

**Public Policy Charter School**

**2018-2019 Parent-Student Handbook**

Dr. Sonali Tucker, Executive Director

Dear PPCS Students and Families,

Welcome to the 2018-19 school year.

The safety and well being of our students is central to our mission of 21st Century Learning through the theme of Public Policy. It is in that spirit, that we developed this handbook to share with families the rules, policies, and procedures that provide our children with the best possible learning environment.

We have embedded current research into our model that supports the development and cognition of middle grade learners. We provide children with a small, safe, and nurturing school setting, allowing them to reach their highest potential.

Family involvement is also critical to the success of our students. Parents are their child’s partner and learning and their most important teachers in life. Thus, our school model engages families in meaningful ways, outlined in this handbook.

We maintain an open-door policy, so please feel free to provide your input and feedback as we create a dynamic community of learners together.

All the Best,

Administration of Public Policy Charter School

**School Mission, Vision**

Mission

The Mission of PPCS is to provide learners with a safe, supportive, and dynamic learning environment that delivers a rigorous and engaging, college-preparatory curriculum.  Through the study of public policy, our learners will be equipped with the knowledge, skills, and fortitude to advocate for themselves and their community through leadership and action.

Vision

PPCS alumni will earn college degrees in their chosen field of study, and advance to fulfilling careers where they promote economic development, social justice, and cross-border tolerance to impact public policy in a manner that benefits society.

**Faculty Roster**

***School Leader***

Dr. Sonali Tucker, Founder, Executive Director

***Interim Principal***

Dr. John White

***Teachers***

Clifford Moseley 7th Grade- Self Contained Class Core Teacher

Jason Tierney 6th Grade- Self Contained Class Core Teacher

Raji Bains All Grades – Physical Education/Teacher on Special Assignment

Rich Burris 8th Grade- Self Contained Class Core Teacher

TBD All Grades – Civics/Public Policy

TBD 5/6th Merged Cohort Self Contained Class

Dorothy Klinger RSP Teacher

***Support Staff***

Crystal Lopez Office Coordinator

Brian Lara Data Coordinator/Bilingual Instructional Aide (Title I)

Kelvin Lara Bilingual Instructional Aide (Title I)

Tania Hernandez Bilingual Instructional Aide (Title I)

Yedid Mendoza Campus Aide

Jameelah Broughton Instructional Aide – In Charge of Discipline

Kelly Patterson After School Program Coordinator-***After-School All Stars***

# Policies and Procedures

**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, PPCS 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.

**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 schools, facilities and programs through participation and cooperation in support of the education of all students. 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 from 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.

**Admissions**

Public Policy Charter School shall admit students pursuant to the *Admissions Requirements* as outlined in their charter. Each student interested in enrolling at PPCS must be a resident of California and submit an application form to the school. If the number of interested students exceeds the number of seats available by the application deadline, enrollment shall be determined by a public random drawing.

**Application Form**

Each student interested in enrolling at PPCS must be a resident of California and submit an application form to the school before the application deadline. Applications received after the deadline shall be placed on the waiting list in the order they are received.

**Lottery Preferences**

Existing students will be exempt from the public random drawing.

* Preferences will be extended to siblings currently attending PPCS. These siblings will be automatically accepted and will not be part of the lottery. (Siblings must share at least one biological parent or legal guardian.)
* Preferences will be extended to students living within the boundaries of LAUSD.

**Recommended Lottery Procedures**

All students who complete an application will receive a lottery form (a copy of the application form) which will be numbered in order of its submission. If the number of applicants on the preference list exceeds the available seats on the application due date, the forms will be placed in a barrel and the number of seats available will be randomly drawn. Remaining applicants on the preference list will be placed on the waiting list in the order their names are drawn.

The applications not on the preference list will then be placed in the barrel and randomly drawn in the lottery to determine acceptance if available seats remain, or their order of placement on the waiting list. All applications and a record of the order in which they are drawn will be kept on file at the school. The school may choose to conduct the lottery using an automated online system to ensure that the process is fair and equitable for all participants.

After the acceptance list is set, a waiting list shall be created and maintained. Should vacancies occur, admission will be offered to applicants on the waitlist in the order their names appear.

**Communication**

The acceptance and waiting lists will be made available as soon as practicable and upon request. Parents/guardians of applicants on the enrollment list and waiting list will be contacted by designated school office staff via phone and/or in writing. Parents/guardians of applicants will have 5 business days from initial contact to respond to the designated contact person. If parents do not respond within the timeline, the applicant will be removed from the waiting list and the next applicant’s parents/guardians on the waiting list will be contacted.

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## Enrollment

Prior to a student enrolling at PPCS, each parent/guardian shall submit the following required documentation:

* Completed Enrollment Packet
* Student Emergency Card
* Immunization Records
* School Meal Application
* Student Transcripts
* IEP or Section 504 Plan (if applicable)

### Enrollment of Students in Special Subgroups

**Homeless Students**

PPCS shall adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each homeless child or youth has equal access to the same free, appropriate public education as provided to other children and youths. PPCS shall comply with all applicable provisions of Education Code sections 48850-48859.

