**SAFE SCHOOL PLAN**

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A meeting for public input was held on 10/18/2018

Plan finalized by School Safety Committee on October 9th, 2018

Plan approved by PUBLIC POLICY CHARTER SCHOOL

Board of Directors on

10/18/2018

**School Safety Committee Members:**

Sonali Tucker Ed.D., *Executive Director*

Richard Burris, *Teacher*

Brian Lara, *Bilingual Instructional Aide*

Crystal Lopez, *Office Coordinator*

Ebony Keyes, *Current Parent*

Add name of officer assigned after Sandy Hook incident

LAPD Southwest Division

This document is available for public inspection at the

PUBLIC POLICY CHARTER School offices located at:

1701 Browning Blvd. Los Angeles CA 90062

and on our website at [www.publicpolicycharterschool.org](http://www.publicpolicycharterschool.org)

The comprehensive school safety plan shall be evaluated and amended, as needed, by Public Policy Charter School’s School Safety Committee no less than once a year to ensure that the comprehensive school safety plan is properly implemented. (Education Code, Section 35294.29(e).

An updated file of all safety related plans and materials shall be readily available for inspection by the public. A copy of the Comprehensive Safety Plan will be kept in each school office.

*“ Schools have a responsibility to provide safe, disciplined, and drug free environments that enable students to focus on the academic and social tasks designed to foster their development into healthy, productive adults.”* California Department of Education, 1998

**School Safety Committee Mission**

Public Policy Charter School schools are committed to providing safe and positive learning environments for our students. PPCS believes safety is central to the daily operation of productive schools. In order to be and do their best, PPCS schools will provide safe and healthy school communities to our students that are free from disruptive behavior and discipline problems that interrupt learning. PPCS will provide annual staff trainings on policies and expectations regarding the practices necessary to maintain the security of the campuses, responding appropriately to emergencies, increasing the safety and protection of students and staff, and creating a safe and orderly environment.

*“Safe schools allow students to concentrate on learning, teachers to focus on teaching, and parents to be confident their children are in a secure, peaceful environment.”*

National Resource Center for Safe Schools

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A**ssessment of the Current Status of Crime in Los Angeles**

For more than a decade, the Los Angeles Police Department reported year-end statistics that showed big drops in crime. However, in 2015, Los Angeles has shown an increase in violent crime and property crime.

**Source: Los Angeles Times article from December 30th 2016 - by Cindy Chang and Maya Lou.**

Violent crime in L.A. jumps for third straight year as police deal with gang, homeless issues.



The Los Angeles Times reports that, robberies were up by 13%, aggravated assaults were up by 10% and rapes were down by 4% through Dec. 17, compared with the same period last year. Homicides were up by 5%.

Overall, violent crime was up by 10% over last year and 38% over two years ago.

Property crime also went up for the third consecutive year, with a 4% rise that was driven by double-digit increases in car-related thefts.

Despite these overwhelming and startling statistics, we believe that all students can achieve and succeed at the same level as students in more affluent areas, given access to the same resources, expectations and a school environment free from drugs, gangs, and bullying, that impede learning. At PPCS we believe that due to the small school size, safe school culture, we do not have the level of violence seen on larger campuses.

**Prevention of Child Abuse Policy**

PUBLIC POLICY CHARTER SCHOOL is committed to maintaining safe and secure campuses for students, and for following its legal responsibilities in reporting suspected child abuse /neglect to the proper authorities.

**Reporting Suspected Abuse/ Neglect**

PENAL CODE SECTION 11164 – 11174.3

11164.

1. This article shall be known and may be cited as the Child Abuse and Neglect Reporting Act. The intent and purpose of this article is to protect children from abuse and neglect.
2. In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatsoever is necessary to prevent psychological harm to the child victim.

11165.

1. As used in this article “child” means a person under the age of 18 years.

While the responsibility of enforcing legal prohibitions against child abuse and neglect lies with the protective agencies such as the local police department and Children's Protective Services, PUBLIC POLICY CHARTER SCHOOL's child care custodians (including teachers, administrative offices, certificated personnel, etc.) are mandated reporters of known or suspected child abuse/neglect and are required to fulfill this legal responsibility. Every child care custodian of PUBLIC POLICY CHARTER SCHOOL sign a "Child Abuse Reporting" form indicating they understand their responsibilities to report known or suspected child abuse/neglect.

Mandated Reporters include:

1. A teacher
2. An instructional aide
3. A teacher’s aide or teacher’s assistant employed by any public or private school.
4. A classified employee of any public school
5. An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
6. An employee of a school police or security department.
7. Any person who is an administrator, or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
8. A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage family and child counselor, clinical social worker, or any other person who is currently under Division 2 (commencing with section 500) of the Business and Professions Code.
9. An athletic coach, athletic administrator, or athletic director employed by any public or private school that provides any combination of instruction for kindergarten, or grades 1 through 12, inclusive.

**Reporting Problems at the School Site**

PUBLIC POLICY CHARTER SCHOOL maintains zero tolerance for abuse. Every member of PUBLIC POLICY CHARTER SCHOOL must participate actively in the protecting of its students.

* PUBLIC POLICY CHARTER SCHOOL staff will monitor the school building and grounds:
* All unused rooms, storage areas, and closet doors should be kept locked at all times;
* All unused buildings and areas must be designated, posted and enforced as off-limits to children;
* All students are required to remain in areas that are easily viewed by employees:
* Interior doors should be left open and unlocked when rooms are in use.
* Blinds should be left open to allow informal monitoring by a passerby.

WHAT MUST BE REPORTED:

In the event that any current or future PUBLIC POLICY CHARTER SCHOOL employee observes any suspicious or inappropriate behaviors on the part of any third party or other employee while on PUBLIC POLICY CHARTER SCHOOL premises, he or she is required to immediately report their observations to Director(s), Principal, or designee. Examples of suspicious or inappropriate behaviors include, but are not limited to:

* Physical Abuse
* Sexual Abuse
* Emotional Abuse
* Neglect
* Policy violations
* Neglectful supervision
* "private time" with students
* Taking students off premises without adhering to procedures
* Buying unusual gifts for children and youth
* Swearing or making suggestive comments to students
* Or any other conduct as identified in this policy or which is inappropriate or illegal in the eyes of the observer.

All reports of suspicious or inappropriate behavior with students will be taken seriously. The Executive Director or designee will conduct an immediate investigation concerning the alleged act or omission. If at any point in gathering information about the allegedly suspicious, inappropriate or illegal behavior, a concern arises that there is a possibility of abuse of any kind, appropriate law enforcement and /or local child protection services will be contacted immediately and a report will be filed. If at any point any policy violations with students are confirmed, employees will be subject to disciplinary action, including but not limited to, administrative leave, termination and /or criminal prosecution.

The mandated reporter must only have *reasonable suspicion* that a child has been mistreated; no evidence or proof is required prior to making a report. The case will be further investigated by law enforcement and/or child welfare services.

PUBLIC POLICY CHARTER SCHOOL will cooperate with any and all law enforcement and/or governmental entities in the implementation and enforcement of this policy.

HOW TO REPORT

By phone: immediately, or as soon as possible, make a telephone report to child welfare services.

* Child Welfare Services: (800) 540 – 4000

In writing: If requested, within 36 hours, a written response must be sent, faxed, or submitted electronically to Child Welfare Services. The written report must be completed on state form 8572, which can be downloaded at:

<http://ag.ca.gov/childabuse/pdf/ss_8572.pdf>

[http://DCFS.Co.Ca.us](http://dcfs.co.ca.us)

OTHER INFORMATION:

* Safeguards for mandated reporters:
  + The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigate parties working on the case.
  + As long as a report is filed in good faith, a mandated reporter cannot be held liable to civil or criminal court.
* Failure to report:
  + Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months jail time and/or up to a $1,000 fine.
* For the complete law and a list of mandated reporters refer to California’s Penal Code 11164 – 11174.3. This document and mandated reporting information can be found at: [www.madatedreporterca.com](http://www.madatedreporterca.com)

**Disaster Response Procedures**

This disaster plan has been prepared in compliance with California Administrative Title 5 and Education Code 560, and the California Government Code 8607 California Standardized Emergency Management System (SEMS).

Section 8607 of the California Government Code requires that state and local governments, including special districts (i.e., schools) be prepared to respond to emergencies using the SEMS. SEMS must also be used in school planning and training.

WHAT IS SEMS?

SEMS is a management model used to centralize, organize, and coordinate the school’s response to an emergency crisis. This model facilitates the flow of information and resources, the use of standardized terminology and assignments, while allowing schools the flexibility to expand or contract operations depending on the scope of the incident.

PURPOSE OF THE DISASTER PLAN:

The purpose of the Disaster Preparedness Plan is:

* To provide specific guidelines and procedures for all school personnel to use in responding to emergency situations and to ensure they will be prepared to respond to any disaster or emergency in an orderly and effective manner.
* To provide schools with guidelines for developing supplementary site specific plans.
* To provide guidelines for each school to use in providing emergency response training to all employees and students
* To provide each school with guidelines for the equipment and supplies to have available prior to a disaster.

The Executive Director of the school or his/her designee will maintain a site specific School Disaster Plan based on SEMS. The staff of the school must be trained and be familiar with the emergency response procedures as outlined below. All staff members will be trained to meet emergencies and to provide students with the instruction and practice they need in order to respond appropriately during emergencies and disasters. The school will use the Incident Command System when responding to an emergency.

More than likely, the Executive Director/Designee will activate the School’s Emergency or Crisis Plan in a major disaster or when an emergency exists, or threatens to exist, that may impact the safety and well-being of students, employees and the surrounding community. When the Emergency Crisis Plan is activated, staff will follow an Incident Command System (ICS). ICS is an organizational structure used by all emergency responders in the state of California when responding to an incident.

ICS ensures centralized direction and coordination. Under ICS, one person (the Incident Commander) is in charge of the emergency at the school site. The Incident Commander has full authority to command and direct resources. The Executive Director/ Designee is typically the Incident Commander.

Depending on the nature and scope of the emergency, the Executive Director/Designee may appoint Section Chiefs to oversee the four other functions: Planning, Operations, Logistics and Finance and Administration. If the situation warrants, the Executive Director/Designee can perform any or all five functions. Each school site shall make the staff assignments according to the five SEMS functions.

*“One of the true tests of leadership is the ability to recognize a problem before it becomes an emergency.”* Arnold H. Glasgow

* INCIDENT COMMANDER (Executive Director/Principal/Designee) – Decision Makers Job Description: Responsible for emergency operations to ensure the safety of students, staff and others who are on campus.

Responsibilities:

1. Assess emergency or threat and impact to students, staff, school property and surrounding community.
2. Activate emergency plan and Incident Command System.
3. Establish an Incident Command Post.
4. Develop and communicate a plan of action.
5. Provide district with site specific status report
6. Authorize any release of public information.
7. Release teachers as appropriate.
8. Declare end of emergency-initiate recovery if appropriate.
9. Remain in charge of your campus until redirected/released by superintendent of schools or relived by fire or law enforcement incident commander

* OPERATIONS CHIEF - Doers

Job Description: Manages and directs emergency response activities on campus. (Note: Incident Commander (Executive Director/Principal) may also perform this job.

Responsibilities:

1. Coordinate Staff Buddy Assignments
2. Coordinate Student Messengers
3. Coordinate Search and Rescue
4. Coordinate Campus Check and Security
5. Coordinate Medical Aid
6. Coordinate Student Care
7. Coordinate Student Release
8. Coordinate Mental Health Counseling
9. Make sure teams have enough supplies
10. Reassign staff as needed
11. Schedule breaks and back-ups for staff
12. Coordinate mental health response activities.

