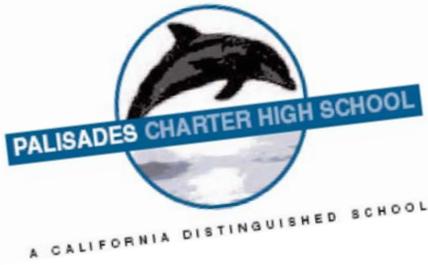


# Student & Parent Handbook



# Mission Statement

*PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.*



Dear Parents and Guardians,

The State of California requires that all schools notify students, parents, and guardians about their rights and responsibilities annually. The enclosed notices provide important information that describes policies and procedures at Palisades Charter High School that will affect your child. Our handbook is in PDF format on our website at [www.palihigh.org](http://www.palihigh.org). Please read the documents carefully with your son or daughter. Issuance and receipt of this letter acknowledges that parent/guardian has read and the student agrees to abide by the policies and procedures of Palisades Charter High School.

Thank you and have a great school year.

Palisades Charter High School Administration



# PALISADES CHARTER HIGH SCHOOL

*More Than 50 Years of Innovation and Excellence*

Dear Palisades Charter High School Parents,

Palisades Charter High School welcomes your involvement and encourages you to be an active member of the school community. To support your child's success, please review the *Palisades Charter High School Parent/Student Handbook* with your student and keep it on hand as a reference for any questions. This handbook has been updated to reflect new policies and procedures focused on ensuring a safe, respectful school environment for all students and families. Areas of note include:

- Student Bill of Rights and Responsibilities.
- Non-discrimination Policy.
- Child Abuse Prevention and Reporting Policy.
- General complaint process and procedures.
- Main Office check in procedures/visitor passes (Raptor system).

Palisades Charter High School is dedicated to continuous improvement and to achieving our mission: *PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.* Parent involvement is critical for the realization of this mission. There are numerous ways to participate including joining the PCHS Education Foundation, the PTSA, the Booster Club or any of our Long Term Strategic Planning committees (Academic Achievement/Innovation, Budget/Finance, Facilities, Family/Community and Technology). We want your family to have a positive experience at Palisades Charter High School and to fully participate in the opportunities we offer.

Your feedback is important to us. Members of the school community are invited to share observations and recommendations through surveys and dialogue. Please feel free to send your input to [dolphinupdates@palihigh.com](mailto:dolphinupdates@palihigh.com).

Thank you for supporting Palisades Charter High School! Go Dolphins!

Pamela Magee, Ed.D.  
PCHS Executive Director/Principal

**Our Mission:** PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth

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# General Information

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- Hours and Closed Campus
- Visitor Policy
- Pali Positive
- Admissions Policy
- 2016-2017 Calendar
- Bell Schedule



## ***Student Bill of Rights and Responsibilities***

### **Preamble**

All students of the Palisades Charter High School community are entitled to equal opportunity, respect, and all rights set forth in this document regardless of their race, sex, gender, sexuality, family background, socioeconomic status, physical appearance, place of residence, disability, citizenship status, or religion. It is the job of the entire school community, including all teachers, students, faculty, staff, and other school members, to protect and enforce these rights.

### **Equality Articles**

1. The universal right to a school environment that is conducive to the achievement of everyone's fullest potential.

Responsibility: Everyone has the responsibility to protect and contribute to the realization of this right.

2. All students have the right to receive equal information and encouragement about academic and career opportunities, regardless of academic level or ability.

Responsibility: Students have the responsibility to seek and take advantage of academic opportunities.

3. All students have the right to equal participation in the life of the school community, including its resources, activities, and information).

Responsibility: Students and faculty, and staff have the responsibility to plan activities inclusively so that all students may participate.

4. All students have an equal right to tutoring and other forms of academic assistance and advice.

Responsibility: Students have the responsibility to seek and take advantage of tutoring and other forms of academic assistance in a timely manner.

5. All students have the right to know about and have access to a process through which they can report all forms of discrimination. Such reports should be responded to in a fair and prompt manner.

Responsibility: Students are responsible for reporting any and all forms of discrimination that they or others experience.

6. The right to embrace and celebrate one's own culture and heritage on campus.

Responsibility: Students must respect other cultures and heritages on campus.

### **Discipline Articles**

7. Students who are accused of violating school rules and/or the rights of others have the right to have their alleged infraction explained to them.

Responsibility: Students must comply with all school rules, as well as warranted questionings and investigations. Faculty and staff have the obligation to explain alleged infractions to accused students.

8. All students at Palisades Charter High School have the right to be and to feel safe and secure while on campus.

Responsibility: Students must resolve conflicts in nonviolent, collaborative ways and take responsibility for the safety and security of others.

9. All students have the right to fair and impartial treatment in the determination of guilt and assignment of punishment. Students being disciplined should be treated in a respectful manner and not subject to humiliation or degrading punishment.

Responsibility: Students, faculty, and staff must not treat other members of the Palisades Charter High School community in a degrading manner or subject them to any other form of humiliation.

10. Everyone accused of wrongdoing are to be presumed innocent until proven guilty.

Responsibility: Students, faculty, and staff should respect the right of everyone to be presumed innocent until proven guilty.

11. Students have the right to be present in any search of their possessions, including lockers.

Responsibility: Students, faculty, and staff should respect the right of everyone to be present in any search of their possessions.

12. Students who are substance dependent (e.g., on drugs, alcohol.) have the right to ask for help with such dependence without fear of repercussion.

Responsibility: Students who are substance dependent must accept and/or reach out for help, if possible.

### **Education Articles**

13. Students have the right to a school schedule that meets the needs of all students.

Responsibility: Faculty, and staff should consider the needs of all members of the community when determining school schedules.

14. Students have the right to learn and speak out about social and global problems related to justice, poverty, peace, etc. while on campus and, if the subject and teacher permit it, during class.

Responsibility: Students have the responsibility to encourage speakers and presentation about issues of importance for the student body.

15. Students have the right to understand how and why they received the grades they received in any class assignment, test, report card, etc.

Responsibility: Students must, on their own time, ask teachers to discuss their grades and are responsible for completing assignments to the best of their ability.

16. Students have the right to have diverse perspectives represented in courses, textbooks, assemblies, libraries, and classroom instruction.

Responsibility: Students must be willing to respect diverse perspectives.

## Freedom of Expression Articles

17. Students have the right to express their opinions, ideas, and criticism in written and oral form without fear of censure or discrimination.

Responsibility: Students, faculty, and staff have the responsibility to respect the ideas of others, protect their freedom of expression, and avoid offensive and discriminatory language.

18. Students have the right to form and join associations and clubs.

Responsibility: Students have the responsibility to form clubs and associations that conform to school rules and the Student Bill of Rights and Responsibilities.

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In the fall of 2015, Pali student leaders gathered to review the results of a school-wide survey "Taking the Human Rights Temperature of the Your School." Over 2,600 students responded to 25 questions about Pali academics, discipline, security and school environment. Using the survey results, the student leaders drafted the Pali Student Bill and Rights and Responsibilities (SBRR) guided by the rights articulated in the Universal Declaration of Human Rights\*. This SBRR document is a work-in-progress and reflects a commitment to the equal opportunity, respect and rights and responsibilities of all students at Palisades Charter High School.

For more information about the SBRR: [palihigh.org](http://palihigh.org)

To submit questions or suggestions: [pmagee@palihigh.org](mailto:pmagee@palihigh.org)

\*The Universal Declaration of Human Rights (UDHR) was adopted and proclaimed by the United Nations on December 10, 1948. The UDHR has been signed by every member of the UN and declares the rights of all people and encompasses a broad spectrum of economic, social, cultural, political and civil rights.

# General Information

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## Board of Trustees

As an independent charter school, Palisades has its own Board of Trustees. The Board of Trustees (the “Board”) is composed of elected representatives of each of PCHS' stakeholder groups. Its mandate is to ensure implementation of the School’s guiding mission as articulated in the charter. The Board of Trustees' major roles and responsibilities include approving all major educational and operational policies, approving all major contracts, approving the annual budget and overseeing fiscal management, and selecting, hiring, evaluating, and when necessary, replacing top administrators and managers.

Member	Email Address
Susan Ackerman, Teacher	sackerman@palihigh.org
Amanda Campbell, Teacher	acampbell@palihigh.org
Deanna Hamilton, Parent	dhamilton@palihigh.org
Emilie Larew, Chair, Teacher	elarew@palihigh.org
Rocky Montz, Staff	rmontz@palihigh.org
Ellen Pfahler, Community	epfahler@palihigh.org
Robert Rene, Parent	rrene@palihigh.org
Dara Williams, Secretary, Parent	dewilliams@palihigh.org
Leslie Woolley, Vice Chair, Community	lwoolley@palihigh.org

Visit [www.palihigh.org](http://www.palihigh.org) to review meeting agendas, materials, and minutes for the Board of Trustees and all standing Board committees.

# General Information

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## Address and History

Palisades Charter High School is located at 15777 Bowdoin Street, Pacific Palisades, CA 90272. The phone number is (310) 230-6623 and the official website address is [www.palihigh.org](http://www.palihigh.org). The high school started in September 1961 and graduated its first class in 1963. Our school colors are royal blue, Columbia blue and white. The school mascot is DEWEY DOLPHIN.

## Hours and Closed Campus

Office hours are from 7 a.m. to 4 p.m. Monday through Friday. Palisades Charter High School is a closed campus. All visitors must report to the main office, where a background check will take place, using the *Raptor* system. Students may not leave the school grounds without permission during school time. Only seniors may leave during lunch.

## Visitor Policy

Palisades Charter High School works diligently to ensure that all students at our school have a safe place to learn and grow.

Our school is fortunate to have a school police officer stationed on site and a vigilant security staff. They along with the PCHS administrators, counselors, faculty, and support staff make a point to be familiar with our student body and to build relationships with students. This network of professionals shares information about students and families in need of assistance and those who could potentially pose a threat to others to ensure that help is provided as needed.

Pali will continue to have a private security guard in front of the school and an LAUSD school police officer on campus. This is in addition to the security staff employed by PCHS.

Be sure to note the following regulations:

- All campus contact must be initiated through the main office. All visitors must report to the main office, where a background check will take place, using the *Raptor* system.
- All visitors must check in **AND** out in the main office.
- Arrangements to meet with a teacher must be made 24 hours prior to the visit.
- All visitors must display a visitor's badge while on campus.
- Students may not accept drop offs of any type on Bowdoin Street or areas surrounding the campus.
- Deliveries and drop offs for students will not be accepted in school offices. Deliveries to classrooms will not be permitted. Please work with your child to ensure that they have all of the pertinent materials needed for the instructional day before they arrive at school.

Deliveries and drop offs for students are not accepted in school offices. Please work with your student to ensure that they have all of the pertinent materials needed for the instructional day before they arrive at school.

## Pali Positive

In an effort to acknowledge the tireless efforts of outstanding employees at Pali High, Pali Positive, a monthly employee recognition program has been initiated. Teachers, administrators, and support staff – in other words, anyone who works at Pali High – can be nominated by parents, students or other staff members.

To nominate someone simply fill out the nominating form, which is available in the main office and on the school's website. Mail the completed form back to the school or drop it off in main office. Why not take a minute to say "thank you" for someone who represents the best of Pali High?

# General Information

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## Admissions Policy for 2017-2018

### A. Application and Deadline

In order to be admitted, you MUST apply at [pali-high.org](http://pali-high.org). Only one application submission will be accepted per student. Our application and enrollment process does NOT follow a "first come, first served" process. The applications are collected then sorted by preference order. The deadline is Feb. 28, 2017.

### B. Admissions Preference Order

Based on our charter and a policy adopted by the Palisades Charter High School Board of Trustees, admission is granted to students in the following preference order:

1. Residents, those who reside in Pacific Palisades, Topanga and parts of Brentwood -- download our residency map (pdf) to see our boundaries or type in your address in School Finder)
2. Brothers and sisters of current and continuing students
3. Students graduating from Revere Charter Middle School and Paul Revere Magnet
4. Family members of PCHS staff
- \*5. Students who reside within LAUSD boundaries (Will be placed in the lottery See Below)
- \*6. All Other Applicants in the state of California (Will be placed in the lottery See Below)

### C. Number of Openings in 2017-18

Based on previous experience, we will have 750 openings in the 9th grade, 50 in the 10th, 50 in the 11th and 50 in the 12th grades. These are only estimates at this time. The numbers vary each year.

