

**Life Learning Academy**

# **Student Policies Handbook**

**2022-2023**



**LIFE LEARNING ACADEMY**

**BOARD APPROVED 8/25/2022**

Welcome to the Life Learning Academy Family

Our Student Policies Handbook includes the detailed rules and expectations of Life Learning Academy. Please read the handbook and sign below to indicate that you have received and reviewed this document.

In the scenario that circumstances require a return to Distance Learning that has been mandated by state or local orders, the rules apply during school hours at home or at other school related locations. Please note that this Student Handbook applies even during distance learning except for any rules related to activities specifically on site at LLA.

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Admissions**

Students must be interviewed by the Principal or designee prior to being admitted into Life Learning Academy (“LLA”) and must demonstrate a desire to attend Life Learning Academy. A committee of the Principal and other administrative staff conducts second interviews and interviews for readmission.

Life Learning Academy does not maintain a waiting list for students interested in attending Life Learning Academy. Any student not admitted to Life Learning Academy is expected to enroll in another school.

## **Athletic Programs**

Physical fitness, teamwork, sportsmanship, and physical and mental health and well-being are highly valued at Life Learning Academy. All students are required to participate in physical education.

Physical education uniforms that are loaned to students must be returned upon request. We cannot issue report cards, grades, or diplomas to students who do not return their garment(s).

To qualify for participation in off-campus sports and athletic events, a student must:

1. Attend Life Learning Academy for six months or receive prior approval from the principal;
2. Maintain passing grades of a “C” or better, positive behavior, school attendance, and classroom participation;
3. Arrange transportation as needed;
4. Attend regularly scheduled Life Learning Academy interpersonal groups, unless excused by the Principal;
5. Meet the requirements of the California Interscholastic Federation (“CIF”), and
6. Obtain parental permission.

## **Attendance**

Students must attend school *every* school day—it is our top priority. All appointments (including medical and dental appointments) must be scheduled before or after school hours, or they will be considered unexcused absences. This policy also applies to the Friday internship day. Extended family vacations are generally unexcused unless the Principal has given prior approval.

**Excused Absences:** A student's absence shall be excused for the following reasons:

1. Personal illness.
2. If school is open to on-site learning and the absence is due to the student being under quarantine at the direction of a county or city health officer, it is an excused absence. If school is operating at distance learning and the absence is due to the student being under quarantine that is a non-excused absence, unless the student is too ill to participate in distance learning, then it becomes an excused absence.
3. Medical, dental, optometric, or chiropractic appointments.
4. Attendance at funeral services for a member of the immediate family:
  - i. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - ii. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
  - i. The student shall be excused for this purpose on no more than four school days per month.
6. For the purposes of jury duty.
7. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
8. To permit the pupil to spend time with an immediate family member of active duty or uniformed services and for the pupil to spend time with family when the family has been deployed to a combat zone or combat support position.
9. For purpose of serving as a member of a precinct board for an election pursuant to Election Code Section 12302.
10. Attendance at the pupil's naturalization ceremony to become a United States citizen.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court;
2. Attendance at a funeral;

3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester.
5. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization upon request by a parent and approval by the Principal or designee.

**Method of Verification:** Absence will be considered unexcused unless it is verified by telephone or in writing from the parent or guardian. If a student is out sick for more than two (2) days in a row, a physician's excuse is required. Parents must maintain on file at the school current contact information including a daytime phone number.

Students are referred to an administrator for unexcused absences. Students shall be classified as truant if the student is absent from school without a valid excuse three full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Principal or designee. In addition, students shall be classified as a chronic truant if the student is absent from school without a valid excuse for 10 percent or more of the school days in one school, from the date of enrollment to the current date.

If unexcused absences continue, a student will be referred to a committee of the Dean of Student Affairs and Principal (referred to as the "Committee"). The Committee may refer the student to the (1)Truancy Assessment and Referral Center, (2) the San Francisco Unified School District ("SFUSD") Dropout Prevention Office.

### **Cal Grant Program Notice**

LLA is required by state law to submit the GPA of all high school seniors by Oct. 1 of each year, unless the student over age 18 or parent/guardian for those under 18 opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the Student (or Parent, if the Student is under 18) has opted out by or before February 1.

## **Cell Phones and other Electronic Devices**

Cell phones are not allowed to be used during school hours. They must be put away/kept away during school hours. They may not be kept on desks or visible at any time during the school day. If a student's phone is seen out and/or being used, it will be confiscated and returned to the student or parent at the end of the day. If a parent or guardian needs to reach a student during school hours, he or she should call the main office and the student will be brought to the phone. LLA will not be responsible for the loss or theft of any electronic device. LLA prohibits the possession and use of electronic listening or recording devices on campus.

