



Los Angeles
College Prep
Academy
Grades 9-12

**Student and Parent Handbook
2019-2020**

Our Mission

The mission of Los Angeles College Prep Academy (LACPA) is to close the achievement gap and to provide all students with the opportunity for a world-class, college- preparatory education and to graduate leaders who are prepared to succeed in the nation’s top universities and be productive citizens.

Administrators

Executive Director	Angie R. Sims
Curriculum Specialist & EL Coordinator	Janeatte McKee

Administrative Support Staff

Administrative Assistant	Ana Duarte
Athletic Coordinator	Ron Breaux
College & Career Counselor/Testing Coordinator	Jesus Contreras
Operations Manager	Veronica Ramirez
Assistant Athletic Director/Campus Aide	Janet Tejada
Information Technology	Omar Leon

Board of Directors

Board President	Claudia Perez
Board Secretary	Angel Meza
Board Treasurer	Sherri Miller
General Member	Michael Baslee
General Member	William Flores

Letter of Introduction

Angie R. Sims, Executive Director

August 1, 2019

Dear LACPA family:

As the Executive Director of Los Angeles College Prep Academy, it is my sincere pleasure and honor to serve this wonderful school community as a member of the LACPA family. I hold a rich history of academic and cultural excellence that is the result of this collegial partnership with this community. I am dedicated to working with the board, staff, students, parents and the community to focus on, and develop best practices for delivering instruction and academic success for our students. I am truly honored to be appointed to this position and am looking forward to serving you with the best educational program, as well as continue to grow the school's program.

Prior to coming to LACPA, my professional career was extensive. I began this journey in college as a teacher's assistance. Upon graduation, I became an elementary school teacher in Compton Unified School District; after two years, I moved to high school English. In 2001, I relocated to Boston, MA and there, I also instructed English. While in Boston, I became a founding teacher for the first University of Phoenix satellite campus. On September 3, 2003, I returned to Los Angeles and was asked by my former credential teachers to join the adjunct duty faculty at Cal State Dominguez Hills. For the next two years I would instruct Classroom Management for the Urban Setting and served as the Teacher Credential Coordinator for student teachers. However, my heart remained in secondary education and I returned to teaching English and GED courses at a special education school in Culver City. In 2007, I began consulting for charter schools and returned to my passion of teaching Business Education, in the middle and high school setting. During this time, I also transitioned to the University of Phoenix Beverly Hills and Gardena campuses and continued teaching with them until 2010, when I became Administrator of the former charter school in which I was employed. I served in many capacities there as: Assistant Principal, Administrator to Special Education and Dean of Student Activities and Head of School. With 19 years of educational experience across the spectrum and spending my entire life exposed to the educational setting, as my mother and all eight of her siblings were educators, I know that educating students is my calling.

My greatest initiative is to provide leadership that will facilitate a safe school environment, provide differentiated instruction to meet the needs of our students, and provide the best services for our families. Education is challenging, but through a partnership where every stakeholder is a part of the process, students will grow, become life-long learners and meet their fullest potential.

Respectfully,



A. R. Sims



Dear Parents/Guardians and Students,

Welcome to the 2019-2020 school year! I am enthused and honored to be returning for my fifth year here at LACPA. I will be continuing to support teachers and students in my second year as Curriculum Specialist and EL Coordinator. In the past, I have taught English 9, English 10, English 11, English 11 AP, English 12, English 12AP, English Intervention, Drama, as well as College Prep. I am dedicated to ensuring that all members of the LACPA family have a happy and productive year. For those who have not had the opportunity to get to know me in previous years, I would like to share some information about my professional background and personal philosophy.

I am a proud graduate of UCLA (go Bruins!); I studied Political Science and Anthropology. After graduating and earning my B.A. degree in 2003, I decided to combine my desire to help others with my passion for English language and literature. I completed my teaching credential program at CSUN and received my Single Subject English teaching credential in 2006. I have been in the classroom ever since and have loved and cherished each year I have taught. I received my Administrative Credential in 2019 and I look forward to the excitement and challenges that my second year in the office will bring.

I believe that every student and staff member is an important contributor to the classroom and school environment. Every student has the potential to succeed. I come to campus each day with a smile. Accordingly, I expect each student to be responsible for their learning and to be an active school community participant. I believe in fostering lifelong learners and developing students into independent self-advocates. I encourage all stakeholders to feel free to communicate with me throughout the year. Let's make this year the best one yet!

