activity

REASONS FOR EXPULSION

Lashon Academy chooses to apply the list of mandatory and discretionary expellable offenses contained in the California Education Code to this charter school.

MANDATORY SUSPENSION & RECOMMENDATION FOR EXPULSION

The Principal will impose mandatory immediate suspension and the recommendation for expulsion of students who commit any of the five offenses below, as listed in Ed. Code § 48915 (c):

- Possess, sell, or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive

In compliance with the Federal Gun-Free Schools Act of 1994, Lashon Academy will impose a one calendar year of expulsion for any student bringing a firearm to school and will refer the student to law enforcement. The list above aligns to and fulfills this federal mandate.



DISCRETIONARY RECOMMENDATION FOR EXPULSION

For the five offenses below, as listed in Ed. Code § 48915 (a), the Principal may recommend expulsion or may find that "expulsion is inappropriate due to the particular circumstance." These significant but discretionary offenses include:

- Causing serious physical injury to another person, except in self-defense
- Possession of any knife or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance listed in Chapter 2 (§ 11053 et seq,) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
- Robbery or extortion
- Assault or battery, as defined in Penal Code § 240 and § 242, on any school employee

The Board's decision to expel a student because of one of these offenses will be based on one of the following findings:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. Due to the nature of the act, the presence of the pupil causes continuing danger to the physical safety of the pupil or others

GROUNDINGS FOR SUSPENSION -- OR EXPULSION, DEPENDING ON SEVERITY OR NUMBER OF OCCURRENCES

The following list of offenses that could result in suspension and/or expulsion at Lashon Academy are adapted from, but not identical to, offenses specified in Ed. Code §48900. At Lashon Academy, if the Principal determines that a student has committed any of the acts listed below, the Principal may suspend the student and, further, may recommend the student for expulsion. Offenses that could lead to suspension or expulsion depending on severity or number of occurrences are as follows:

- Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence on another person, except in self-defense
- Destroyed, stole, or attempted to steal school property or private property worth \$25.00 or more
- Unwarranted pulling of a fire alarm, throwing food, or stuffing inappropriate items or quantities of item into toilet bowls, or engaging in activities that would expose the student to a danger situation including unauthorized leaving of a supervised area.
- Engaged in bullying, hazing, intimidating, or harassing a pupil or school personnel, including but not limited to electronic acts and verbal or written sexual harassment
- Engaged in acts of vandalism, including but not limited to graffiti or spitting.
- Engaged in habitual profanity or committed an obscene act, including but not limited to making disrespectful gestures



DUE PROCESS AT LASHON ACADEMY

1. Adopt Policies. The Lashon Academy Board will review, adopt and periodically revise a pupil behavior policy and a suspension and expulsion policy at open meetings where parents, staff and other community members may observe and offer comments.

2. Inform Students, Parents & Guardians. The behavior policy will clearly describe student behavioral expectations and disciplinary consequences. Lashon Academy will post both the behavior policy and the suspension and expulsion policy on the school's website. The Principal shall ensure that students and their parents or guardians receive written notice of all discipline policies and procedures upon enrollment. The notice shall state that copies are also available on request at Lashon Academy's main office. The school will prepare copies in English, Spanish and Hebrew and in other languages if required to serve the school's enrolled families.

3. Report Violation. Students who observe or have knowledge of any planned or actual violation of the behavior policy, or students who are victims of any planned or actual violation of the behavior policy, should immediately report the incident to a teacher, staff member or the Principal. A teacher or staff member who observes or has knowledge of any planned or actual violation or who is the victim of any planned or actual violation shall immediately report the violation to the Principal.

4. Investigate Violation. The Principal shall expeditiously investigate the occurrence, collect evidence, and take statements, then determine whether the incident merits suspension or expulsion. This investigation may include conducting a lawful search of a student's attire, personal property, vehicle, or school property, including books, desks and school lockers, if the Principal has reasonable grounds for suspecting a search will uncover evidence that a student has violated or is violating the law or rules of the school. However, the search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SUSPENSION PROCEDURES

1. Informal Conference. Unless a student poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Principal will conduct an informal conference with the student before deciding to suspend the student. At this conference, the Principal will orally inform the student of what the student is accused of doing and the basis of the accusation. The student will be given the opportunity to present informal proof and the student's side of the story before the Principal decides whether to suspend the student.