* PLANNING AND INTELLIGENCE CHIEF – Thinkers

Job Description: Keep current on situation at all times. Analyze information, prepare necessary reports, and manage status boards.

Responsibilities:

* 1. Collect all information pertinent to incident (internal and external)
  2. Analyze information for potential impacts or changes
  3. Prepare and update status reports
  4. Manage and update status board
* LOGISTICS CHIEF – Getters

Job Description: Secure supplies, personnel and equipment and arrange for transportation and lodging of resources.

Responsibilities:

1. Open disaster container
2. Distribute supplies, kits, etc.
3. Set-up various staging area (s) for sanitation, feeding, etc.
4. Sign-in volunteers and assign to various sections needing assistance
5. Determine whether additional equipment, supplies, or personnel is needed
6. Make arrangements for transport of supplies and lodging of personnel

* FINANCE AND ADMINISTRATION CHIEF – Payers

Job Description: Track all costs and staff time redirected to emergency. (Note: Incident Commander (Executive Director/Principal) may also perform this job).

Responsibilities:

1. Document all supplies redirected to emergency
2. Document all personnel time redirected to emergency (number of hours with description of activities performed)
3. Check with Section Chiefs to determine whether additional supplies, etc. will need to be purchased.
4. Purchase needed items.
5. Document all activities.

**Practice Drills**

It is the Executive Director's responsibility to schedule emergency drills throughout the year, and record the date and time of each drill. The Office Manager or lead teacher(s) may be asked to help out. Those drills are:

* Fire Drill: At least once per quarter, a fire drill should be conducted in which all pupils, teachers, and other employees are required to vacate the building.
* Earthquake Duck & Cover Drill: This drill should be performed at least once per school year.
* Major Disaster Drill: This drill should be performed twice per school year so personnel are oriented to the PUBLIC POLICY CHARTER SCHOOL Major Disaster Plan.

**Civil Defense Procedures**

Civil defense procedures are established to promote the safety of children and adults during a period of civil emergency. The local Civil Defense and Disaster Council is responsible for coordinating disaster planning among the cities in your area. It is through this coordination that information and warning notifications are communicated. An Emergency Warning System, which includes sirens strategically positioned throughout the school's county, becomes the major Civil Defense alarm. In addition, schools will receive warning through telephone communications from the local county office.

**Alert Signals**

The ability to respond quickly and efficiently when a major disaster strikes is important so that we are able to provide protection for students and school staff. In order to be better prepared, the staff, students and parents should be informed of their responsibilities following a major disaster.

At the sound of the "Alert" signal:

* All students in transit between classrooms, in restrooms, etc., will walk to their assigned classrooms.
* Each teacher will stay in the classroom with his/her students.
* Each support staff member will report to the school office for instructions.

At the sound of the "Take Cover" signal:

* Students will position themselves under desks or tables.
* Students on the playground or out of doors will drop, face down on the ground.
* Open all doors; leave windows as they are.
* The teacher should be ready with stories, songs, guessing games, etc., in case of an extended waiting period.

At the "All Clear" signal:

* Children will resume their regular class activities.
* When a building is unsafe to resume classroom instruction or if the situation has made the streets and sidewalks hazardous, the Executive Director will declare the premises unsafe.
* If an evacuation is found necessary, the Executive Director/principal/designee will post on a conspicuous place, the new location of the students.

**Staff Responsibilities**

**Executive Director**

• Sounds appropriate alarm to evacuate building (fire drill) or take cover within the building (civil defense).

* Following fire drill procedures check the building to ensure that all students, personnel and visitors have evacuated the building.
* Provide for administration of first aid and request other emergency assistance as needed.
* Keep the PUBLIC POLICY CHARTER SCHOOL Office and the local county office informed and, if necessary, set up a telephone communications point at a nearby residence or business.
* Give directions to police in search and clearing procedures and take full responsibility for search.
* Coordinate supervision of students and all clean-up or security efforts.

**Teachers**

* Carry out appropriate emergency procedures to ensure the safety and welfare of students.
* Supervise children and maintain calm and order.
* Make sure you have access to the classroom copy of the students' emergency cards.

**Office Manager**

* Assist and take direction from the Executive Director.
* Make sure first aid supplies are handy in case they are needed.
* Keep the students’ emergency contact information on hand.
* Carry out other duties as assigned.

**Aides, Volunteers and Other Adults**

Should assist teacher working with students to keep them safe, orderly and comfortable. Be on call for Administrators' requests.

**Disaster Plans**

Whenever there is any type of disaster, the primary concern is the safety of the students. The following general guidelines will offer assistance in a variety of disaster situations. Each teacher should also display Disaster Plan guidelines prominently in each classroom.

**Fire Drills**

Fire drills will be held at least twice a semester.

* Office personnel will maintain a record of fire drills held and total required time for complete evacuation.
* When the fire drill signal sounds, teachers will lead the students in their room along the route indicated on the evacuation map posted for that purpose.
* Before leaving the room, teachers will see that all windows and doors are closed and that they have their class attendance roster with them.
* Students who are not in a classroom at the time the fire drill signal is given will attach themselves to the nearest teacher exiting the building for purposes of getting to the designated evacuation site.
* Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers.
* Teachers will then take roll to ensure that all students are accounted for. The names of any missing students will be given to the office personnel and the administrative staff will attempt to locate missing students.
* Students will remain with their teachers at the designated evacuation site until the administrative staff gives the "all clear" signal.

**Earthquake**

**Disaster Drills (I.E. EARTHQUAKE)**

Disaster drills will be conducted at least once every two months.

* Students will be made familiar with the "duck and cover" routine. A disaster drill commencing with the "duck and cover" routine will be initiated by an announcement over the intercom. Staff and students will hear, "This is an emergency drill. Duck and cover."
* During the classroom "duck and cover" routine, teachers will turn off the lights and instruct students to position themselves under a desk, table, or against the wall where they will be away from windows.
* Students will remain quiet and orderly in order to hear additional instructions when given.
* All drills will be concluded with an "all clear" announcement, or a visible signal from the administrative staff.
* In the case of a real earthquake, everyone must engage in the "duck and cover" routine immediately and remain in position until the teacher determines that it is safe to leave the building.
* If remaining in the room becomes dangerous, or when the shaking stops, teachers will proceed with their students to the evacuation site or another safety zone.
* If students are on the playground or other outdoor area when a disaster drill is called or in the event of an actual earthquake, students are to drop immediately to the ground, away from trees and power lines, and assume the "duck and cover" position.
* They are to remain in that position until given additional instructions.

**Flood/Severe Weather**

Warnings of severe weather are usually received via public radio or the State Warning Center. If time and conditions permit, students may be sent home. However, if weather conditions develop during school hours, without sufficient warning, student will be held at school.

The Director(s) will assess the situation and make a school-wide announcement to A). Evacuate, B) stay in classes or C) release students to go home.

**Electrical Failure**

* Executive Director or Designee will notify DWP.
* Office staff and classroom teachers will be instructed to turn off computers and all other equipment that may be damaged by a power surge when the service is restored.

**Gas Line Break**

Director(s) will notify Local Gas Company and fire department.

* Staff to follow the emergency procedures previously described.

**Water Main Break**

* Executive Director or Designee notifies the water department
* Executive Director or Designee notifies the police.

• Executive Director or Designee determines if it is necessary to follow the emergency procedures on to evacuate students and staff.

**Water Contamination**

* Instruct teachers and staff to move students away from drinking fountains, sinks, and all  
  other water outlets.

**Chemical Spill/Incident**

If Indoors:

* Block or rope off area- DO NOT TOUCH ANYTHING.
* Evacuate room and TURN OFF air conditioning system.
* Notify school office- contact 911 if necessary.
* Designee should check for chemical safety data to determine clean up procedure.

If Outdoors:

Upon hearing of a chemical leak (usually from the fire department or other city office) the Executive Director or Designee will determine if students should be evacuated.

* Move away from building, poles and overhead wires.
* Close doors and windows and TURN OFF air conditioning system.
* If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.
* Provide first aid if required,
* Staff to follow the emergency procedures previously described.

**Lockdown/Shooting Incident**

If a shooting takes place the first priority is to shelter students and staff. On hearing shots or an announcement from the Executive Director or Designee;

* Teachers will close and lock all classroom doors and windows immediately, calmly direct students to duck under their desks, and take roll.
* Executive Director/Principal or Designee will call 911.
* Executive Director/Principal or Designee will ensure that students are not in the hallways or bathrooms. Students found in these areas are immediately escorted to a secure classroom or office.
* Office personnel will close and lock all office doors and windows immediately.
* Nobody is to leaves their secure sites until emergency crew members escort them to safety.
* Assigned person(s) will control and organize media.
* Assigned person(s) will ensure that counseling services are available as soon as possible.

**Bomb Threats**

The person receiving the call or letter will note the time of day, wording of the message, background noises, and quality of the voice to try to determine if it is a young child or an adult. This person will delay the caller as long as possible, while they alert another adult to the crisis. That adult will immediately notify the telephone company to trace the call and immediately thereafter, notify the police using 911.

Based on the information at hand, the administrative staff will make a decision whether an immediate evacuation is warranted. If so, the evacuation code word, "safe school drill", will be given over the intercom and evacuation procedures will be followed. The office personnel will coordinate information requests to and/or from law enforcement, the Telephone Company, and parents.

If an immediate evacuation is not warranted, the administrative staff will notify teachers to inspect their room for any suspicious materials or unknown packages, without alarming students.

All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

**Explosion**

If indoors:

* Assume duck and cover position.
* Turn away from the windows and other sources of glass.
* Take cover under a desk, table or against an interior wall.

If outdoors:

* Move away from buildings, poles and overhead wires.
* Lie down or crouch low to the ground.
* Look out for dangers that may demand movement
* Staff is to follow emergency procedures previously described.

**Death/Suicide**

* Executive Director will be notified in the event of a death or suicide on campus.
* Assigned person(s) will phone 911 and notify LAUSD office.
* Executive Director will notify teachers to keep students in their classrooms until informed otherwise.
* Assigned person(s) will control and organize media.
* Assigned person(s) will notify relatives where the victim(s) have been taken while not divulging unnecessary details.
* Assigned person(s) will ensure that counseling services are available for peers as soon as possible.

**Suicide Prevention**

Assisting students who express suicidal wishes or engage in suicidal behaviors is essential to maintaining a safe and healthy environment for students.

* An administrator who serves as the head of the school site shall respond to reported incidents of students expressing suicidal wishes or engaging in suicidal behaviors.
* A preliminary assessment and referrals, as appropriate, will be completed by the designated "administrator", including a review of risk factors.
* Parents must be informed of the student's actions or expressions of intent.

**Intruders/Vicious Animals**

* Administration should initiate a code to alert staff of a potential suspicious intruder.
* Students are to be kept in the classroom until the threat has cleared.
* Implement shelter in place if necessary; lock classroom doors and windows, move away from any outside portals, draw curtains.
* Upon shelter implementation, staff will notify the office of all students currently present, if possible.
* All students outside of the building are to be quietly and cautiously led into the building.
* Wait for further instructions from administration and/or police/animal agency.

**Suspension and Expulsion Policies**

**Suspension Rates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2012-2013** | **20 2013 - 2014** | **2014 - 2015** | **2015-2016** |
| **PPCS PPCS** | N/A | N/A | N/A | 1.10 |
| **LAU LAUSD** | 1.7 | 1.3 | 0.9 | N/A |
| **State STATE** | 5.1 | 4.4 | 3.9 | N/A |
| % of students based on number enrolled | | | |  |

Suspension is the temporary removal of a student from class instruction for adjustment or disciplinary reasons. A suspension does not mean any of the following:

1. Reassignment to another class at the same school where the student will receive continuing instruction for the school day.
2. Referral to an advisor assigned that role by the Executive Director and Principal.