### Student Withdrawal and Return

**Student Withdrawal**

If a parent wishes to withdraw or transfer a student from PPCS, it is his/her responsibility to notify the school principal in writing. In some cases, the principal or designee may want to meet with the student’s parents as well. Students will receive unofficial transcripts until all books/equipment are returned and outstanding fees are paid. **Student Returns**

In a situation that a student leaves PPCS and later chooses to return, the student must complete an application and return it to the main office. When the application is submitted, the student will be informed if there is space available or if he/she will be placed on the waiting list, pursuant to the enrollment policy.

Students who have been incarcerated, are returning from juvenile detainment, and/or are on probationary status with the juvenile court system must attend a conference with their parent/guardian and principal or designee before returning to the school. Students who have been previously expelled must successfully complete the terms outlined in their rehabilitation plans prior to being eligible to return to school.

## Student Records

Student records are housed in the school main office.

**Inspection of Records**

Parents/guardians have a right to review their child's student records. Student records are available for review during regular school hours. Written requests for access should be directed to the Principal.

**Release and/or Duplication of Records**

PPCS may permit access to student records by a specific person if the parent/guardian has filed written authorization specifying the records to be released and identifying the person to whom the records may be released. The recipient must be notified that further transmission of records is prohibited. The consent notice shall be permanently kept with the student's record file. Student records may be released without parent or guardian consent as permitted by law. Outside organizations, such as law enforcement agencies and child and family services may be granted access to student records. Such requests will be recorded in the access log in the students’ file.

### 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 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 designated start 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. When students are absent, they are expected to look on Power School and complete missed assignments. Absent students will be given one day 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*

**Make-Up Assignments**

Students must make up all assignments, tests, and quizzes upon returning to school from an absence. Students should always try to get their assignment(s) from their classmates (or from a class website) while they are absent to prevent them from falling behind. Upon the first day of his/her return to school, it is the student’s responsibility to check in with each teacher regarding missed work and due dates. Teachers will set their own class policies for returning work when absent. Please note teachers will accept late work.

A student who will be absent for three (3) consecutive school days may get his/her assignments by contacting the school main office. Upon a request for missed work, teachers will submit the assignment to the School Main Office within 24 hours of the request.

### Tardy

To provide students with the best possible education, students and parents are expected to plan their time effectively in order for students to arrive to school and class on time.

A student is considered tardy if he/she is not in his/her seat at the designated start of class. If a student arrives late to school, he/she must obtain a pass from the school main office. A tardy may be excused only with written verification from a parent/guardian upon the student’s arrival at the school, or if the parent/guardian accompanies the student into the school building to sign him/her in with a valid excuse.

Excessive tardy will result in a letter being sent home, and a meeting with the principal. Any tardiness of more than 30 minutes for any class is considered an unexcused absence.

## Meals and Lunch Applications

Free and reduced lunch applications are included in Student Enrollment packets, or may be picked up from the main office. The applications must be completed each school year and returned by the due date. Failure to complete an application will result in the student being charged the full price for lunch.

Students in the lunch line are identified using either their name or ID number. Students may prepay by submitting deposits to the school’s Office Manager in the main office (no payments will be accepted in the lunch line). Students with outstanding balances will receive a billing statement from the school each month and parents/guardians are expected to pay the indicated amount promptly.

**School Wide Dress Code**

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 or Navy Blue Polo shirt, school spirit shirt or PPCS Zip up Sweaters . Families can purchase these shirts directly from the PPCS office or may bring in polo shirts to be monogrammed for a fee, or wear a plain gray or navy blue (similar gray or navy blue to the uniform) polo shirt.

**Pants/Shorts/Skirts:**

Students must wear bottoms in Khaki. 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.) (Must wear a belt if pants are baggy)

No large earrings, facial piercings, or spiky jewelry

No hats or caps

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.*

**Physical Education Uniform**

Students taking physical education courses are required to “dress” for physical education every day. Separate changing areas for male and female students will be available.

The physical education uniform is to be worn for PE class only. Students are required to change back into the required school uniform when the PE class ends each day.

**Student Discipline**

### 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 describe 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*

If a student violates any part of the above policy, he/she will be subject to the following disciplinary action, including but not limited to:

* **1st Offense** – Meeting between student and principal to discuss appropriate use behavior and expectations.
* **2nd Offense** – Student may have restricted access to certain activities including computer access and admittance to school wide events .
* **3rd Offense** – Parent meeting with administrators to discuss corrective actions.

### Bullying and Hazing Policy

PPCS is committed to providing a safe and civil learning and working environment at all of their schools. 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. LAUSD and 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 LAUSD‘s jurisdiction.

The LAUSD 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.

## Textbooks

Textbooks or novels will primarily remain in the classroom, but may be checked out directly to the student. Students assume responsibility for the security and maintenance of their assigned books. Should books be lost, stolen, damaged or defaced after issuance to a student, that student may be required to pay a replacement fee before a new book is issued or at the end of the academic year.

***Plagiarism***

Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law may result in criminal prosecution.