- If the Principal determines that the student poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Principal may suspend the student prior to the informal conference.
- If the Principal suspends a student without the informal conference, both the student and the parent or guardian will be notified of their right to return to school for the purpose of a conference within five (5) school days, or at the parent's or guardian's earliest opportunity.



2. Duration of Suspension. The Principal determines the appropriate length of the suspension, up to ten (10) school days. When suspensions do not include a recommendation for expulsion, they shall not exceed ten (10) consecutive school days per suspension.

- If the suspension also includes a recommendation for expulsion, then additional due process steps apply. See “Expulsion Procedures” below.

3. Contact Parent or Guardian. At the time of the suspension decision, a Lashon Academy employee will make a reasonable effort to contact the parent or guardian by telephone or electronic message to inform him or her of the suspension and the reasons for the suspension.

- If the suspension is to begin that school day and Lashon Academy cannot reach a parent or guardian to arrange for supervision of a suspended student, then the school will hold the suspended student in an isolated but supervised manner at the school, unless hospitalized or detained in a correctional facility, until the close of that school day.

4. Written Notice of Suspension. The Principal will send written notice of the suspension within one (1) school day to the parent or guardian and to the student. A copy of this notice will be placed in the student’s cumulative file at Lashon Academy.

- The notice of suspension will state the fact of suspension, its duration and the specific offense committed by the student. In addition, the notice may state the date and time when the student may return to school. The notice will also state that, if desired by the parent or guardian, Lashon Academy will promptly hold a meeting at which to discuss the suspension and at which the student may be present and afforded an opportunity to present informal proof of the student’s side of the case.
- Additionally, if the Principal wishes to ask the parent or guardian to confer regarding matters pertinent to the suspension, the notice may ask the parent or guardian to respond to that request without delay.

5. Change of Placement Required Interim Alternative Educational Settings for Certain Offenses, Parent Notices, Manifest Determinations. If the student has an IEP or a 504 Plan, Lashon Academy will ensure that the school follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. The Principal will initiate procedures set forth in the MOU regarding special education between LAUSD and Lashon Academy, regarding change of placement, required interim alternative educational settings for certain offenses, parent notices, manifest determinations and all related matters. (See the “Special Education Students” section below,)

6. Behavior Contract. The Principal may require the student and the student’s parent or guardian to sign a contract that states the conditions that the student is expected to meet while enrolled at Lashon Academy. If the student breaks the behavior contract, a more severe form of discipline, such as expulsion, may be appropriate depending upon the circumstances. The school will keep the signed contract and give a copy to the parent or guardian and to the student.

7. Right to Appeal Suspension. The student’s parent or guardian may appeal the suspension decision within five (5) school days of Lashon Academy sending the Notice of Suspension to the student and parent or guardian. If no appeal is requested the decision is final and accepted.

8. Written Appeal of Suspension. If the student’s parent or guardian requests an appeal, it must be in writing, signed by the parent or guardian, directed to the Principal, and received by the Lashon Academy front office by 4:00 pm of the fifth day. Parents or guardians may compose their appeal requests in their home language.



9. Suspension Appeal Process. The Principal will attempt to resolve the appeal with a written response within ten (10) school days of receiving the written appeal. After appeal at the School level, if further appeal is desired, the student or the student's parent or guardian may appeal in writing to the President of the Lashon Academy Board within five (5) school days of the date of the Principal's written response.

- Lashon Academy School Board will post this closed session matter and report its decision in the manner required by the Brown Act at a meeting held within fifteen (15) school days of receipt of the appeal. All parties may present evidence and the Principal will submit a written recommendation to the Board.
- The Board will deliberate in closed session and report its decision in open session. The Board decision will be final.
- If any suspension appeal is denied, the student or the student's parent or guardian may place a written rebuttal to the action in the student's file.