## **Closed-Campus Policy**

Students will leave campus during school hours only for the purposes of school-related activities, or medical or legal purposes, with the permission of a staff member, and accompanied by a staff member or parent/guardian if under the age of 18.

## **Community Service**

Students are expected to fulfill community service requirements for graduation. Life Learning Academy Student Handbook policies apply to all students when they are participating in off-site community service activities.

## **Confidential Medical Services**

California law provides that school authorities may excuse any student older than 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

## **Discipline**

The Life Learning Academy does not believe in suspension or dismissal as disciplinary action for other less serious forms of misbehavior because suspension or dismissal gives students a "holiday" away from supervision and guidance. Instead, we provide an intensive intervention strategy for students who have violated school policies and rules. Students are accountable to the school community for their behaviors, and do extra chores as a consequence of violations of trust. Academics are never used as a punishment, because Life Learning Academy considers education a privilege.

Violation of Life Learning Academy Student Handbook Policies (other than expellable or suspendable offenses) shall result in a student appearing before a Council composed of student and staff representatives, including the Principal or designee (referred to as the "Council"). At Council, the student shall have an opportunity to deny, explain, or admit to the allegation(s). In response, the Council may (1) assign Acts of Service to the student and/or (2) place the student on a behavioral or work contract.

A student behavior/work contract and the Acts of Service program are part of the Life Learning Academy's educational program and are used to teach students to modify inappropriate behavior and make amends for mistakes so as to repair the harm. Student participation in the contract is not optional and must be completed the assigned day.

### **Expulsion and Suspension**

Life Learning Academy takes a zero tolerance approach to violence, the threat of violence, and/or the possession of drugs and alcohol or any type of weapon on campus. Violations can result in an immediate police report, violation of probation, or dismissal/expulsion from LLA.

A student may be suspended or expelled for acts related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school (including on school vans or public transit).
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

Parents/guardians must respond without delay to any request by Life Learning Academy staff to attend a conference regarding their child's behavior.

If a student is suspected of committing a dismissible offense, the Life Learning Academy Principal or designee will meet with the student and discuss the matter with him/her. The Principal will give the student an opportunity to voice his/her version of the incident, admission, defense, or denial. If the student cites any witnesses in support, or if anyone else cites any witnesses who may bring light to the situation, the Principal will speak with those witnesses in order to determine to a reasonable degree the truth about the alleged incident. Based upon

this information, the Principal and Chief Operating Officer (“COO”) will confer and may decide to dismiss the student from LLA. The Principal is responsible for explaining to a student the basis for a decision to dismiss him or her. Parents/guardians will receive written notification of the recommendation and hearing to expel the student from LLA.

If a student is referred for expulsion, the Life Learning Academy expulsion process will mirror, to the extent feasible, the SFUSD Pupil Services Expulsion process. Discipline of special education students will follow all required federal laws.

Students and structured peer groups play an integral part in articulating and enforcing strict classroom and school rules to maintain a safe, educational community.

### **Dress Code**

Students are required to adhere to the LLA dress code policy every school day, and while traveling to and from school—whether on Muni or BART. The dress code policy is the following:

- The colors red and blue are not permitted on any article of clothing (except blue denim jeans). This includes shoes and accessories.
- Blue denim and Black denim jeans are allowed. If the jeans have tears or holes in them, leggings must be worn underneath.
- Short pants must extend to the knee when worn at the waist.
- Undergarments cannot be visible.
- Attire that includes text or iconography is subject to review and approval by LLA staff.

Students are not permitted to deviate from the dress code policy. Students are not permitted to wear oversized or “sagging” pants, pants with holes (other than natural wear and tear) unless leggings are worn underneath, or shorts or short skirts. Students are also not permitted to wear accessories such as neck jewelry or medallions, gold teeth or hats. Any such accessories will be confiscated and not returned. Headgear worn for religious reasons will be permitted.

Students breaking this policy will not be allowed to enter the campus. Alternative temporary clothing will be offered to the student or they may return home to change clothes and return to school dressed appropriately. Students may not change and violate the dress code before leaving school unless approved by the Principal.