While on suspension from school the student is not to loiter on or around school grounds at any time, nor to attend any PUBLIC POLICY CHARTER SCHOOL activities, no matter where such activity may be taking place. Violation may result in further disciplinary action.

Except in cases where suspension for a first offense is warranted in accordance with law, school site shall consider suspension from school only when other means have not been successful or where the student's presence would constitute a danger to persons or property or seriously disrupt the educational process.

**Grounds for Suspension and Expulsion**

A student may be recommended for suspension or expulsion for any of the following reasons, as specified in Education Code Sections 48900 et seq.:

* *Caused, attempted to cause, or threatened to cause physical injury to another person.*
* *Willfully used force or violence upon the person of another, except in self-defense.*
* *Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the Executive Director, Principal or a designee.*
* *Unlawfully possessed, used, sold, or otherwise furnished, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.*
* *Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.*
* *Committed or attempted to commit robbery or extortion.*
* *Caused or attempted to cause damage to school property or private property (includes, but is not limited to, electronic files and databases).*
* *Stole or attempted to steal school property or private property (includes, but is not limited to, electronic files and databases).*
* *Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.*
* *Committed an obscene act or engaged in habitual profanity or vulgarity.*
* *Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.*
* *Knowingly received stolen school property or private property (includes, but is not limited to, electronic files and databases).*
* *Possessed an imitation firearm.*
* *Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.*
* *Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.*
* *Engaged in, or attempted to engage in, hazing as defined in Section 32050.*
* *Aided or abetted, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.*
* *Committed sexual harassment. Section 48900.2 (E.C. 48900et seq.)*
* *Caused, attempted to cause, threatened to cause, or participated in the act of hate violence. Section 48900.3*
* *Engaged in harassment, threats, or intimidation directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. Section 48900.4*
* *Made terrorist threats against school officials, school property or both. Section 48900.7*

Public Policy Charter School will provide alternatives to suspension or expulsion for any pupil who engages in the infraction that are listed above (with the exception of the items listed below that would result in immediate suspension). The Executive Director and Principal may use discretion to provide alternatives to suspension or expulsion including, but not limited to, counseling and an anger management program.

Students shall be immediately suspended and recommended for expulsion for any of the following reasons, as specified in Education Code Section 48915(c): another reason for the et seq.

* *Possessing, selling, or otherwise furnishing a firearm.*
* *Brandishing a knife at another person.*
* *Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.*
* *Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.*
* *Possession of an explosive.*

# Due Process Rights

### Informal Conference

Suspension shall be preceded by an informal conference conducted by the principal, with the student and the student's parents/guardians. The conference may be omitted if the Executive Director and Principal determine that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety, or health of students or school personnel. If the student is suspended without a conference, the parents will be notified of the suspension and a conference will be conducted as soon as possible.

### Notice to Parents

At the time of a student's suspension, a school employee shall make a reasonable effort to contact the parents by telephone or in person. Initial contact or unsuccessful attempts at contact will be followed by a written notice. This notice will state the specific offense(s) committed by the student. In addition, the notice may state the date and time the student may return to school. If the school officials want to confer with the parents regarding matters pertinent to the suspension, the notice may note that the parents are required to respond without delay, and that student violations of school rules can result in the student’s expulsion from the school.

### Length of Suspension

The length of a suspension shall not exceed five (5) consecutive days per suspension. No student shall be suspended for more than twenty (20) total days in one school year.

### Recommendations for Expulsion

Should a student commit one of the behaviors described under E.C. 48900 et seq. (except E.C. 48915[c]) he or she will be recommended for expulsion only if the school’s Executive Director and Principal determine that at least one of the following findings is substantiated:

* *Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.*
* *Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others*
* *Violation(s) of 48915(c) will result in the student’s expulsion, unless otherwise precluded by law, without the need for either of the above findings.*

### Expulsion Hearing

Students recommended for expulsion are entitled to a hearing to determine whether she or he should be expelled. The hearing will be held within 30 days after the school’s Executive Director and Principal determine that the student committed an act subject to expulsion. The hearing may be presided over by the Board of Directors or by an administrative hearing panel appointed by the Board. Written notice of the hearing will be forwarded to the student and the student's parents at least 10 calendar days before the date of the hearing.

This notice will include:

* *The date and place of the hearing.*
* *A statement of the specific facts, charges and offense(s) upon which the proposed expulsion is based.*
* *A copy of the disciplinary rules that relate to the alleged violation(s).*
* *The opportunity for the student or the student's parents to appear in person at the hearing.*
* *The opportunity for the student to be represented by counsel.*
* *The right to examine and acquire copies of all documents to be used at the hearing.*
* *The opportunity to cross-examine all witnesses that testify at the hearing.*
* *The opportunity to present evidence and witnesses on behalf of the student.*

Written notice of expulsion will be sent by the principal to the parents of any student who is expelled.

This notice will include the following:

* *The specific offense(s) committed by the student, that is, which of the acts listed in "Reasons for Suspension and/or Expulsion."*
* *Notice of the student’s or parent’s obligation to inform any other district in which the student seeks to enroll of the student's status with Public Policy Charter School.*

In case of expulsion, Public Policy Charter School will notify the superintendent of the school district of the pupil’s last known address within 30 days. PPCS will also provide the district with relevant student records and transcripts. Furthermore, PPCS will do due diligence in an attempt to find another educational placement for the expelled student. This will include conferring and collaborating with public school districts, other charter schools, the County, and input from the family.

### Appeal of Suspension or Expulsion

The suspension of a student will be at the discretion of the principal or the principal's designee. Expulsion of a student will be recommended by the principal and must be approved by the Board of Directors.

The suspension or recommendation for expulsion of a student is at the discretion of the school’s principal or the administrative designee. Parent/Guardian will be notified in advance to enactment of the suspension or expulsion. Parent/Guardian may appeal a student’s expulsion within five (5) working days to the School Board. The student who has been suspended will return to school after number of days suspended have expired. If the board votes in favor of the parent/guardian, the suspension will be expunged from the student’s records. The student, who has been expelled, will be considered suspended until the appeal hearing and a decision is rendered. A meeting will be convened by the School Board to hear the appeal within thirty (30) working days of the expulsion. Parent/Guardian must attend to present their appeal. The appeal will be heard by a fair and impartial panel of representatives appointed by the School Board. An appeal hearing includes the Principal, the parent of the student, the student’s teacher and any other pertinent person. The decision of the panel of representatives of the School Board will be final. During the time of the appeal process, the student will be expelled from Public Policy Charter School.

**Procedures for Notifying Teachers about Dangerous Pupils**

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. On the daily attendance report, when a student is suspended, it will show an “s” for that day. The information provided is for the student’s current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL.** It is not to be shared with any students or parents. Teachers are asked to secure the list so students and others may not view it.

Pursuant to Welfare and Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent of Los Angeles Unified School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the school site Principal. The site Principal is responsible for prompt notification of the student’s teachers. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and applicable support staff.

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Public Policy Charter School

Student Discipline Notification

TO: All Certificated Staff

FROM: Executive Director and/or Principal

Re: Student Suspension Information

*Education Code 49079 and Welfare and Institutions Code 827require that teachers be notified of the reason(s) a student has been suspended. The information provided below is for the student’s current teachers only. All information regarding suspension and expulsion is CONFIDENTIAL, and is not to be shared with any students or parents. Teachers are asked to secure the list so students and others may not view it.*

*The student was suspended for the following Education Code violation:*

*If you have any questions or want additional information, please see me.*

Public Policy Charter School

Confidential Memorandum

TO:

FROM: Sonali Tucker Ed.D., Executive Director and/or Principal

DATE:

Re: Student having committed specified crime

The student named below has been convicted of a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

**NOTE**: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. **UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE (EC 49079)**

**PLEASE DESTROY THIS NOTE IMMEDIATELY AFTER READING.**

was found to have committed the following criminal activity:

If you have any questions, please see me,

Sonali Tucker Ed.D.,

Executive Director

**Anti-Discrimination and Anti-Harassment Policy**

PUBLIC POLICY CHARTER SCHOOL is committed to providing a cooperative and comfortable work and education environment, free of discrimination and harassment of any kind. Accordingly, PUBLIC POLICY CHARTER SCHOOL forbids discrimination against any employee, applicant for employment, or student, on the basis of sex, ethnic group, religion, sexual orientation, color, race, national origin and physical or mental disability.

PUBLIC POLICY CHARTER SCHOOL will not tolerate discrimination or harassment activity by any of its employees, non-employee volunteers, or any other person subject to the control of school authorities. Furthermore, all program and activities at PUBLIC POLICY CHARTER SCHOOL shall be free from discrimination and harassment with respect to sex, ethnic group, religion, sexual orientation, color, race, national origin and physical or mental disability.

This policy is intended to be consistent with, and intended to be, enforced in conformity with the California Fair Employment and Housing Act and Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, as well as multiple sections of the Education Code.

**Students**

All students shall have equal opportunities in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. Eligibility for choral and cheerleading groups shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

PUBLIC POLICY CHARTER SCHOOL may provide girls and boys with separate changing rooms in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards should be used to measure achievement and create comparable educational opportunities.

The Board prohibits intimidation or harassment of any student by any employee or student at PUBLIC POLICY CHARTER SCHOOL. Staff shall be alerted and immediately responsive to student conduct that may interfere with another students' ability to participate in or benefit from school services, activities or privileges.

Students who harass or discriminate against other students shall be subject to appropriate counseling and discipline. An employee who permits or engages in discrimination or harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed or discriminated against should immediately contact the Executive Director or Principal. The student and/or parent may file a complaint verbally or in writing under LAUSD's "Discrimination/Harassment Student/Parents Complaint Procedure". Upon receipt of a harassment complaint PUBLIC POLICY CHARTER SCHOOL Board of Directors will be notified. Complaints of harassment will be investigated and immediately according to the procedures set forth in LAUSD's "Discrimination/Harassment Student/Parents Complaint Procedure". PUBLIC POLICY CHARTER SCHOOL’s "Anti-Discrimination and Anti-Harassment Policy" and the "Discrimination/Harassment Student/Parent Public Policy Charter School Procedure" will be reviewed with students at the beginning of each school year, either in the classroom or in student assemblies.

At the start of each school year, this policy will be mailed to parents/guardians.

**Employees - Sexual Harassment**

PUBLIC POLICY CHARTER SCHOOL forbids discrimination against any employee, applicant for employment, or student, on the basis of sex. PUBLIC POLICY CHARTER SCHOOL will not tolerate harassment activity by any of its employees. This policy similarly applies to non-employee volunteers or any other person subject to the control of school authorities.

A. Definitions

1. Conduct of a Sexual Nature - Conduct of a sexual nature may include, but is not limited to, verbal, visual or physical sexual advances, including subtle pressure for sexual activity; touching, staring, looking up and down, pinching, patting, or brushing against; comments regarding physical or personality characteristics or a sexual nature; sexually-oriented "kidding", "teasing", double-entendres, explicit or suggestive messages, cartoons, pictures and jokes and any harassing conduct to which an employee would not be subjected but for such employee's sex.
2. Unwelcome Conduct of a Sexual Nature

* Verbal, visual or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
* An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be unwelcomed.
* PUBLIC POLICY CHARTER SCHOOL prohibits any conduct of a sexual nature directed towards students by teachers or other to whom this policy applies, and shall presume that any such conduct is unwelcome.

1. **Sexual Harassment Prohibited**

*For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature, constitute prohibited sexual harassment if:*

* Submission to the conduct is made either an explicit or implicit condition of employment (as an illustration, and not as a limitation, where a person's continued employment is conditioned upon or impacted by prohibited sexual-based factors);
* Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; and
* The conduct substantially interferes with an employee's or student's performance, or creates an intimidating, hostile, or offensive work or school environment, regardless of whether the employee's continued employment or compensation is affected.