EXPULSION PROCEDURES

1. Expulsion Recommendation. After the Principal investigates an incident, determines the offense should result in a suspension, and initiates the procedures to suspend the student as outlined above, the Principal may also decide to recommend, or be required to recommend, expulsion.

2. Extension of Suspension Pending Expulsion. If the Principal wants to consider extending a student's suspension pending an expulsion decision, the Principal will invite the student and the student's parent or guardian to a meeting held within five (5) school days of the student's suspension to discuss extending the suspension.

- The purpose of the meeting will be to discuss the extension of the suspension and may be conducted as part of the initial meeting with the parent or guardian after the suspension. At this meeting, the participants will discuss the offense and its repercussions. If the student has committed an offense that requires a mandatory expulsion recommendation, this will be discussed at the meeting so that all parties understand why the Principal must recommend expulsion.
- The Principal may only extend the suspension if, the Principal determines after the meeting that the presence of the student at Lashon Academy would cause a danger to persons or property, or a threat of disrupting the instructional process.

3. Timely Scheduling of Expulsion Hearing. The Lashon Academy Board of Directors will schedule an expulsion hearing within 30 school days of the date the Principal recommended expulsion.

4. Letter Regarding Expulsion Hearing. The Principal will send a letter by certified mail to the student and the student's parent or guardian regarding the expulsion hearing. The school will send this letter to the address reflected in the pupil's student file at least ten (10) calendar days before the date of the hearing.

- The letter shall notify the student and the student's parent or guardian of the following:
- The date, time and place of the expulsion hearing;
- The student's right to postpone the expulsion hearing, if requested by the student and the student's parent or guardian in writing, for a period of time not to exceed 30 calendar days;
- The Board's discretion to grant any further extension of time requested by the student and the student's parent or guardian in writing.
- A statement of the facts, charges and offenses upon which the proposed expulsion is based;



- A copy of Lashon Academy's disciplinary rules relating to the alleged violation;
- Notice of the obligation for the student and the parent or guardian to provide information about the student's status at Lashon Academy to any other school district or school to which the student seeks enrollment;
- The opportunity for the student and the student's parent or guardian to appear at the expulsion hearing in person and to employ and be represented by legal counsel or an advocate at the expulsion hearing;
- The right of the student and the student's parent or guardian, legal counsel or advocate to inspect and obtain copies of all documents to be used at the expulsion hearing;
- The opportunity of the student and the student's parent or guardian, legal counsel or advocate to confront and question witnesses who testify at the expulsion hearing (unless revealing the name of a student witness or requiring that the student testify could subject the student to risk, in which case statements and reports of such students may be relied on in lieu of live testimony and student names do not have to be revealed);
- The opportunity of the student and the student's parent or guardian, counsel or advocate to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witness testimony.

5. Lashon Academy Record of Expulsion. Lashon Academy shall maintain documents that may be used at the hearing and make them available for review by the student and the student's parent or guardian. These papers may include, but are not limited to, the following: a record of the student's attendance and grades; a record of previous infractions; a statement of the facts surrounding the case made by the Principal; a statement of the facts surrounding the case made by witnesses; a law enforcement agency's report; and any other relevant matter.

6. Expulsion Hearing. The Lashon Academy Board of Directors will conduct the expulsion hearing in a session closed to the public unless the student or the student's parent or guardian requests, in writing, at least five (5) days before the date of the hearing, that the hearing be conducted at a public meeting.

- Lashon Academy School Board will post this closed session matter and report its decision in the manner required by the Brown Act. Regardless of whether the expulsion hearing is conducted in a closed or public session, the Board may deliberate in a closed session but must report its decision in open session.
- If the Board admits any other person to a closed deliberation session, the student, the student's parent or guardian, and the legal counsel or advocate of the student also shall be allowed to attend the closed deliberations.
- A record of the hearing shall be made and may be maintained in a manner that permits a complete written transcription of the proceedings to be made.

7. Evidence & Testimony. While the technical rules of evidence do not apply to expulsion hearings, parties may provide the kind of evidence on which reasonable persons could rely in the conduct of serious affairs. The Principal's recommendation to expel must be supported by substantial evidence that the student committed an expellable offense.