## **Emergency Response Relocation Plans**

LLA coordinates its emergency relocation response with the San Francisco Department of Emergency Management. In the event that it becomes necessary to relocate LLA students and staff off of Treasure Island, LLA will utilize the City's designated relocation sites for that incident. Reunification information will be available through the Emergency Services public information system.

## **Employment (students)**

Students may have off-campus jobs while they attend Life Learning Academy provided that they have parental/guardian permission, and continue to attend regularly scheduled classes and interpersonal groups (unless they have been excused by the Principal). Students are required to make up any missed work in a timely manner.

## **Extra Help**

Students are responsible for making up any work missed during their absence from any class at Life Learning Academy. Students can choose to remain after school for all assigned tutoring sessions and are invited to request additional tutoring whenever necessary.

## **Food**

Lunches will be provided daily, at no cost, and will be eaten family-style, and will be served by students and staff. Students are responsible for participating in the preparation, service, and clean up of meals.

Food and drinks are only permitted in the kitchen and dining room, and only during designated times. Food and drink are not permitted anywhere else in the building. Students may not bring other food or drink to school unless a parent/guardian makes a formal request which will be reviewed by the Principal.

## **Grading**

Teachers will clearly explain to students their grading methodology at the outset of the semester. Students have the right to challenge a grade they receive by requesting a meeting with the appropriate teacher.

## **Graduation**

In order to graduate from Life Learning Academy, a student must have:

1. Demonstrated proficiency/competency across all areas of Life Learning Academy programming and receive passing grades;
2. Demonstrated proficiency in three different marketable skills by participating in our workforce development programming;
3. Completed community service programming;
4. Developed and successfully practiced a stress management plan to handle challenges, frustration, anger and fear;
5. Written and effectively delivered Presentation of Learning (a 10-minute speech before an interdisciplinary panel);
6. Identified and made plans for life after Life Learning Academy. Students are strongly encouraged not to leave Life Learning Academy until they have either applied to college, a vocational training program, or obtained a job; and;
7. Met LLA academic graduation requirements.

Students are expected to progress to promotion/graduation.

## **Group**

Students participate in mandatory peer group sessions as scheduled by the Principal.

## **Harassment**

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, LLA prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender

expression, nationality, ancestry, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation.

To the extent possible, LLA will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. LLA school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, LLA will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which LLA does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. LLA will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

### **Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator (“Coordinator”):**

Craig Miller  
Co-Executive Director  
[cmiller@llasf.org](mailto:cmiller@llasf.org)  
(415)397-8957

### **Homeless Students**

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping

- accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

**School Liaison:** The Principal or designee designates the following staff person as the School Liaison for homeless students ((42 USC 11432(g)(1)(J) & (e)(3)(C).):

Dr. Teri Delane (Co-Executive Director and Principal)  
651 8th St, San Francisco, CA 94130  
Phone: (415) 397-8957

The School Liaison shall ensure that (42 U.S.C. 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at LLA.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by LLA, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of

such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.

6. Enrollment/admissions disputes are mediated in accordance with law, LLA charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. LLA personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless student who enrolls at LLA, a copy of LLA's complete policy shall be provided at the time of enrollment and at least twice annually

### **Homework**

Students will receive and be responsible for completing homework from each class as assigned by each teacher. If a student needs additional support with homework or he/she would prefer to complete it at school then they can choose to stay after school on certain specified days. LLA will have a teacher or tutor available to assist students if they choose to stay after school on assigned days. No student detained or residing in Juvenile Hall is to be given homework that must be done during the hours that the student is present at Juvenile Hall.

## **Honesty**

Life Learning Academy prohibits dishonesty of any kind, including lying, cheating and stealing. Students are expected to be forthright and tell the entire truth when asked about their involvement in any kind of offense, taking full responsibility for their own actions.

## **Immunizations and Physical Examinations**

To ensure a safe learning environment for all students, LLA follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may 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 LLA.

## **Internet Access**

All students and parents must sign the Use Agreement for Internet and Other Electronic Resources contained in the LLA Admission Packet to have access to the LLA computer labs and internet access.

Consistent with the Use Agreement, students are prohibited from using the Internet to view material that contains any picture, image, description or other representation that depicts nudity or sexual acts in a patently offensive manner if the material, taken as a whole, appeals to the prurient interest and lacks serious literary, artistic, political, or scientific value to minors. The Internet may be used for class work, but may not be used by students for personal matters. A faculty or staff member must supervise all Internet use. Students are not permitted to load software onto school computers.