## Technology and Internet Safety

Students have access to computers at 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

* *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 MySpace*
* *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!*

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### 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.

**Personal Property**

Students will be responsible for any items they bring to school and must watch their belongings carefully. The school is not responsible for any loss or damage to personal items. It is best for items that are not related to the school’s instructional program (e.g., iPods, PSPs, Nintendo) are to be left at home.

**Cell Phones**

Student cell phones must be turned off and remain in a purse or backpack – not pants pockets –for the entire instructional day.

Students who do not follow this policy will have their cell phones confiscated. At the discretion of the school principal, only a parent/guardian may collect items confiscated from students. The school is not responsible for any loss or damage.

**Skateboards, Scooters and Bicycles**

Students may ride a skateboard, scooter or bicycle to school. During school hours, students must store their skateboard or bicycle in a designated storage area. Students may not ride their skateboard, scooter or bicycle during the school day or on school grounds. Students who do not adhere to these conditions will have their skateboard/bicycle confiscated. At the discretion of the school principal, only a parent/guardian may collect items confiscated from students. The school is not responsible for any loss or damage.

**Lost and Found**

The Lost and Found will be housed in the school main office. Students that have lost an item at school (e.g., clothing, keys) should check with the main office to see if the items have been turned in. Unclaimed items may be donated to charity or discarded on a regular basis.

## Visitor

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, 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.

The safety and security of students and staff at PPCS is of utmost importance. A critical part of creating a safe campus environment is for the administration, as well as those individuals or classrooms receiving visitors, to have advance knowledge of all visitors. School administration must know at all times who is on campus and reserves the right to refuse entry to any visitor. The following procedures for PPCS will be strictly followed.

**Closed Campus**

PPCS is a closed campus. All students are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a student away from school during the regular school day without first obtaining proper permission from a designated school official.

**Visitor Policy, Sign-in, and Verification**

The principal is responsible for managing involvement of volunteers and visitors, and for ensuring that the activities of visitors and volunteers do not result in undue disruption of the instructional program. It is also important that the presence of visitors and volunteers does not contribute to safety or security issues for students and staff members or for the visitors themselves.

**All Campus Visitors Must:**

* Sign into the visitor’s log immediately upon entrance, providing all requested information (e.g., visitor’s name, date, time, name, purpose of visit, other additional information the School may require). This is for the safety of students, staff, as well as the individual in case of emergency. Failure to provide information will be grounds for denial of access.
* Show identification. Failure to provide information will be grounds for denial of access.
* Complete a visitor’s badge and obtain the principal/designee’s approval before proceeding. The visitor’s badge may include the following information: visitor name, date, time, destination and office approval. You may be required to wait depending on the principal’s/designee’s availability.
* Wear a visitor’s badge at all times during your stay at the school.
* Keep observation of classroom activity to a particular purpose and reasonable frequency, as determined by the School.
* Follow the established procedures for scheduling an appointment with the teacher(s).
* Return the visitor’s badge to the school office before leaving the campus and sign out. You must indicate on the visitor’s log the time you are leaving the school.

**Some Important Rules for All Visitors:**

* The staff person/student you are visiting must be on campus that day and aware of the visit.
* Visitors must be escorted by designated school personnel at all times on campus.
* Do not interfere with any school activity during the visitation. Visiting the School is a privilege, not a right.
* Enter and leave the classroom as quietly as possible when class is in session.
* While class is in session, do not converse with students, teachers, and/or instructional aides during the visitation unless explicitly permitted.

Failure to follow any of these basic procedures may result in a visitor not receiving authorization to enter the building and/or being barred from future visits.

# Academic Program

**Course Requirements**

To be considered for promotion to the next grade level, each middle school student (grades 5-8) must obtain sufficient academic credit in his/her prescribed course of study and meet the standards of proficiency established by PPCS. Students are required to receive academic instruction and participate in core subject areas (e.g., English, Mathematics, Science and History). Physical Education and other electives may also be required as part of the students’ required course of study.

## Grades

**Academic Grades**

The grading scale at PPCS is based on the degree to which students demonstrate proficiency on content standards. Grades are based on a four-point rubric scale.

**Progress Reports**

Official progress reports are distributed at parent conferences according to the following schedule:

* 5-Week Fall Progress Report (Sep)
* 10-Week Fall Progress Report (Oct/Nov)
* 15-Week Fall Progress Report (Dec)
* Fall Semester Report Card (Jan)
* 5-Week Spring Progress Report (Feb)
* 10-Week Spring Progress Report (Mar)
* 15-Week Spring Progress Report (May)
* Spring Semester Report Card (Jun)

**Incomplete Grades**

A teacher may determine that a student shall have more time to complete required coursework due to an extended illness, death or illness in the family, or other reason deemed to be of an extenuating nature. The teacher may assign the student an Incomplete (“I”), with a deadline to make up the assigned work.

**Student with Special Education Eligibility Grading Accommodation**

Through the IEP Team’s decision, students needing grading accommodation will have an extended grading scale.

