

Lashon Academy Charter School



Parent and Student Handbook 2020 -2021 School Year

All handbook policies are for Lashon Academy and Lashon Academy City Charter Schools

Board Approved 4-22-2020

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LASHON ACADEMY CHARTER SCHOOL

Lashon Academy strongly encourages all parents and students to review the Lashon Academy Charters approved by the Los Angeles County Office of Education (LACOE). The charters describe in great detail the promises the School has made to be an excellent school that serves students, in exchange for the authority to operate independently from LAUSD, and how Lashon Academy will meet students' academic, social, and emotional needs.

MISSION

The Lashon Academy mission is to prepare culturally diverse K-8 grade students to be self-directed learners and responsible global citizens, by fostering academic excellence, utilizing research-based instructional approaches in a multilingual 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:

The meaning of Lashon holds great importance in the development of language and the power of its use. Lashon Academy Charter School will instill in their students the understanding that speech, or words are very powerful and have a decisive impact on our lives. 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 8th grade. Complete staff directory can be found in the main school office. Enrollment in our school is open to all students who reside in California. No tuition is charged for enrollment.

Lashon Academy Valley (TK-8) 7477 Kester Ave. Van Nuys, CA 91405 818-514-4566 www.lashonacademy.org info@lashonacademy.org	Lashon Academy City (TK-3) 3186 7th Ave. Los Angeles, CA 90018 213-514-5767 www.lashonacademy.org info@lashonacademy.org
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School Administration Directory

Employee	Position	Email
Amber Cox	SPED Coordinator	acox@lashonacademy.org
Ale Cruz	Community Relations Coordinator	acruz@lashonacademy.org
Ravit Feldman	Hebrew Coordinator	rfeldman@lashonacademy.org
Stacy Lee	Head of School	slee@lashonacademy.org
Ryan McMorran	Academic Coordinator	rmcmorran@lashonacademy.org

Sara Garcia	Director of Education	sgarcia@lashonacademy.org
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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. Board meeting dates are posted on the Lashon Academy website and in the school office.

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

LOCATION OF BOARD MEETINGS

The Board will hold all meetings at the Lashon Academy Valley 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

Lashon Academy Charter School	Lashon Academy City Charter School
Regular Day TK/1st: 8:50am-3:20pm Regular Day 2nd-8th: 8:20am-3:20pm Student Morning Drop Off: 7:30am-8:20am Minimum Day Dismissal: 1:20pm	Regular Day TK-3rd: 8:30am-3:10pm Student Morning Drop Off: 7:30am-8:30am Minimum Day Dismissal: 1:20pm

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 via LivingTree or website on a regular basis. Please update the office with any changes in contact information.

You can contact a teacher by:

- Calling the school and leaving a message and the teacher will return your call
- Making an appointment
- Direct message via LivingTree

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 and English Language Learners. 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 LivingTree. It encourages parent involvement and keeps everyone informed of events. In addition to news and information, an up-to-date calendar of upcoming 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, 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, 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 conference with the school administration 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. Parents must provide a 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, parents must provide a doctor's note for all illness-related absences of two (2) days or more occurring in any ten consecutive school-day periods. 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, step sister, etc.) Parents are 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 Student Attendance Review Board.

Upon the sixth unexcused absence, the family will be referred to the Student Attendance Review 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 8:20 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 at 8:20am 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 8:00 A.M the doors to the Kester entrance will be closed. Please accompany your child to the school office if you arrive after 8:00 A.M.

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 3:15pm and remain open until 3:30pm.

Please see "Late Pick Up Procedures" if a student is picked up after 3:30pm.

LATE ARRIVALS

Students arrive at school after 8:20 A.M. must report to the Main Office and obtain a Tardy Pass prior to going to class. Students will not be allowed in the classroom without this Tardy Pass. Parents should accompany their child to the Main Office to obtain a pass. Please support your children in arriving at school on time and establish promptness in their daily schedules. Each late arrival (tardy) 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 **and fill out an Early Leave Reporting Form by 9:00am on the day of the early leave.** Early Pick Up is not permitted after 2:45pm. Those wishing to pick up between the time of 2:45pm-3:15pm must wait until dismissal time. 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.