- The Board will base its findings of fact solely on evidence produced at the hearing. Hearsay evidence is admissible, but the Board will not base a decision to expel solely on hearsay evidence. The Board may admit sworn declarations, as testimony from witnesses who the Board determines may be subject to an



unreasonable risk of physical or psychological harm if their identities were disclosed or if they testified in person at the hearing.

- If, due to a written request by the expelled pupil, the Board holds the expulsion hearing at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery, then a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

8. Expulsion Decision. The Principal shall submit a written recommendation, with findings of fact, to the Board of Directors who will make a final determination regarding the expulsion. The Board can only take final action to expel a student in a public session. The Board shall make its decision within the latter of ten (10) school days following the conclusion of the expulsion hearing, or forty (40) school days after the date of the pupil's removal from Lashon Academy for the incident for which the recommendation for expulsion is made, unless the student has requested in writing that the decision be postponed.

9. Decision Not to Expel. If the Principal decides not to recommend expulsion, or if the Board decides not to expel, then the student shall be reinstated and permitted to return to classroom programs. Decisions not to recommend expulsion or not to expel shall be final.

10. Decision to Expel & Appeal Procedure. If the Lashon Academy Board of Directors decides to expel the student, then the student or student's parent or guardian may submit a written objection and request for reconsideration to the Board within ten (10) days of the Board's decision.

- Reconsideration will be posted and conducted in the same manner as the expulsion hearing, deliberation, and decision in compliance with the Brown Act. Reconsidered decisions of the Lashon Academy Board of Directors shall be final unless successfully appealed to the Los Angeles County Board of Education.
- The student or the student's parent or guardian may file an appeal of the Lashon Academy Board's decision to expel with the Los Angeles County Board of Education according to Los Angeles County Board of Education procedures if permitted by the Los Angeles County Board of Education. If this appeal is made, decisions of the Los Angeles County Board of Education shall be final.

11. Rehabilitation Plan. Students expelled from Lashon Academy shall be given a rehabilitation plan developed by the Board of Directors, or its designee, at the time of the expulsion order. The rehabilitation plan will include, but not be limited to, procedures for periodic review as well as assessment at the time of review for readmission. The rehabilitation plan will include a date no later than one (1) year from the date of expulsion when the pupil may reapply to the school for readmission.

12. Suspension of Expulsion. The Lashon Academy Board, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year. The Board may assign the pupil to a school, class or program deemed appropriate for the rehabilitation of the student as a condition of the suspension of enforcement, or require other conditions such as good behavior or attendance.

- The rehabilitation program to which the pupil is assigned may provide for the involvement of the student's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.
- If the student satisfactorily completes the rehabilitation program, then the expulsion will be expunged from the student's record.



13. Written Notices of Expulsion. Following a Board decision to expel a student, the Principal shall send a written notice of the decision to expel to the student and the student's parent or guardian. The notice shall include the following:

- Notice of the specific offense committed by the student;
- The Board's findings of fact;
- The student's rehabilitation plan;
- The process for readmission;
- Notice of the right to submit a written objection and request for reconsideration to the school's Board of Directors within 10 school days;
- Notice that the decision of the Lashon Academy Board of Directors shall be final unless successfully appealed to the Los Angeles County Board of Education; and
- Notice of the student's and parent or guardian's obligation to inform any new district in which the student seeks to enroll of the student's status within the charter school.

14. Notification of Expulsion to the District. The Principal shall also send written notice of the decision to expel to the student's district of residence and the Los Angeles County Office of Education. This notice shall include the student's name and the specific expellable offense committed by the student.

15. Continuing Education. Expelled students are responsible for seeking alternative education programs, including but not limited to programs within the County or their school district of residence, such as a community day school.

- Special education students remain entitled to continued educational services. These educational services will be provided in accordance with the special education provisions for suspended and expelled students in the Lashon Academy charter and its MOU with LAUSD to ensure that these students continue to receive educational services.

16. Readmission Decision. Lashon Academy's Board of Directors shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission.