**School-Wide Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rubric Score** | **Percentage** | **Scale** | **Description** |
| **4** | **100%-90%** | **4.0-3.4** | ***Advanced***Student exceeds the standards, has a comprehensive understanding of the standard(s), and can apply complex ideas and processes for the standard. Demonstrates mastery through DOK level 3. |
| **3** | **89% - 80%** | **3.39 – 2.7** | ***Proficient***Student exceeds/meets the standards, has a detailed understanding of the standard(s, and can apply some complex ideas and processes for the standard.Demonstrates mastery through DOK level 3/2. |
| **2** | **79% - 70%** | **2.69 – 2.0** | ***Basic***Student meets the standards, demonstrates a basic understanding of the standard(s), and can apply ideas and processes for the standard with varied complexity. Demonstrates DOK level 2/1. |
| 1 | **69% and below** | **1.99 and below (we do not input 0)** | ***Below/Far Below Basic*** Student does not meet the standards, does not, or demonstrates a limited understanding of the standard(s) and inconsistently demonstrates an understanding of the standard. DOK level 1. |

##

## Testing and Accountability

PPCS complies with and adhere to state requirements for participation and administration of state-mandated tests. These assessments include:

* Assessments required per the California Assessment of Student Performance and Progress (CAASPP) system
	+ Smarter Balanced Tests: English language arts/literacy and mathematics
	+ California Standards Tests (CSTs) for Science: grades 5, 8
	+ California Modified Assessment (CMA) for Science: grades 5 and 8, who meet the eligibility requirements to take this instead of a CST for Science
	+ California Alternate Performance Assessment (CAPA) for Science: grades 5 and 8, who meet the CAPA requirements
* California English Language Development Test (CELDT)/English Language Proficiency Assessments for California
* Physical Fitness Test

## Middle School Success

During Middle School Success students will become proficient in APA Style writing, test taking strategies, organize their binders and learn how to effectively plan their week via school provided agendas. Students will also discuss current events through CNN Student news and various other grade appropriate student news outlets. Students will also be introduced to beginning coding through Code Academy.

## School Activities

**Field Trips**

PPCS recognizes that field trips are an enriching aspect of a student’s educational experience. Field trips are part of the interdisciplinary curriculum and are important learning experiences to supplement the school curriculum.

Field trip forms shall be sent home with students at least one week prior to the planned trip. The forms must be signed by a parent/guardian and returned to the school for the student to participate.

All student policies, rules and procedures are in effect during field trips.

**Student Council**

Student Councils is involved in what happens at PPCS. Student Council, with the assistance of faculty, plans, funds and carries out many activities and events that help promote positive student morale.

**School-Sponsored Events**

Dress for most school-sponsored social events outside of the regular instructional day must adhere to the “free-dress policy.” Students must remain inside or within supervised areas. The student cannot leave campus during the event. Parents are expected to pick up their student immediately following the end of the event. Parents are also invited to help chaperone school events. All student policies, rules and procedures are in effect during all school-sponsored events.

**Sports Teams**

PPCS may offer opportunities for students to participate in sports teams, depending on student interest and staff availability. All students who participate on a team must meet rules for academic eligibility including maintaining a minimum grade point as defined by the school. Additionally, students must meet behavioral requirements and be present at school on game days in order to participate.

**Clubs**

PPCS shall have a variety of clubs and programs for students to participate in. Programs and clubs offered may change from year-to-year based on student interest and faculty sponsorship.

Health and Safety

## Safety and Emergency Response

PPCS school safety and emergency plans and protocols are developed in order to prepare for natural disasters and emergency situations (e.g., fire, earthquake, lockdown, terrorist threats, power outages). PPCS has a comprehensive emergency preparedness plan which describes safety procedures. Training on the emergency plan is provided to all school staff members annually. All schools and classrooms are equipped with emergency supplies.

An evacuation map is posted in every classroom. Emergency drills (e.g., earthquake drills, fire drills, lockdown drills), are conducted throughout the school year so that all staff and students will be prepared should an emergency occur.

During regular school hours, students are required to follow their teacher’s or principal’s instructions during all emergency drills and situations. If an emergency occurs off-campus, students are to report to their supervising teacher or principal. If the emergency extends beyond the end of the school day, students shall not be released until it has been determined that it is safe to do so. Before students are released, parents are required to sign them out in the school main office.

**Emergency Cards and Contact Information**

PPCS shall have emergency cards on file for all students and staff. Parents/guardians are responsible for keeping all student emergency contact information up-to-date and informing the school main office in writing of any changes as soon as possible (e.g., address changes, phone number changes). It is important for families to keep the emergency contact information up-to-date so all communications are received without delay or interruption.

Students may only leave campus with the adults named and listed on their emergency card. Adults will be asked to show proper identification in order to sign students out.

## Supervision

Supervision is provided for all school sponsored programs, activities, and meals during the instructional day. Unless otherwise noted for a specific school sponsored program or activity, hours of supervision at school begin 30 minutes before and after school ends.

To ensure the safety of our students, it is important that students do not arrive before supervision has begun and that they leave promptly at the conclusion of their school day or at the end of an after school program or school event. Students who linger on or near campus will be sent home.