Sincerely,

Janeatte McKee





BULLDOG BELL SCHEDULE

2019-2020

Mon/Thu	Tues/Friday	Wed
8:00-9:45 am Block 1	8:00-9:45 Block 2	8:00 - 8:45 am Block 1
9:45-10:00 am Break	9:45-10:00 Break	8:50- 9:35 am Block 2
10:05- 11:50 am Block3	10:05- 11:50 Block 4	9:40- 9:50 am Nutrition
11:55- 12:35 pm Lunch	11:55- 12:35 Lunch	9:55- 10:40 am Block 3
12:40- 2:25 pm Block 5	12:40- 2:25 Block 6	10:45-11:30 am Block 4
2:30-3:15 pm Block 7	2:30-3:15 Block 7	11:35-12:20 pm Block 5
		12:25-1:10 pm Lunch
		1:15- 2:00 pm Block 6
		2:05- 2:45 Block 7



LACPA School | 2019-2020 CALENDAR

- 5-9 Professional Development
- 9 Open House @ 12:00 pm
- 12 1st Day of School

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 Instructional days

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 15 Progress Report (3)
- 17 Presidents' Day
- 19 Monday's Schedule

19 Instructional days

- 2 Labor Day
- 4 Monday's Schedule
- 27 Progress Report (1)

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 Instructional days

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 9-10 Benchmarks
- 12-13 Makeup Benchmarks
- 13 Quarter 3 ends
- 16 Professional Development
- 17 Monday's Schedule
- 19 Q3 Progress Report (4)
- 19 Back to School Night

21 instructional days

- 14-15 Benchmarks
- 17-18 Makeup Benchmarks
- 18 Quarter 1 ends
- 28 Q1 Progress Report (2)
- 24 Back to School Night
- 30 PSAT (9th, 10th, & 11th)

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 instructional days

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 Caesar Chavez No School
- 6-10 Spring Break
- 13-17 Physical Fitness Test
- 15 Friday's Schedule

16 instructional days

- 11 Veterans Day
- 13 Monday's Schedule
- 25-29 Thanksgiving Holiday

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 Instructional days

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 18-19 12th grade Final Exams
- 21-22 Makeup 12th grade Finals
- 25 Memorial Day No School
- 27 Monday's Schedule
- 26-27 9th-11th Final Exams
- 28-29 Makeup 9th-11th Finals
- AP testing dates announced in Spring

20 instructional days

- 23-Jan 3 Winter Break

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15 Instructional days

JUNE '20						
S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 4 Last Day of Semester 2
- 4 Pupil Free Day
- 4 Graduation

8-12 Teacher Check Out

Summer Office Hours 6-8/20- 8-1/20
9am-3:30 pm

- 6-7 Semester 1 Final Exams
- 9-10 Makeup Final Exams
- 13 First day of Semester 2 (Q3)
- 15 Semester 1 Report Cards
- 20 M.L. King Day No School
- 22 Monday's Schedule

JANUARY '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 instructional days

First Semester
8/13 - 1/11
93 days

Second Semester
1/15 - 6/6
93 days

Total 186 days

- Minimum dayschedule
- Non-school day
- School closed
- Progress Report/Cards Mailed
- Final Exams
- Benchmarks (Midterms)

OFFICE HOURS AND CONTACT INFORMATION

Office hours are Monday through Friday: 7:30 a.m. to 4:00 p.m.

Address: Los Angeles College Prep Academy
625 Coleman Ave.
Los Angeles, CA 90042

Tel: (323) 257-1499

Fax: (323) 257-1497

SCHOOL HOURS

The school hours are: Monday to Friday: 7:55 a.m. to 3:15 p.m.

Students should **NOT** be on school grounds before 7:30 am or after 3:15 pm, unless requested or approved by a teacher, administrator or participating in an after-school program.

Los Angeles College Prep Academy (LACPA) is a closed campus. Once a student arrives on the premises, he/she is not permitted to leave unless signed out by a parent, guardian or other authorized individual. **No off-campus lunch passes are issued.**

BELL SCHEDULE AND SCHOOL YEAR CALENDAR

Please see Attachment "A" on page 15.

EMERGENCY CONTACT INFORMATION

Parents, guardians must inform the school of any change of address, telephone number or emergency information immediately.

VISITORS

- All visitors must go directly to the Office and sign the Visitor's log get clearance and obtain a Visitor's badge.
- Visitor's badge must be worn always on campus and returned to main office before leaving campus.
- Visitors should come into the office for school-related purposes only - e.g. when called by an administrator or in an emergency.
- Sending flowers, balloons, and stuffed animals are a distraction to the classroom environment. Please refrain from sending these items; if sent they will be kept in the main office until after school.
- Parents requesting to visit classes must alert the school 24 hours in advance, so it can be arranged.

STUDENT RECORDS

Student records at LACPA are kept in the Main Office. Official transcripts must be requested through our Main Office in person.

There is a 48-hour processing time for all forms or documents requested.

Federal and State law prohibits the release of **ANY** student information without written consent of the parent, or student (18 years or older).

Phone authorizations are not allowed.

Unless otherwise prohibited by law, biological or adopted parents, legal guardians may have access to and review student records pertaining to their own child.

LACPA teachers and staff have a right to access student records information without the consent of the parent or student.

Students who are 16 years of age or older have the right to review their own records.

Agencies may be authorized to access, review, and/or obtain student records by court order.

All transcripts are released in compliance with the Family Educational Rights and Privacy Act of 1974, with the condition that no third party may be given access to this information without the written consent of the parent or student (18 years or older).

AGE OF MAJORITY

When the student reaches the age of 18, the age of majority, they have the right to receive all information, make all decisions related to his/her education as well as any financial responsibility that might occur while enrolled in school. This includes the right to: sign their own field trip slips, sign out for official appointments with the court or doctor (must be pre-approved by Admin and have documentation). **Students signing out early, even at 18 + must have parent permission.**

WORK PERMITS

Work permit applications are available in the main office and will be processed within 48 hours.