*Specific Prohibitions - Administrators and Supervisors*

* It is sexual harassment for a manager or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
* Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.
  + *Specific Prohibitions - Non-managerial and non-supervisory employees:* it is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.
  + *Specific Prohibitions - Employees and Students:* It is sexual harassment for an employee to subject a student to any conduct of sexual nature. Employees who engage in such conduct shall be subject to sanctions.

**C. Reporting, Investigation and Sanctions**

It is the express policy of PUBLIC POLICY CHARTER SCHOOL to encourage victims of sexual harassment to report such PUBLIC POLICY CHARTER SCHOOL. PUBLIC POLICY CHARTER SCHOOL understands that victims of harassment are often embarrassed and reluctant to report acts of harassment for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss sexual matters openly with

others. However, no employee of PUBLIC POLICY CHARTER SCHOOL should have to endure harassing conduct. And therefore the school encourages everyone to promptly report any incidents of harassment so that corrective action can be taken.

* Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of authority.
* Employees are also urged to report any unwelcome conduct of a sexual nature by superiors or fellow employees if such conduct interferes with the individual's work, performance, or creates a hostile or offensive working environment.
* Students are urged to report any conduct of a sexual nature by school employees or others to whom this policy applies to a school counselor or administrator.

Every reported complaint of harassment will be investigated promptly and thoroughly by PUBLIC POLICY CHARTER SCHOOL. Typically the investigation will include interviewing anyone who may have knowledge of the alleged harassment, and the alleged harasser. Once the investigation is completed, PUBLIC POLICY CHARTER SCHOOL will notify the parties of the results of the investigation. PUBLIC POLICY CHARTER SCHOOL will make every effort to handle the investigation in as confidential a manner as possible consistent with a thorough, fair and proper investigation. PUBLIC POLICY CHARTER SCHOOL will not tolerate reprisals or retaliation against anyone as a result of the good-faith reporting of charges of sexual harassment.

* In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred have to be investigated.
* Any employee found to have engaged in sexual harassment shall be subject to sanctions including, but not limited to, warning or reprimand, suspension, or termination. Conduct of a sexual nature directed toward students shall be reported as child abuse for investigation by appropriate law enforcement and/or other authorities.

**D. Filing with State and Federal Agencies**

In addition to notifying PUBLIC POLICY CHARTER SCHOOL of harassment or retaliation, aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including the United States Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFED), which have authority to conduct investigations of facts. Aggrieved parties are advised that statutory deadlines apply for the tender of either the EEOC and/or the DFED and that if complaints are not timely filed they may be barred by law.

If the EEOC and/or the DFD believe that a complaint is valid and settlement efforts fail, aggrieved parties may seek an administrative hearing. Aggrieved parties may also be entitled to file a lawsuit in Federal of State Court. Administrative agencies and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest EEOC or DFEH office at the locations listed on Alliance's employment law poster or by checking the state government listings in the local telephone directory.

**Employees-All other Kinds of Discrimination or Harassment**

Prohibited harassment on the basis of race, ethnic group, color, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, sexual orientation, veteran status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

* Verbal conduct such as threats, epithet, derogatory comments, or slurs;
* Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
* Physical conduct such as assault, unwanted touching, or blocking normal movement, and
* Retaliation for reporting harassment or threatening to report harassment.

**Complaint Procedure**

PUBLIC POLICY CHARTER SCHOOL’s complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Employees who believe they have been harassed on the job, or who become aware of the harassment of others are encouraged to inform the offender that this behavior is unwelcome. They should also immediately provide a written or verbal complaint to the school's principal, manager of Human Resources, or any other member of management as soon as possible. The complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etc).

All incidents of prohibited harassment that are reported will be investigated. PUBLIC POLICY CHARTER SCHOOL will immediately undertake or direct an effective thorough and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser(s).

If PUBLIC POLICY CHARTER SCHOOL determines that prohibited harassment or other conduct that violates PUBLIC POLICY CHARTER SCHOOL policy has occurred, the organization will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to determine any future harassment. If a complaint of prohibited conduct is substantiated, appropriate disciplinary action, up to and including immediate discharge from employment.

If the EEOC and/or the DFD believe that a complaint is valid and settlement efforts fail, aggrieved parties may seek an administrative hearing. Aggrieved parties may also be entitled to file a lawsuit in Federal of State Court. Administrative agencies and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest EEOC or DFEH office at the locations listed on Alliance's employment law poster or by checking the state government listings in the local telephone directory.

**Liability for Harassment**

Any employee of PUBLIC POLICY CHARTER SCHOOL whether an employee, supervisor, or manager who is found to have engaged in prohibited harassment is subject to disciplinary action ,up to and including immediate discharge from employment. Any employee who engages in prohibited harassment, inducing any supervisor or manager, who knew about the harassment but took no action to stop it, may be held personally liable for monetary damages. PUBLIC POLICY CHARTER SCHOOL does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, PUBLIC POLICY CHARTER SCHOOL reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

**School Wide Dress Code Prohibiting Gang Related Apparel**

The dress code for Public Policy Charter School has been created to ensure an environment conducive to learning and to promote a safe and secure atmosphere at school. In addition, we believe that uniformed dress produces good behavior and builds school morale. Proper dress also shows who we are to others in the community. And finally, the dress code gives each student equal standing among their peers.

Ultimately, Public Policy Charter School reserves the right at any time to make adjustments in the dress code. Final interpretation of the code rests solely with the school administration. Conforming to the dress code is one of the easiest ways for the students to show their cooperation and support of Public Policy Charter School.

**Shirts:**

Students must wear the Public Policy Charter School monogrammed Heather gray polo shirt, school spirit shirt or PPCS Sweaters . Students are given a free school uniform polo shirt upon enrollment or they may also bring in polo shirts to be monogrammed for a fee, or wear a plain gray (similar gray to the uniform) polo shirt. Student Council members may wear their shirts on designated days.

**Pants/Shorts/Skirts:**

Students must wear bottoms in navy blue. They must be worn appropriately and be in good condition. Bottoms can be purchased anywhere; however, if you are unsure if an item meets the dress code standard we recommend having the item approved through the office before allowing your child to wear it to school.

All clothing must fit properly (not too tight or baggy)

No large earrings, facial piercings, or spiky jewelry

No hats, caps or hoodies (hoodies are permitted as long as hoods are not worn during school hours)

No jeans

Closed toed shoes (gym or athletic shoes recommended)

### Prohibited Attire Guidelines

It is impossible to list all of the ways a student may dress inappropriately. These guidelines are designed to help students make the correct decision when they dress in the morning. However, there may come a time when a staff member will be asked to determine if a specific article of clothing is appropriate. Public Policy Charter School has final say on all Prohibited Attire. Students will be asked to fix, remove or cover up anything found to be in violation. If this is not possible, the parent will be contacted to conference with the principal. The following restrictions are always in effect, including free dress days:

* ***No*** *spiked or plug earrings are allowed at school.*
* ***No*** *body piercings of any kind, other than earrings, are allowed at school. Should a student be allowed by their family to receive a body or face piercing, the student will need to wear a bandage over the item until it is healed enough to be removed.*
* ***No*** *earrings may be worn from the ear lobes that are longer than 1 inch in length.*
* ***No*** *clothing that promotes drug or alcohol use or contains any drug or alcohol references or paraphernalia.*
* ***No*** *clothing that contains weapons, or shows or promotes violence of any kind.*
* ***No*** *clothing that contains profanity or any sexual reference or innuendo.*
* ***No*** *clothing that contains material that is discriminatory or contains discriminatory images or language.*
* ***No*** *clothing that contains or promotes gangs, gang activity- including, but not limited to graffiti.*
* ***No*** *clothing that reveals too much skin- i.e., exposed stomach, chest, underwear, and/or bras. This includes midriffs, tube tops, tank tops, strapless or backless shirts.*
* ***No*** *clothing that is torn or ripped may be worn to school. If, through the course of play, clothing becomes torn no disciplinary action will be taken. However, the student may be required to change the torn clothing if the tear is in a place that would reveal skin in an inappropriate manner.*
* ***No*** *bedtime attire, including slippers. If a “pajama day” is planned, appropriate guidelines will be presented for this specific event only.*
* ***No*** *open toed or open heel footwear may be worn, i.e. flip flops.*
* ***No*** *pants, shorts, skirts, etc. may “sag”. Bottoms must be worn at the waist and cover undergarments.*

**Procedures for Safe Ingress and Egress from School**

# CAMPUS SAFETY AND SECURITY

# The school and its staff members will maintain policies, practices and procedures so that PUBLIC POLICY CHARTER SCHOOL is physically secure and safe at all times.

Entrances and Exits

The school's Executive Director, Office Manager, and support staff have developed policies and procedures so that students, staff, parents and community members can enter and exit the building in a safe and orderly way. This plan ensures that the building is secure from unauthorized entry during non-school hours, as follows:

* Individuals have been designated to lock the school building and /or grounds when not in use, and for further security to turn on the burglary alarm upon departure.
* School staff members have been trained to maintain the security of the building when working during non-regular working hours (e.g. not propping doors open, re-securing the building after leaving)
* The school maintains a practice of locking doors that are not being regularly used, even during school hours.
* The school has created a dismissal plan and student pick-up traffic plan to avoid congestion of the parking lot and local streets, and to prevent students from crossing traffic unnecessarily.

TRAFFIC AND PEDESTRIAN SAFETY

Safe Passages To and From School

Students must be prepared for safe travel to and from school. As a significant number of pedestrian fatalities are students, it is critical they understand the dangers of street travel and how to avoid needless tragedies.

School personnel will discuss the following safety issues with students and parents, distribute and post materials, as appropriate:

* Traffic and pedestrian safety
* Bicycle Helmet Law
* Bus Safety
* Safe Routes to School
* Drop-off, pick-up, and parking procedures
* Exiting and entering a car
* Seat belt law use

**Responsibility of Administrator**

* Assess traffic, warning signs, school bus and parent loading zones, crossing guards, crosswalks, traffic signals, stop signs, etc.
* Confer with local Department of Transportation in establishing safe pedestrian routes to and from school and appropriate student pick-up and drop-off points.
* Review, distribute and post "Back-to-School Safety Tips"
* Schedule Pedestrian and Skateboard Safety workshops.
* Inform students, staff and parents of designated "Safe Routes", student drop-off and pickup points, and safety procedures to be observed whenever there are moving vehicles in or around the school. This information should include skateboard helmet usage and should be distributed in a brochure to students and parents at the start of the school year.
* **Report continuing traffic non-compliance problems to local enforcement agency.**

Releasing Students

PUBLIC POLICY CHARTER SCHOOL employees are responsible for releasing students to parents, legal guardians or other persons designated by parents or legal guardians, unless formally modified by a court order served to the school.

In the event that employees are uncertain of the propriety of releasing a student, they should locate or contact school Executive Director, Principal or the Office Manager before releasing the student.

Visitors Policy

PUBLIC POLICY CHARTER SCHOOL encourages interested members of the community to visit our school. To avoid potential disruptions to learning, to provide visitors with the information they need, and to ensure the safety of all students, all visitors shall sign in at the beginning of their visit, receive a name tag for identification purposes while on school grounds, and sign out at the end of their visit. Students from other schools as well as students who have ended their school day are not to be on campus unless accompanied by parents/guardians or with the permission of the site administrator.

In registering as a visitor, the sign-in form will include spaces for the following information

* Name;
* His/her purpose for entering school grounds;
* Destination within the school
* Time in and out

At his/her discretion, the Director, Office Manager or designee may also request

* Proof of identify
* Address
* Occupation and company affiliation
* Age (if less than 21); and any other information consistent with law.