### D. Surplus Applications and Limited Openings

Historically, Palisades has received considerably more applications than there are openings. After all applications have been received, the process of acceptance proceeds according to the preference categories listed above. If we do not have

enough slots for a particular \*preference category\*, all of those students and those in the remaining preference categories will be placed in a lottery to assign the limited number of remaining seats. Once those seats are filled, the remaining students selected at the lottery will be placed on a waiting list in the order in which their name was drawn. Up to 200 names will be drawn the night of the lottery.

### E. Acceptance Letters

The first acceptance letters will be sent out in mid March 2017. Families will have 7 days to respond or lose their seat. By mid-March, lottery invitations will be sent to families who were not admitted at this time. Once the 7-day response time has lapsed, we will know how many seats will be filled through the lottery.

### F. Lottery

The lottery will be held on March 15, 2017 at 6:30 PM in Gilbert Hall at Palisades Charter High School. Those students enrolled through the lottery will then have until mid-April to accept their seat.

### G. After the Lottery

After we have received acceptances from the lottery selections, parents will be contacted via email and/or phone call in late April 2017. The process will continue until all seats are filled for September 2017. The number you are drawn in the lottery determines your wait list order. You can check the progress we are making on our wait list on this site under Admissions, Wait List Update.

### H. Transportation to Pali

Transportation is not provided to the school. However, parent funded transportation is organized through Tumbleweed Transportation. There is a monthly fee that parents pay for their students to ride the bus.

# General Information

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## PCHS 2016-2017 Calendar

August 15	Pupil Free Day Professional Development
August 16	All classes meet – 0, 1, 3, 5, 2, 4, 6, 7
September 2	Admissions Day (school closed)
September 5	Labor Day (school closed)
September 8	Back to School Night, 6 p.m.
September 9	Minimum Day
September 15	College Fair, 6 p.m.
October 3	Rosh Hashanah (school closed)
October 12	Yom Kippur (school closed)
November 11	Veterans' Day (School closed)
Nov 21 - 25	Thanksgiving Holiday
December 13	Final Exams – Periods 1, 3 Minimum Day
December 14	Final Exams – Periods 2, 4 Minimum Day
December 15	Final Exams – Periods 5, 6 Minimum Day
December 16	Pupil Free Day Professional Development
Dec 19 – Jan 6	Winter Break
January 9	All classes meet – 0, 1, 3, 5, 2, 4, 6, 7
January 16	Martin Luther King Jr. Day (school closed)
February 8	Pupil Free Day Professional Development
February 20	Presidents' Day (school closed)
March 31	Cesar Chavez Day (school closed)
April 4	VAPA Showcase Night, 6 p.m.
April 10-14	Spring Break
May 20	Senior Prom, 7 p.m.
May 29	Memorial Day (school closed)
June 5	Final Exams – Periods 1, 3 Minimum Day
June 6	Final Exams – Periods 2, 4 Minimum Day
June 7	Final Exams – Periods 5, 6 Minimum Day
June 8	GRADUATION

For detailed school calendars, please visit [www.palihigh.org](http://www.palihigh.org)

# General Information

## Bell Schedules

Regular Block Schedule Day	
Passing	7:40-7:50am
Period 1 or 2	7:50-9:34am
Nutrition	9:34-9:54am
Period 3 or 4	10:01-11:43am
Lunch	11:43-12:17pm
Period 5 or 6	12:24-2:06pm
Period 7	2:13-3:08pm

Minimum Day	
Passing	7:40-7:50am
Period 1 or 2	7:50-9:05am
Nutrition	9:05-9:28am
Period 3 or 4	9:35-10:44am
Period 5 or 6	10:51-12:00pm
Period 7	12:07-12:43pm

First Day of Fall Semester (All Classes)	
Passing	7:40-7:50am
Period 1	7:50-8:50am
Period 3	8:55-9:44am
Nutrition	9:44-10:04am
Period 5	10:09-10:58am
Period 2	11:03-11:52am
Lunch	11:52-12:26pm
Period 4	12:31-1:20pm
Period 6	1:25-2:14pm
Period 7	2:19-3:08pm

First Day of Spring Semester (All Classes)	
Passing	7:40-7:50am
Spring Period 1	7:50-8:50am
Period 3	8:55-9:44am
Nutrition	9:44-10:04am
Period 5	10:09-10:58am
Period 2	11:03-11:52am
Lunch	11:52-12:26pm
Period 4	12:31-1:20pm
Period 6	1:25-2:14pm
Period 6	2:19-3:08pm

Last Day of Semester (All Classes)	
Passing	7:40-7:50am
Period 1	7:50-8:44am
Period 3	8:49-9:39am
Nutrition	9:39-9:59am
Period 5	10:04-10:54am
Period 2	10:59-11:49am
Lunch	11:49-12:23pm
Period 4	12:28-1:18pm
Period 6	1:23-2:13pm
Period 7	2:18-3:08pm

Final Exam	
Passing	7:40-7:50am
Period 1 (Day 1) Period 2 (Day 2) Period 5 (Day 3)	7:50-9:50am
Nutrition	9:50-10:20am
Period 3 (Day 1) Period 4 (Day 2) Period 6 (Day 3)	10:25-12:25am



# Communications

## Chapter 2

- Office Phone Numbers
- Staff Emails and Faculty Websites
- Internet Access
- Social Networking Policy
- Acceptable Use Policy
- Meda Access

# Communications

## Office Phone Numbers

PALISADES CHARTER HIGH SCHOOL  
 15777 BOWDOIN ST, PACIFIC PALISADES, CA  
 90272-3523  
 MAIN PHONE (310) 230-6623  
 MAIN FAX (310) 454-6076  
 SAT Code: 052327 / CEEB Code: 1964733566  
 OFFICES EXTENSION LIST

### MAIN OFFICE & DEVELOPMENT

PAMELA MAGEE Ed.D. (Exec Director /Principal)..... 6630  
 SARANO, LOUIS (Communications).....6651  
 ALLEN, KIMMIE (Senior Office Assistant).....1000  
 LADNIER, SHELBY (Executive Assistant).....6649  
 RAWSON, MICHAEL (Director of Development).....7272

### ACADEMIC ACHIEVEMENT (AA)

MONICA IANNESSA (Assistant Principal).....7277  
 BOSTIC, RAMONA (Senior Office Assistant.).....6672  
 AA ROOM.....5002

### ADMISSIONS/ATTENDANCE

CHRIS LEE Ed.D. (Assistant Principal).....7250  
 DELANEY, KATHY (Senior Office Assistant).....6656  
 HERNANDEZ, HORTENCIA (Office Assistant).....6655  
 GONZALEZ, ROSA (Office Assistant).....6657  
 ROSS, LEANN (Office Assistant).....6634  
 ATTENDANCE HOTLINE.....6629

### COUNSELING OFFICE (FAX 310.230.7243)

JEFF HARTMAN (Assistant Principal).....7224  
 FIRTH, JUDI (Records) .....6639  
 LACSON, HENRY (Database Manager).....6633  
 MANINGER, JEAN (Records Asst).....7241  
 SANTANA, SIMON (Career Counselor).....6662

### DEANS' OFFICE (FAX 310.573.4369)

Russel Howard (Assistant Principal)..... 6632  
 GRACIAS, JORGE (Security)..... 6667  
 LISSAUER, JOHN (Dean of Students).....5094  
 LOFTUS, KELLY (Dean of Students) .....7226  
 SIMMONS, JOLETA (Senior Office Assistant).....7228  
 SCHOOL POLICE.....7233

### COUNSELORS

LAST NAME	COUNSELOR	EXTENSION
A-Cas	Jill Barker	6653
Cat-Gan	Adelina Aleman	6652
Gar-J	Nicole Newble	6636
K-Mer	Kimberly Theard	6637
Mes-Raj	Elva Pouya	6646
Ram-Sq	Heather Deweese	6648
St-z	Jennifer Peeks	7252
Intervention	Linda Ello-Kay	6677

### BUSINESS & PAYROLL (FAX 310.459.0315)

GREG WOOD (Chief Business Officer).....6650  
 RAMIREZ, JOE (Payroll).....6661

### FINANCE OFFICE / STUDENT STORE (FAX 310.454.6348)

ARLETA ILYAS (Finance Manager).....7235  
 CHIN, JASON (Purchasing Clerk).....7237

### ATHLETICS (FAX 310.230.6641)

JOHN ACHEN (Athletic Director).....6654  
 BOYS GYM OFFICE.....5133  
 GIRLS GYM OFFICE.....5057

### CAFETERIA

CAFETERIA MANAGER.....7227  
 BROWN, DELILAH (Senior Cafeteria Clerk).....6628

### HEALTH OFFICE (FAX 310.230.7246)

STEPHANIE BOYD (School Nurse).....7219  
 BAIN, DESIREE (Nurse).....7218

### COLLEGE CENTER (FAX 310-230-7288)

RUTH GRUBB (Senior College Advisor).....6643  
 ELLIS, KAREN (College Advisor).....6643  
 HURST, DIANA (College Advisor) .....6643  
 RANGEL, MELISSA (College Advisor).....6643

# Communications

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## **HUMAN RESOURCES** (FAX 310.230.6660)

AMY NGUYEN (Human Resources Director).....	6670
CHOCK, SOPHIA (Database Coordinator).....	6675
HARRIS, SIQUIA (Human Resources Specialist).....	6671
MORALES, DELIA (Senior Office Assistant).....	7260

## **LIBRARY** (FAX 310.230.6640)

ANDREA KING (Librarian) .....	7222
MARTIN, SHERRY (Assistant).....	5006
TEXTBOOK ROOM.....	5007

## **OPERATIONS/FACILITIES**

DAVID RICCARDI (Director of Operations).....	6625
(Plant Manager).....	6676
DARVISH, SUSAN (Transportation Coordinator).....	6631
KING, BROOKE (Aquatic Center Director).....	7254
MONTZ, ROCKY (Operations Liaison).....	7230

## **TECHNOLOGY**

DONNA MANDOSA (Tech Director).....	6673
LOZANO, GEORGE (Tech).....	6659
ROEPEL, JEFF (Tech Supervisor).....	6666
THOMAS, DOMONICK (Tech).....	6659
WATERS, MANNY (Tech).....	6659
COPY CLERK.....	5012

## **TEMESCAL ACADEMY** (310.454.0315 / 777 TC Road)

TOM SEYLER (Program Coordinator).....	7282
LEIFER, SEMONE (Office Assistant) .....	7281

## **STUDENT SUPPORT SERVICES** (FAX 310.454.6319)

MARY BUSH (Assistant Principal).....	7240
GOLGERT, SHIRLEY (DOTS).....	6663
HERRMANN, CAROLIN (Sp Ed Clerk).....	6642
HORWITZ, RUTH (Mental Health).....	5721
IEP CONFERENCE ROOM.....	7225
LAREW, EMILIE (Program Specialist).....	7245
McGOWAN, BELLA (School Psychologist) .....	6665
MEINEN, MELINDA (Study Center) .....	6644
TBD (Mental Health).....	5033/5321

## **IMPORTANT EXTERNAL CONTACTS**

GEORGE WILKEN (Alumni).....	310.283.7527/gwat975@aol.com
DICK HELD (Boosters).....	818.406.9226/rod264@aol.com
DOROTHIANNE (Boosters).....	310.395.2983/dhenne@gmail.com
YMCA PP (Kia Green).....	310.454.5591/kiagreen@ymcala.org
TUMBLEWEED TRANSPORTATION.....	310.444.3232

# Communications

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## Staff Emails and Faculty Websites

Palisades Charter High School's Web Address: [www.palihigh.org](http://www.palihigh.org). Please visit our website regularly for school information and updates.

### Staff Email

All members of the Palisades Charter High School Faculty and Staff may be reached via e-mail. Enter the first letter of the first name, the complete last name, followed by [@palihigh.org](mailto:pmagee@palihigh.org) (i.e. [pmagee@palihigh.org](mailto:pmagee@palihigh.org)).

### Faculty Websites

Using the Schoology platform, Pali teachers have created password-protected web pages where parents and students may access student assignments, homework, and other information. Information about student grades and attendance is available on Infinite Campus. Usernames and passwords will be provided at the beginning of the fall semester. If you need assistance, please contact the Academic Achievement Office.

<https://palihigh.schoology.com>

<https://palisades.infinitecampus.org>

## Internet Access

Palisades Charter High School is wired, and there is Internet accessibility for students to use the Internet for class projects and research. However, students must follow certain guidelines and policies.