A work permit is based on the following:

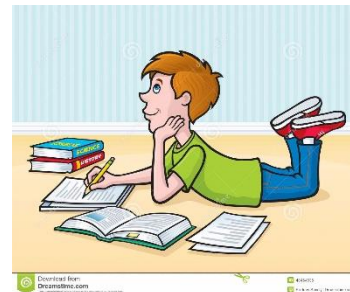
- Offer of a job before applying for a work permit
- Student eligibility each quarter for a work permit (2.0 GPA and no more than one “F”)
- Payment of all outstanding school debts before a work permit is issued
- Employment must meet California and Federal Labor Codes for students enrolled in school
- Only the school’s College & Career Counselor can sign and approve work permits.

REQUIRED CLASSROOM MATERIALS

- A course syllabus will be provided by teachers.

HOMEWORK POLICY

If the student does not complete his/her homework for any period, the teacher may issue the student a same day detention. If the student does not attend the same day detention, the student will be referred to the office. After 10 homework referrals, a mandatory parent conference will be scheduled.



EXTRA-CURRICULAR ACTIVITIES

LACPA offers a variety of activities, dances, clubs, CIF athletic opportunities, off-campus trips, competitions, leadership, and representation on the Principal's Site Council/Focus Groups. To remain eligible to participate in these activities, a student must maintain a 2.5 GPA and no more than one "F" in the last quarterly grading period. Eligibility restrictions apply to students who:

- Are suspended (If a suspension occurs adjacent to a weekend or holiday, the student will continue to be suspended from school related activities for 2 additional days after the last day of suspension).
- Are on a LACPA behavior contract
- Have any outstanding bills for school property.
- Are tardy or absent on the same day of the game/event (student is prohibited from attending game or event)

It is the responsibility of the student to make arrangements with his/her teacher(s) to make up assignments/test if student will be absent from class due to a game/event.

AFTER SCHOOL PROGRAM

LACPA has an afterschool program sponsored by Youth Policy Institute (YPI). The afterschool program operates Monday – Thursday from 3:15 - 6:00pm and Fridays from 2:40pm-5:00pm. The afterschool program also serves a free meal every day. Students may only remain on campus afterschool if they are actively participating in the afterschool program. All students must follow the LACPA dress code while on campus. If a student leaves the campus for any reason after school ends, he/she will not be permitted back on campus without a parent to sign them back in. Students must attend at least one after school extra-curricular activity per week (through YPI). If a student is failing any classes, students may attend YPI tutoring to satisfy the requirement.

EMERGENCY PREPAREDNESS PLAN

- LACPA is responsible for its students during school hours and ensures their safety. Evacuation plans are posted in the front of every classroom. Earthquake and fire evacuations are conducted once a semester.
- First aid kits are in the main office.
- In case of fire, earthquake or another emergency:
Students follow the evacuation plan posted in classroom and meet outside in the parking lot, away from buildings. Students meet with their current teacher, in a straight line. Each teacher will take roll to ensure all students are accounted for. The designated people will check all buildings to ensure proper evacuation; a final student count will be done by an administrative staff.

PARKING ON CAMPUS

Parents and students are **not** allowed to drive on campus at any time. Campus parking is only for teachers and staff.



PARENT INVOLVEMENT

A major piece of what makes schools effective is parent involvement. When parents are involved at school, their children thrive, and they generally succeed in school. LACPA recognizes that when schools and parents form strong partnerships, our students' potential for educational success improves significantly. Teachers and school administrators become more aware of parent and community expectations and may implement their suggestions regarding school and community programs. Parents/Guardians of pupils enrolled at the LACPA have the right to work together in a mutually supportive and respectful partnership with the school to help their children succeed.

Parents/Guardians have the right to the following:

- Meet with their child's teacher(s), Principal or the Executive Director.
- Volunteer their time and resources for the improvement of school facilities and programs.
- Be notified if their child is absent or tardy from school.
- Have a school environment for their child that is safe and conducive of learning.
- Be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- Receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- Participate as a member of any LACPA parent committee, in accordance with any rules and regulations governing membership in these groups.

DRESS CODE

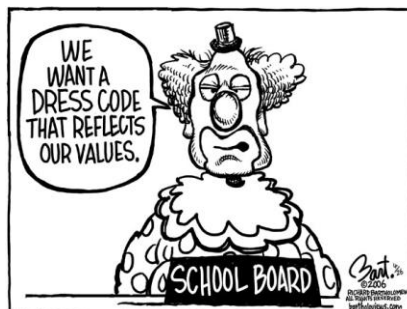
It is **required** that all LACPA students abide with the official LACPA dress code during school hours, unless otherwise specified. All students must remain with their LACPA school dress code until they are away from school grounds.

All students are required to show proper attention to personal cleanliness, health, and neatness in appearance for class and school activities. In **every** case, the dress and grooming of the student shall be clean and shall not cause distraction from or disturbance in any class or school activity, create a hazard to the safety or the individual or other articles that are hazards to general safety such as bandanas, extremely baggy attire and sagging pants.