LATE PICK UP PROCEDURES

If a student is picked up after 3:30pm, Late Pick Up for your child will be available starting at 3:45pm. Any parent who is picking up their child after 3:30pm must wait until 3:45pm to then pick up their child. Parents must wait by the side Gate in the Late Pick Up line until Late Pick Up begins at 3:45pm. All students must be signed out by a parent or guardian.

INDEPENDENT STUDY

While parents/guardians shall be discouraged from taking their child(ren) on extended vacations or leave of absences 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

A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant [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.

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 2020-2021

Appendix A Lashon Academy

Appendix B Lashon Academy City

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

Nausea or Vomiting

Evidence of a communicable disease

Severe headache or stomach ache

Spasms or convulsions

Any severe accident including deep cuts or bleeding

Persistent cough

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 3:10 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 and shall be checked by the office designee before returning to class. Lashon has additional resources on file to help support families in removing lice from their children and households.

STUDENT OFFICE AND BATHROOM POLICY

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.

During the school day, students must ask permission from their teacher or Lashon staff member to use the restroom. Once they gain permission the student will travel to the restroom with a partner and bathroom pass to ensure safety and accountability. All students will follow the school's check-in/check-out procedure when leaving the classroom.

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. Students 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.

CLASSROOM CHANGE REQUEST-POLICY AND PROCEDURES

Lashon Academy is fortunate to have an excellent team of teachers. We are confident that whatever classroom your child has been placed in, he or she will encounter a warm and well prepared teacher who is committed to student learning, to student success, to children – to **your** child.

The process used to assign students is a comprehensive one. As a school, we take the responsibility of class placement very seriously. Beginning in the spring, and continuing through the summer, many factors are considered in the process of placing every child. This includes adjustments necessary in the summer to incorporate new students. If you are new to Lashon Academy and have only recently registered, please realize these factors were considered as closely as possible in placing your child in the classroom that will best meet his/her needs. Such factors involve:

- The program/academic needs of the student
- The social needs of the student and their leadership styles
- Independent work habits of students
- Behavior factors regarding students
- The compatibility of students with each other (such as separating those in order to be successful)
- Ratio of boys and girls
- Teacher, staff, and/or SST team recommendations

Within the first few weeks of school, staff and principal will review staffing based on increases/decreases in enrollment. If significant enrollment changes emerge, then changes in class sections may be made. However, with the exception of such enrollment issues, because classroom placement has been so carefully determined with such a wide range of factors taken into account, parental concerns and requests for changes in classroom placement must follow a CLEAR PROCESS as outlined below, and are considered very carefully.

Classroom Assignment Change Procedure:

First Two Weeks of School: No changes considered until the 3rd week of school. Class rosters and student assignments remain as posted the day before school starts.

After “Two” Weeks: Arrange to meet with the Teacher. If serious concerns still remain after this period of time, the parent is invited to schedule a meeting directly with the classroom teacher to identify concerns and work together to resolve the issues (i.e., create a timeline, intervention plan; members of SST team may be invited to the meeting).

Following Formal Teacher/Parent Meeting: Review of assignment form. If it appears a change is still desired at this point, the parent should complete a Review of Assignment form. (Form available in the school office.)

Principal Receives Request: The principal reviews the form and contacts Parents and teacher to set a course of action in which any or all of the following may take place: class observations of the student by parents and

school staff, parents and teacher continue to communicate and may meet with the Principal, the school SST team may hear the concerns, student may be involved at any point, other teachers at a grade level may be consulted.

Decision made by Principal and Guidance Team: After looking into the situation and consulting with everyone involved, the Principal and the SST Team determine if and when a placement change may be made. The Principal will then notify all parties of the status of the request and initiate as smooth a transition as possible.