## Social Networking Policy

Students should understand that they are responsible for anything they display or post on the Internet through social networking sites such as Facebook, LinkedIn, YouTube, Twitter, Tumblr, etc., and that their online actions can have serious real-life repercussions. As such, students should use good judgment and common sense in all their online activities. The following guidelines are in-

tended to ensure that students know how to behave properly online.

### Rules

- Students are responsible and may be held accountable for negative or hostile comments, insults, and/or harassment on social networking sites or through other electronic acts. If a student or employee is harassed online, causing the student or employee to feel uncomfortable at PCHS, PCHS has the right to take disciplinary action to safeguard the wellbeing of its students and employees. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. If a threat is made against a PCHS student or employee, against PCHS' facilities, or generally in relation to the school, PCHS has the right to become involved. A threat is a threat regardless of the medium in which it is made.
- PCHS will always err on the side of safety. If there is a perceived safety threat, PCHS will investigate.

### Consequences

- Extracurricular Ineligibility and Removal: Students should be aware that they are responsible for images that depict them engaging in objectionable, scandalous, or illegal behavior. Students may be considered ineligible for and removed from PCHS extracurricular activities if there is documented proof that they have engaged in activities that violate the code of conduct required for participants. Participation in extracurricular activities is a privilege, not a right.
- Notifying Parents of Substance Use: The school and its personnel are obligated to inform parents if presented with evidence that stu-

dents are engaging in illegal substance use, and may be obligated to inform law enforcement.

- **Scholastic and Legal Repercussions:** In addition to the information presented above, students must keep in mind that sexual harassment, harassment, bullying, and other threatening or illegal activities are punishable not only by the school but by law enforcement. Consequences for unacceptable behavior may include, but are not limited to, detention, suspension, expulsion, criminal prosecution, and imprisonment based on the severity of the offenses committed.

## Recommendations

- Student behavior should be in line with the PCHS Acceptable Use Policy and Code of Conduct that Pali students are required to sign.
- On many social networking websites, such as Facebook, privacy settings are set to a minimum by default. Students are recommended to access and strengthen their privacy settings to the most private. Update the settings frequently for purposes of safety and discretion. Remember that even if you make your information private, you cannot control what others do with our information.
- For safety purposes, students should not publicly post private information such as location, address, or phone numbers. Furthermore, students should be aware that people they meet or befriend online may not be who they say they are.
- Students should show proper courtesy to others in their online actions. For example, if someone could be harmed by the posting of a particular photo, or specifically tells you he or she does not want it posted, do not post it.
- **Background Checks:** Students should be aware that colleges and potential employers frequently run background checks on applicants through social networking websites. Proof of involvement in objectionable activity can easily disqualify otherwise solid candidates.

## Acceptable Use Policy

Palisades Charter High School provides access to the Internet and email through Pali's computer network (palihigh.org). Pali's website is located at [www.palihigh.org](http://www.palihigh.org). All uses of the school's computers and networks are regulated by Pali High's Acceptable Use Policy (AUP). Access to the Internet from palihigh.org and the use of Pali's network resources including Pali email accounts are privileges, not rights. Access to palihigh.org is free to actively enrolled students with a Student Identification Number and to active Pali employees with an employee number. The purpose of providing access to the Internet network resources is for regular instructional or business activity, or to compile data necessary for educational research.

Palisades Charter High School is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically, CIPA requires schools to use technology to block access to Internet sites that are: A) obscene, (B) contain child pornography, or (C) that are harmful to minors. No user of palihigh.org should have an expectation of privacy. The Internet is a public network, and email or other communications on it are not private. Pali's system operators have access to all user account directories and data, e-mail, web pages, and any other files stored on system servers. It is the user's responsibility not to initiate access to material that are inconsistent with the goals, objectives, policies, and educational mission of Pali as well as adherence to any city, state and federal laws. It is expected that users will not use palihigh.org access to threaten, demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, or other reason. Any statement of personal belief in email or other posted material is understood to be the author's individual point of view and not that of Palisades Charter High School. Violation of Pali's AUP can lead to loss of internet/email privileges, and further disciplinary/legal action may also be taken.

# Communications

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## **Media Access**

Occasionally, members of the news media may visit Pali to cover activities such as sport competitions, school assemblies, special programs and general newsworthy events. The law provides that when members of the news media are lawfully on campus, they may interview, photograph and/or film students. However, the law also provides that a student may decline to speak to the media and may refuse to be interviewed, filmed or photographed.

When visits from the news media are prearranged, Pali will make every effort to notify parents in advance and to provide parents with the opportunity to authorize or to withhold permission for media access to their child.



# Attendance Policy

## Chapter 3

- Compulsory Education
- Attendance Policy
- Attendance Definitions
- Attendance and Tardy Explanations
- Attendance Interventions
- Attendance Reporting (Semester)
- Attendance Reporting (Daily)
- Attendance Policy Mitigations
- Attendance Appeals Procedures
- Attendance Incentives
- Absences for Religious Purposes
- Truancy
- Excused Absences
- Make-up Policy
- Tardiness
- Tardy Sweeps
- Re-admittance from an Absence
- Family Move
- Changes in Family Information
- Early Check Out
- Off-Campus Guidelines for Seniors

# Attendance

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## Compulsory Education

Each person who is between the ages of six and eighteen years and not otherwise exempted is subject to compulsory full-time education by the State of California. Students who are at least sixteen years of age are allowed to attend school part-time through a continuation or other alternative education programs. Parents are required by law to send their children to school. Failure to comply with these requirements may lead to a referral to Pali's Dean, school police, or the Juvenile Court. When necessary, legal action can be taken against the parent or the student, depending on who is responsible for failing to comply. Los Angeles City and Los Angeles County have loitering ordinances. They prohibit any person under the age of eighteen and subject to compulsory school attendance from loitering in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds between the hours of 8:30 am and 1:30 pm on days when school is in session. Students who violate these ordinances may receive a citation, have to appear in court with their parent/guardian, and have a fine imposed by the court, and risk having their driver's license held.

## Attendance Policy

Our Attendance Policy is designed to make students aware of the relationship between achievement and good attendance. This policy recognizes the fact that consistent in-class instruction is essential in assuring student success. When students attend school, they get better grades, are more likely to go to college, and enjoy the rich variety of academic opportunities Pali offers.

Going to school every day is required and enforced by law. Parents and guardian are responsible for ensuring that their children go to school regularly and arrive on time. Families and Pali can act as partners to teach the students at the importance of attendance so they are prepared for the future.

Attendance demonstrates responsibility and dedication for future employment and plays a key factor in the hiring and promotion of employees.

Students may be failed from any class during a semester if:

- they are absent seven (7) or more times from any class that regularly meets every other day
- they are absent 14 or more times for any class the regularly meets every day, typically a "0 or 7 Period" class.

Students who arrive to class more than 30 minutes late without an excused tardy are marked absent for that class period. California law states that students are deemed truant following three unexcused absences and/or tardies for more than any 30-minute period during the school day.

If students have garnered too many absences that put them in danger of failing a class, they need to file an appeal with the Attendance Office. They must provide documentation that verify the absences, including, but not limited to doctor's notes, legal orders detailing court appearances, and college tour brochures. Please refer to the School's website for specific dates in which documentation must be provided in order to appeal absences/tardies. Due to the timely nature of the appeals process, the Attendance Office must adhere to strict deadlines.

Alternative Programs/Study Halls are available for student to make up one (1) absence and/or three (3) unexcused tardies in any one class. They can obtain the needed forms from the Attendance Office.

- Students must attend four (4) Study Halls during Lunch OR two (2) Study Halls during 7th Period to make up one (1) absence for ONE CLASS
- Students must attend two (2) Study Halls during Lunch OR one (1) Study Hall during 7th period to make up three (3) unexcused tardies for ONE CLASS.

- Students must arrange an acceptable time with a teacher that will meet the requirements of a Study Hall.

## Parents, Guardians, and Families Influence Attendance – Get Involved!

- Plan family events and vacations for non-school days only. Schedule non-emergency medical and dental appointments during after school hours.
- Make sure Pali has your accurate daytime contact information, including mobile and work phone numbers and/or email address.
- Encourage your children to actively communicate with their teachers when they miss school or know that they will be absent. Communicate often with your child's teachers.
- Routinely check your child's attendance using our online information system.
- Alert the Attendance Office and your child's counselor of any issues that may be causing your child to miss school.

## Attendance Definitions

### A. Absence

A student will be considered absent if:

1. He or she is not present for an entire class period or entire school day, or
2. He or she is thirty (30) or more minutes late for class without a signed school pass; or
3. He or she has three (3) unexcused tardies; this will be equivalent to one (1) absence.

### B. Absence Note

An acceptable absence note is a written statement of the date(s) and reason(s) for an absence or tardy, which is signed by the student's parent or guardian, or by the student if he or she is age eighteen (18) or older and has prior approval to sign notes from his or her parent or guardian.

### C. Alternative Programs

The school has set up additional methods, such as Study Halls, for students to mitigate their absence or tardies in order to prevent receiving a "Fail" grade due to violation of the Attendance Policy.

- Students must attend four (4) Study Halls during Lunch OR two (2) Study Halls during 7th Period to make up one (1) absence for ONE CLASS
- Students must attend two (2) Study Halls during Lunch OR one (1) Study Hall during 7th period to make up three (3) unexcused tardies for ONE CLASS.

### D. Excused

An absence will be considered excused if the student submits an absence note upon return to school after an absence. For the purpose of this policy, an excused absence is still considered an absence. A tardy will be considered excused if the student obtains a stamped or signed school pass before arriving in class.

### E. Fail

A student may be deemed to have "failed" a class if he or she has a combination of absences or tardies that totals seven (7) absences in a given class

### F. Make Up

A student maybe be given credit against one (1) absence or three (3) unexcused tardies through attendance in an Alternative Program, such as Study Hall during Lunch or 7th Period.

### G. Stamped or Signed School Pass

A student may obtain a signed or stamped pass from school personnel (teachers, administrator, office staff, etc.) if the student is detained for school related business only. The pass should indicate the date, time of departure and location of the departure and destination points.

# Attendance

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## H. Tardy

A student will be considered tardy if he or she is not in her seat, ready to work, when the tardy bell rings.

## I. Unexcused

An absence will be deemed unknown or unexcused if the student does not submit an absence note to the attendance office upon return to school. In addition to the other consequences for absences outlined herein, any pupil with an unexcused absence will be required to attend detention upon his or her return to school until the student submits an absence note. A tardy will be considered unexcused if the student does not obtain a stamped or signed school pass before arriving in class.

## Attendance and Tardy Explanations

A. Students are to be in their seats, ready to work, when the tardy bell rings, or they will be considered tardy.

B. A student who arrives to a class without a stamped or signed school pass will be considered tardy unexcused. Tardies may be excused by school personnel only. Three (3) unexcused tardies will equal one (1) absence.

C. A tardy without a signed or stamped school pass of more than 30 minutes to a class will be considered an absence from that class.

D. Any combination of absences and unexcused tardies that total seven (7) absences in a given class (periods 1-6) may result in a final mark of Fail in that class, unless the student makes up time or files a successful appeal. For example, a student with six (6) absences and three (3) unexcused tardies in a class may receive a final mark of Fail in that class.

E. Students enrolled in a Period 0 and/or Period 7 class (which meets daily for 55 minutes) will be considered absent if they are 15 minutes late unexcused to Period 0 and/or 7. Students absent 14 times from a Period 0 or Period 7 class may receive a final mark of Fail in that class.

F. Absences and tardies will be documented on a cumulative basis for the semester. Any and all unexcused absences for the semester will not carry over into the subsequent semester.

G. Students with seven (7) absences shall continue attending class with the knowledge that they have the opportunity to appeal based on extenuating circumstances, or to make up time through the opportunities, provided to them, via the Alternative programs.

H. Teachers are to continue accepting work from students and maintaining their records even if the students have reached seven or more days of absence.

I. A student returning to school after an absence must bring to the Attendance Office a note specifying the date(s) of an absence and the reason for the absence. The note must be signed by a parent or guardian for re-admittance to school, otherwise the absence(s) shall be deemed unexcused. If a student is 18 or older, and has prior approval from a parent or guardian, he/she may sign the note. The note should be submitted to the Attendance Office staff to clear before the student goes to class. If a student returns without a note, he/she will be considered truant if no note is provided after two days.

J. Upon returning from an absence, a student must be in class by 7:50 a.m., having already cleared the absence in the Attendance Office. Students who are in the attendance line before 7:40 a.m. will

receive a tardy excused if their note is processed after 7:50 a.m. Students arriving in the attendance line after 7:50 a.m. will be marked tardy unexcused. Students who must leave class to clear an absence will be marked tardy unexcused.