Parents and guardians visiting during the school day for any purpose other than picking up at or dropping off a child at the beginning or end of the school day as part of the normal school day schedule should also be requested to sign into the visitor log or a special log for parents. This applies to parents and guardians who are picking up a student early (e.g. for a medical reason) or dropping off a student late (e.g. tardy), as well as parents and guardians who are on campus to volunteer in their child's classroom.

Parents/guardians are welcome to visit their child's classroom, but prior arrangements must be made with the teacher. All visitors must first check in with the front office to obtain a visitor's pass.

Items for delivery to students must be given to office staff; these will be delivered to students at a time that is least disruptive to learning.

The Executive Director may refuse to register any visitor if he or she reasonably concludes that the visitor's/outsider's presence would disrupt the school, students or employees, would result in damage to property, or would result in the distribution or use of a controlled substance. (Penal Code 627.4)

The Executive Director may request that a visitor/outsider who has failed to register, or whose registration privileges have been denied or revoked, to promptly leave school grounds. If necessary, the director or designee may call the local police to enforce the departure of the visitor/outsider. When a visitor/outsider is directed to leave, the principal or designee shall inform the visitor/outsider that if he or she reenters the school within (7) days, he or she will be guilty of a misdemeanor and subject to fine and/or imprisonment. (Penal Code 627.7).

PUBLIC POLICY CHARTER SCHOOL will inform parents annually about the school's policies regarding visitors/outsiders, and remind parents that to maximize safety and security they should also register when visiting the school.

**Fingerprinting**

* Fingerprinting clearance for new employees will be acquired through submitting the  
  employee's fingerprints to the California Department of Justice and the FBI. Public Policy Charter School employees are responsible for the cost of all fees related to the fingerprinting and job clearance process.
* Employees will be required to provide a disclosure statement regarding a prior criminal record.
* Public Policy Charter School will direct employees to a site where "Live Scan" will be utilized. This computerized fingerprinting system enables employers to receive reports from the Department of Justice in approximately 72 hours.

Employees will not begin work at the Charter School until fingerprint clearance is received from the Department of Justice.

**Registered Sex Offender Policy:**

For the protection of students while they are traveling to and from school, attending school, or at a school-related activity, Executive Director, Principal and their designees should respond appropriately when apprised of information that a registered sex offender resides or works within two (2) miles of PUBLIC POLICY CHARTER SCHOOL or may be likely to attempt to visit PUBLIC POLICY CHARTER SCHOOL for any reason whatsoever.

In accordance with "Meagan's Law", the Executive Director, Principal or designee shall notify parents/guardians annually of the availability of the CD-ROM from local law enforcement regarding registered sex offenders, and recommend that they utilize the information contained on the disk, and that information about registered sex offenders may be obtained from the California Attorney General's Megan's Law website, found at <http://meganslaw.ca.gov>. (Penal Code 290.4 and Perra Act).

PUBLIC POLICY CHARTER SCHOOL and its employees shall be immune from liability for the good faith dissemination of sex offender information so long as the dissemination of the manner and to the extent authorized by law. (Penal Code 290).

When PUBLIC POLICY CHARTER SCHOOL has received information about a registered sex offender from any source, the Executive Director, Principal or designee may, on a case-by-case basis, notify staff, including but not limited to, campus supervisors, bus drivers, staff who may be involved in visitor/outsider registration, and teachers. If the Director designee informs any staff member of the information about a registered sex offender, the Director or designee shall also inform the staff member of the following:

1. PUBLIC POLICY CHARTER SCHOOL will share public registered sex offender information with staff members of a particular school to assist in identifying a danger;
2. Any person who uses registered sex offender information to commit a felony will be subject to criminal penalties; and
3. Staff is not permitted to notify any parents or any other members of the community of any information received pursuant to this policy without the written permission of the school's Executive Director.

If a suspected registered sex offender is seen on or near school grounds, and is not a parent or guardian of a pupil at the school, staff members shall immediately inform the Director. When the Executive Director receives information that a suspected registered sex offender may be on or near school grounds or around any pupil, he will determine whether the suspected registered sex offender has received written permission for the entry onto school grounds, is a parent or guardian of a pupil at the school, and if possible, is actually a registered sex offender. Any such registered sex offender who does not have written permission for the entry onto school grounds or is not a parent or guardian of a student attending PUBLIC POLICY CHARTER SCHOOL will be promptly directed to leave by the Executive Director or Principal, who will notify law enforcement immediately. Law enforcement will determine if the registered sex offender is in a violation of parole or probation conditions.

If any of the staff members of PUBLIC POLICY CHARTER SCHOOL learns or is notified that a registered sex offender is a parent/guardian of one or more students who attend the school, that staff member will notify the school's Executive Director who will attempt to schedule a meeting with the offender for the following purposes:

* To establish a positive, cooperative working relationship to the extent possible.
* To discuss the incident(s) leading to the registration requirement.
* To explain Public Policy Charter School's policies and the limitations placed upon the parent's/guardian's participation in school programs, activities or visits, as specified in this policy;
* To advise the parent/guardian that the regulations limiting his/her access to children at school will be strictly enforced with the assistance of law enforcement personnel, if required.
* To develop joint strategies with the parent/guardian for "normalizing" the educational experience of his/her children to the fullest extent possible; and
* To be advised of any judicial restraining orders or conditions of probation or parole that may limit the parent's/guardian's ability to participate in school activities.

This meeting shall be held on school grounds unless there is a concern for the safety or welfare of pupils or staff, and in the event, it may be held at a location within the principal's or designee's discretion. If this meeting with the parent is not held, the Director shall notify the parent/guardian in writing of the information contained in this policy. PUBLIC POLICY CHARTER SCHOOL recognizes the following rights of the parent/guardian to participate in his/her child's education:

* To transport his/her child to and from school;
* To attend regularly scheduled parent conferences with the teacher, principal or other school official; and
* To attend a regularly scheduled school program or activity in which their child is a participant.

The parent/guardian may not extend their presence at school beyond what is reasonable to exercise the aforesaid parental rights, and to that end, a registered sex offender shall **not**:

* Serve as a school or class volunteer;
* Act as a chaperone on a school field trip;
* Be in the presence of children for any reason other than for the parent rights stated herein;
* Make individual contact with any student other than his/her own while at school or during a school activity.

Staff shall provide observation and/or supervision of a parent/guardian registered sex offender who is visiting the school or participating in a school activity defined herein.

When a parent/guardian is a registered sex offender, the school will make an effort to preserve the confidentiality of information obtained pursuant to the Megan's Law notification process to the fullest degree possible. School officials may share relevant information with employees as needed but will not share the information with unauthorized employees, other parents or with the community at large. In order to avoid a breach of confidentiality, copies of forms, materials or information distributed or used in connection with the implementation of this policy should be collected and/or destroyed. **Under no circumstances is it appropriate** to post notices, photographs, or the identity of a parent/guardian registered sex offender on school bulletin boards.

(Please see evacuation maps at end of plan)

**Procedures to Ensure a Safe and Orderly School Environment**

*“Espousing the idea that ‘all children are valuable’ is not enough in itself. Even in schools where this guiding idea is proclaimed, educators and parents often hold a hidden mental model about human potential that once set, it is locked in and unchangeable. This leads to a culture of winners and losers, where some kids are labeled ‘advanced’ and feel valued while others are written off as ‘uneducable,’ ‘disadvantaged,’ or simply ‘dumb.’ In such a school culture, adults don’t always invest the time and attention that would make a difference to the children in the latter group. This culture also encourages students and educators to focus on measurable, short term assessments and goals, instead of on the more significant purpose of classrooms and schools: learning and enhancing the capacity to learn.”*

*-*Peter Senge

The two components of a safe and effective school distinguishes between strategies that focus on people and programs (the school climate) and strategies that focus on places (the physical environment).

**Component 1: School Climate**

CREATING A CARING SCHOOL CLIMATE

*“Many students feel alienated from school. 3 in 10 feel left out of things going on around them at school and 4 in 10 feel that what they think doesn’t count very much at school.”*

Metropolitan Life Survey of the American Teacher, 2000

This begins with a feeling of being wanted and needed. Students feel like they belong when they feel that they are included. At Public Policy Charter School this means meeting students where they are academically and giving them the tools to close any academic and achievement gaps that make them feel inferior to their peers. Intervention classes are offered to students before, after and during school to allow for additional review and learning with their teachers and support staff. Examples include:

**Afternoon Assistance:** offered Monday through Friday after school from 4PM – 5PM. The program is led by teachers and/or school staff and/or voluntary interns to give students the opportunity to receive tutoring or enrichment or re-teaching of concepts that they did not fully grasp in the classroom.

**PPCS Student Council:** student council provides leadership opportunities and training building a sense of community and responsibility in our school which is beneficial to all students involved. It helps to minimize bullying and disruptions and encourages learning through the reinforcement of behavior expectations and character traits.

**Peer Mediation:**

Students are trained to resolve conflicts with their peers and promote a peaceful school climate. The teacher or support staff member will oversee mediation and assist students in finding effective solutions for conflicts. Peer Mediation occur after school.

**“Warrior of the Month”: Schoolwide Citizenship and Rewards System**

At PPCS, we believe that success is based on academic achievement, building character and creating strong leaders. In order to develop these skills, we have created the “Warrior of the Month” program which is a form of positive behavior support as it reinforces and highlights appropriate behavior throughout the entire school. Warriors of the month are recognized monthly during school assemblies.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | | |  |  |   **School Pride Means……..** | |
| * Treating others with respect * Finding peaceful solutions * Listening to each other * Being drug free * Showing empathy and compassion * Defending others’ rights * Appreciating our differences * Respecting the property of others * Engaging in safe activities |  |

**PUBLIC POLICY CHARTER SCHOOL**

**FAMILY / SCHOOL COMPACT FOR A SAFE AND PRODUCTIVE LEARNING ENVIRONMENT**

All students have a right to and deserve a rigorous quality educational experience that enables them to learn at high levels in a safe environment conducive to learning. The Public Policy Charter School learning community firmly believes that all students can and will achieve when there is a collaborative effort between staff, administrators, parents and students whereby each group clearly understands expectations and accepts responsibility for the successful education and college preparation of each individual student.

Public Policy Charter School Staff will:

* Teach grade level/course curriculum based on the California Common Core Standards.
* Assign relevant individual and team student projects and communicate with parents regarding student academic and social progress.
* Be in regular attendance and encourage students to achieve a 95% attendance rate.
* Communicate Public Policy Charter School policies to students and parents regarding school-wide behavior management, attendance, grade level/subject area expectations, college preparedness, and expectations for classwork and homework.
* Work to meet the individual needs of students through academic coursework and preparation for higher education, and support students through Advisory.
* Maintain accurate records of student academic performance and behavior.
* Provide a safe, clean, positive, and peaceful school environment that supports student learning and personalized teaching.

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Principal Signature Date

Public Policy Charter School student(s) will:

* Arrive on time to class each day, in uniform, and prepared to learn.
* Be an engaged, cooperative learner, and seek assistance from staff when needed.
* Complete and submit all class assignments, projects, and homework in a timely manner and to the quality standards expected of a Public Policy Charter School scholar.
* Follow school rules and policies, adhere to the Students Bill of Rights, take personal responsibility for behavior and accept consequences for actions.
* Be respectful of self and all others at all time.

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Student Signature Date

Public Policy Charter School Parent(s)/Guardian(s) will:

* Encourage students to be active and responsible learners who complete project assignments and homework, and seek assistance when needed.
* Work to ensure that students are in regular, punctual attendance each day.
* Support Public Policy Charter School’s policies regarding discipline, safety, proper school attire, project assignments and homework, attendance, care for school property, etc.
* Participate in parent/team conferences and other school programs to share in their child’s learning experiences and support them however needed.