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

Standards-based grading measures your student's mastery of the essential standards for a class, or how well your student understands the material in class. The goal of this approach is to provide the teacher, student, and parent as accurate a picture as possible of the student's learning and to encourage a dialogue about how the student can master the material for the class. In particular, because learning is a process that takes place over time, each assessment will provide feedback for the student about what to focus on next.

Your student's learning will be assessed using a variety of formative and summative assessments. These tools will include formal assessments such as traditional unit and benchmark tests, projects, written papers, classroom assignments, or verbal assessments, but they may also include informal assessments such as classroom discussions or teacher observations. Essentially, everything that a student does in a standards-based class provides the teacher with evidence of the student's learning.

The scores on the 4 grading scale each have a very specific meaning. They are:

- 4-Exceeded. The student demonstrates an in-depth understanding of the material by completing advanced applications of the material.
- 3-Met. The student has mastered the complex, targeted knowledge, and skills for the class.
- 2-Nearly Met. The student understands the foundational material that supports the targeted learning, but is still working to master the complex material for the class.
- 1-Not Met. The student is able to demonstrate an understanding of the foundational material for the class with help from the teacher, but still struggles when working independently.

RETENTION POLICY

Retention is an intervention strategy to help students successfully attain grade-level standards, and it should be considered *only* if a teacher is reasonably confident that the student would approach grade-level proficiency

with an extra year of instruction. Lashon Academy has a standards-based policy that establishes criteria regarding mandatory retention of students in 1st-8th grades. Teachers who are considering retaining students at the end of the current academic year must review and comply with the school policy.

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.

ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS FOR CALIFORNIA (ELPAC)

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 ELPAC 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 ELAPC annually to determine annual English language development progress until the EL student has been reclassified.

The ELPAC 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 ELPAC must be administered within 30 days of enrollment in a California public school.

To find more information about the ELPAC, 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 two-year 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 learning 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.

HOMEWORK 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 a valuable extension of our classroom teaching and should reinforce, extend, or enrich the concepts that students have been taught in class.

Reading and Math

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 are encouraged to practice math concepts, facts, and review previously learned material via ThinkCentral as a way to reinforce grade level standards.

General Review

Students are expected to complete one project based learning assignment per trimester. This project will comprise both work completed in class in addition to the aspects that will be completed at home. This project will be a culminating assessment of the students' knowledge towards mastery of the common core standards taught throughout the trimester.

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, please 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 does not allow food of any kind 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 10 min 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 the 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

DIGITAL CITIZENSHIP

Digital Citizenship is a concept implored by our school to help students understand how to appropriately and effectively make use of their access to technology. Digital citizenship is important for 21st century skills, because it means that students can collaborate and communicate in a safe and responsible manner. Being a best digital citizen in the community includes having email etiquette, reporting and preventing cyber bullying, learning how to protect private information, and knowing how to navigate the digital world through the use of our school's technology.

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, adherence to a behavior contract, a referral to Student Study Team, suspension, or expulsion. If a behavior problem persists, the School Counselor 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:

Level I: The classroom teacher will hold a student/teacher conference with the student to discuss the undesired behavior, and contact, by telephone, the parent(s) or guardian(s) after school on the same day to inform the parent of the undesired behavior. Level I consequences may be provided due to a student’s failure to abide by classroom rules or school behavioral norms.

Examples of Level I Offenses:

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

Level II:

Level II: The classroom teacher will hold a student/teacher conference with the parent(s) or guardians(s) and school counselor. At this meeting, a Behavior Contract is developed between the student, counselor and teacher, and the possibility of convening an SST may be considered. Level II consequences may be provided due to a student’s repeated behaviors resulting in Level I consequences or, at the teacher’s discretion, behaviors that constitute a major classroom disruption.

Examples of Level II Offenses:

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

Level III:

Level III: The classroom teacher will hold a conference with the parent(s) or guardian(s), student, teacher, and school administrator. If the administrator deems it appropriate, Level III conferences may result in a suspension. Level III consequences may be provided due to a repeated violations of a Behavior Contract developed pursuant to a Level II consequence or the determination that the student engaged in one of the enumerated behaviors below.

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 constantly 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.