## Attendance Interventions

A. Teachers shall counsel each student who has excessive absences or tardies.

B. Teachers shall communicate with parent(s) or guardians regarding their child's attendance.

C. Teachers shall notify the Attendance Office if they see a developing attendance pattern or problem.

D. Parents and students shall monitor attendance through in-progress reports and progress reports posted from the School on Infinite Campus.

E. Parents shall monitor daily attendance and progress report grades through their Infinite Campus parent portal computer access.

F. A parent conference may be required if the school determines that there is a developing pattern of attendance problems. The student and parent(s) or guardian shall sign a discipline contract at the close of this meeting. (See "Standing Attendance Committee" below.)

G. At any time after being notified of an attendance concern, the student or parent(s) or guardian may request a meeting to discuss the issues surrounding the student's attendance problem(s) in an attempt to mitigate negative consequences on the student, or to discuss attendance alternatives. (See "Mitigations" below.)

## Attendance Reporting (Semester)

A. Teachers will counsel students regarding excessive [more than two (2)] absences.

B. When a student reaches a combination of absences and/or tardies totaling four (4) in a given class, the teacher of that class will send notification to the Attendance Office. A letter of warning will be sent to the student's home.

C. Teachers will also notify parents via progress reports and/or other written correspondence, or by telephone, that students are in danger of failure after the fourth (4th) absence. Absences and tardies for each class will automatically be reported for all students on all progress reports and report cards.

D. Teachers will counsel student regarding excessive [more than three (3)] tardies.

E. When a student reaches a combination of tardies and/or absences totaling four (4) in a given class, the teacher of that class will send a notification to the Attendance Office.

F. Teachers will notify parent(s) or guardians via Infinite Campus progress reports and/or other written correspondence, or by telephone, that their child is in danger of failure after the sixth (6th) tardy.

G. After three (3) unexcused tardies, students shall be referred to the Attendance Office for the assignment of detention. At this point, the student may also arrange for optional make-ups (See "Mitigations D" below).

# Attendance

## Attendance Reporting (Daily)

The computerized attendance and grade system (Infinite Campus) records attendance each period. Instead of one official attendance period each day, all classes will be accountable for attendance. Parents/guardians are now able to log in to the computer to check on their student's attendance at any time during the day, here: <https://palisades.infinitecampus.org/campus/portal/palisades.jsp> In Infinite Campus, an "A" stands for absent and a "T" stands for tardy. Below is a list of computer codes for attendance:

Infinite Campus Code Colors	
Excused Absence or TARDY	<b>GREEN</b>
Unexcused Absence or Tardy	<b>RED</b>
Unknown Absence or Tardy	<b>YELLOW</b>

Absence Reason Codes	Explanation of Reason Codes
1P	Excused Tardy verified by a parent
1M	Excused Tardy verified by a medical professional
1N	Excused Tardy verified by the school nurse
2N	Excused Absence verified by the school nurse
2	Unexcused (reason does not meet state education code def. of excused- i.e. personal)
3	Truant (arrived late more than 30 minutes without a valid excuse)
4	Suspension
4I	In school suspension
7	Excused tardy
8	Unexcused tardy
AO	Attendance Office
AP	Assistant Principal's Office
AT	Athletic Team
BI	Bilingual Office
CO	Counseling Office
DO	Dean's Office
EC	Extracurricular
FT	Field Trip
GO	Guidance Office
HO	Health Office
PO	Principal's Office
SB	School Bus
SG	Student Government
TP	Testing Program
UC	Uncleared (no documentation received to date)
WK	Work Experience

## Attendance Policy Mitigations

A. Alternative Programs. The school has set up additional methods, such as Study Halls, for students to mitigate their absence or tardies in order to prevent receiving a "Fail" grade due to violation of the Attendance Policy.

- Students must attend four (4) Study Halls during Lunch OR two (2) Study Halls during 7th Period to make up one (1) absence for ONE CLASS
- Students must attend two (2) Study Halls during Lunch OR one (1) Study Hall during 7th period to make up three (3) unexcused tardies for ONE CLASS.

B. If a student and his or her parent(s) or guardian(s) file an appeal, the Committee, at its discretion, may allow a student to make up additional absences and/or tardies.

C. Teachers will be notified when absences have been made up. Made-up absences, while still recorded in the roll book, will no longer count in terms of this Attendance Policy. Teachers must accept one (1) made-up absence and three (3) made-up tardies per student per class period, unless the Committee authorizes additional make-ups.

D. Study Hall or attendance in Alternative Program to make up an absence shall be completed within the semester in which the attendance infraction occurs.

E. If a student fails a class due to excessive absences, that student may be counseled and referred to an alternative program, such as Temescal Small Learning Community, continuation school, adult school, summer school, independent studies, online courses, home hospital school, ROP or community college, to make up the credits.

F. As appropriate, the Attendance Appeals Committee may make recommendations to the Adminis-

tration to create and implement additional mitigations.

## Attendance Appeals Procedures

A. When a student reaches a combination of absences and/or unexcused tardies equaling seven (7) or more in any Period 1-6 class OR fourteen (14) or more in any 0/7 Period Class, the teacher will notify the student's parent/guardian. The teacher should also notify the Attendance Office.

B. A student or parent who wishes to appeal obtains an Attendance Appeal Form in the Attendance Office (also available at [www.palihigh.org](http://www.palihigh.org)) and returns the completed form, along with all relevant supporting documentation, to the Attendance Office administrator before the next marking period. Students will be limited to one appeal per semester unless there are extenuating circumstances, as determined by the Attendance Appeals Committee (See "Mitigations," above). In such circumstances, the Attendance Committee may decide to hear an additional appeal. Documentation to be presented with an appeal may include but is not limited to doctors' notes, hospital bills, legal papers, airline tickets, etc. A successful appeal would allow the student additional opportunities to make up absences.

C. The Attendance Appeals Committee will notify the parents when the attendance review will be held.

D. The kinds of attendance infractions which may result in the denial of an appeal could include, but are not limited to:

- Lack of documentation or inadequate documentation
- Unexcused tardies;
- Unexcused absences or trancies, or
- A student's failure to attend alternative pro-

# Attendance

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grams or attempt other mitigations.

Reasons for which an appeal may be upheld can include, but are not limited to:

- Chronic physical or mental illness, or serious injury;
- College visits (for 12th grade students only);
- Family emergencies;
- Legal matters, in which the involvement of the student is required by law;
- Religious observances; or
- Death in the family

E. Any and all documentation should be provided to support the reasons for absence.

F. The decision of the Attendance Appeals Committee will be made by consensus. If consensus cannot be reached, a vote will be taken, and the decision will require a minimum two-thirds majority of committee members in attendance.

## Attendance Incentives

Palisades Charter High School will provide incentives for students with outstanding yearly and career attendance records, or significant improvement, including but not limited to:

- Awards
- Luncheons
- Gifts (pins, certificates, etc.)
- Student privileges
- Additional incentives sanctioned by the Attendance Office

## Absences for Religious Purposes

Pupils who are members of religions that observe religious holidays that fall on school days may absent themselves from school by making prior arrangements, as specified by the school principal.

Additionally, students may be absent to attend a religious retreat. Attendance at such retreats shall not exceed four hours per semester, as stated by state law. Such absences are considered excused absences, and pupils so absent are responsible for making up work missed.

## Truancy

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof is a truant and shall be reported to the attendance administrator or to the dean and school police officer for a citation to juvenile court.

The pupil's parent shall be notified of the initial classification as a truant pupil:

- That the parent or guardian is obligated to compel the attendance of the pupil at school.
- That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution.
- That alternative educational programs are available in other schools.
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- That the pupil may be subject to prosecution.
- That the pupil may be subject to suspension, restriction or delay of the pupil's driving privilege.
- That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Any pupil is deemed a habitual truant who has

been reported as a truant three or more times per school year after an appropriate school officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil.

## Excused Absences

A pupil shall be excused from school when the absence is:

- Due to his or her illness.
- Due to quarantine under the direction of a county or city health officer For the purpose of having medical, dental, optometric or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- For justifiable personal reasons including, but not limited to an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats or attendance at an employment conference when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative.

## Make-up Policy

Students shall be given the opportunity to make up (or be excused from, at the teacher's discretion) schoolwork that was missed because of school activities, an excused absence or a suspension. The student shall receive full credit if the work is turned in according to a reasonable make-

up schedule, as determined by the teacher. The tests and assignments may differ from the tests and assignments that the pupil missed during the absence.

It shall be at the discretion of the individual teachers to allow or not allow students who miss school work, because of unexcused absences, the opportunity to make up missed work.

## Tardiness

All students are to be in their assigned seats prior to the ringing of the tardy bell every period. Students assigned to the Physical Education area are to be across the service road and in the Physical Education area by the tardy bell. The absence policy defines three (3) unexcused tardies as equivalent to one (1) absence.

## Tardy Sweeps

To encourage students to attend class on time, random tardy sweeps will be conducted. A tardy sweep occurs when teachers close their doors as the bell rings and students who remain outside the doors earn a detention for tardiness. Students with excessive tardiness will jeopardize grades. Students caught out of class during tardy sweeps are assigned detention.

## Re-admittance from an Absence

Students should report directly to the Attendance Office to clear all absences BEFORE returning to any classes. Students should bring an absence note signed by a parent or guardian that includes student's name, birth date, date/s of absences and reason/s for absence, and a phone number where a parent can be reached during the day.

# Attendance

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Students who are 18 years old may sign their own absence notes, if parents permit, subject to verification of age and an authorized letter. Students who fail to bring an absence note to the Attendance Office will be marked truant and must bring a note to clear the absence within two days or forfeit make-up privileges. Computerized attendance using Infinite Campus will be taken in each class. The absence reason code will appear on the teacher's computer as soon as the absence is cleared in the Attendance Office. Please remember, teachers cannot provide absence reasons, only parents/guardians can through communication with the Attendance Office.

## Family Move

If a student has a change of address but plans to continue enrollment at Pali, please report new address and phone number (if applicable) to the Attendance Office as soon as possible. A change of address form should be submitted along with a current utility bill. If the move occurs during summer break and the student needs to change schools, the Attendance and Counseling Offices will be open to assist families to gather the necessary papers to enroll the student in the new school.

## Changes in Family Information

Please report parents' new phone numbers to the Attendance Office as soon as possible.

## Early Check Out

If a student needs to leave school early, the student should bring a note to the Attendance Office before school or by nutrition. The note should include the student's name, grade, birth date, the date, a phone number where parent can be reached, the time the student must leave, the rea-

son for leaving early and the parent/guardian signature. The office staff will call to verify the note. There are times when parents/guardians may call the Attendance Office (310) 230-6629, to accept the information over the phone. There may be circumstances where the administration decides that parents need to check out their students in person. Parents/Guardians must have proper ID on hand to show the office. If a student leaves campus without checking out through the Attendance Office, it will be considered a class cut. Detention will be assigned for each period missed. Pali must know the whereabouts of your student during the school day. Parents can help by requiring children to follow these procedures.

**Calling your child out of class using your cell phone is NOT permitted!**

## Off-Campus Guidelines for Seniors

Palisades Charter High School is a closed campus. Only seniors with proper ID (Special ID cost is \$5) and a signed parental permission slip have the privilege to leave campus during lunch (Forms are accessible in the Attendance Office.)



# Academic Programs

## Chapter 4

- Graduation Requirements
- Promotion
- Academic Notification Process
- Graduation Requirement Table
- California Assessment of Student Performance and Progress
- School Academic Performance Index
- California English Language Development Test
- Procedure for Class Schedule Changes
- Grade Appeals
- Small Learning Communities (Pods)
- AP and Honors Classes
- Community Service Program
- College Center Services
- Physical Education Policy
- Temescal Academy
- Pali STEAM Shop
- Virtual Academy
- Alternatives to Using Live and Preserved Organisms in Science Classes

# Academic Programs

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## Graduation Requirements

All students must complete the following requirements in order to participate in the graduation ceremony and receive a diploma from Palisades Charter High School.

- Complete all required courses
- Earn a minimum of 230 credits
- Complete a minimum of 40 hours of community service (with a minimum of 10 hours in the 12th grade)
- Complete a Post-Secondary Plan

Students who do not meet the requirements above will not be allowed to participate in the graduation ceremony and will not receive a diploma on graduation day.