Students will be checked as they enter school grounds and throughout the day to ensure compliance with the dress code. Students who do not wear their LACPA dress code will be sent to the office to call home and parent will be requested to bring uniform attire and same day detention will be issued. If a parent cannot come, the student will be issued a loaner and detention. After the 3rd violation, students will receive an in-school detention. After 3 in school detentions, an out-of-school suspension will be issued.

FREE DRESS CODE

Students will be checked as they enter school grounds and throughout the day to ensure compliance with the dress code. Students who do not wear their LACPA dress code will be sent to the office to call home, so parents can provide appropriate uniform attire and same day detention will be issued.



- Slippers are not acceptable under any circumstance.
- Clothing cannot have language, design, gesture OR message with the exception of Sports Logos, LACPA related logos/writing, or characters (non-violent, non-sexual, non-drug, non-gang related).
- Jeans (not tattered or heavily worn, no holes, slits, cuts) capris, shorts, Bermuda pants are acceptable.
- LACPA related logos/writing, or characters (non-violent, non-sexual, non-drug, non-gang related) for PJ day.
- Jeans (not tattered or heavily worn), capris, shorts, Bermuda pants are acceptable during Spirit week.
- All shorts, skirts, etc. hem lines no shorter than 2 inches above the knee.
- Tank tops/spaghetti straps are unacceptable – no enlarged arm holes that expose undergarments.
- No midriff showing. Tube top, halter or off the shoulder or sheer (see through) tops are not allowed. Outfits must have a back.
- Sunglasses, hats or other headgear may be worn, but NOT in classrooms.
- Dress up accessories that are distracting and can be used as weapons – play sword, play gun, etc. are NOT acceptable.
- Bottom attire (pants, shorts, skirts, etc.) must be worn properly and follow the 2-inch guideline.
- **Appropriate PE attire – shoes, socks, shirt, shorts, etc. – must be brought to school. A student that has a physical education class 1st block may wear their PE attire; but must change during prior to going to the next class. Students that have a physical education class after lunch, cannot change at lunch.**
- **Students not in the Day's attire MUST be in SCHOOL UNIFORM! NO EXCEPTIONS**

DETENTION:

- Detention must be served on the same day it is assigned / otherwise extended detention or double detention will be assigned.
- All school rules apply during detention time.
- Quiet is to be maintained throughout the course of the detention.
- Students should be involved in silent reading or homework at all times.
- No food or drinks (with the exception of bottled water)
- No electronic devices
- Sleeping and/or laying down of head is prohibited

Students will receive 1-hour detention for violations to any of the following school policies. Detention may be assigned for:

- Office Referral
- Truancy
- Tardiness
- No Homework
- Uniform Violation
- School Policy Violation

Teacher Detention:

Teachers must monitor their own detention. Failure to serve a teacher's detention will result in a parent conference. Teachers may assign detention to students for minor offenses i.e. profanity and classroom rule violations. Detention is to be served before school, during lunch or after school as assigned by teacher for a maximum of 45 min

DISCIPLINE

LACPA has a **No Tolerance** Policy against drugs, violent behavior, and alcohol. Breach of this policy will be evaluated according to the severity of the situation. Student involvement in any of these activities are grounds for removal from our program.

Below are examples of behavior that could lead to immediate dismissal/expulsion:

- Possession of a real/fake fire arm, explosives or other deadly weapon
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind regardless of possession of medical marijuana card.
- Caused, attempted to cause, or threatened to cause physical/sexual injury, or willfully used force or violence up on another person.
- Bullying/Cyberbullying
- Other extreme offensive behavior (consequences will be determined on a case-by-case basis) Students involved in such activities will be retained in the Main Office. Parents/guardians will be contacted immediately, and a conference will be requested.

Unacceptable student behavior includes, but is not limited to:

- Excessive talking unrelated to instruction
- Classroom disturbance
- Eating in class
- Horseplay/pushing/throwing/running/yelling
- Cheating and/or Plagiarism Student receives a 0% and rewriting assignment is not an option
- Inappropriate use of technology and telecommunications
- Destruction/defacing of school property (parent/guardian will be billed, student's grades, transcripts or diploma will be withheld if bill is not paid)
- Theft
- Failure to follow lawful directions of staff members
- Physical displays of affection, i.e. kissing and cuddling. (Holding hands is permitted during Breaks).
- Animals of any kind, unless approved for situations in which a service dog is needed
- Any item sold for personal benefit or outside fundraisers, i.e. candy bars or coupon books
- Any form of gambling or related paraphernalia, i.e., dice, playing cards, shooting coins, etc.
- Writing on any person's skin at any time or possession of or writing tag insignias on any item
- Possession of aerosol cans, paint, Sharpie or Magnum markers or any type of permanent pens
- Senior ditch day/ Senior Prank (will result in suspension and/or loss of privilege to participate in senior activities)

Consequences for students who violate school rules include, but are not limited to:

- Verbal warning
- Loss of privileges (e.g., school dances, graduation ceremony, prom, etc.)
- Detention/ Campus Clean-Up Service Hours
- A notice to parents
- Conference with student and parent
- Suspension and/or expulsion
- Other consequences as applicable by administration

BIKES AND SKATEBOARDS

- Bikes must be locked at a bike rack.
- Skateboards/scooters will be checked into the office.
- Students are to walk their bikes and skateboards/scooters to above areas. There is **NO RIDING** on school grounds.