## Immunizations

New students will not be enrolled unless a written immunization record is presented at the time of enrollment, and immunizations are up-to-date. All students new to PPCS must show that they have received all required immunizations in order to be enrolled. Those students who do not meet the state guidelines must be excluded from school until the requirements are met.

California law requires that pupils entering a California school provide a written immunization record showing the date (at least month and year) of each immunization.

## Illness or Injury at School

A school staff member will assist students in need of help for sudden illness occurring in school. Students who are unable to remain in class because of illness will be sent home. Parents/guardians listed on the student emergency card will be contacted to make transportation arrangements for their children to go home. No students shall be allowed to leave the campus without parent/guardian consent.

All injuries must be reported to the nearest staff member in charge or to the school main office. The school shall call the appropriate agencies (e.g., ambulances, police, fire) in cases of serious injury. The school will immediately notify parents/guardians listed on the student emergency card.

### Bloodborne Pathogens

Exposure to bloodborne pathogens can be minimized or eliminated with an exposure control plan that addresses and implements, at the minimum, the following elements: universal precautions, communication of hazards and training, clearly defined procedures and protocols, personal protective equipment and appropriate decontamination/housekeeping.

All school staff members receive bloodborne pathogens training on an annual basis.

In the event that a student suddenly becomes ill and there is blood or other potentially infectious bodily fluids present (e.g., blood, vomit), specific procedures shall be followed to protect against exposure to bloodborne pathogens. The procedures include:

* Staff member practices universal precautions and keeps other students away from the potential hazard.
* Staff member contacts main office
* Office manager or administrator removes student to the main office and contacts the school custodian
* Custodian is responsible for cleaning up the bodily fluids.
	+ Custodian uses appropriate personal protective equipment such as gloves, apron, protective eyewear, etc.
	+ Custodian removes bodily fluid from floor and sanitizes the floor. Custodian cleans and decontaminates all equipment and environmental working surfaces exposed to fluids.
	+ Custodian removes gloves and disposes in appropriate biohazard container.
	+ Custodian washes hands with antibacterial soap.
* In the absence of the custodian, the administrative staff will assume responsibility for the procedures above.

##

## Medication at School

The school shall not furnish any medications. School personnel are prohibited by law from giving any medication (e.g., prescriptions, over-the-counter pain relievers, cold medicine) to a student unless the student’s physician has given written instructions and the student’s parent/guardian has provided written consent.

In order for a designated school personnel to assist a student in taking a medication, including insulin to diabetic students, PPCS shall obtain both a written statement from the physician detailing the name of medication, the date, the dosage information and directions for administering the medication and a written statement from the parent/guardian indicating the desire that the school assist the pupil in the matters set forth in the statement of the physician.

All medications require physician and parent/guardian authorization. Once authorization is obtained, the medication must be given to the school main office in original containers, labeled with the name of the student, the name of the medication, the date, the dosage information and directions for administering the medication. Over-the counter-medications should be in original sealed packages with directions for administration. Medications will be stored in a secure location and medication administration will be documented in a medication log maintained for each student. This form will be incorporated into each student’s permanent file upon transfer or graduation.

Students may only carry and self-administer certain medications (e.g., inhaled asthma medications, EpiPens) with the proper documentation. This documentation includes:

1. A written statement from an authorized health care provider detailing the name of the medication, the date, the dosage information and directions for administration, and confirming that the student is able to self-administer the medication; and
2. A written statement from the parent/guardian of the student consenting to the self-administration, providing release for the school to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school and school personnel from liability in the case of adverse reaction.

All other medications shall be stored in the school main office. Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication. A student may be subject to disciplinary action if the medication is used in a manner other than as prescribed. School personnel shall not prescribe or give advice regarding medication.

### Epinephrine Auto-Injectors

During the student enrollment process, parents/guardians must indicate if their children have any chronic health problems, medical conditions, medications or allergies on the Registration/Enrollment Form.

Each school year, PPCS shall designate a staff member to be EpiPen administrators with opportunities to be trained on EpiPen administration. If a student is, or reasonably believed to be, suffering from an anaphylactic reaction, only trained staff shall administer the EpiPen to the student. During the administration of the EpiPen or as soon as practicable thereafter, or if no trained individual is present at the time of the anaphylactic reaction, the school will immediately call 9-1-1 to request an emergency response and stay with the student until paramedics arrive. The school shall also contact the student’s parent/guardian as soon as practicable upon learning of the student’s anaphylactic reaction.

## Child Abuse Mandated Reporting

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.

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.

1. 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.

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 Director(s) 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)

**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.

The California Child Abuse and Neglect Reporting Act requires that any administrator, teacher or other school staff member who has a reasonable suspicion that a student has been subjected to child abuse and neglect (e.g., physical abuse, sexual abuse, willful cruelty or unjustified punishment, unlawful corporal punishment or injury, and neglect (including both acts and omissions)) must make a report to the proper authorities immediately or as soon as is practicably possible.

Child abuse must be reported when one who is a legally mandated reporter "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse.” Mandated reporters must make their report to the county welfare department (child protective agency) or to any police, sheriff, or, in some cases, county probation department.