## Promotion

Students are promoted based on the number of credits a student earns during the school year. Students earn credits at the end of the fall semester, the end of the spring semester, at the end of summer school and by taking approved courses outside of the traditional school day. The number of credits needed to promote to the next grade level are listed below:

Grade 9 to Grade 10	55 credits
Grade 10 to Grade 11	110 credits
Grade 11 to Grade 12	170 credits
Graduate	230 credits

If a student takes and passes six classes each semester for four years, the student can earn 240 credits. Attending summer school and other programs where credits can be earned will give the student additional credits. Students do not earn credits for a class that was repeated in which the student had earned a passing mark of an A, B, C, or D.

Students who have excessive fails during the school year will be recommended to repeat the courses and will be retained in the same grade level for the next school year.

## Academic Progress Notification Process

Students meet with their counselors to discuss progress towards graduation at least twice each year beginning with the 9th grade. Students develop a 4-year graduation plan in the 9th grade. This plan is mailed home to parents. At least twice during the 12th-grade year, a graduation summary letter is sent home to parents/guardians. This is sent digitally to the parent email address on file. If no response is received from this email, the letter is sent via postal service.

It is the responsibility of the student and parents/guardians to be knowledgeable of the student's graduation status at all times. The student's counselor is available to develop a plan with the student and his or her parents/guardians who will assist the student with meeting the graduation requirements. Senior students and their parents/guardians are encouraged to check status online or contact the counselor throughout the school year regarding the student's graduation status.

If there are questions and/or concerns regarding a student's progress towards graduation, contact the student's counselor.

# Academic Programs

## Graduation Requirement Table

Subjects	High School Graduation 9-12	University of California (UC)* California State University (USC) "A-G" Requirements	Private Colleges
Social Studies "A " Requirement	30 Credits: <ul style="list-style-type: none"> <li>World History AB</li> <li>US History AB</li> <li>Principles of Amer. Democracy (Gov.) &amp; Economics</li> </ul>	2 Years: <ul style="list-style-type: none"> <li>World History, US History, or 1 semester of Principles of US History and 1 semester American Democracy (Gov.)</li> </ul>	<ul style="list-style-type: none"> <li>World History</li> <li>US History,</li> <li>Principles of Am. Democracy</li> <li>College Preparatory Electives Recommended</li> </ul>
English "B" Requirement	40 Credits: <ul style="list-style-type: none"> <li>9th English AB</li> <li>10th English AB</li> <li>11th Amer. Lit &amp; Cont. Comp.</li> <li>12th Comp. &amp; English elective</li> </ul>	4 Years: <ul style="list-style-type: none"> <li>College Preparatory English</li> </ul>	4 Years: <ul style="list-style-type: none"> <li>College Preparatory English</li> </ul>
Mathematics "C" Requirement	20 Credits : <ul style="list-style-type: none"> <li>College Preparatory Math Minimum - Algebra1 &amp; Geometry or Adv. Applied Math or Algebra 2</li> </ul>	3 Years: <ul style="list-style-type: none"> <li>College Preparatory Math Algebra 1, Geometry, Algebra 2, and 4th-year recommended</li> </ul>	4 Years: <ul style="list-style-type: none"> <li>College Preparatory Math</li> </ul>
Lab Science "D" Requirement	10 Credits: <ul style="list-style-type: none"> <li>Biological Science (Biology, Anatomy, Marine Biology, Physiology)</li> </ul> 10 Credits: <ul style="list-style-type: none"> <li>Physical Science (UCCI, Chemistry or Physics)</li> </ul>	2 Years: <ul style="list-style-type: none"> <li>Lab Science Grades 10-12; More recommended (Int/Coor. Sci. 1 meets "G" elective requirement) UC:2 out of 3: Biology, Chemistry, Physics CSU: 1 year life science and 1 year physical science</li> </ul>	3 to 4 Years: <ul style="list-style-type: none"> <li>Lab science</li> </ul>
World Language "E" Requirement	None Required	2 Years: <ul style="list-style-type: none"> <li>Same world language; a 3rd year recommended</li> </ul>	3 to 4 Years: <ul style="list-style-type: none"> <li>World Language</li> </ul>
VPA- Visual and Performing Arts "F" Requirement	10 Credits (1 Full Year): <ul style="list-style-type: none"> <li>Visual Performing Arts</li> </ul>	1 Full Year: <ul style="list-style-type: none"> <li>Visual Performing Arts</li> </ul>	<ul style="list-style-type: none"> <li>Visual Performing Arts courses count as electives</li> </ul>
Elective "G" Re- quirement	70 Credits: <ul style="list-style-type: none"> <li>Electives</li> </ul>	1 Year or more: <ul style="list-style-type: none"> <li>Advanced courses in Math, Arts, English, Lab Science, World Language, or Social Science</li> </ul>	<ul style="list-style-type: none"> <li>College preparatory electives in the subject area of interest</li> </ul>
Applied Technology	10 Credits: <ul style="list-style-type: none"> <li>Must include one semester of computers</li> </ul>	None	None
Physical Education	20 Credits	None	None
Health	5 Credits	None	None
Assessments	Total Credits needed to graduate: 230	<ul style="list-style-type: none"> <li>UC:ACT Assessment plus writing or SAT Reasoning Test + 2 SAT Subject test in two different disciplines.</li> <li>CSU: ACT without writing or SAT; reasoning Test (Writing part not used)</li> </ul>	
Non-course Requirement	40 hours of Community Service		

\*This list reflects the minimum UC/CSU admissions requirements. For a complete listing and description of the UC/USC admissions requirements please refer to the official websites: [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) and [www.csumentor.edu](http://www.csumentor.edu)

# Academic Programs

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## California Assessment of Student Performance and Progress

The California Assessment of Student Performance and Progress, or CAASPP, which has replaced the Standardized Testing and Reporting, or STAR Program, is the new state academic testing program.

CAASPP is a system intended to provide information that can be used to monitor student progress and ensure that all students leave high school ready for college and career. This spring, all 11th graders will participate in the CAASPP, which includes computer adaptive tests in English language arts and mathematics.

CAASPP testing provides important feedback for students planning to attend universities and serves as the English Placement Test (EPT) and Entry Levels Math exam (ELM) for CSUs. A student may forgo taking the exams only with a written request from their parent/guardian. Students are still expected to attend school on testing days and will be supervised in an alternate location.

## School Academic Performance Index

Our charter publishes a School Accountability Report Card (SARC). A copy of Pali's Report Card is available at [www.palihigh.org](http://www.palihigh.org).

## California English Language Development Test (CELDT)

State law enacted in 1999 requires schools to assess the English language development of all English Learners (ELs) and of new enrollees in California public schools who may be ELs in order to determine each student's level of English proficiency in listening, speaking, reading and writing.

The CELDT must be administered to new enrollees

in Pali with a home language other than English, unless they have been assessed at another California public school. Students who have previously been identified as being English Learners must also take the CELDT annually to determine annual English language development progress until the EL student has been reclassified.

The CELDT is administered to students who are already identified as English Learners in the fall semester between July 1 and October 31, depending on the school calendar. For new enrollees who have a home language other than English, the CELDT must be administered within 30 days of enrollment in a California public school.

To find more information about the CELDT, please contact your child's teachers or the counseling office.

## Procedures for Class Schedule Changes

This policy outlines the procedure for making class changes. The policy will give students the opportunity to evaluate their class choices and to assist students in enrolling in the most appropriate classes for their success. This policy is not meant to replace informed decision-making on the student's part in selecting classes for each semester.

A. Opportunities to request class changes before the start of the semester:

- Fall Semester:  
During the programming period from March to the last day of the spring semester. During the orientation/registration days in August.
- Spring Semester:  
During the programming period from November to the Friday before final exam week.

# Academic Programs

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## B. Requests For Change After the Start of the Semester:

For the fall and spring semesters, students may complete and submit one (1) "Class Schedule Change Request" form. Additional request may not be honored. Class change request forms can be picked up and submitted before school, nutrition, lunch, and after school ONLY! Class changes will be made on a first-come, first-served basis with priority given to grade 12 then 11 then 10 then 9 and only as class size and space allows. Requests to change teacher or class period only will not be honored.

## C. Requests For Change After Deadline:

Students requesting a change after the eighth (8th) day of class of fall semester or after the fourth (4th) day of spring semester are required to make a formal request to the Director of Academic Planning and Guidance Services (DAPGS) to discuss any circumstances that would warrant a change after the specified deadline. Decisions will be made by the DAPGS based on the student's rationale/reasoning and prior efforts to address the situation, the availability of classes, and input from the teacher. The DAPGS may schedule a conference with the student and teacher to discuss the change request.

## D. Schedule Appeals Committee:

Any requests by the involved parties to challenge the decision made by the DAPGS will be referred to the Schedule Appeals Committee. This Committee will consist of a teacher, a counselor, and the Principal. The committee must solicit information from the involved parties (the student, the parent, the teacher and the DAPGS). The committee will decide on the action to be taken, if any, based on the information provided. The committee must reach consensus to overturn the original decision of the DAPGS. All decisions of the Schedule Appeals Committee are final.

## Grade Appeal

For each class, the grade is assigned by the teacher and cannot be changed, except by the teacher, unless it is determined that there was a clerical error, mechanical error, fraud, bad faith, incompetency or a material violation of the PCHS grading policy. This determination is made by the Grade Appeal Committee consisting of three (3) members of the PCHS Board of Trustees. Applications to request a review of grade from the previous semester are available in the counseling office or at the PCHS website. The request form deadline is 30 days into the subsequent semester. Decisions made by the Grade Appeal Committee are final.

## Small Learning Communities (Pods)

All 9th grade students are placed into a themes small learning community or "pod". Pod assignments are based on student preference, balance between pods and space availability.

Each pod has a small group of teachers that belong to that pod and that share all the students in that pod. These teachers include the English 9 humanities and elective teachers associated with that pod.

One purpose of pods is for pod students to have common teachers and a small pool of students with which they can begin their high school experience.

Pod themes are designed to give students a common lens with which to approach their learning. Students are not expected to have prior background or experience in their assigned pod. While it may be beneficial to have interest in the themes of their pod, it is not necessary and a pod assignment may be the only time in their high school life that a student will be exposed to that particular area of study.

# Academic Programs

## Advanced Placement and Honors Classes

All AP courses at Pali are approved by the College Board via the AP audit process.

Some Honors classes at Pali are UC/CSU approved and earn an extra grade point in UC/CSU GPA calculations and some are not.

### UC/CSU-Approved Honors Level Courses Offered at PCHS Extra Point Given

American Literature  
Spanish 3  
Contemporary Composition  
Physics  
Physiology  
Combat, Conflict & the Canon of War  
Math Analysis  
U.S. History  
Chemistry  
French 4

### Pali Only Honors Level Courses Offered No Extra Point Given

English 10  
World History  
Biology  
Advanced Composition  
Economics  
World Literature  
Marine Biology  
French 3  
Spanish for Native Speakers 2  
Principles of American Democracy  
Geometry  
Algebra 2  
Spanish 2

## Community Service Program

All service hours in this program are completed through collaboration with YMCA.

The Palisades-Malibu YMCA's Center for Social Responsibility (Y-CSR) for Palisades Charter High School is dedicated to developing ethical leaders of exemplary character by applying the principles of the YMCA in partnership with Palisades Charter High School. The goal of the Y-CSR is to encourage students to embrace responsibility for their actions and to have a positive impact, through their activities, on the school, the local community, and the world.

Each student at Palisades Charter High School is required to complete a minimum of 10 hours of community service each school year. Graduating seniors who have completed all four years at Palisades Charter High School must complete at least 40 hours of community service prior to graduation. Students may complete a portion of their community service hours through participating on campus in support of staff and programs.

After students participate in approved community service opportunities they must submit a completed assessment form to Y-CSR office. Forms must be signed by a representative of the benefiting organization and parent/guardian.

For more details on community service at PCHS, go to [www.palihigh.org](http://www.palihigh.org)

YMCA Center for Social Responsibility office contact:  
Kia Green at 310.454.5591/[Kiagreen@ymcala.org](mailto:Kiagreen@ymcala.org)

# Academic Programs

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## College Center Services

The College Center is a student-centered office. We are open before school, during the day, and after school. We help students prepare and plan for college (college search, testing, essays, applications, recommendations, transcripts, etc.); if it's college-related, the College Center is the place to come.

Go to [www.palihigh.org](http://www.palihigh.org) for detailed, important information regarding the PCHS College Center and college testing (PSAT, SAT, ACT).

## Physical Education Policy

All 9th grade students will be enrolled in a Physical Education class or a sport both fall and spring semesters. Athletic coaches are responsible to provide instruction and training that will prepare their athletes for the FITNESSGRAM, which is administered in the spring semester.