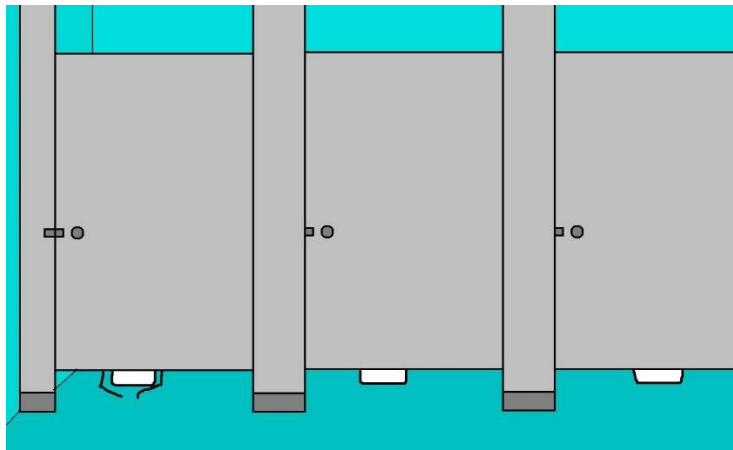
NOTE: School is not responsible for lost or stolen bikes/skateboards.

BATHROOM POLICY

Bathrooms will be open from 7:30 am to 7:55 am, during passing periods, lunch and nutrition. Students are **not** allowed to carry backpacks or writing utensils in to the bathroom with them. They may leave them with the bathroom monitor before entering.

During class time, students will sign the class log and come to the office with a hall pass, sign the bathroom log and the bathroom will be opened for them. Students may not go straight to the bathroom from class. Only one student at a time may leave the classroom with the pass.

Do not flush any paper towels, sanitary napkins, or any items other than bathroom tissue.



CELL PHONE AND ELECTRONIC DEVICES POLICY

- Students are permitted to possess cellular phones and other electronic devices on campus provided that any such device is "off" and stored in a locker, backpack, purse, pocket, or other place where it is not visible. "Vibrate" mode or "silent" mode is not considered "off". Ear buds and earphones must be out of sight.
- Students are permitted to use cell phones and electronic devices on campus only before school, during breaks and after school hours.
- If school staff/faculty observes or hears such a device, staff/faculty may confiscate it until a parent/guardian redeems it from the Office on Mondays from 2:00pm to 4:00pm only.
 - Second offence of any other device will have a two (2) week hold and parent/guardian will not be able to pick up such device till then.
 - Third offence any device will be held until end of the semester.
- Failure to comply with school staff requests for cell phones or electronic devices shall result in further disciplinary action.
- Photographing, videotaping, or otherwise recording individuals without their permission is strictly prohibited and may result in suspension or expulsion depending on severity.
- Students are discouraged from bringing personal items of value (cell phones, iPod, mp3 players, electronic games, radios, CD players, cameras, and computers, etc.) to school since loss, theft, or damage is possible. Also, such items are distracting to the educational process and may be confiscated by school personnel.
- LACPA is not responsible for students lost or stolen cell phones and electronic devices.
- Electronic devices include, but are not limited to iPods, mp3 players, music players, Electronic game, toys, pagers, radios, CD players, cameras, Bluetooth earpieces, speakers, etc.

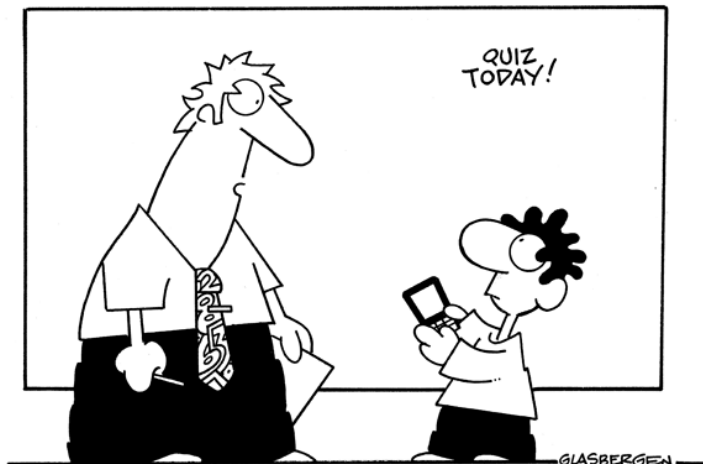
ATTENDANCE AND TRUANCY

School attendance is very important. When students attend school, they get better grades. It is our responsibility to teach students the importance of attendance now, so they are prepared for the future.

Parents and guardians are responsible for ensuring that their children go to school. Therefore, please:

- Plan family vacations for non-school days only;
- Schedule non-emergency medical and dental appointments after school; and
- Make sure the school has your current daytime contact information, including cell phone number and email address.

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"You have to attend classes. You can't just follow me on Twitter."

