



LOS ANGELES LEADERSHIP ACADEMIES

Grades 6th-12th

2013 - 2014
*Handbook for
Students and Parents*



Any items of value found should be returned to the main office or Dean of Students. Other found items can be claimed from the Lost and Found. Unclaimed items will be donated to a local charity at the end of each quarter. Please check immediately if you have lost an item.

School Activities

Field Trips

Students may participate in field trips throughout the school year. These trips are a part of the interdisciplinary curriculum and may include walking trips or chartered bus transportation. Participation is required as these are important learning experiences. Only excused absences are permitted. Field Trip Forms will be sent home at least one week prior to the planned trip.

Dances and School Sponsored Events

Dress for most school-sponsored social events outside of the regular instructional day must adhere to the “free-dress policy.” Students who are not dressed appropriately will not be allowed to participate in the activity. An ID card is required to enter school-sponsored events. Students must remain inside or within specified areas once they have arrived. Once a student leaves the event, the student cannot return. Parents are expected to pick up their student immediately following the end of the event. Parents are also invited to help chaperone school events such as dances and parties. Students are expected to follow school rules at all school-sponsored events.

DANCING:

All dancing should be done with dignity and self-respect. This includes, but is not limited to: MOSHING, SLAM, BODY/CROWD SURFING and BUMP/GRIND. Any chaperone seeing any of the above will ask the student(s) to call home and he/she will be removed from the dance. If you are removed from the dance, you will not be allowed to attend the next scheduled dance.

ADDITIONAL ITEMS:

Glow Sticks are not allowed at any dance. Students with glow sticks will be asked to dispose of them. Dances are for dancing and not running around the gym. Chaperones should not have to address this issue.

Disclaimer: Students may be prevented from participating in school activities if there is an existing school debt or disciplinary concern.

Parent Engagement

Parent involvement is a critical component for effective schooling and student achievement. Active and consistent parent engagement with regards to their student’s education generally leads to higher levels of student academic achievement.

Parent/Student/Staff School Agreement

LALA believes students achieve higher levels of success when administrators, teachers, staff, and parents work in collaboration with each other. Your time, talent, and enthusiasm are an integral part of the day-to-day functioning of the school and the overall academic development of your child. As stated in the Parent/Student/Staff School Agreement, each accepts responsibility for the preparation of each student. This document is part of each student’s enrollment packet and is explained to all new families at the beginning of the school year. Continuing parents and students will sign the agreement at the beginning of each new school year.



LALA believes:

- Parents are needed to take active and meaningful roles ensuring the success of the school.
- Parents must be actively engaged in their child's education and responsible for supporting their child's learning at home.
- Parents must support the goals of the school through their voice and through volunteering a minimum of 30 hours per year.
- Attend at least 4 Parent Education Academy Sessions each year

Helping Your Child Succeed

Effective and consistent parent participation leads to student success. The following suggestions are to help your child's academic success:

1. Encourage your student to be an active and responsible learner who completes and turns in assignments and homework when they are due and seeks assistance when needed.
2. Ensure that your student arrives to school on time each day and supports school policies such as discipline, safety, proper school attire, textbook care, etc.
3. Monitor your student's overall progress on a regular basis. Do not wait until progress reports and report cards are issued to find out how your student is doing in school.
4. If your student is struggling with their schoolwork or needs help, speak with his/her advisor and/or teachers and ensure that your student attends tutoring.
5. Help your student establish a regular time and place to study and to complete their homework and school projects.
6. Talk to your student about what is happening at school and what they are learning.
7. Attend all scheduled parent/teacher conferences, school activities and parent educational workshops.
8. Support your student's school by volunteering a minimum of 30 hours each year.

Volunteering

Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically. Each family is expected to volunteer 30 hours per school year. Fifteen hours should be applied to supporting the school and 15 hours should be applied to supporting your child academically.