Passing the FITNESSGRAM:

Before Palisades Charter can grant the two-year exemption to a student in grades 10-12, the student must "pass" the state's ninth-grade physical fitness test (the FITNESSGRAM). Passing the test requires that students score in the "Healthy Fitness" zone in five of the six fitness areas.

## Temescal Academy

Temescal Academy is a small learning community adjacent to the main Palisades Charter High School campus. With an enrollment between 60-75 students, Temescal Academy is dedicated to helping students overcome obstacles, recover academic credit, graduate and receive a diploma.

Temescal students have been referred by PCHS counselors, deans and administrators. We also serve students with IEP's and Section 504 plans.

Temescal Academy offers students, who have good attendance and work habits, the chance to earn credits at an accelerated rate. Students who come to Temescal Academy a semester or year behind in academic credit have the opportunity to take extra classes, receive work experience credits, and to earn bonus credits. Students who take advantage of Temescal's program are able to transfer back to Pali to graduate or stay at Temescal and graduate on time or even early.

Temescal's mission is to educate our diverse student population by developing their skills and talents to help them make positive contributions to our global society. We do this by providing a high quality education to all our students through collaborative instruction that focuses on the development of academic and social skills necessary for the optimal development of the students' potential. It is paramount that at Temescal Academy we create an academically stimulating, safe and nurturing environment for our students. We strongly promote academic achievement and challenge our students to strive for success. We encourage our students to be responsible citizens who are culturally sensitive and equipped to meet the challenges presented to them in a changing and technological and diverse world.

Students are required to participate in an intake meeting with the Coordinator of Temescal Academy prior to being enrolled. Please contact your child's counselor to get a referral.

# Academic Programs

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## **Pali STEAM Shop**

The Pali STEAM Shop is our innovation lab in a converted industrial arts classroom. It serves as the center point of our campaign to build an engineering pathway offering hand's-on/mind's-on activities in formal and informal formats. Our aim is to offer new ways to engage students in STEAM (Science, Technology, Engineering, Arts, and Mathematics) through computer science, engineering, and robotics. Additionally, the Pali STEAM Shop serves as a model for other public high schools facing the common challenges of public school innovation: funding, developing standards-based curriculum, and the UC A-G entrance requirements.

The US has an estimated 2 million unfilled, well paying, STEM jobs. Generally, our public school system lags behind other industrialized nations in graduating students who go into STEM careers. Additionally, minorities and socio-economically disadvantaged students are significantly underrepresented in STEM fields. Thus the Pali STEAM Shop is a makerspace with a mission: We aim to offer underrepresented students increased access to STEM career pathways. Innovation labs that blend traditional shop tools with digital technologies promote differentiated learning and allow a wider range of learners to tackle and master STEM challenges. We believe that innovative concepts like wearable tech and 3D printing provide unique engagement opportunities that lead to student driven learning and youth entrepreneurship.

## **Virtual Academy**

The Virtual Academy's mission is to provide Pali High students with a progressive alternative to the traditional classroom. All non-elective courses are Common Core and A-G aligned. Students will work independently to access curriculum while adhering to all due dates, seminar dates, and coordinator meetings. Students take unit exams on campus under teacher supervision.

This program serves highly responsible students who are able to independently access curriculum. These students may be, but are not limited to, those working, pursuing a professional athletic or arts career, accruing excessive on-site attendance concerns, or those with scheduling problems or individual learning styles not met in the traditional classroom.

Students are required to attend weekly meetings with a coordinator and seminar meetings for core classes. Students are required to enroll in four online classes, but may take two or more classes at the traditional campus.

## **Alternatives to Using Preserved and Live Organisms in Science Classes**

California Education Code Section 32255.1 provides that students with a moral objection to participation in science laboratory instruction in which animals are used must be informed of the opportunity to be excused or provided with alternative activities. Students objecting to participate in Science laboratory in which animals will be used must have a note from their parents or guardians requesting an alternative assignment. This assignment must require a comparable time and effort investment by the student.



# Student Support Services

## Chapter 5

- Intervention
- Pyramid of Intervention
- Tutoring Program Study Center
- Section 504 of the Rehabilitation Act
- Special Education and Individualized Education Plan
- College Board /ACT Accommodations for Students with Disabilities
- Mental Health Services

# Student Support Services

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## **Intervention**

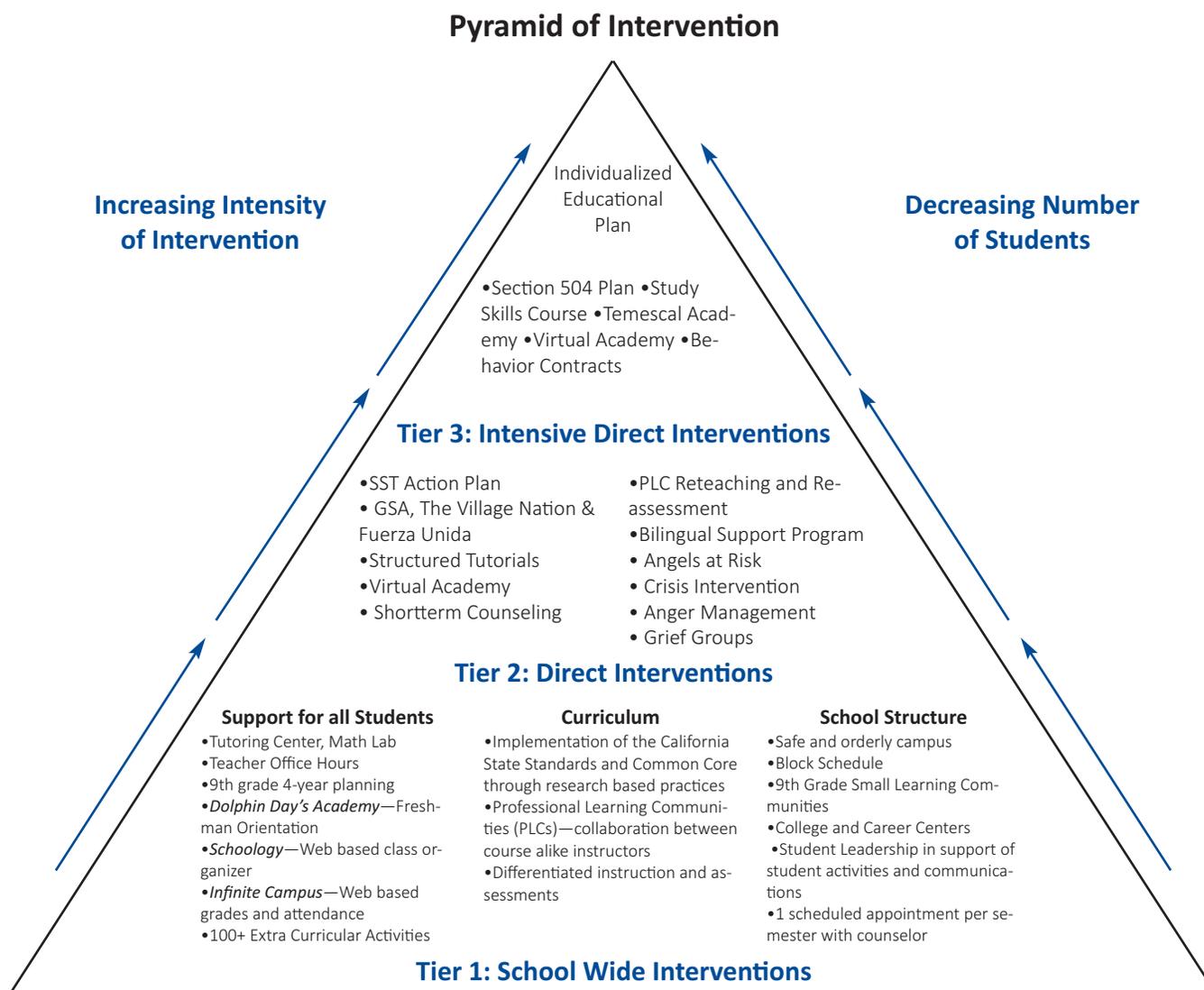
Pali is dedicated to support student success in our academic programs. Student Support Services provides oversight and guidance for the Study Center, Health Office, Mental Health Services, Special Education Program, Section 504 Accommodation Plans and assists parents and students in requesting applications for test accommodations through the College Board and ACT.

The department assists students, teachers and counselors in identifying resources to support student success.

If your student is experiencing difficulty in a class, please contact the teacher as soon as you are aware of the difficulty. All faculty / staff contact information can be found on our website. Ideally, through communication and collaboration between parent and teacher, your student will attain success.

If after collaboration with your teacher, your child is still experiencing difficulty, please contact your student's counselor who can provide additional support and guidance through our pyramid of intervention.

# Student Support Services



**Palisades Charter's** intervention program is a nationally recognized data driven support program to improve both student achievement and their social-emotional needs. It is timely, targeted and regularly evaluated for its efficacy. A focus on student learning, differentiated instruction and content specific interventions has made most interventions available to students during their regular school day. As students are placed into more specific intervention programs they are regularly measured for their response to that intervention. Only when a student has shown a failure to respond to an intervention do they move to a more intense intervention at the next level in the pyramid.

**TIER 1:** All students participate in general educational learning and therefore would have regular access to these interventions.

**TIER 2:** Targeted students participate in learning that is in addition to Tier 1 and different by including a formalized process of intervention and greater frequency in monitoring by the student and PCHS.

**TIER 3:** Targeted students participate in learning that differs from Tier 2 by making it mandatory, making it more frequently and/or for a longer period of time, more tailored to individual student needs with specially designed instruction.

# Student Support Services

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## **Tutoring Program/Study Center**

Students may access the Study Center daily before school, during Nutrition and Lunch, and after school. Study Center is open until 4:30pm on Monday, Tuesday and Thursday. Late bus passes are available. Teachers, community volunteers, and student peers provide tutoring in all content areas. Students have access to computers and the internet. To schedule tutoring, contact the Study Center Coordinator, Melinda Meinen, [mmeinen@palihigh.org](mailto:mmeinen@palihigh.org).

## **Section 504 of the Rehabilitation Act**

Section 504 of the Rehabilitation Act is a federal law that requires the provision of reasonable accommodations for students with a disability.

A student is considered to have a disability if (s)he has a physical or mental impairment that substantially limits one or more major life activities. A student is considered to have a substantial limitation when unable to perform a major life activity that the average student in the general population can perform. Major life activities include: walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

If you feel your student may qualify for a Section 504 Accommodation Plan, please contact your student's counselor, Dawn Pellerin, Section 504 Coordinator. Or Mary Bush, AP/Director of Student Support Services.

## **Special Education and Individualized Education Plan**

Students who meet eligibility requirements under the Individual with Disabilities in Education Act are provided an Individualized Education Plan (IEP). In compliance with state and federal guidelines, Pali provides a continuum of services and program op-

tions for students in special education. Our Special Day Program (SDP) for students on a diploma track provides a smaller classroom setting where students receive instruction in core content areas by a credentialed special education teacher. Focus is on mastery of the essential content standards. Students attend general education classes for PE and electives.

Pali also provides a Special Day Self Contained Program for students receiving instruction through the Alternate Curriculum. Focus in this class is on the development of functional academics and independent living skills.

The Resource Specialist Program (RSP) provides supports and services, as indicated in the IEP, for students who are enrolled primarily in the general education setting.

The School Psychologist provides assessment, counseling and student support and is a member of the special education and crisis teams and works closely with other student support providers on campus.

Related Services such as Language and speech services, transition support, occupational therapy, physical therapy, adapted physical therapy, etc. are provided as indicated on the student's IEP.

Palisades Parent Special Education Council (PPSEC)

PPSEC meets quarterly to provide an opportunity for parents, staff, and Board members to give and receive input regarding special education programs and services at PCHS.

# Student Support Services

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## **College Board /ACT Accommodations for Students with Disabilities**

As a service to our students, we provide assistance in requests for accommodations on college entrance tests. Please be aware that these tests are not required for community college entry.

The College Board and ACT are organizations that provide college entry assessments for four-year colleges and universities. Students with disabilities may apply through these organizations for test accommodations. Student Support Services can assist parents in submitting these applications; however, it is the parent's / student's responsibility to provide completed application forms and all required documentation for submission.

Information about applying for accommodations as well as documentation requirements for the PSAT, SAT and AP tests can be found at [www.collegeboard.com/ssd/student](http://www.collegeboard.com/ssd/student).