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Parent Signature Date

**Guiding Principles for Everyone in the School**

1. Be Respectful

2. Be Responsible

3. Be Appreciative of Differences

4. Be Honest

5. Be Safe

6. Be a Life-Long Learner

Students must be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. Any student found to have committed any of the acts below will be subject to a full investigation and, if applicable, all appropriate disciplinary actions, which may include suspension, expulsion, and/or referral to law enforcement. These are not permitted:

1. Bullying/intimidation

2. Weapons possession

3. Fights/threats/violence

4. Drug possession/sale

5. Graffiti/vandalism

6. Gang activity

7. Cheating and plagiarism

8. Forgery and falsification

9. Sexual harassment and assault

10. Blackmail and extortion

11. Prejudice and hate crimes

12. Robbery and stealing

13. Fireworks and firecrackers

**With appropriate guidance students should:**

1. Learn and follow school and classroom rules.

2. Solve conflicts appropriately, without physical or verbal violence.

3. Keep a safe and clean campus that is free of graffiti, weapons, and drugs.

4. Serve as positive role models and help create a positive school environment.

5. Report any bullying, harassment, or hate-motivated incidents.

6. Display good sportsmanship both on the athletic field and playground.

7. Attend school on time, with school books and supplies, and be prepared to learn.

8. Keep social activities safe.

**Remember that you matter. Your ideas, thoughts and opinions are important and have value.**

# Parent Involvement

A critical dimension of effective schooling is parent involvement. Research has shown conclusively that parent involvement at home and in their children‘s education improves student achievement. Furthermore, when parents are involved at school, their children go further, and they go to better schools.

**IMPORTANT FACTS:**

* *Families provide the primary education environment.*
* *Parent involvement improves student achievement.*
* *Parent involvement is most effective when it is comprehensive, supportive, long-lasting, and well-planned.*
* *The benefits of parent involvement are not limited to early childhood or the elementary level; there are continuing positive effects through high school.*
* *Involving parents in supporting their children‘s education at home is not enough. To ensure the quality of schools as institutions serving the community, parents must be involved at all levels in the schools.*
* *The extent of parent involvement in a child‘s education is more important to student success than family income or education.*
* *We cannot look at the school and the home in isolation from one another; families and schools need to collaborate to help children adjust to the world of school. This is particularly critical for children from families with different cultural and language backgrounds.*

### PowerSchool

PowerSchool access for students and parents will allow monitoring of progress and performance in school. PowerSchool can be used for grades, attendance and class information. PowerSchool is a great tool for communication between home and school, but remember that any questions you have about your son or daughter can still be answered by emailing or calling teachers, counselors, or administrators.

Communicate often with your child‘s teachers. PowerSchool is available 24 hours a day, 7 days a week and allows access to each teacher’s e-mail address. PowerSchool can be accessed by going to the following website: PPCS.PSlogin.com/Public. Login/setup and user guidance will be provided by the office manager.

### Parental Rights

Parents/guardians of pupils enrolled at Public Policy Charter School have the right to work together in a mutually supportive and respectful partnership to help their student succeed. Parents/guardians, subject to certain conditions and notifications, have the right to:

* *Observe the classroom(s) in which their student is enrolled or will be enrolled.*
* *Meet with their student's teacher(s), counselor, and/or administrative director.*
* *Volunteer, under the supervision of PPCS employees, their time and resources for the improvement of school facilities and programs. However, please note that in order to keep all students safe and in consideration of the best interest of the school, PPCS requires volunteers to be fingerprinted and provide documentation of a recent TB test. Please see the school’s lead staff person who works with volunteers for more details.*
* *Be notified if their student is absent from school without permission.*
* *Receive the results of their student's performance on standardized and statewide tests and information on the performance of the school.*
* *Have a school environment for their student that is safe and supportive of learning.*
* *Examine the curriculum materials of the class(es) in which their student is enrolled.*
* *Be informed of their student's progress in school and of the appropriate school personnel whom they should contact if problems arise with their student.*
* *Access to school records of their student and to question anything that they feel is inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.*
* *Receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish.*
* *Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school. Information is contained in this handbook. Receive information about any psychological testing the school does involving their student and to deny permission to give the test.*
* *Participate as a member of a school wide committee or parent organization, in accordance with any rules and regulations governing membership in these groups.*

### 2016 – 2017 Public Policy Charter School and Family Compact

Public Policy Charter School (PPCS) is committed to creating a viable partnership between our staff, our families, and the surrounding community. It is important that all stakeholders work together to help students achieve academic and personal success. This school and family compact represents how the entire school staff, the parents, and the students at PPCS will share the responsibility for improving student academic achievement and the agreed upon roles and responsibilities that each will carry out to support student success in school and in life.

**School Responsibilities**

*We agree to carry out the following responsibilities to the best of our ability:*

* Provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Common Core State Standards.
* Provide a technology rich curriculum and instructional program where students and teachers use technology in their daily learning
* Provide core content classes including English Language Arts, Mathematics, Science and Social Science as well as daily classes in PE, enrichment and academic support.
* Provide parents with access to their child’s assignments and progress via Power School.
* Have high expectations and help every student to develop a love for learning.
* Communicate regularly with families - allow reasonable access to staff through email, phone calls and conferences.
* Provide a safe and caring learning environment.

**Family Responsibilities**

*We, as families (parents, guardians, caregivers), will support our child’s learning by:*

* Monitoring attendance and punctuality and ensuring our child gets adequate sleep and proper nutrition.
* Making sure all homework is completed.
* Ensuring that proper PPCS uniforms are worn daily, that the uniforms are clean and in good condition.
* Encouraging our child’s learning efforts and answering his/her questions.
* Regularly checking the teachers’ web pages on the school website and encouraging your child to complete all classwork and homework on time.

**Student Responsibilities**

*I agree to carry out the following responsibilities to the best of my ability:*

* Attend school regularly arriving to all classes and activities on time and prepared to learn.
* Wear the proper PPCS uniform at all times making sure my uniform is clean and in good condition.
* Behave properly in all classes and other locations knowing and following school and classroom rules and respecting adults, other students, and community members.
* Complete classwork and homework on time and to the best of my ability.
* Make certain my parents receive all notices and information from my school.
* Learn to use Power School to regularly check progress in my classes.
* Regularly check the teachers’ webpages on the school website to check on assignments and homework.
* Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.

### Attendance Policy

We at Public Policy Charter School want to ensure that your student receives the best education possible. We cannot do that if your student is not in school—on time, every day. The success of your student is dependent upon the student being in the class. School attendance is required for all children ages six through eighteen. Please help us to provide your student with the outstanding education he/she deserves. We will closely monitor every student’s attendance and will insist that each student attend school regularly and on time.

*California State Truancy law states that absences are excused* ***only*** *if the student is ill or there is a death in the immediate family (1–3 day limit). All other absences are unexcused. Any tardy over 30 minutes, except for medical reasons, is also unexcused. If your student has three unexcused absences and/or tardies, he/she will be considered truant. After four or more unexcused absences or tardies, you could find yourself before a judge and paying a fine.*

Public Policy Charter School’s policy is:

* *A parent/guardian must call the attendance office at (323) 205 – 7920 the day the student is absent.*
* *The student must bring a note explaining the absence to the attendance office from the parent/guardian the day he/she returns. An excused absence is, as defined in the California State law, if the child is ill or there is a death in the immediate family. If your child is absent for three days or more a doctor’s note is required.*
* *A student will be considered tardy if he/she is not in the seat prepared to work in the proper class at the start of class time.*
* *In the event a student is tardy, the student must bring a written excuse signed by a parent/guardian.*

Many parents are unaware that going “out of town” with their children during school is an unexcused absence, as are “family emergencies.” In both cases, planning ahead can avoid unexcused absences and possible prosecution by the Los Angeles District Attorney’s Office.

It is our hope that during the summer you have planned and organized so that school is the number-one priority in your family. Make carpooling arrangements, plan trips for holidays and vacations around school breaks, and have a back-up person available to take your child to school if you are ill or otherwise unable to do so.

Independent study may be considered for extended absences under the following conditions:

* *Request must be submitted at least two weeks prior to the absence.*
* *Must be approved by Administration.*
* *Individual contracts must be agreed upon between student and teachers at least one week prior to absence.*
* *All assigned work must be turned in upon return.*

In any case, students are responsible to make up missed work when they are absent. It is not the teacher’s responsibility to make sure missed assignments are turned in. Students are expected to contact the teacher and complete missed assignments. Absent students will be given adequate time to complete missed class work, if necessary.

With regard to Attendance policy and practices, Public Policy Charter School will always comply with annual Attendance Procedures outlined in the most recent LAUSD Parent and Student Handbook as listed below.

### LAUSD Attendance

School attendance is vital to student‘s achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially.

* *When students attend school, they get better grades, score better on standardized tests and are more likely to go to college.*
* *It is our responsibility to teach students the importance of attendance now so they are prepared for the future. Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees.*
* *It‘s the law. Parents and guardians are responsible for ensuring that their children go to school. When parents are at work, students should be safe at school.*
* *Plan family vacations for non-school days only.*
* *Schedule non-emergency medical and dental appointments after school hours.*
* *Make sure your child‘s school has your accurate daytime contact information, including cell phone number and/or e-mail address.*
* *Communicate often with your child‘s teachers. PowerSchool is available 24 hours a day, 7 days a week and allows access to each teacher’s e-mail address.*
* *Make your school aware of any problems that may be causing your child to miss school.*

Every student is expected to attend school on a daily basis, unless there is valid justification for his/her absence. (EC 48200) Do not allow your child to have parent permitted truancies. These truancies are best described as absences for reasons other than what the law allows. They may include the following:

* *Personal business*
* *Car problems*
* *No clean clothes*
* *Rain*
* *Walk outs/demonstrations*

### Public Policy Charter School Video Surveillance Policy

Since the Columbine school shootings in 1999, many schools have installed surveillance cameras in an effort to keep schools safe. Cameras may be placed in areas except those where individuals would have a "reasonable expectation of privacy," such as restrooms. Many schools are now installing cameras in the classrooms as well as hallways and common areas.

In order to promote the safety of employees, students and visitors, as well as the security of its facilities, Public Policy Charter School has chosen to conduct video surveillance on its premises. Video cameras are positioned in appropriate places around the Public Policy Charter School property and used in order to help promote the safety and security of people and property.

The purpose of video surveillance at Public Policy Charter School is to keep the school safe. Only authorized personnel will ever view surveillance tapes. Authorized personnel refer to Administrators, teachers and anyone else deemed appropriate by the Administration.