ELECTRONIC DEVICE AND PERSONAL ITEM POLICY

It is the policy of Lashon Academy to prohibit the use of cellular phones or any electronic mobile device and personal items (ie: toys) by students on campus during normal school hours. Students are permitted to possess cellular phones but the device shall remain turned off and stored in a backpack where it is not visible during normal school hours. Students are permitted to use cellular phones or other electronic mobile devices on campus before and after school or during school activities that occur outside of school hours. For district, state and national assessments, students are prohibited access to any unauthorized electronic devices at any time during the entire testing session. Students must comply anytime a request is made by school personnel to cease the use of a cellular telephone or other electronic mobile device even before or after school. The district is not responsible for lost or stolen cellular telephones, electronic mobile devices, or personal items.

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-Lashon Academy Campus**
 - **Light Blue Shirt-Lashon Academy City Campus**
- 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**

- Solid Color stockings or leggings may be worn under skirts or jumpers (clothing still must be knee level or below when standing)
- Footwear must be plain black, brown, or white.

Parents will be notified for students who are not in compliance with the school uniform policy in the following way:

1. First Offense- Phone call home and parents will be notified
2. Second Offense-Phone call home and parents will be asked to bring in alternate clothing
3. Repeat Offense-Parent meeting with Principal

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 (APPLICABLE ON SPIRIT DAYS)

- 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.
- 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 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.
- 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 witness 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 ongoing, 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.

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: Stacy Lee-Principal
7477 Kester Ave. Van Nuys, CA 91405
818 514-4566 info@lashonacademy.org

Lashon Academy City Contact: Sara Garcia-Director
3186 7th Avenue, Los Angeles, CA 90018
213 514-5767 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 has developed a detailed pupil suspension and expulsion policy and set of 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. Stakeholder groups will be trained on policy and procedures through parent meetings, staff meetings, and classroom activities. Federal and state law describing the process that must be adhered to when disciplining students, including court decisions, and extensive laws governing discipline of students with disabilities, will control the design of the policy and procedures. The Principal and Board members will be well versed in these policy and process requirements through workshops and training in order to implement the policy and procedures in accordance with the law.

The adopted suspension and expulsion policy, including the offenses that may result in suspension or expulsion, are cognizant of federal and state 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 addresses 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.

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
- Unlawfully 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 an expulsion of at least 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 a continuing danger to the physical safety of the pupil or others

GROUND FOR SUSPENSION OR EXPULSION

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

Enumerated Offenses

Discretionary Suspension Offenses

Students may be suspended for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.

g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall apply to pupils in any of grades 4 to 12, inclusive

l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.

m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

q) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in

sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

1) "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 student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
- iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, video, or image.
- ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying

the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. An act of cyber sexual bullying.

(a) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(b) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).

w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

Non-Discretionary Suspension Offenses

Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
- b) Brandished a knife at another person.
- c) Unlawfully sold a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- d) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- e) Possessed an explosive.

Discretionary Expellable Offenses:

Students may be recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except self-defense.

- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an

immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

1) "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 student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
- iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, video, or image.
- ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.

(b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. An act of cyber sexual bullying.

(a) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(b) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

u) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).

v) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

NON-DISCRETIONARY EXPELLABLE OFFENSES:

Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

b) Brandished a knife at another person.

c) Unlawfully sold a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

d) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.

e) Possessed an explosive.

DUE PROCESS AT LASHON ACADEMY

- 1. Adopt Policies:** The Lashon Academy Board will review, adopt, and periodically revise a student discipline 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 discipline policy will clearly describe student behavioral expectations and disciplinary consequences. 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 discipline policy, or students who are victims of any planned or actual violation of the discipline 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 person and/or personal effects (e.g. backpack, purse, etc.) if a school official has reasonable suspicion that the student has violated or is violating either the law or the Charter School's rules and policies. This includes, but is not limited to, possession of illegal, unauthorized or contraband materials. Articulate facts must support a school official's reasonable suspicion that a search is justified, and the scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. In no case shall a strip search be conducted by school officials, and any search of a student and/or their personal effects shall be conducted in the presence of another adult witness whenever possible.