Applications for accommodations for tests administered by the College Board are submitted electronically through the Student Support Services office. Please include a completed Student Eligibility Form, Consent Form for Student Request for Accommodations and all supporting documentation to the attention of Mary Bush.

Information and instructions for the ACT test and documentation requirements can be found at [www.actstudent.org](http://www.actstudent.org) and under "Services for Students with Disabilities."

The instructions for requests for College Board testing accommodations can be found on their website: <https://www.collegeboard.org/students-with-disabilities/eligibility> and under "Services for Students with Disabilities" at [palihigh.org](http://palihigh.org). Forms and information are available on the Student Support Services Section of our website at [www.palihigh.org/studentssupport.aspx](http://www.palihigh.org/studentssupport.aspx).

With all application requests, please submit required forms and documentation to Student Support Services office no less than 2 weeks prior to the request for accommodations due date.

## **Mental Health Services**

Students have access to a multi-tiered system of support, which includes their Counselor, a School Psychologist, and Mental Health practitioners to promote emotional health. Please contact your counselor if you feel you need support.





# Student Activities

## Chapter 6

- ASB/Student Government
- Student ID Card
- Palisades Activity Card (PAC)
- Meal Program
- Student Parking Permits
- Student Clubs

# Student Activities

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## **ASB/Student Government**

The Associated Student Body (ASB) Leadership Class at PCHS is a group of student-elected and advisor-appointed student representatives whose purpose is to provide an opportunity for PCHS students to gain experience in civic affairs through participation in ASB activities, promote the welfare and the rights of the Student Body, and further the communication and the cooperation between students and other PCHS stakeholders. ASB Leadership participates in school governance and represents the student body on various sub-committees of the Board. The class also provides forums for student voices and opinions to be heard through Student Senate, Class Meetings, and online communication. ASB Leadership makes a positive contribution to school culture as well as school spirit through spirit weeks, dances, holiday and birthday grams, and the promotion of athletic events. The class also serves to assist administrators, student organizations, the health office, and other school entities in their endeavors to service the school.

## **Student ID Card**

Students are required to have their Palisades Charter High School student ID card on them at all times during school hours and at all school activities. School personnel may require you to show your ID at any time; students are expected to comply with the request. If a student withdraws from school, the ID must be returned. There is a \$5.00 charge for replacement if lost or stolen.

## **Palisades Activity Card (PAC)**

The PAC card provides students with the opportunity to attend sporting events for free or at a reduced cost. The PAC is available at the Student Store; see [www.palihigh.org](http://www.palihigh.org) for more information in the “school store” section.

## **Meal Program**

The food service department is proud to offer students a variety of fresh, healthy, ethnically diverse food at a reasonable price. Students may qualify to eat for free, or at a reduced price, by filling out a meal application and returning it to the cafeteria. Students who are on the program are indistinguishable from those who aren't. This is due to a private pin number that each student uses to access funds for meals. The cafeteria has a software program that allows parents or students to pre-pay for meals via the internet, phone or at school. Additionally, this system allows parents to track balances and see what their student is eating. For more information, go to [www.palihigh.org](http://www.palihigh.org) in the “cafeteria” section.

## **Student Parking Permits**

Parking in the student parking lot requires a valid student permit. Parking contracts must be read and signed by both the student and parent/guardian and turned in at the student store along with payment. Contracts are available at the student store. See [www.palihigh.org](http://www.palihigh.org) for more information.

## **Student Clubs**

Enthusiasm runs high for clubs and organizations at Pali High. A majority of students participate in one or more clubs which include community-focused groups such as Human Rights Watch and Envirothon; social/cultural clubs such as Latino Student Union, Jewish Student Union, and Gay-Straight Alliance; arts groups such as Photo Club, Film Club, and Gaming; and clubs that support student interests such as Robotics, Chess Club, Anime Club and Geocaching, among many others.



# Athletic Teams

## Chapter 7

- CIF Requirements
- CIF Transfer Rule
- PCHS In-season Drug and Alcohol Policy

# Athletic Teams

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## CIF Requirement

Palisades Charter High School and CIF require students in grades 9 -12 to maintain a "C" average as a condition for participation in athletic and extracurricular activities. Students in grades 9-12 who do not maintain a "C" average on the ten-week grade report will be ineligible to participate in any and all athletic and extracurricular activities until the final semester mark reporting period. At this time, a student may regain his/her eligibility by meeting the "C" average requirement.

In order to comply with Palisades Charter High School and CIF guidelines, student progress will be monitored through evaluation at ten-and fifteen-week intervals. Students may be placed on probation without loss of eligibility on the basis of below average performance at the fifth and fifteenth week progress reports. Students may lose or regain eligibility on the basis of ten-week grades and semester marks (or equivalent marking periods).

## New CIF Transfer Rule Effective May 2012

On May 4, 2012, the CIF Federated Council passed a revision to the current transfer rules. There is a change in Rule 206, "Valid Change of Residence, and a change in Rule 207, "Transfer Eligibility Without a Change of Residence".

The "new" 207 transfer rule (without a change of residence) is referred to as the "SOP" (Sit Out Period). Please note, students who have not played any sports at any level within 12 months preceding the transfer will still transfer their eligibility as they have done in the past.

CIF Bylaw 206 Regarding a Valid Change of Residence

The new policy on student eligibility after a valid change of residence is as follows:

A student may retain transfer eligibility following a valid change of residence when the student en-

rolls, attends, and/or is carried on the attendance roll at the new public school (School B) into whose attendance area the family moved, OR another public school in accordance with district(s) policies, OR a private or a charter school, AND... all other stipulations as to provision of proof of a valid change of residence, undue influence, athletic motivation, etc., still apply.

Please call Mr. Russell Howard, Director of Student Activities, Athletics and Discipline at (310) 230-6632 if you have any questions.

## In-season Drug and Alcohol Policy

It is important to keep in mind that athletics is a privilege extended to those students who are physically, mentally, and emotionally mature enough to meet certain standards. Athletics is not a guaranteed right for every student. If one chooses to participate in athletics, one accepts certain responsibilities.

We support zero tolerance in regards to drugs, alcohol, or tobacco at any time during the sports season as defined by CIF rules. Please be aware that athletes who violate the procedures around substances are subject to a school and athletic consequence.

State law prohibits the purchase, use, possession, and being under the influence, possession of a reasonably related alcohol or drug device. School violations include all activities in school and in all buildings and grounds owned, operated (including buses), or rented by PCHS, or at any school sponsored activities (such as field trips, athletic events, trips abroad, or community service).

(PCHS Note: Examples of what the administration considers a drug related device include, but are not limited to, bongos, pipes, rolling papers, needles, pacifiers, scales, vaporizers or homemade

# Athletic Teams

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drug delivery devices.)

## A. Violations During the School Day or at a School Sponsored Event

If athletes are found to be in violation of this policy according to the above criteria during school times or at a school sponsored event during the school year, the athlete shall have the consequences from PCHS School Policies as well as the athletic consequences outlined below.

## B. Violations Outside of the School Day or Not at a School Sponsored Event

If a PCHS athlete is found to be in violation of the zero tolerance expectation anytime during the sports season as defined by CIF rules, then only the athletic consequences (listed below) will be enforced.

## C. Athletic Consequences

First offense: IMMEDIATE suspension from 20% of a regular season's total games. If 20 percent of the regular-season games are a fractional number, then the number will be rounded UP. (ex. 14 games  $\times$  .2 = 2.8, so 3 games missed.) In addition, the student athlete must perform 8 hours of community service and attend the Angels at Risk program before they are able to participate in a game. The community service activity must be approved by the athletic director prior to performing it, and at the conclusion of the activity present documentation should be turned into the athletic director and coach.

Any athlete found to have been distributing illegal substances on campus or off campus will be removed from the team and school effective immediately.

If there is a second offense within the academic school year, the player is released from the team. If an athlete violates this policy for a third time within their four-year athletic career they will be

ineligible to participate in athletics from that point forward.

Any extenuating circumstance, severity of offense (i.e. - felony), situations not covered by this handbook or the PCHS Student Handbook, can be grounds for removal from the athletic program by the Administration.





# Student Conduct

## Chapter 8

- California Code of Regulations
- Use or Possession of Alcohol/Drugs/Related Paraphernalia
- Use or Possession of Tobacco or Related Paraphernalia
- Electronic Devices
- Locker Rules
- Dress Code
- Code of Conduct
- Consequences for Violating the Code of Conduct
- Anti-Bullying Policy
- Student Honor Code
- Consequences for Violating the Honor Code
- Bus Conduct
- Free Speech
- Student Searches
- Appeal of Disciplinary Action

# Student Conduct

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## California Code of Regulations

The California Code of Regulations and our school charter require pupils to follow school regulations, obey all directions, and be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. California law and the school charter prohibit the use of corporal punishment (i.e., infliction of physical pain) against students. However, a teacher, director, principal, or any other certificated employee of the school shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

## Use or Possession of Alcohol/Drugs/Related Paraphernalia

### A. First Offense

- Student may be subject to arrest, loss of Charter Permit or expulsions if deemed that possession of items listed above are for sale or distribution to other students.
- Student is suspended. Parent is notified.

Mandatory assignment in an appropriate support group and student placed on a contract.

- Professional Assessment may be recommended and the parent is provided with a list of community agencies.
- When transferred, student must attend new school for a minimum of 20 weeks and have Palisades administration's approval for a right of re-

turn to Palisades High School, if successful at the new school. Students must be passing all subjects, have no "U's" in cooperation.

- If student returns to Palisades HS, student is placed on a strict contract.

### B. Second Offense

- Student may be subject to arrest or expulsion if deemed possession for sale or distribution to other students.
- Student is suspended. Parent is notified.
- Cancellation of Charter Permit will be recommended.
- Impact Coordinator at receiving school will be notified.

## Use or Possession of Tobacco or Related Paraphernalia

### A. First Offense

- Student may be cited by school police.
- Student may be assigned detention and/or suspended. Parent will be notified.
- Student is referred to appropriate program for placement in a smoking cessation group.
- Student may be placed on a contract.

### B. Second Offense

- Student may be cited by school police.
- Student may be suspended. Parent conference will be required.
- Continued participation in an appropriate support group.
- Student charter permit may be canceled.

## Electronic Devices

PCHS discourages the use of electronic phone and messaging devices during class time. The motto for this policy is that electronic devices "**CANNOT BE SEEN, CANNOT BE HEARD.**" This includes class time outside of the physical class (for example, using cell phone during a bathroom break). These

# Student Conduct

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devices not only distract from the educational process, but they prove to be a liability due to the great potential of these devices becoming lost or stolen on campus. Text-messages and photos from these devices have been sent by students to cheat in their classes. Students have wielded this same technology to threaten and harass other students. For these reasons, the school administration recommends that ALL electronic devices are kept in school lockers during class time. Furthermore, the school will not be liable for any lost, stolen, or confiscated electronic items. In the case of an emergency during class time, parents/guardians can call the main office to contact their student. If the device is confiscated from a classroom, the device is held in the deans' office for five days. However, the item may be picked up by a parent or guardian any time before that.

## Locker Rules

Lockers issued to students are subject to random searches. Students are not to share lockers or allow any other student access to their lockers. Students are responsible for all items in their assigned lockers. Students who share their lockers are subject to losing the privilege of having a locker.

Large sums of money or any items of value should not be brought to school. Use your lockers to secure your personal items during Nutrition and Lunch. The school is not responsible for lost, stolen, confiscated items.

- Do not allow anyone else access to your locker combination.
- Do not share your locker, even for an hour or a day.
- Do not overload your locker as it breaks the locker.
- Do not hit, kick or pound on locker if it does not work. Come to office for help.

- Do not ask another student to open your locker.
- If you cannot open it. Come to the office for help.
- If you forget your combination, go to the office with your ID. No ID, no combination.
- Do not put contraband in your locker.
- You are responsible for anything in your locker.

Violation of any of the above may result in losing your locker and you can be held criminally responsible for any contraband items found in your locker. Random locker searches will happen at any time on any day.

## Dress Code

The purpose of this dress code is to create a standard for students that is both fair and appropriate and meets the test of reasonableness, changing tastes and styles, common sense and self-respect.

- All students shall be required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance on campus and for school activities.
- Any clothing which reduces the level of safety on campus is not allowed.
- Clothing must not cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity.
- Consistent with the above guidelines, hair, sideburns, mustaches, and beards may be worn at any length or style. Clothing may be of fashion, style or design as determined by the student and his/her parents in accordance with the prevailing standards of the community and times, subject to review by the Board of Trustees.