### Computer Use Policy

Students have access to computers a t Public Policy Charter School. This is designed to increase a student’s knowledge of important technologies and computer skills vital for academic achievement in the 21st century. Computers are used for school work, educational games, typing practice and research only. Students may not use school computers to access social networking or music sites (i.e., Facebook, My Space, iTunes, etc.) Any student found to be in violation of these rules could have their computer privileges revoked. In addition, students are expected to:

* *Respect the privacy of others. Each student will be given an individual account with a username and password. These passwords are not to be shared. Students are responsible for any and all issues that are created from their own account.*
* *Students are expected to respect the wishes of their fellow students regarding e-mail and other forms of electronic communication. If someone at PPCS requests that a student stop sending them emails or to stop contacting them by other means of electronic communication, that person must stop. PPCS recognizes the rights of an individual to express themselves, but will defer to the right of an individual to be free of harassment.*
* *Students are expected to respect Public Policy Charter School’s network system. Students must be careful when using portable data devices, accessing e-mails and/or the Internet to avoid infecting the system with viruses. Students who do infect the system with a virus must notify the teacher immediately; students may be liable for any costs incurred to repair the system.*
* *Hacking, computer piracy, tampering with hardware or software, alteration or destruction of another student’s work, or any vandalism of computer equipment are serious offenses and will be met with immediate suspension of computer privileges and possible further punishment.*
* *Students are expected to respect the legal protections provided by copyright and licenses.*
* *No student may bring open food or drink near the computer.*
* *No student may install software on any computer.*
* *No student may send search, open e-mails or websites that indicate, suggest or contain pornography, unethical or illegal solicitations, racism, sexism, violence, or inappropriate language.*
* *No student may send e-mails or any other form of electronic messages to another student(s) that is any way negative about another person. This includes: teasing, harassing, or making fun of a student, PPCS staff, their family and friends, their religion, their race, ethnicity, etc. Any material of this nature produced while the student is attending Public Policy Charter School will be treated as though it was created at school, with appropriate measures taken.*
* *No student may create a web page, forum post or other web based material that is in any way negative about another person. This includes: teasing, harassing, or making fun of a student, PPCS staff, their family and friends, their religion, their race, ethnicity, etc. Any material of this nature produced while the student is attending Public Policy Charter School will be treated as though it was created at school, with appropriate measures taken. Additionally, this may constitute libel and result in legal action taken by the target individual(s) including criminal charges and lawsuits.*
* *No student may use the network, computers or any software licensed to Public Policy Charter School for commercial or for-profit purposes.*

### Cyber Safety

* *Students are prohibited from using social media websites/applications during school hours.*
* *Get permission before entering personal information on a website*
* *Do not answer emails or instant messages from anyone you do not know*
* *Do not lie about your age on any website, especially social networking sites like Facebook and My Space*
* *Do not share information on social-networking sites that may make it easy to find you in the real world- like your phone number or home address*
* *Be careful posting photo of yourself, it is more likely for a stranger to try to contact you if you have photo posted online.*
* *Remember the Internet is anonymous, this means people who talk to you online can be anyone. And, they could be lying about who they are and what their age is.*
* *If you ever feel there is a problem, or if you feel uncomfortable with the information someone is giving you, tell your parents or teacher immediately!*

### Cyber Bullying

Cyber bullying is bullying that is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under school jurisdiction.

### Alcohol, Tobacco, Drugs & Violence—Prevention and Prohibition

The Los Angeles Unified School District does not tolerate the use, possession, or sale of drugs, alcohol, or tobacco by students on school campuses or at school-sponsored activities. School administrators must take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, or tobacco on campus and at school activities. In cooperation with Police and community agencies in disciplining students in violation, school administrators may use prevention education, direct intervention, expulsion, or arrest on a case-by-case basis to keep the school drug, alcohol, tobacco, and violence-free.

### Weapons-Free Campus Policy

Public Policy Charter School is a weapon-free campus. Weapons of any kind are strictly prohibited on school property and at school events. A weapon includes any device defined by the school which in the manner used or intended is capable of producing death, harm, or bodily injury to person or property. Such devices include but are not limited to guns (including starter pistols, paintball guns, those that shoot projectiles including pellets, BBs, air soft beads, potatoes, etc.), explosives, ammunition, knives with blades longer than three inches, slingshots, martial arts weapons, and bow and arrow combinations (including crossbows).

* *In the interest of public safety, the weapon-free campus policy includes items resembling weapons including but not limited to replica, non-firing, rubber, plastic and/or toy guns.*
* *Those possessing permits to carry concealed weapons in public are subject to this policy and are prohibited from bringing weapons onto campus or into campus facilities.*
* *Weapons are not permitted on campus property this includes possession or storage by an individual, in a school facility or vehicle on school property.*
* *Pepper and propellant sprays used for personal protection and self-defense are permitted on campus. Misuse or unauthorized use of these items will be assertively addressed by school administration. However, electronic devices intended to stun or incapacitate (e.g.Tasers) are considered weapons and are not permitted on campus.*
* *Exceptions to this policy include uniformed police officers, authorized school security personnel (if applicable), and theatrical props within a school production and under staff supervision.*

### General Classroom Policies

Students may not perform any personal grooming during class time. Any personal grooming tools used during class time may be confiscated until redeemed by a parent or guardian.

Public Policy Charter School is a junk food free campus that prohibits the consumption of candy, gum, chips, soda and other items considered to be of no nutritional value for the students. Students may not eat/drink any of the aforementioned items (with the exception of water) during class. All food items must be stored in a closed container or bag and stored in the student’s backpack or designated location within the classroom. Water must be in a sealable container such as a sports bottle or water bottle. However, no drinking water is permitted near the computers. A teacher has the right to prohibit drinking in his/her classroom if problems arise. Any spill must be reported to the teacher immediately.

Students who do not complete and/or turn in class work and/or homework on time will be given one additional day to turn in the work, and will receive up to half credit. Students who do not turn in projects on time may turn it in late with a penalty of one grade dropped per day late. Students who miss work due to an excused absence will have one additional day, per day of absence, to make up the work without penalty.

Students who are caught working on classwork or homework for another class, without permission, will have the work confiscated. The assignment will be considered late, even if it was completed at the time it was confiscated.

Possession of cellular phones, cameras, compact disc players, mp3 players (such as iPods, Zune, etc.), portable game systems ( such as Nintendo DS, PSP, etc.), portable radios, sound recording devices, video recording devices and any other electronic device are prohibited during school hours. School hours are defined as the hours between 7:45am and 3:45pm. *Parents who need to reach their student during these hours should call the office; any message that must be relayed will be done in such a way as to not disrupt learning. Photographing, video recording or otherwise recording any individual without their written permission is prohibited.*

While the devices listed above are permitted on campus, students are strongly discouraged to bring them. If these devices are brought to school, they must be turned “off” and turned in to the student’s teacher where they will store the devices in a secure storage bin that will be returned to the student once they exit the school grounds. If such a device is observed or heard by a Public Policy Charter School staff, it will be confiscated until redeemed by a parent or guardian. Public Policy Charter School is not responsible for investigating lost or stolen items.

Exceptions to these policies may be granted by the Administration for specific purposes on a case by case basis with a written permission.

**Component 2: Physical Environment**

Public Policy Charter School is committed to providing a quality education to our students and we believe this begins with the way the school looks. And that is the responsibility of every student, staff member and parent to help us present our best. In an effort to reach this goal we have implemented the tools and action steps listed below that are recommended by the Center for Disease Control (CDC)’s Making Health Academic program, more information can be found at: <http://www2.edc.org/makinghealthacademic/concept/actions_environment.asp>

### Action Steps for Implementing a Healthy School Environment

A school’s environment is the thread that connects the multitude of activities on a campus.  In many respects this thread is almost invisible, yet everyone experiences its influence.  Positive social relationships and attitudes about school are as important to the environment as are safe and well-kept buildings and grounds.  A safe, clean, and well-maintained school with a positive psychosocial climate and culture can foster school connectedness, which in turn boosts student and staff health as well as students’ educational achievement.

A school’s physical environment includes the school building and the surrounding grounds, such as noise, temperature, and lighting as well as physical, biological, or chemical agents.  The alarming increase in the number of students with asthma is one problem that may, in part, be affected by poor physical conditions in schools.  The psychosocial school environment encompasses the attitudes, feelings, and values of students and staff.   Physical and psychological safety, positive interpersonal relationships, recognition of the needs and success of the individual, and support for learning are all part of the psychosocial environment. Other factors that can affect a school’s environment include: the economy; social, cultural, and religious influences; geography; socioeconomic status of students’ families; tax bases; and legal, political, and social institutions.

Creating a healthy school environment requires the involvement of virtually everyone in the school—students, administrators, teachers, custodial and maintenance staff, school counselors, school nurses and nutrition services workers. In addition, schools need involvement of families and environmental, public health, public safety, public welfare, and other community agencies.

School administrators have the overall responsibility for a school’s physical and psychosocial environment.  Superintendents have the responsibility for complying with laws, rules, and education code sections that affect the school environment. In many districts, the administrative role might be delegated to facilities coordinators, risk managers, or environmental health specialists.

Creating and sustaining a healthy school environment requires commitment from everyone.  As with any systemic reorganization, change takes time—sometimes years.  Over time, schools will identify problems, then analyze them and make necessary changes.  Even as schools find successful solutions to one set of problems, new challenges arise.  Thus, a school’s attention to the healthfulness of its environment will evolve and adapt to changing circumstances, while never losing sight of educating their students.  Below you will find action steps and resources to help build a healthy school environment:

#### Actions for Schools

* Provide leadership and administrative support for creating and sustaining a healthy school environment
* Conduct a site assessment of the schools physical and social environment to determine the school’s needs
* Establish a set of measurable goals and objectives and design activities around improving the school’s physical and social environment
* Develop and use a data collection system for assessing and monitoring the school environment
* Create a school environmental health and safety team, that includes parents, school officials, teachers, custodians, business and community leaders, and law enforcement officials when possible.
* Develop, implement and enforce policies and a plan for creating and sustaining a healthy school environment that clearly define acceptable and unacceptable school conditions
* Designate or hire a coordinator to handle school safety and school building issues
* Help teachers develop activities for students that emphasize the importance of an overall healthy school environment
* Involve the parents and community about any school construction or renovation plans and/or policies regarding school safety
* Emphasize the importance of communication between teachers and students which includes issues of listening to feelings and physical ailments
* Empower students by involving them in planning, creating, and sustaining a school culture of safety and respect
* Evaluate healthy school activities periodically to assess progress toward achieving your goals and objectives and use results to revise, improve and strengthen your program

**Actions for Families and Communities**

* Identify stakeholders within the community who have an interest in creating and maintaining a safe and healthy school environment
* Create a school environmental health and safety team, that includes parent members, school officials, teachers, custodians, business and community leaders, and law enforcement officials
* Promote the importance of overall health, well-being, and social competence among youth, especially youth at risk
* Write to newspapers, speak at school board meetings and policymakers about the health, academic and cost benefits a healthy school environment would provide
* Support legislation that limits the availability of alcohol, tobacco, other drugs, and firearms to young people by providing public testimony at the local and state governmental levels
* Support legislation that endorses the improvement of environmental health by providing public testimony at the local and state governmental levels
* Advocate for more funding for school construction and renovations
* Involve students in letter writing campaigns to lobby local, state, or national decision-makers about specific policy changes
* Request parenting and student courses or workshops on communication skills, discipline, and building children’s self-esteem
* Volunteer to become the parent liaison to address  school  safety and building issues in your child’s school

### Student Searches

The 4th Amendment of the United States Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students under certain limited circumstances.

**Searches Based on Reasonable Suspicion**

*If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed, or is about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:*

* *Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.*
* *Be able to reasonably connect the student to a specific incident, crime or rule or statute violation.*
* *Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.*
* *Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the student‘s age and gender and the nature of the offense.*

**When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:**

* *Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.*
* *Jackets, purses, pockets, back packs, bags, and containers in the student‘s possession may be searched to the extent reasonably necessary.*
* *Under no conditions may a body or strip search be conducted.*
* *Only school officials of the same sex as the student being searched may conduct the search*
* *Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same sex).*

### Student’s Personal Property

Personal items of value (cell phones, iPods, cameras, electronic games, radios, CD players and computers, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. The school is not responsible for lost or stolen items (including those in lockers).

### Books

Books and other materials loaned to students by Public Policy Charter School or by individual teachers becomes the responsibility of the student until collected. Students may be required to pay fines for books and other materials if damaged. Students will be responsible to pay for books and other materials not returned. Any student with outstanding fines or unreturned books or materials may have their grades withheld until the fines are paid or books or materials are returned.

### Backpacks

Backpacks are not to be left unattended. During snack and lunch, students should store backpack in a designated area for bags that are too big, or keep them in their person. In addition, with the teacher’s permission, a student may ask to keep their bag in their next period class while attending snack or lunch periods.