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 and parent/guardian 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 an emergency situation exists, the Principal may suspend the student prior to the informal conference. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the Principal suspends a student without the informal conference, both the student and the parent or guardian will have the right to a conference within five (5) school days, or at the parent's or guardian's earliest opportunity. The Principal or designee shall make a reasonable effort to contact the parent/guardian by email or phone.

2. Duration of Suspension: The Principal determines the appropriate length of the suspension, up to five (5) consecutive school days. When suspensions do not include a recommendation for expulsion, they shall not exceed twenty (20) school days in any school year in accordance with Education Code 48903. (If the suspension also includes a recommendation for expulsion, then additional steps apply. See “Expulsion Procedures” below.)

3. Contact Parent or Guardian: At the time of the suspension decision, a Lashon Academy Principal or designee 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. During all suspensions, the Principal, working with the student’s classroom teacher, will ensure that the students and their families receive classroom materials and current assignments to be completed at home during the term of the suspension (homework and class work missed). All work will be graded by the teacher and feedback will be provided in a timely manner. Students will be given an opportunity to make up all missed assignments and assessments.

4. Written Notice of Suspension: With all suspensions, the Principal will send written notice of the suspension either in person or via mail 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 shall state the date and time when the student shall return to school. The notice will also state that if the student denies the charges, Lashon Academy will provide explanation of the evidence that supports the charges, as well as an opportunity for the student to present his or her side of the story. Additionally, the notice will state that if the Principal has suspended a student without the informal conference, both the student and the parent or guardian have the right to a conference within five (5) school days, or at the parent’s or guardian’s earliest opportunity.

5. 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. The behavior contract will not exceed or be different from grounds for suspension and expulsion listed in this charter petition. If the behavior contract is broken by the student, 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.

6. 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.

7. 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 school day. Parents or guardians may compose their appeal requests in their home language.

8. 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, e.g. hand delivery or via mail, to the Executive Director of Lashon Academy within five (5) school days of the date of the Principal's written response. The Executive Director will review the appeal, and, if necessary, hold a hearing to learn more about the incident that resulted in suspension. The Executive Director will make the final determination of any suspension appeal. An appeal does not halt a student's suspension. If the suspension is overturned, the suspension will be removed from the student's record, and any remaining days will not have to be served.

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. The Principal shall submit a written recommendation to the Administrative Panel who is responsible for making a determination regarding the expulsion. The Administrative Panel shall consist of at least three to five members who are neutral and impartial teachers or administrators who have not taught the student. Qualifications for the Administrative Panel include a teaching or administrative credential and at least 3 years of classroom teaching experience. Volunteer employees who qualify to serve on an Administrative Panel will be selected by the Executive Director and Principal, and will receive annual training in the Charter School's expulsion policy and procedures, including due process, rights of students with disabilities, and alternatives to 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 suspension meeting with the parent or guardian after the suspension. At this meeting, the participants (administrator, student, parent/guardian) 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.

Suspensions may be extended by 10 days while pending an expulsion hearing. Students will have meaningful access to their academic work during the term of the suspension so as to not fall behind.

3. Authority to Expel: A student may be expelled based on the determination of the Administrative Panel following a hearing before the Panel.

4. Timely Scheduling of Expulsion Hearing: The Lashon Academy Administrative Panel will schedule an expulsion hearing within 30 school days of the date the Principal recommended expulsion.

5. Letter Regarding Expulsion Hearing: The Principal will send an email or certified letter to the student and the student's parent or guardian regarding the expulsion hearing, including written notice of the charges against the student and an explanation of the student's basic. 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 Administrative Panel'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, charge(s) and offense(s) upon which the proposed expulsion is based;
- a copy of Lashon Academy's disciplinary policy 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.

6. **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.