TARDIES

California law states that students are deemed truant following three unexcused absences and/or tardies for more than any 30-minute period during the school day (3 tardies = 1 unexcused absence). When a student is late to any class, they must automatically go to the main office to obtain a tardy slip. The office staff provides the student with a tardy slip to show the teacher. Student with unexcused tardy will automatically be issued after school detention. Students will not be allowed to attend class unless they provide the teacher with a tardy slip.

A child is considered tardy when s/he is late (after 8:00 am) to school or class. Tardy will only be excused if student has a medical, dental, legal appointment or there has been a death in the family. All excused tardies require appropriate documentation, i.e., note from doctor or medical facility, court documents, etc.

TARDY POLICY & CONSEQUENCE CHART

Unexcused Tardy	Consequence
1-3	Official home notice sent on 3 rd tardy.
4-6	Official home notice sent on 6 th tardy, and intervention conference with parent/guardian.
7-9	Official dismissal warning notice sent on 9 th tardy, plus any of the above mentioned consequences.
10-12	The 12 th tardy may result in a dismissal from LACPA. Parent may request that the student be placed back on the waiting list and be eligible to return to the school the next school year, as space is available.

Note: Tardy policy applies to the entire school year.



ABSENCE POLICY

A child is considered absent when she or he is not in school. Three consecutive absences require a doctor's note.

Excused absences are:

- Medical, legal, dental appointments with proper proof.
- Attending a funeral service for a death in the immediate family (ie. Parent/guardian, siblings, grandparents) (1 day excused)
- Spending time with a member of the student's immediate family in the military visiting from active duty (ie. Father, mother, sister, brother) Prior arrangements must be made with the Principal.

When a student returns from an absence they must go to the main office to obtain an absent slip.

All absences require appropriate documentation, ie. note from doctor or medical facility, court documents, etc.

A student with an excused absence shall be allowed to complete all assignments/tests that may have occurred during the absence. Upon satisfactory completion, students may still be given full credit. It is the responsibility of the student to make arrangements with his/her teachers to make up assignments/tests.

The following are considered unexcused absences:

- Personal
- Vacations
- Car trouble
- Inclement weather

A student with an unexcused absence will not be allowed to make up any classwork/homework or test.

ABSENCE POLICY & CONSEQUENCE CHART

Absence #	Consequence
3	Unexcused – Official Notice
5	Unexcused – 2 nd Official Notice and Intervention Conference with Parent/Guardian
7	Unexcused – 3 rd Official Notice and student will be in danger of failing semester classes.
12	Unexcused – May result in dismissal from LACPA. Parent may request that the student be placed back on a waiting list and be eligible to return to the school the next school year, as space is available.

Note: Absence policy applies to the entire school year.

LOCKER POLICY

Lockers can only be assigned by the Athletic Coordinator. To receive a locker, you **must** be a student athlete or a senior. If you are a student with a medical disability, a note from your doctor must accompany your request for the locker.

Students **must** have a lock that has a key (no combination locks are permitted), and a copy of the key must be provided to the Athletic Coordinator. Administration will remove all combination locks and all locks placed on lockers that were not assigned or approved.

Do not store any liquid items in your locker.



GRADING AND GRADUATION REQUIREMENTS

LACPA classes are divided into two semesters. Classes are worth 5.0 credits per semester. Report cards are sent home twice a school year, one in the fall and again in the spring. However, progress reports are used every 5 weeks and parents can also monitor students' progress through Power School or our SIS online system.

Courses at LACPA are graded using a college preparatory grading scale. The standard "4-point" grading scale is used to conclude final grades at the end of each semester. Grades are determined by demonstrated proficiency on assignments, projects, and assessments that are linked to the standards.

Honor Courses receive an additional GPA point and are available to 10th, 11th, and 12th grade students. AP Courses receive an additional GPA point and are available to 11th and 12th grade students.

AP Courses receive an additional GPA point and are available to 11th and 12th grade students with recommendation of the course teacher.

The Grading Scale is as follows:

Course Grade	Percent	Quality Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	0-69	0.0

Honors & AP Course Grade	Percent	Quality Points
A	90-100	5.0
B	80-89	4.0
C	70-79	3.0
F	0-69	0.0

NOTE: Regarding the computation of a student's G.P.A (Grade Point Average), add the number of academic points and divide by 6. Round off to two decimal places.

Graduation Requirements

All students must meet graduation requirements in order to receive a diploma from Los Angeles College Prep Academy (LACPA). LACPA does not base grade level classification on the number of years a student has been enrolled in school. Like college, grade level is determined by the number of appropriate credits the student has successfully earned.

The following requirements must be met for students to graduate on stage:



Senior Contract

Seniors- print your full name as it appears on your birth certificate

Name: _____
Last First Middle

LOS ANGELES COLLEGE PREP ACADEMY (LACPA) SENIOR ACTIVITY PARTICIPATION/GRADUATION CONTRACT

CONGRATULATIONS! You have completed three years of high school and are almost done. Your final year will be challenging but also rewarding. If you complete the graduation requirements set forth by at Los Angeles College Prep Academy (LACPA) and maintain a satisfactory record of behavior, you will be eligible to participate in the graduation ceremony at LACPA. This joyful and important celebration signifies the culmination of part of your education. In order to ensure that senior activities and the graduation ceremony are the meaningful events that parents, faculty, and the graduation class desire, the following requirements must be met by each student and the contract must be signed by his or her parent or guardian, even if the student is or will be 18 years old.