During class time, backpacks must be stored according to the teacher’s policy. Backpacks cannot block the aisles, lay across the floor, or in any other way block the walk way and cause someone to trip. Rolling backpacks cannot be oversized and must have the handles down during class time.

### Tardiness

Students are expected to be in school and class, on time and ready to work at the start of the designated start time set by the school and the students respective teacher. Students have 1 minute to get from class to class. Excessive tardiness will result in corrective action.

### Restroom Policy

Students may use the restrooms freely before and after school, during nutrition and at lunch. The number of students allowed in the restroom at any given time is limited based on demand. Students waiting to use the restroom must form a line outside and will be admitted one at a time as other students leave. Use of restrooms during class time is at the discretion of the teacher. Students caught loitering around in the restroom, wasting restroom supplies, or engaging in other inappropriate acts will receive disciplinary action. Students who damage, clog, or otherwise cause the restroom not to function will be responsible for all incurred costs of repair in addition to appropriate disciplinary actions.

**Rules and Procedures on School Discipline**

**Student Discipline**

PUBLIC POLICY CHARTER SCHOOL believes that one of the major functions of education is the preparation of youth for responsible citizenship. PUBLIC POLICY CHARTER SCHOOL shall foster a learning environment that reinforces self-discipline and the acceptance of personal responsibility. In addition, PUBLIC POLICY CHARTER SCHOOL shall work with students and families to provide a safe school environment that provides students with the opportunity to have a quality education.

The following policies and procedures are designed to guide PUBLIC POLICY CHARTER SCHOOL personnel in dealing with student discipline issues, while providing students and parents with a clear set of expectations regarding behavior and an understanding of the consequences of misconduct.

As provided in PUBLIC POLICY CHARTER SCHOOL’s petition, the policies and procedures for suspension and expulsion of students set forth in this document comply with the policies and procedures identified in the California Education Code. These policies and procedures will be periodically reviewed and the lists of offenses for which students are subject to suspension or expulsion will be modeled as necessary.

These policies and procedures will be enforced fairly, uniformly, and consistently without regard to sex, ethnic group, religion, sexual orientation, color, race, national origin and physical or mental disability.

**Discipline in General**

Each classroom should develop a process for handling, and if necessary escalating, individual cases of student misbehavior. Strategies may include but are not limited to:

* Relocating the student's desk to a different part of the classroom;
* Assigning different or additional work appropriate to the infraction;
* Utilizing a peer mediation or student conflict resolution program;
* Individual conversation with the classroom teacher about behavior and consequences;
* Utilizing a written referral framework;
* Designating selected classrooms and teachers (typically, lead teachers or advisors) as places for "time out."
* Referring students to the principal or a designee;
* Contacting parents/guardians; and/or
* Requiring the student to attend restoration time

### All PUBLIC POLICY CHARTER SCHOOL employees will report unmanageable or unusual behavior of students to the school’s executive director, principal, or designee as soon as possible. The executive director or designee shall investigate the report and exercise his or her discretion for purposes of notification to parents, legal guardians, law enforcement, or local child protection services.

### Discipline Policy

### The student discipline policies at Public Policy Charter School encourage input from parents, teachers, and students regarding their opinions on how to create a safe and healthy school environment. By enrolling in our school, students, and their parents, acknowledge their understanding of and their responsibility to the standards set forth in the discipline policy. The discipline policy will include students' rights and responsibilities and the school's suspension and expulsion policies. The discipline policy will not be discriminatory, arbitrary, or capricious, and will provide all students with an opportunity for due process. All policies will be adapted as needed with regard to the discipline of a student with special needs as determined by the provisions of the IDEA.

Students who do not adhere to their responsibilities and who violate school rules may expect consequences for their behavior.

Consequences may include, but are not limited to:

* *Warning, both verbal and written*
* *Loss of privileges*
* *Notices to parents by telephone or letter*
* *Parent conference*

The discipline policy clearly describes progressive discipline measures, grounds for suspension and expulsion, minimum/maximum number of consecutive days of suspension, notification process to parents of suspension, reason(s) for suspension, appeal process, length of suspension, provision for student's education while suspended, etc.

Any student who engages in repeated violations of the school's behavioral expectations will be required to attend a meeting with school staff and the student's parents. The school will prepare a specific, written remediation agreement outlining future expectations of student conduct, timelines, and consequences for failure to meet the expectations which may include, but are not limited to, suspension or expulsion.

Students who present an immediate threat to the health and safety of others may be immediately suspended and later expelled. Additionally, a student may be suspended or expelled for any of the acts enumerated in Education Code section 48900 that are related to school activity or school attendance and that occur at any time including, but not limited to:

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

**Hate Crime Policies and Procedures**

Nondiscrimination and Fair Treatment of Pupils

PPCS realizes that a major source of conflict in many schools is the problem of bias and unfair treatment of students (real or perceived) due to ethnicity, gender, race, social class, religion, disability, nationality, sexual orientation, physical appearance, or some other factor. Our schools strive to convey the attitude that all children can achieve academically and behave appropriately, while at the same time appreciating individual differences. PPCS endeavors to communicate to students and the greater community that all students are valued and respected. In order to maximize the successful education of all students and help them become productive citizens and lifelong learners in a diverse society, all individuals including student, parents, staff and community members:

* Shall be treated with dignity, respect and fairness.
* Shall be encouraged to maintain high expectations.
* Shall strive to model an appreciation for socio-economic, cultural, ethnic, gender and religious diversity.
* Shall aspire to contribute to an environment of mutual respect, caring and cooperation.

PUBLIC POLICY CHARTER SCHOOL encourages students, parents, staff and community members to join together to share a sense of belonging and take pride in our school facility and programs through participation and cooperation in support of the education of all students. A copy of the “Parent Student Handbook” is provided to each parent/student annually or upon enrollment. This handbook includes information pertaining to:

* student rights to physical safety
* the protection of personal property (in most cases, not bringing personal property is the best way to protect it).
* the expectation of respect to adults
* the expectation to be free of discrimination on the basis of gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.

Public Policy Charter School’s policies on nondiscrimination and sexual harassment support these protections and serve to promote the fair treatment of all students.

### Bullying and Hazing Policy

PPCS is committed to providing a safe and civil learning and working environment at our school. PPCS also takes a strong position against bullying, hazing or any behavior that infringes on the safety or well-being of students, employees, or interferes with learning or teaching. Public Policy Charter School prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all other persons within PPCS’s jurisdiction.

The PPCS bullying and hazing policy is written in accordance to federal, state and California Education Code require that all schools and all personnel promote mutual respect, tolerance, and acceptance among students and staff.

All students and staff of public primary, elementary, junior and senior high have the inalienable right to attend campuses which are safe, secure and peaceful‖ [Article 1, Section 28(c) of the California State Constitution].

This policy shall encompass behaviors or actions that occur among students, employees and associated adults. The policy is applicable in schools, at school-related activities and events, at District programs and activities, traveling to and from school, and all other areas of the District‘s jurisdiction. (Ed Code 489009(s)).

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not it is officially recognized by the educational institution.

Parents and students are encouraged to work with their local school site administration to address any problems or concerns.

Public Policy Charter School believes that all students have a right to a safe and healthy school environment. Our schools and community have an obligation to promote mutual respect, tolerance, and acceptance. PPCS will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes:

* direct physical contact, such as hitting or shoving;
* verbal assaults, such as teasing or name-calling; and
* social isolation or manipulation.

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

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

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

PPCS has adopted a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

* Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
* Students are expected to immediately report incidents of bullying to the principal or designee.
* Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
* If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Executive Director. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to the following:

* All staff, students and their parents will receive a copy of this policy prohibiting intimidation and bullying: at the beginning of the school year.
* The school will make reasonable efforts to keep a report of bullying and the results of investigation. This information will be confidential.
* Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are expected to report the incident. Such reporting will not reflect on the target or witnesses in any way.

Policy for Conflict Resolution

Public Policy Charter School believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, PPCS will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

Public Policy Charter School will provide training to develop the knowledge, attitudes, and skills students need to choose for alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. PPCS has adopted a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

* Students are to resolve their disputes without resorting to violence.
* Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
* Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
* Students needing help in resolving a disagreement, or students observing conflict may contact an adult.
* Students involved in a dispute will be referred to a conflict resolution or peer mediation session with a trained adult or peer mediators. Staff and mediators will keep the discussions confidential.
* Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

**Evacuation Plan: Public Policy Charter School**

**1701 Browning Blvd. LA CA 90062 site**

**(Updated to include LAUSD recommendation)**

**In case of an emergency that requires evacuation of the school site the following procedures will occur as follows:**

1. Teachers will lead students out of the classroom following the evacuation route posted in each room.
2. Teachers will carry the emergency backpack available next to the classroom doors in each room when exiting.
3. Dr.Tucker, Ms.Lopez, Mr.Brian Lara, and Ms.Hernandez will carry the emergency backpack and emergency contact binders in the office along with the first aid kits. (Mr.Burris, Mr.Moseley, and Mr.Kelvin Lara will carry the emergency food bins outside the school in case of an earthquake.)
4. Once everyone has gathered in the courtyard the safety monitor, Mr.Brian Lara, and Ms.Bains will;
   1. Check each teacher’s roster to ensure every student is accounted for;
      1. If a student is unable to exit a classroom the necessary first responder (paramedics or fire department) will be alerted and a red card with the notation will be placed on the door.
      2. If all students are accounted for and there are no injuries, a green card is placed on the door.
      3. If a student is missing after all rosters are checked this will be noted on a red card and placed on the door.
   2. Lead the school out of the school premises through the exits on Browning Blvd.
      1. To the northern corner of Western Blvd. and King Blvd. Landmark – *Popeyes Chicken*
      2. Cross the street to the southern corner of Western and King Blvds. Landmark – *Check Cashing/Money Lending*
      3. Then walk east on Western Blvd. to Martin Luther King Park.
5. All teachers and their designated students will subsequently follow Mr.Brian Lara and Ms.Bains as they leave the school for the identified place of reassembly (Martin Luther King Park on Western Blvd.) Once teachers, staff, and students have convened at the park, teachers will recount their rosters of all students and staff.
6. Dr.Tucker and Ms.Broughton will make sure everyone has evacuated the building and proper authorities have been called (Fire and/or Police), before leaving the premises.
7. Once everyone is at the park, Mr.Brian Lara, Ms.Lopez, Ms.Hernandez and all teachers will call parents and guardians, via their cell phones, to inform them of the situation and to arrange for student pickup.

**IMPORTANT NOTE: Teachers and staff shall refer to their walkie talkies in the emergency backpacks and turn it on to Channel 4 to be able to communicate with one another during the emergency.**

**In case of a fire, please follow these procedures:**

1. Teachers will instruct students to evacuate the classroom.
2. Teachers will make sure that there are no students left behind in the classroom.
3. Teachers will rejoin students as they are evacuating the school from the nearest exit and convene at a safe zone.
4. Once the teachers have led their students to the safe zone, the teachers will conduct a head count to ensure that all of their students are accounted for.
5. Once everyone is at the safe zone, staff will call parents and guardians,, to inform them of the situation and to arrange for student pickup.

**In case of an active shooter situation, please follow these procedures:**

1. Teachers will lock the classroom door and instruct their students to find cover in the classroom away from any doors, windows and walls.
2. Teachers will ensure that any windows and curtains are closed to obstruct outside view of the classrooms.
3. The teachers shall await a response from Ms.Lopez and Dr.Tucker letting them know that the school premises have been restored to safety and the teachers will follow any additional instructions that Ms.Lopez and Dr.Tucker may give them.
4. Mr.Lara will then send out mass communications via Telecom to inform parents of the incident and to ensure that the school has been restored back to safety.