Reports are to be made initially via phone then followed-up within 36 hours later with a written report to the child protective or law enforcement agency to which the telephone report was made.

## School Wellness

PPCS is committed to establishing a positive school environment that promotes students’ health, well-being, and ability to learn by supporting healthy eating and physical activity.

PPCS participates in the National School Lunch Program (NSLP), a federally-assisted meal program operating in public and nonprofit private schools and residential child care institutions. The NSLP provides nutritionally balanced, low-cost or free lunches to children each school day. The school and food vendors comply with the federal and state regulations/requirements of the program.

**Nutrition Promotion, Education and Physical Activity Goals to Promote Student Wellness**

PPCS partners with their food vendors to find ways to increase student access to healthy breakfast and lunch meal options, and to promote a healthy way of living. School staff shall encourage students to choose balanced and nutritious school meals, and shall minimize competitive food sales to increase participation in the school’s nutrition program.

Also, the school's physical education programs shall be research-based and aligned to required content standards. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program.

Opportunities for student physical activity may be available through physical education classes, after-school programs, student athletics, intramural programs, and other activities.

**Nutrition Guidelines to Promote Student Health**

Foods and beverages available to students at the school should promote and protect students’ health, well-being and ability to learn. As such, the following guidelines have been established for foods available at the school:

* Nutritional standards adopted by PPCS for food and beverages sold to students shall meet or exceed state and federal requirements;
* Meals will be attractive and appealing to students;
* Meals will be served in clean and pleasant settings;
* Daily and weekly minimum requirements for the five components (e.g., meat/meat alternatives, grains, fruits, vegetables, milk) will be met;
* A variety of fruits and vegetables will be offered;
* All milk served will be low-fat (1%) and/or non-fat milk;
* Meals served will be within the nutrient targets for calories, saturated fats, sodium and trans-fat as defined by the USDA.

**Suspension and Expulsion Policies**

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 director(s).

While on suspension from school the student is not to loiter on or about on school grounds neither at any time, nor to attend any PUBLIC POLICY CHARTER SCHOOL activity at any time, 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 in by the principal or the designee of the principal.*
* *Unlawfully possessed, used, sold, or otherwise furnished, or been 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 (exception made for use or possession by a pupil of his or her own prescription products).*
* *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.*
* *Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, Soma.*
* *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 (suspension only).*
* *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 is truant, tardy, or otherwise absent from school activities. The 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. The conference may be omitted if the principal determines 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 principal determines 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 principal determines 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. Public Policy Charter School will make every effort to establish an MOU with a consortium of middle school charter schools and/or LAUSD to enroll expelled pupils, or pupils waiting for expulsion appeals.

### 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.

Students may not eat food or candy, chew gum or drink anything (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 stored in a locker or backpack. 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

**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, each PPCS school 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 alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. PPCS will adopt 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 peacefully.
* 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.

**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.*

### 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.*

## Parent Involvement

Meaningful parent involvement is a critical dimension of effective schooling and improves student achievement. Research has shown that active and consistent parent involvement leads to student success.

**Parent/Student/Staff Compact**

The school firmly believes that all students can and will achieve at high levels when administrators, teachers, staff, and parents work in collaboration with each other. As stated in the Parent/Student/Staff Compact, each partner accepts responsibility for the successful education and college preparation of each student. This Compact is part of each student’s enrollment packet and is explained to all new families during orientation.

### 2018 – 2019 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 or questions.
* Regularly checking Power School and encouraging our 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 my assignments and progress in my classes.
* Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.

**Parents as Partners (Parent Engagement)**

The school values the role of parents as their child’s first teacher and welcomes their active involvement in their child’s education. The school believes in:

* Parents as partners and in encouraging parents to take an active and meaningful role to ensure the success of the school.
* Parents being meaningfully and actively engaged in their child’s education and responsible for supporting their child’s learning at home.
* Helping parents understand what it will take to prepare their child for college.
* Encouraging parents to support the goals of the school through their voice and through volunteering 40 hours per school year *(failure to meet the recommended number of volunteer hours or to participate in the school’s programs will have no effect on a student’s enrollment, grades, credits, ability to graduate or participation in graduation activities).*
* Encouraging parents to attend 4 parent educational workshops each school year.
* The value of parent input. Parents are asked to complete a parent satisfaction survey each year.

**Tips to Help Your Child Succeed**

Research shows that effective and consistent parent participation leads to student success. Below are some suggestions to help your child succeed academically.

1.  Encourage your child to be an active and responsible learner who completes and turns in assignments and homework when they are due and seeks assistance when needed.

2.  Ensure that your child arrives to school on time each day and follows school policies, such as discipline, safety, proper school attire, textbook care, etc.

3. Review your child’s agenda and encourage your child to use it on a regular basis to keep track of homework assignments, projects, exams, and other important school events.

4.   Monitor your child’s overall progress on a regular basis. Do not wait until progress reports and report cards are issued to find out how your child is doing in school.

5.  If your child is struggling with their schoolwork or needs help, speak with your child’s advisor and/or teachers and ensure that your child attends after-school tutoring as available.