Possible Volunteer Opportunities to Support the School

- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision



- Leadership activities such as serving as the parent representative for your child's advisory class, participation in the parent advisory committee, school board of directors, or participating in other school committees

Possible Volunteer Opportunities to Support your Child Academically:

- Parent workshop participation
- Classroom visits
- Classroom support
- Tutoring support
- Serving as a parent mentor

How to Volunteer

Feel free to call the school at the beginning of the school year or any time thereafter to volunteer. If you need more information, please contact the Parent Outreach Coordinator.

Leadership Opportunities for Parents

Leadership opportunities for parents include participation in the following committees:

- Advisory Committee
- School Board of Directors
- Welcome Week Committee
- Communications Committee/Parent Representative for your child's advisory class
- Teacher Appreciation Committee.
- College Committee
- School Beautification Committee
- Recruitment Committee

Los Angeles Leadership Academy Family Educational Rights and Privacy Act Policy

Los Angeles Leadership Academy complies with the Family Educational Rights and Privacy Act ("FERPA"), a federal law that was enacted in order to protect students' education records at all schools that receive funds under a program of the United States Department of Education.

Rights of the Student or Parent

FERPA gives a student's parents certain rights over the student's education records until the student reaches the age of 18 or attends a school beyond the high school level. At that time, the rights are transferred from the parents to the eligible student. These rights enable the eligible student or parents to:

*Inspect and review student's education records maintained by the school. If the student and parents are unable to review the records at the school, they may request copies from the school (and may be charged a fee for them.)

*Request that a school correct the student's records if they believe that they are incorrect or misleading. If the school chooses not to update the student's records, the student or parent has the right to a formal



Parent Overview Contract

Please sign and return to school.

Receipt and Agreement: Parent/Student Handbook

I ACKNOWLEDGE that I have received a copy of the Los Angeles Leadership Academy 2012-13 Handbook for Students and Parents. I have read and understood the contents of the Handbook, and have been given the opportunity to ask questions I might have about the policies in the Handbook.

I understand that the statements contained in the Handbook are guidelines for parents and students concerning some of the LALA policies and procedures.

I ACKNOWLEDGE that I have read and understood the contents of the FERPA documents included in the Handbook, and have been given the opportunity to ask questions I might have.

I understand that the FERPA documents include: Privacy Act Notification, Notice for Directory Information, Parent Complaint Procedure, Student Non-Harassment Policy, and Family Educational Right and Privacy Act Policy.

I have read and do agree, by signing below, to abide by all of the LALA policies and procedures outlined in the Handbook.

Los Angeles Leadership Academy Staff agrees to:

- Send regular correspondence to parents, informing of activities, events, and meetings.
- Provide a parent friendly classroom and school environment, where parents are encouraged to visit and fully participate in the education of their child.
- Schedule parent conferences for the parent(s) to attend.
- Provide regular homework opportunities that each student will be able to successfully complete independently or with parental assistance.
- Ensure that each student receives the rigorous curricular standards for each grade level as set by the California Department of Education.
- Enforce a fair a consistent discipline plan that includes both rewards and consequences and to provide students the skills to resolve conflicts as they occur.
- Provide all students a safe and orderly environment for optimal learning.

Los Angeles Leadership Academy Students agree to:

- Act in a respectful manner.
- Work hard and encourage classmates to do their best work.
- Take responsibility to right any wrongs done to others.
- Complete homework on time and to the best of your ability.

- Older students perform as positive role models for younger students.

Los Angeles Leadership Academy Parents agree to:

- See that your child arrives to school on time everyday and stays the entire day.
- Provide a consistent time and place for your child to do homework nightly and check to see that it is finished. *Please contact the teacher the following day if any directions are not clear.*
- Inform the school/teacher if you child has special medical or educational needs that may require special case.
- Update the school office if there are any changes to the emergency card information. *This card contains names and phone numbers of individuals that will be contacted in an emergency or allowed to pick up the child from school.*
- Attend all parent conferences.
- Attend Back to School Night, Open House Night, and all meetings specific to your child's education program.
- Volunteer a minimum of 30 hours per year, assisting in the school or classroom.
- Teach your child to treat all adults and classmates with respect.

I/We agree to abide by the agreements stated above.

Student Name

Student Signature

Date

Parent or Guardian Name

Parent or Guardian Signature

Date