## **Intimate Behavior and Physical Contact**

Couples may hold hands in a respectful manner before and after school, and in-between class time. However, these forms of affection are inappropriate during class time. Other displays of affection such as kissing or hugging are not permitted at any time. Inappropriate touching and physical behavior that is disruptive to the school program is prohibited.

## **Involuntary Removal Process**

No student shall be involuntarily removed by Life Learning Academy for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action (“Involuntary Removal Notice”). The written notice shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder. The Involuntary Removal Notice shall include the charges against the pupil and an explanation of the pupil’s basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with LLA’s expulsion procedures. If the student’s parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until LLA issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to LLA’s suspension and expulsion policy.

Upon parent/guardian request for a hearing, LLA will provide notice of hearing consistent with its expulsion hearing process, through which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder and shall include a copy of the Life Learning Academy’s expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the Student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the Student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student’s last known district of residence within thirty (30) days.

A hearing decision not to disenroll the student does not prevent Life Learning Academy from making a similar recommendation in the future should student truancy continue or re-occur.

## **Language**

Students are prohibited from using profanity either inside or outside of the classroom while on campus.

## **Maintenance of LLA**

Life Learning Academy is our school, and we expect that our school will be treated with respect and care. Students will be expected to participate in the maintenance and care of Life Learning Academy grounds, building, and facilities. Students will also be responsible for the equipment associated with living and learning projects and/or assignments. Vandalism and graffiti are prohibited.

## **Media Access**

All media access to the students and staff of Life Learning Academy must be requested and approved in advance by the Life Learning Academy Principal. Any interviewing, photographing, filming or other contact by the media shall take place in a manner that minimizes disruption of school functioning.

No student under 18 years of age may interact with the news media at LLA unless that student's parent/guardian has signed the "Permission to Use and Release Identifying Materials" form.

## **Medication**

Students that are prescribed medication by a physician must turn in their medication to the Principal or Assistant Principal while at school to be distributed by a school administrator as prescribed. Parental permission must also accompany the medication, as well as a written statement from the health care provider which details the following: the name of the medication, the method and amount/dosage, and time schedule for taking the medication.

## **Lactation Accommodation**

LLA accommodates lactating students by providing a reasonable amount of break time to any student who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the student.



LLA will make reasonable efforts to provide students who need a lactation accommodation with the use of a room or other private location. Students who desire lactation accommodations should contact the principal to request accommodations.

### **Nondiscrimination Statement**

Life Learning Academy does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

Life Learning Academy adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

Life Learning Academy is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). Life Learning Academy also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. Charter School does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above,

should be directed to the LLA Uniform Complaint Procedures (“UCP”) Compliance Officer:

Craig Miller  
Co-Executive Director  
[cmiller@llasf.org](mailto:cmiller@llasf.org)  
(415)397-8957

### **Off-Campus Behavior Expectations**

When Life Learning Academy students attend off-campus, school-related activities and events, or when they are being transported to or from school or events, they represent Life Learning Academy. Thus, the behavioral expectations and codes of conduct established for Life Learning Academy remain the same for all field trips, internships, sports events, community service, transportation time, and other school-related activities.

### **Searches**

The Principal or designee may conduct a reasonable search of a student’s person, school property, on-site belongings, or vehicle when the Principal has reasonable suspicion the student violated or is violating either the law or Charter School rules and regulations, including, but not limited to, possession of illegal, unauthorized or contraband materials. Illegal, unauthorized or contraband materials include those materials which are dangerous to the health or safety of students or school personnel, are disruptive or potentially disruptive, or which have been cited as unauthorized in school rules or regulations.

The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no case shall a strip search be conducted by school officials, including asking a student to remove or arrange some or all of their underclothing, and/or inspecting parts of the student’s underclothing or body. A witness will be present for any such search whenever possible.

While school authorities will respect the rights of each student in the use of his locker, including P.E. lockers, it shall be clear to all that lockers are the property of LLA and are subject to search. Lockers are assigned to students for the purpose of storing school-related materials and items essential to the physical well-being of the student.

Only school assigned locks can be used on the lockers and students may not share or change lockers. Student lockers may not be used to store illegal, unauthorized, or contraband materials.

If illegal, unauthorized or contraband materials are discovered during a search, including but not limited to searches conducted by school officials, school officials may impose discipline upon the student(s) (including suspension and/or expulsion) in accordance with LLA's discipline policies and procedures. LLA shall notify law enforcement authorities if any search and/or seizure results in the discovery of illegal contraband.