- The Principal, the student, and the student's parent or guardian shall first meet to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment.
- The Principal shall make a recommendation to the Lashon Academy Board following the meeting regarding the Principal's determination.
- The Board will make its decision at a meeting posted and conducted in compliance with the Brown Act. The decision to readmit a student or to admit a student previously expelled pupil from another school district or charter school shall be at the sole discretion of the Lashon Academy Board of Directors.

17. Records. Lashon Academy will maintain records of all student suspensions and expulsions at the school site and make such records available for LAUSD's review upon request.

- If a student is expelled from Lashon Academy, the school will notify the superintendent (or designee) of the school district of the pupil's last known address within thirty (30) days. In addition, Lashon Academy shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information, as required by Ed. Code 47605 (d) (3).



- Lashon Academy will also submit an expulsion packet to the LAUSD Innovation and Charter Schools Division (ICSD) immediately or as soon as practically possible, containing items required by ICSD.
- Finally, Lashon Academy will also forward student records upon request to the receiving school district, if different from the district of residence, in a timely fashion.

OUTCOME DATA

Lashon Academy shall maintain all data, involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to the District upon request.

REHABILITATION PLANS

Pupils who are expelled from Lashon Academy shall be given a rehabilitation plan upon expulsion as developed by Lashon Academy's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to Lashon Academy for readmission.

READMISSION

The Lashon Academy's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Lashon Academy's governing board shall readmit the pupil; unless the School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered. Lashon Academy is responsible for reinstating the student upon the conclusion of the expulsion period.

SPECIAL EDUCATION STUDENTS

In the case of a student who has an Individualized Education Plan ("IEP"), or a student who has a 504 Plan, Lashon Academy will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and Lashon Academy, an IEP team, including a district representative, will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Policies and Procedures Manual. Prior to recommending expulsion for a student with a 504 Plan, the Charter School's administrator will convene a Link Determination meeting to ask the following two questions: A) Was the misconduct caused by, or directly and substantially related to the student's disability? B) Was the misconduct a direct result of Lashon Academy's failure to implement 504?



VERIFICATION OF RECEIPT & INTERNET AGREEMENT FORMS

Parents/legal guardians are asked to read and review this Lashon Academy Parent and Student Handbook with your child(ren) each year. It is important that parents and students understand the expectations and rules for the school. Your signatures will indicate that you have reviewed and discussed the Handbook together and that you join Lashon Academy in our efforts to keep your school safe and orderly.

If there is a conflict between the rules expressed in the Handbook and your child's planner or classroom rules, the rules expressed in the Handbook shall take precedence. Please contact the Office Manager if you have questions or need clarification.

Please sign, and return the following page to the Lashon Academy Office Manager.



Parent/Legal Guardian Section for Handbook and Internet Use

A copy of the Parent-Student Handbook is located on our website.

As the parent/legal guardian(s) of the student signing below, I/we will:

Provide Home Academic Support by:

- Ensuring that my child is ready to learn
- Assisting and monitoring homework assignments
- Following through with school recommended actions
- Reviewing this agreement with student

Provide School Support by:

- Affirming the Tardiness and Absenteeism Policy by ensuring that my child regularly attends and arrives to school on time
- Supporting and adhering to the School's Discipline Policy
- Adhering to the School's Uniform Policy
- Attending and participating at mandatory Parent Meetings

I Grant permission for my child(ren) to access the Internet at School. I understand that the school's computing resources are intended for educational purposes only; it is impossible for the school to restrict access to the entire network; Individuals and families may be held liable for violating the Internet Use Agreement.

My/Our signature below represents my/our understanding and full commitment to the above conditions for the 2016/2017 school year. I/We have also discussed with my/our child.

Parent/Legal Guardian's Signature

Parent/Legal Guardian's Signature

The student agrees to do the following: (To be completed by students in Grades 2 or higher)

Demonstrate Academic Effort by:

- Coming to school ready to learn
- Completing all class and homework assignments
- Affirming the Tardiness and Absenteeism Policy by attending and arriving to school/classes on time
- Adhering to the school's Discipline Policy Adhering to the school's Uniform Policy
- Following all school rules and policies
- I understand that if I violate the rules, my Internet access can be terminated and I may face other disciplinary measures

Student Name: _____ Grade: _____