Upon the completion of the requirements for earning a high school diploma (**95 hours of community service, 220 credits, and passing grades**) and adherence to the behavioral conditions listed below, you will also earn certain senior privileges.

Senior privileges include, but are not limited to: Graduation Ceremonies, Senior Breakfast, Senior Prom, Senior Picnic, and Grad Nite.

Any infractions of the disciplinary rules of Los Angeles College Prep Academy stated below may result in the student’s removal from Senior Privileges and/or participation in the graduation ceremony. This includes incidents at school, to and from school and at school or district sponsored events.

I understand that:

1. Participation in the graduation ceremony is a privilege and not a right.
2. I must abide by all school rules/policy assigned during the school year.
3. I cannot exceed 8 unexcused absences for the school year. (see attendance policy)
4. I cannot exceed 8 unexcused tardies for the school year.
5. 8 hours of early leave will be considered an absence.
6. My behavior at any school activity (i.e. Prom, athletics, co-curricular activities, or graduation practice) will jeopardize my participation in the graduation ceremony.
7. I will pay all debts that I owe Los Angeles College Prep Academy (for textbooks, technology equipment, etc.).
8. I will not possess or consume any controlled substances (i.e. alcohol, drugs, tobacco) prior to or during any school activity.
9. I will not participate in a “senior ditch day” or “senior prank”.
10. I will maintain a satisfactory record of behavior by respecting administrative staff, faculty, and any other school representative(s).
11. I will complete 95 hours of community service.
12. I will attend the Visions of Success event to participate in Prom, Grad Nite and Graduation (mandatory).

Failure to comply with the above requirements will automatically forfeit a student’s privilege of participation in Senior Activities and/or graduation. Any deposits made will not be reimbursed.

I understand and agree to the above expectations and conditions.

Student Signature:

Date:

I have discussed the senior activity participation/graduation contract with my son/daughter and understand that if my student violates the above criteria, s/he will not participate in the graduation ceremony.

Parent Signature:

Date:



Attachment B – Community Service Log

Los Angeles College Prep Academy

Date _____

Students Name _____

Grade _____

Description of community service performed

Date(s) of Service: _____ **Number of hours:** _____

Name of organization of community student served:

Name of group or community organization that arranged service project:

Name of supervisor or person who can verify service hours:

Phone number of supervisor or person who can verify service hours:

To the best of my knowledge, the above information is correct.

Signature:

Date:



Attachment C - Dress Code

- SHIRTS:** shall be solid white button down, unmarked and shall be appropriately sized. Shirts must be tucked in at all times for all students. The shirts cannot be see through and must have a ¼-quarter length sleeve or full-length sleeve. Polo shirts with the school logo may be worn. Male students **must** be in a school tie at all times during school hours if wearing a button-down shirt.
- SKORTS and SKIRTS:** shall be worn as is with no alterations of any kind and appropriately sized. (i.e. Hemmed or shortened) Skorts and Skirts cannot be shorter than 2 inches above the knee.
- PANTS:** shall be appropriately sized and hang between the ankle and 1 inch above the shoe bottom, boys or girls may not use rubber bands at the end of the pants legs, no roll the pant legs up to be shorts or Capri pants. Students cannot wear baggy pants and sagging pants. **No Dickies or jeans permitted; the pants must be grey slacks only.**
- UNDERGARMENTS:** Undershirts for boys and girls shall **only** be white, unmarked, tucked in at all times and appropriately sized.
- SHOES:** Students must wear solid black, solid white or black and white shoes (**no high-top shoes are permitted**). Due to student safety, no open toes, sandals or slippers will be allowed on campus. **SHOES WITHOUT LACES ARE NOT PERMITTED.**
- SOCKS:** Students must wear socks daily. Girls may wear opaque white cotton stockings or opaque black cotton stockings under their skirts or skorts. **Leggings under skirts and skorts are not permitted.** Students must wear socks that are white, black and/or grey **only**. Students may not wear any other colored socks; nor can the socks contain symbols, characters or writing of any kind. Socks that are striped or polka dot are permissible as long as they are in the colors of white, black and/or grey.
- SWEATERS and JACKETS:** Must be solid black with no logo, OR, contain the school logo only. **Hoodies may not be worn.** Senior shirt/sweater day is Wednesdays only and **may only be worn** with blue or black jeans.
- VEST:** Students may wear vest on a daily basis on top of the shirt or blouse, if desired. Vest cannot be worn alone.
- HEADWEAR:** **Students may not wear baseball caps or hats of any kind during school hours** (this includes break and lunch). If students are seen with baseball caps, the staff reserves the right to confiscate the hat until a parent comes and picks it up. During cold weather, students may wear a **solid black** beanie, or a beanie with the school logo.

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings. LACPA considers the dress of its students as a significant contributing factor in their educational experience. Our dress code is based on modesty and decency. The dress code is also intended to assist students avoid issue about their appearance; and keep their focus on the more important aspects of their education.

Those students who in the opinion of the faculty or administration, are inappropriately dressed and to the extent that the attire disrupts the educational program may require their parent or legal guardian to come to school and provide school attire. After the first offence, a parent conference will be required before the student can return to school.