### **Sexual Health Education**

A Parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. LLA does not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation of comprehensive sexual health education and HIV prevention education in writing to LLA.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by LLA personnel or outside consultants. When LLA chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
  - The date of the instruction
  - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Codes 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student's health behaviors and risks may be administered to students. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey ("opt-out"). Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse

their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to LLA.

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if the school has received a written request from the student's parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

### **Slurs**

Life Learning Academy students and staff should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

### **Smoking**

Life Learning Academy values the health and well-being of its students and staff. To ensure that LLA remains a healthy environment for everyone, smoking, vaping or use of E-Cigarettes by students/staff on Life Learning Academy property, or during off-campus, school-related activities is prohibited.

### **Special Education and Section 504**

Life Learning Academy recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program at LLA. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations at LLA. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Principal. A copy of the LLA Section 504 policies and procedures is available upon request.

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. LLA and SFUSD provide special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEIA”), Education Code requirements, and applicable policies and procedures of the SFUSD. These services are available for special education students enrolled at LLA. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. LLA collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

### **Special Events and Recognitions**

Life Learning Academy recognizes events that fit into our school’s mission and philosophy with activities that build citizenship. For example, we recognize academic achievement, perfect attendance, outstanding service to the school community, and outstanding peer support with field trips and overnight camping trips. We do not sponsor a senior trip. At the discretion of the Principal, a senior prom may be sponsored by LLA.

### **Standardized Testing**

Life Learning Academy will administer standardized state testing required by SFUSD and the State of California for charter schools to the applicable grades (e.g., the California Assessment of Student Performance and Progress; California Assessment of Student Performance and Progress (“CAASPP”)). Students will be provided with ample test preparation. When appropriate, extra time may be given for students with designated specifications in their IEPs. Notwithstanding any other provision of law, a parent’s or guardian’s written request to LLA officials to excuse his or her child from any or all parts of the state assessments shall be granted.

### **Student Records, including Challenges and Directory Information**

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day LLA receives a request for access. Parents or eligible students should submit to LLA principal or a designee a written request that identifies the records they wish to inspect.

The Life Learning Academy official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask LLA to amend a record should write LLA Principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If LLA decides not to amend the record as requested by the parent or eligible student, LLA will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before Life Learning Academy discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to Life Learning Academy officials with legitimate educational interests. An LLA official is a person employed by LLA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on LLA board. A LLA official also may include a volunteer or contractor outside of LLA who performs an institutional service of function for which LLA would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another LLA official in performing his or her tasks. An

LLA official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, LLA discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Note that LLA will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Life Learning Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to LLA officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires LLA to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. LLA may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

To other Life Learning Academy officials, including teachers, within the educational agency or institution whom LLA has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).

To officials of another school, school system, or institution of postsecondary education where the student seeks or

intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).

To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).

Information LLA has designated as "directory information" under §99.37. (§99.31(a)(11)).



“Directory Information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. LLA has designated the following information as directory information:

- Student’s name
- Student’s address
- Parent’s/guardian’s address
- Telephone listing
- Student’s electronic mail address
- Parent’s/guardian’s electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade Level
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID or other unique personal identifiers used to access education records without a PIN, password, etc. (A student’s social security number, in whole or in part, cannot be used for this purpose).

If you do not want Life Learning Academy to disclose directory information from your child’s education records without your prior written consent, you must notify LLA in writing at the time of enrollment or re-enrollment. Please notify the Principal at: 651 8th St, San Francisco, CA 94130 Phone: (415) 397-8957

### **Student Rights**

The Life Learning Academy will work vigorously to defend students’ rights. The Life Learning Academy staff believes strongly in students’ right to fairness and equity in the application and explanation of rules. It is the right of every student to:

- Attend a school that is free from harm and danger,
- Attend a school which provides a meaningful education and enables maximum development of that student’s potential,
- Receive respect from teachers and administrators,
- Be notified of and heard about the development of LLA’s rules and standards,

- Not be penalized in any way by the LLA administration for beliefs he or she holds provided those beliefs do not violate the rights of others,
- Practice free speech and assembly, and
- Form political and social organizations.

### **Policy for Ownership of Student Work**

It is the policy of Life Learning Academy to consider that intellectual property created by students in the course of study or research at LLA remains the joint property of the student(s) and LLA. To that end, both students and LLA will maintain ownership, broadcast rights, property rights, patents, and copyrights for all materials developed using school property and materials and/or in conjunction with student coursework and/or student organization activities including, but not limited to, video, audio, print, and computer-based products.