7. **Expulsion Hearing:** The Lashon Academy Administrative Panel will conduct the expulsion hearing in closed session unless the student or the student's parent or guardian requests, in writing, at least at least five (5) days before the date of the hearing, that the hearing be conducted at a public meeting. The expulsion hearing shall be confidential. The student will have the right to present testimony, evidence, and witnesses, to confront and cross-examine adverse witnesses, and to bring legal counsel or an advocate.

8. 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.

9. **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 Administrative Panel will base its findings of fact solely on evidence produced at the hearing. Hearsay evidence is admissible, but the Administrative Panel will not base a decision to expel solely on hearsay

evidence. The Administrative Panel 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 Administrative Panel 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.

10. **Expulsion Decision:** The Administrative Panel shall make its decision within ten (10) school days following the conclusion of the expulsion hearing, unless the student or parent/guardian has requested in writing that the decision be postponed.

11. **Decision Not to Expel:** If the Administrative Panel 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.

12. **Decision to Expel:** If the Administrative Panel makes a determination that the student committed an expellable offense, the student shall be immediately expelled unless the parent or guardian timely submits a written appeal to the Lashon Academy Board. The Principal shall send a written notice of the decision to expel via mail to the student and the student's parent or guardian within five (5) school days. The notice shall include the following:

- notice of the specific offense(s) committed by the student;
- the Administrative Panel's findings of fact;
- the student's rehabilitation plan;
- the process for readmission;
- notice of the right to submit a written appeal 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; 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.

13. **Request for Appeal:** The student or student's parent or guardian may submit a written appeal (in English or native language) and request for reconsideration to the Lashon Academy Board of Directors within ten (10) days of the Administrative Panel's decision via hand delivery or mail.

14. **Appeal Procedure:** Reconsideration will be posted and conducted in compliance with the Brown Act. The Board of Directors shall hear the appeal in a closed session. Reconsidered decisions of the Lashon Academy Board shall be completed within 15 school days or 30 calendar days of the submission of the appeal, whichever first occurs, and shall be final.

15. **Notification of Expulsion to the District:** The Principal shall 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.

16. **Continuing Education:** The school will facilitate assisting the parent in seeking alternative education programs, including but not limited to their school district of residence

17. **Rehabilitation Plan:** The rehabilitation plan 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 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.

18. **Records:** Lashon Academy will maintain records of all student suspensions and expulsions at the Charter School site and make such records available for LAUSD's review upon request.

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 the school'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. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to Lashon Academy for readmission. The school shall inform parents in writing of its processes for reinstatement and applying for expungement of the expulsion record.

READMISSION

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, 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 and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

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 in 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 2020/2021 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: _____



School Calendar 2020-2021

July 2020

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	31

January 2021

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

19

August 2020

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				

11

February 2021

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

18

September 2020

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		

19

March 2021

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		

19

October 2020

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

21

April 2021

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

20

November 2020

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				

15

May 2021

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				

18

December 2020

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	

14

June 2021

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		

6

SCHOOL EVENTS & HOLIDAYS	DATES
Student Orientation	August 13
1st Day of School	August 17
Professional Development-No School	September 4
Labor Day - No School	September 7
Back to School Night	TBD
Holiday - No School	September 28
Picture Day	TBD
Picture Day - (Retakes)	TBD
Veterans Day - No School	November 11
End of Trimester 1	November 13
Parent Conferences	November 16-20
Thanksgiving Break - No School	November 23-27
Winter Break - No School	Dec 21- Jan 1
MLK Day-No School	January 18
Presidents Day-No School	February 15
End of Trimester 2	February 26
Professional Development-No School	March 12
Professional Development-No School	March 15
Parent Conferences	TBD
Spring Break-No School	March 26-April 2
Open House	TBD
Holiday - No School	May 17-18
Memorial Day - No School	May 31
End of Trimester 3	June 8
Last day of Instruction	June 8
Staff Professional Development	June 9-11

DISMISSAL TIME

Dismissal Time on Regular Days is TBD

Minimum Day Dismissal is TBD

PARENT TEACHER CONFERENCES

November 16-20

March 8-12

LEGEND

Students Return	
No School Day	
End of Trimester	
Parent Teacher Conferences	
No School Day-Staff Development	