6.  Help your child establish a regular time and place to study and to complete his/her homework and school projects. Make sure your child’s study area is well lit and stocked with necessary school supplies.

7.   Talk to your child about what is happening at school and what he/she is learning.

8.   Encourage your child to read for pleasure and limit TV, video game, and Internet usage.

9.   Attend all scheduled parent/teacher conferences, school activities, and parent educational workshops.

10.   Support your child’s school by volunteering. Contact the school for more information.

## Parent Volunteering

There are a number of ways parents can volunteer. Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically. Each family is encouraged to volunteer 40 hours per school year. Failure to meet the recommended number of volunteer hours or to participate in the school’s programs will have no effect on a student’s enrollment, grades, credits, ability to graduate or participation in graduation activities.

Possible volunteer activities to support the school include:

|  |  |
| --- | --- |
| * Office support
* Breakfast and lunch distribution
* Field trip supervision and assistance
* Arrival and dismissal supervision
* Yard or visitor’s supervision
* School beautification
 | * Leadership activities
	+ Participate in the school’s coordinating council, town hall, or school board of directors meetings
	+ Plan/coordinate a school event (fundraising, prom, graduation)
	+ Serve on a committee (e.g., Teacher Appreciation)
	+ Serve as a coach and/or support the school’s athletic program
	+ Civic engagement/advocacy on behalf of school
 |

Possible volunteer activities to support students academically include:

|  |  |
| --- | --- |
| * Parent workshop participation
* Classroom observations
* Parent-teacher conferences
* IEP meetings
* Counselor meetings
* Parent volunteer coupons
 | * Leadership activities
	+ Speak in the classroom or for Career Day
	+ Serve as a classroom helper
	+ Mentor or tutor students
	+ Lead a parent workshop
	+ Participate in the Parent Leadership Academy
 |

PPCS appreciates your participation as a parent volunteer and will make every attempt to match your interests and skills with projects or tasks that you are comfortable with.

### Parent Volunteer Requirements

* All parent volunteers not directly supervised by school staff and who may have contact with students shall undergo a criminal background check completed through the appropriate state agency and/or the Federal Bureau of Investigation prior to being cleared for service.
	+ If a volunteer who works with students without direct supervision of a school staff member is found at PPCS without a criminal background clearance, he/she will be sent home and prohibited from continuing to volunteer until such clearance is obtained.
	+ Should a volunteer be convicted of a controlled substance offense, sex offense, or serious or violent felony during his/her volunteer period, the volunteer must immediately report such a conviction to his/her immediate supervisor.
	+ Documentation will be kept on file with PPCS’s Human Resources department.
* All parent volunteers that will have frequent or prolonged contact with students shall undergo a tuberculosis (TB) examination and be determined to be free of active TB.

Any entity providing student services that require frequent or prolonged contact with students will be contractually required to ensure that all employees have had the appropriate criminal background checks and TB clearances prior to starting work with PPCS students.

## Parent Rights

Parents have the right to:

* Work in partnership with the school to help their child succeed.
* Observe the classroom(s) in which their child is enrolled or will be enrolled.
* Meet with their child’s teacher(s) and principal.
* Volunteer under the supervision of school employees.
* Be notified if their child is absent from school without permission.
* Receive results of their child’s performance on standardized and statewide tests and information on the performance of the school.
* Have a school environment for their child that is safe and conducive of learning.
* Examine curriculum materials of classes in which their child is enrolled.
* Be informed of their child’s progress in school and of the appropriate school personnel whom they should contact if problems arise.
* Have access to the school records of their child and question anything that they feel is inaccurate, misleading, or is in violation of the student’s privacy.
* Receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
* Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
* Receive information about any psychological testing the school does involving their child and to deny permission to give the test.
* Participate as a member of the school advisory committee, school site council, or site-based management leadership group in accordance with any rules and regulations governing membership in these groups.

## Parent Communication

***School Correspondence***

School bulletins, periodic calendars, flyers and other important correspondence items are sent home with students or mailed home on a regular basis. Please ask your child or check your mail for school correspondence in order to keep informed of what is happening at school.

**Home-School Communication**

***Change of Contact Information***

Parents will be asked at the beginning of each school year to provide the school with current contact and emergency information. If your contact information changes during the school year (including all telephone numbers), it is the responsibility of each parent/guardian to provide the main office with the updated information in writing. The school cannot assume responsibility for missed communications in the event that the contact information is misreported or not updated by the parent/guardian.

***Parents Contacting Staff***

All teachers and staff members may be contacted through email. Email addresses are located on the staff directory on the school website. You may also contact teachers by leaving a message with the school main office.

***Messages and Deliveries to Students***

Parents who need to contact their child during the day must call the main office (cell phones in your child’s possession must remain put away with the volume off for the entire instructional day). In an effort to limit classroom disturbances, office staff will only deliver urgent messages from home to students during the instructional periods.