### **Telephone Use**

As stated above, students may not bring cell phones onto the campus without prior approval by the Principal. If a parent or guardian needs to reach a student during school hours, he or she is invited to call the office and that student will be brought to the phone. The office phone number is: 415-397-8957.

Students may use school telephones with staff approval. Life Learning Academy staff has the discretion whether to dial the telephone for the student or allow the student to dial the telephone himself/herself.

### **Theft or Destruction of Property**

The destruction or defacement of school or private property, and the theft of school or private property jeopardizes the integrity of Life Learning Academy's sense of community. Students who destroy, deface or steal school or private property are expected to make restitution, must meet with the Principal or designee, and may be disciplined in alignment with LLA policy.

### **Transcripts/Progress Reports**

Life Learning Academy will maintain current transcripts of coursework for all students. Progress reports will be issued in a timely manner at the halfway point and conclusion of every semester.

### **Transportation**

All students are responsible for providing their own transportation to school each day. Students must either take public transportation to school, receive a ride from his or her parent or guardian, or personally drive to school. Students are not permitted to get rides to or from school with persons other than a parent or guardian. MUNI has a bus line (line 25) which runs regularly from San Francisco to a bus stop directly outside LLA.

Life Learning Academy may provide van or other transportation for school related field trips or functions and safe passage to and from school when this need is identified. Students must be in good academic and behavioral standing to ride the van or other provided transportation.

Additionally, students on a Life Learning Academy approved field trip are expected to:

1. Obey the van or car service driver and all safety procedures,
2. Refrain from destroying property,
3. Refrain from fighting or rough-housing on the van or in the car,
4. Refrain from leaving the van or car without permission,
5. Not talk to persons outside of the van or car,
6. Not eat, drink or litter in the van or car,
7. Not use profanity in the van or car, and
8. Wear a seatbelt.

A student who breaks school transportation rules will be subject to the following discipline each time he or she breaks a rule:

- The first offense results in a warning.
- The second offense results in a referral to the Principal.
- The third offense results in contact with the parent or guardian.
- The fourth offense results in revocation of transportation privileges.

Certain behavior such as destruction of van or car property will result in an immediate call to the parent/guardian and possible removal from LLA transportation service.

### **Use of Personal Automobiles for School Programs (students)**

Student requests to drive automobiles to school will be reviewed by the Principal and COO after the student has exhibited exceptional character development at Life Learning Academy. Requests must include: (1) a copy of the student's valid driver's license, (2) written parental/guardian permission and (3) confirmation from the student's parent/guardian that the vehicle is insured.

Students driving other students are not agents of the Life Learning Academy or San Francisco Unified School District. Students may not drive other students on school sponsored trips or functions.

### **Uniform Complaint Procedure**

Life Learning Academy has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, including the charging of unlawful pupil fees, non-compliance with the Local Control Funding Formula, and non-compliance with reasonable accommodations for lactating pupils.

Life Learning Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, immigration status, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any Life Learning Academy program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety Programs
- Agricultural Vocational Education Programs
- American Indian Education Centers
- Consolidated Categorical Aid Programs
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs

- Foster and Homeless Youth Services
- Migrant Education
- Every Student Succeeds Act / No Child Left Behind Act Programs
- Regional Occupational Centers
- Special Education Programs
- State Preschool
- Lactating Pupils
- Bilingual Education
- Economic Impact Aid
- Tobacco-Use Prevention Education
- Local Control Funding Formula/Local Control and Accountability Plan
- Juvenile Court School Pupils

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Principal of LLA. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Craig Miller, Chief Operating Officer  
 Life Learning Academy  
 651 8<sup>th</sup> Street, Treasure Island  
 San Francisco CA 94130  
 415-397-8957

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Principal or designee in writing.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the Life Learning Academy's procedures.

The complainant has a right to appeal Life Learning Academy's procedures Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of Life Learning Academy's procedures Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Life Learning Academy's procedures complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Principal.

### **Visiting Procedures**

Life Learning Academy encourages visitors to appreciate our learning community; however, the education and focus of our students is paramount. Visits to Life Learning Academy must be scheduled in advance, and visits will be led by a member of the Life Learning Academy staff. When they are not in classes, student representatives may also lead tours of the school.

Students who do not attend Life Learning Academy are not allowed at our school site. All visitors must sign in at the reception desk.

### **Vocational Tools**

All students must receive appropriate safety training and testing prior to their use of any power tools and equipment at Life Learning Academy. Students may not borrow LLA power tools.