By signing, I acknowledge that I have read and understand the Dress Code Policy and will adhere to it.

Student name: _____ **Student Signature** _____ **Date:** _____

Parent Name: _____ **Parent Signature:** _____ **Date:** _____



Código de vestimenta

1. **CAMISAS:** Deben ser de color blanco sólido y de botones, sin marcars y de tamaño apropiado. Las camisas deben estar fajadas en todo momento para todos los estudiantes. Las camisas no pueden ser transparentes y deben tener una manga de $\frac{1}{4}$ de largo o una manga larga. Se pueden usar polos con el logotipo de la escuela. Los estudiantes varones deben usar corbata todo el tiempo durante el horario escolar si usan una camisa con botones.
2. **FALDA CHOR O FALDAS:** Deberán ser usadas como son sin ninguna alteración (p. ej. bastilla o corte).
3. **PANTALONES:** Deben ser de un tamaño apropiado y quedar entre el tobillo y una pulgada arriba de la suela del zapato. No se permiten ligas en la parte de abajo de los pantalones. Se prohíben pantalones flojos o medio caídos.
4. **ROPA INTERIOR:** Las camisetas de niño o niña deben ser blancas, sin marca, siempre fajadas y de tamaño apropiadamente ajustado.
5. **ZAPATOS:** Los estudiantes deben usar zapatos negros solidos **(no zapato de botín)**. Por la seguridad del estudiante no se permiten sandalias o zapatos descubiertos de los dedos.
6. **CALCETAS:** Los estudiantes deben usar calcetas/calcetines todos los días. Las niñas pueden usar medias (blancas de algodón solamente). Las calcetas para niña deben ser blancas; los calcetines para niños deben ser negros.
7. **SUETERES Y CHAMARRAS:** Solamente pueden ser negras sólidas sin ningún logo.
8. **CHALECOS:** Los estudiantes están obligados a usar el chaleco en paseos de la escuela y cuando invitados de fuera de la escuela nos visiten (p. ej. LACOE, etc.). Se le notificará a los estudiantes cuándo deberán usar el chaleco. Los estudiantes pueden usar el chaleco día a día encima de la blusa o camisa si así lo desean. El chaleco no deberá ser puesto solo.
9. **ACCESORIOS EN LA CABEZA:** Los estudiantes no podrán usar gorras de béisbol o de ningún otro tipo durante horas de escuela.

Una código de vestimenta es una preparación para las cuantiosas fases de la vida, incluyendo la concientización sobre el tipo de vestimenta adecuado para cada situación y contexto. LACPA considera que la vestimenta de sus estudiantes es un factor significativo que aporta a su experiencia educacional. Nuestro código de vestimenta está basado en modestia y decencia. Este código también tiene la intención de ayudar a los estudiantes a evitar conflictos por su apariencia y a mantener su enfoque en aspectos más importantes de su educación.

Para aquellos estudiantes quienes, según la opinión de docentes o personal administrativo, estén vestidos inadecuadamente y, de acuerdo con la medida en la que la vestimenta irrumpa con el programa educativo, se requerirá que los padres les traigan una vestimenta apropiada. Después de la primera ofensa, una reunión con los padres será obligatoria antes de que el estudiante pueda regresar a la escuela.

[Al firmar reconozco que he leído y entiendo la política sobre la vestimenta y que me apegaré a ella.](#)

Nombre del estudiante: _____ **Firma del estudiante:** _____

Fecha: _____

Nombre del padre: _____ **Firma del padre:** _____

Fecha: _____



Attachment D – Sports

Sports Handbook and Athletic Contracts will be available with Mr. Breaux.

LACPA Eligibility

To participate, our Student-Athletes must have a 2.3 grade point average but, must not be failing any classes. If a student wants to join a sport and has a GPA of 2.3, but is failing a class, this matter will be taken with his/her academic advisor. Note: this student will be sitting out until grade rises.

Mandatory tutoring will be assigned to any student-athlete at the discretion of the Teacher, Academic Advisor, Coach and/or the Athletic Director, if the student-athlete is failing or in danger of failing. Testing and priorities: Student-Athletes will be excused from their last class on game days, which means student-athlete will miss class work and/or testing. Student-Athletes **CAN** make up any missing work, but **it is the responsibility of the student-athlete** to make any arrangements and communicate with the proper faculty.

All Student-Athletes must have a cleared Physical to participate. Not having a cleared Physical will exclude the student-athlete from participating in a team. As well as being in good standing with their teachers. All students-athletes must have a good behavior reputation. LACPA will not tolerate nor support bad behavior but will meet with the student-athletes advisor and will conclude where if sports will help the student-athlete and grades are at average the student-athlete can participate in trying out for the team.

Student-Athlete must be under 19 years of age prior to September 1st. Student-Athlete can participate in no more than four seasons of the same sport after enrolling in the ninth grade. Student-Athlete must file a form for Residential Eligibility 214, if the student-athlete has transferred to another school without a corresponding change of residence by the parents. If the student-athlete transfers from one school to another without a change of residence, your eligibility is subject to special rules, which may include a sit out period or non-participation at the varsity level.