## Uniform Complaint Procedure

**PUBLIC POLICY CHARTER SCHOOL**

**UNIFORM COMPLAINT PROCEDURES**

Public Policy Charter School has based our school grievance procedure on the policies outlined within Los Angeles Unified School District’s policy regarding uniform complaint procedures. Public Policy Charter School has the primary responsibility to ensure compliance with state and federal laws and regulations governing educational programs. Public Policy Charter School shall seek to resolve any such complaints in accordance with state law, Title 5, California Code of Regulations.

PPCS shall investigate and seek to resolve complaints at the school level by following uniform complaint procedures pursuant to state regulations when addressing complaints alleging failure to comply with the law in Migrant and Indian Education, Nutrition Services, Special Education and laws regarding unlawful student-to-student, adult-to-student, and non-employee discrimination/ harassment on the basis of age, ancestry, color, disability (mental or physical), ethnic group identification, gender, origin, race, religion, sex (actual or perceived), sexual orientation, or the basis of a person‘s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by Public Policy Charter School.

The Board of Directors of Public Policy Charter School has adopted policies and processes for airing and resolving internal and external disputes. Dispute resolution policies and procedures are printed in the Parent Student Handbook as well as PPCS’s Employee Handbook. The purpose of these policies and procedures is to have school community members resolve issues in-house in an amicable and fair manner whenever possible and to avoid contacting the Board of Education and the District unnecessarily. School community members include students, teachers, staff, parents, members of the Board of Directors, volunteers, partners, parties contracted for services, and collaborators. The grievance process is outlined as follows:

1. The parties involved will first discuss and attempt to resolve the issue before proceeding further.
2. If the conflict cannot be resolved with discussion, the parties involved will ask a peer to help resolve the dispute.
3. If peer conflict mediation does not resolve the situation, the parties involved will ask one of the following persons to serve as mediator, or, if mutually agreeable, as arbitrator:
4. Students ask a teacher or administrator
5. Teachers ask another teacher or an administrator
6. Administrative staff ask another administrator, or the chair of the Board of Directors
7. Clerical or other staff ask an administrator
8. Parents ask another parent, the chair of the Parent Advisory Council, the Principal or the Executive Director
9. All Public Policy Charter School faculty, staff, administrators, parents, and Board of Directors are made aware of this dispute process via the appropriate handbooks.

In lieu of a compliance officer, the school’s Executive Director has been designated as the school appointed person responsible to receive and direct the investigation of complaints, maintain records of complaints and subsequent related actions, and ensure school compliance with the law.

Public Policy Charter School shall annually notify in writing its students, employees, parents and guardians, and other interested parties of these procedures and the person responsible for processing complaints.

**HOW TO SUBMIT A COMPLAINT**

Any person, organization, or public agency concerned about a violation of state or federal regulations governing an educational program listed in this brochure is to submit a written complaint to:

**Sonali Tucker Ed.D., Executive Director**

**Public Policy Charter School Charter School**

**1701 Browning Blvd.**

**Los Angeles, CA 90062**

Any person with a disability or who is unable to prepare a written complaint can receive assistance from the school office or by calling (310) 625 – 7103.

Public Policy Charter School assures confidentiality to the maximum extent possible. PPCS prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process. Complainants are advised that civil law remedies may also be available to them. A copy of the school’s UCP policy and complaint procedures is available in the school office free of charge.

**HOW A COMPLAINT IS INVESTIGATED and ANSWERED**

Each complaint is investigated by the school’s Executive Director and must be concluded within 60 days of the receipt of the written complaint. The investigation and school response includes the following:

1. Provide an opportunity for the person or organization complaining and school personnel to present information relevant to the complaint.
2. Obtain specific information from other persons who can provide relevant information concerning the complaint or were witnesses to the alleged violation indicated in the complaint.
3. Review related documents.
4. Prepare written report (in English and the language of the complaint) of the investigative findings which contains the disposition and rationale for such disposition, including corrective action(s), if any, and suggested remedies, if applicable.
5. Conclude the review within 60 days from the date of receipt of the complaint, unless the complainant agrees in writing to extend the time.
6. Notify the person or organization of appeal procedures.

**HOW TO APPEAL**

The persons or organizations that are not content with the Executive Director’s findings have fifteen days to appeal the decision by taking this information to the Public Policy Charter School’s Board Chair, Rohit Shukla (contact information provided below). If the resolution offered by the PPCS Board Chair is still not to your satisfaction, you may contact the *California Department of Education* (please see web link provided: <http://www.cde.ca.gov/re/cp/uc>).

**Executive Director**

Dr.Sonali Tucker, Executive Director

Email: stucker@publicpolicycharterschools.org

**PPCS Board Chair**

Rohit Shukla

Email: rshukla90064@yahoo.com

## Parent/Guardian Acknowledgement and Agreement

This is to acknowledge that my child and I have received a copy of the PPCS Student-Parent Handbook. We understand that it sets forth the terms and conditions of student enrollment, as well as the duties, responsibilities, and obligations of students. We understand and agree that it is our responsibility to read the Student/Parent Handbook and to abide by the rules, policies, standards set forth within including the dress code and the school-family compact signed during the initial orientation process. We further understand that the student/parent handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

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**Date Parent Name Printed**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature**

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**Date Student Name Printed**