# Student Conduct

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Specific Dress Code Policies:

## A. Message Clothing

Items that are obscene or vulgar, sexually suggestive, inflammatory in nature, or gang, drug, or alcohol related, are prohibited.

## B. Hats/Headgear

- BANDANAS are prohibited on campus at all times.
- HATS and HEAD GEAR must be REMOVED when INSIDE BUILDINGS. Hoods on “hoodies” (sweat-shirts) should not be worn over the head in the classroom. Religious headgear is exempt from this policy. Masks are never allowed without prior permission.

## C. Exposure/Appropriateness

- Exposure of *underwear* is prohibited. Therefore, pants or shorts that hang below the buttocks and/or the top of the underwear are prohibited, and tops should not expose bras or cleavage.
- Exposure of *midriffs* and *cleavage* is prohibited as a distraction to the educational process.
- Skirts or shorts should not be shorter than mid-thigh. *Tights/stockings/leggings* must be covered by a top that extends to mid-thigh.
- Any other exposure of the body between the armpits and mid-thigh, because of *tight fit, sheer, or thin* fabric, or the *lack of appropriate undergarments* is prohibited.

## D. Gang Related Items

Items incorporating symbols or colors that can reasonably be interpreted as gang-affiliated are not to be worn at school. These include tattoos, jewelry, belts, or other items with gang-related symbols or designs.

## E. Health and Safety

- *Chains*, accessories, or clothing that could create a safety or health hazard are prohibited.

- *Shoes* must be worn at all times, as required by State law.

- Students and clothing should be *clean*.

## F. Uniforms

Athletic uniforms should not be worn alone during school hours if they do not comply with the dress code.

## Code of Conduct

Palisades Charter High School does not tolerate the use, possession, or sale of drugs, alcohol, or tobacco by students on the school campus 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 School 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.

1. Possession or sale of any firearm, knife, explosive or other dangerous object is prohibited. California law prohibits the possession of firearms on school campuses. Any student found in possession of a firearm will be subject to arrest and will be recommended for permit termination immediately. The term of expulsion shall be one year. "Possession" includes, but is not limited to, storage in lockers, purses, backpacks, or automobiles. Magazines depicting weapons, violence or illicit behavior, are also prohibited.

2. Possession, sale or use of any controlled substance or tobacco is prohibited. Students suspected of being under the influence of a controlled substance are subject to suspension

3. Possession of Lighters or matches is prohibited.

# Student Conduct

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4. Gambling of any kind and possession of dice is prohibited.

5. Possession of graffiti materials or any items containing graffiti is prohibited.

6. Electronic Devices, Pagers and Cell Phones must be turned off during class hours.

Electronic devices that are visible or heard in the classroom will be confiscated and turned in to the Dean of Students.

7. Leaving class to return a page or phone call is prohibited.

8. Riding of skateboards, rollerblading, skating or bicycling while on school campus is prohibited.

9. Leaving class to purchase food or drinks is prohibited. Food and drinks in the classroom is prohibited.

10. Littering is prohibited. Trash must be placed in trash cans.

11. Leaving campus unless you are checked out by a parent through the attendance office is prohibited.

12. Fighting, play or real and threats, whether real or in jest are prohibited.

13. Stealing or being in possession of stolen property is prohibited.

14. Harassment, of any kind, and hazing is prohibited.

15. Profanity is prohibited.

16. Cheating is prohibited.

17. Leaving class without a teacher-signed hall pass is prohibited.

18. Clothing that is a distraction to the educational process is prohibited.

19. Detention will be given for students who are tardy.

20. Students *must* carry school ID at all times. Those who do not carry school ID are subject to detention.

*Students in possession of any prohibited items or doing acts that are prohibited are subject to suspension.*

## Consequences for Violating the Code of Conduct

### A. Minor Infractions

Parents called, detention, and/or suspension

- Tardies
- Class cuts
- Sleeping in class
- Not bringing supplies
- Not doing class/homework
- Disruptive behavior
- Dress code violation

### B. Electronic and/or Skateboard Infractions

1st Incident—parent called and employee will confiscate prohibited item and give to Dean.

2nd Incident—parent called, employee will confiscate prohibited item and give to Dean, and detention and/or suspension.

- Inappropriate use, during class time, of any electronic device
- Skateboards on ground

# Student Conduct

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## *C. Major Infractions Leading to Suspension*

- Profanity
- Severe Classroom disruption
- Possession of gambling paraphernalia
- Leaving class w/o Teacher Signed Pass
- Continued defiance/disrespect to any adult
- Possession of graffiti or graffiti materials
- Defacing school property
- Harassment of other students

## *D. Major Infractions Leading to Suspension, Police Citation, and Possible Expulsion*

- Possession of dangerous objects
- Fighting, play or real, threatening others, verbal, physical or joking
- Suspicion of use/or in possession of any controlled substance alcohol, tobacco, drugs, etc.
- Stealing or in possession of stolen property
- Gambling on campus
- Sexual Harassment
- Off Campus without school & parent permission

## **Anti-Bullying Policy**

Pali is committed to providing a safe working and learning environment; will not tolerate bullying or any behavior that infringes on the safety or well-being of students, employees, or any other persons within Pali's jurisdiction; and will not tolerate retaliation in any form when bullying has been reported. School policy requires all personnel to promote among students and staff mutual respect, tolerance, and acceptance. "All students and staff have the inalienable right to attend a campus which is safe, secure and peaceful." [Article 1, Section 28(c) of the California State Constitution]

Bullying is defined as aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts.

Bullying behaviors may include, but are not necessarily limited to, the following:

### A. Verbal

Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.

### B. Nonverbal:

Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.

### C. Physical:

Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.

### D. Emotional (Psychological):

Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.

### F. Cyber bullying:

Sending insulting or threatening messages by phone, e-mail, web sites or any other electronic or written communication.

Administrators and staff are responsible for creating an environment where the school community understands that bullying is inappropriate and will not be tolerated. Students also take responsibility for helping to create a safe environment: Do not engage in or contribute to bullying behaviors, actions, or words. Treat everyone with respect. Be sensitive as to how others might perceive your actions or words. Report bullying behavior to a trusted adult. Never engage in retaliatory behavior or ask for, encourage, or consent to anyone's taking retaliatory actions on your behalf. For assistance with issues related to bullying contact the dean, school police, or Director of Discipline.

# Student Conduct

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## Student Honor Code

Palisades Charter High School commits itself to pursuing excellence with honor. All members of the school community: faculty, staff, students and parents, are responsible for maintaining this standard. As a student of our community, you are expected to demonstrate integrity and be proud of your own accomplishments.

The ethical standards for behavior at Palisades Charter High School serve as a framework for the development of good character. Adherence to such standards engenders the integrity and trust necessary for a flourishing academic community where both teachers and students thrive.

### What is cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Stealing teacher roll books or documents
- Stealing exams
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results
- Changing grades manually or electronically
- Stealing, or destroying or tampering with teacher roll books or documents
- Stealing or distributing exams without specific

teacher permission

- Manipulating answer documents to falsify test results

### What is plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as the student's own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as the student's own work without giving credit to the source
- Turning in purchased papers or papers from the Internet, written by someone else
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings, as the student's own work
- Helping others plagiarize by giving them the student's own work

### What is forgery?

Forgery or falsifying documents generally refers to the making of a fake document, the changing of an existing document, or the making of a signature, without authorization. Examples of forgery include, but are not limited to:

- Signing another person's name to documents
- Falsifying grades and/or letters of recommendation
- Falsifying transcripts and/or letters of admissions from colleges or other educational institutions
- Falsifying identification cards
- Falsifying legal certificates or contracts

# Student Conduct

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## Consequences for Violating Honor Code

### Level 1 Cheating

Examples:

- Plagiarism - To steal and pass off ideas or words of another as one's own without clearly crediting the source of that information.
- Submitting copied work from another student as his/her own work.
- Copying another student's examination in class.
- Obtaining and using examination answers from another student or other source.
- Using unsanctioned crib sheet.

### First Offense Consequences:

Classroom consequences are determined and administered within the guidelines of school policy by classroom teacher.

- Recommend student discipline options to classroom teacher
- Referral to counselor
- Parent conference.
- Recorded on student's discipline record
- Student receives a "0" for assignment or examination.

### Second offense Consequences:

- Referral to Dean
- Suspension with contract
- Possible drop/fail
- Exclusion from all school activities
- Possible loss of charter permit and transfer to another school

### Level 2 Cheating

Forging, Stealing or Altering a Permanent School Document such as:

- Rollbook
- Computer rollbook
- Scantron key
- Test
- Any Official Office Records

## Consequences

Consequences determined by dean and school Administrator

- Suspension with contract
- Suspension with drop/fail
- Exclusion from all school activities
- Expulsion with loss of right to attend Palisades Charter High School and school transfer

## Bus Conduct

The transportation services provided through Palisades Charter High School (PCHS) are a privilege intended to assist students and families with a safe and cost effective means of traveling to and from school. With this understanding, it is important that students adhere to a strict set of safety guidelines in order to ensure each child's arrival at their destination.

When in transit to and from school or related activities, students are expected to adhere to all of the behavior guidelines set forth by both PCHS and its transportation contractors. Failure to abide by these rules will result in disciplinary action, including but not limited to the loss of transportation privileges.

### Rules and Expectations

All passengers must:

1. Remain seated with seat belts fastened (when available) at all times
2. Refrain from loud or disruptive behavior that may distract the bus driver
3. Keep all body parts and personal objects inside the bus
4. Be respectful to all passengers and staff members
5. Refrain from eating or drinking

### Disciplinary Consequences for Infraction on Assigned/Daily Bus Route

1. First Incident- Verbal Warning or school disci-

# Student Conduct

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2. Second Incident – school discipline (detention or suspension)

3. Third Incident – school discipline (suspension or expulsion), return pending parent conference\*

\*Violation of any bus rules could result in loss of bus privileges.

## ***Disciplinary Consequences for Infraction on Late Bus***

1. Verbal Warning

2. Second Incident – loss of late bus privilege for the duration of the semester.

## ***Automatic School Suspension (3 days minimum)***

The following actions will result in an automatic suspension or possible expulsion from school and a parent conference:

1. Fighting

2. Threatening a staff member or a student

3. Endangering the safety of passengers, the driver and / or the public.

## **Free Speech**

Students have a right to freedom of speech and may participate in political or free speech activities while on school campus. Students may distribute literature reflective of their views and opinions. Students may assemble on campus during non-instructional time to discuss their views and opinions and may participate in peaceful demonstrations on campus during non-instructional periods. Students may exercise these rights as long as their speech, expression, or conduct is not obscene, lewd, libelous, slanderous, incite students to destroy property or inflict injury upon any person, or cause a substantial disruption to school.

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site

administrators may impose restrictions on the times, place, and manner of speech or activity in order to maintain a safe and peaceful campus for all students and employees. Students who fail to follow the directive of school site administrators or school policy concerning demonstrations, assemblies, sit-ins, or walkouts, may be disciplined.

Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive may result in disciplinary action against the student. If the student demonstration or walk-out causes a disruption to the general public, then local law enforcement may respond to the situation.

While Palisades Charter High School recognizes and respects a student's freedom of speech rights, Pali employees shall not promote, endorse, or participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out, during instructional time.

# Student Conduct

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## Student Searches

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

### *A. Searches Based on Reasonable Suspicion*

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

The administrator must:

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

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

- Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
- Jackets, purses, pockets, back packs, bags, and containers in the student's possession may be searched to the extent reasonably necessary.

Under no conditions may strip searches be conducted.

- Only school officials of the same sex as the

student being searched may conduct the search.

- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same sex).

### *B. Random Metal Detector Searches*

California courts and the California Attorney General's Office have approved the use of random metal detector searches for weapons. Random use of metal detectors is appropriate only if:

The method of selection of students to be searched is genuinely random.

Students selected to participate in random metal detector searches are selected without regard to personally identifiable characteristics such as race, gender, surname, group affiliation, or past history of misconduct (i.e., selection is random).

The searches are minimally intrusive.

This serves as notice to parents that random searches may occur at any time during the school day. If, as a result of a metal detector search, reasonable suspicion arises that a particular student may have a weapon, school officials may conduct a search of that student, in a private area, in accordance with the above guidelines for reasonable suspicion searches.

## Appeal of Disciplinary Action

Challenges or objections to suspensions may be addressed directly with the academic principal or principal's designee. Students who are recommended for expulsion have a right to an expulsion hearing, may address the PCHS Board of Trustees before the decision to expel is made and if expelled, may appeal the expulsion to the Los Angeles County Office of Education.



# Health

## Chapter 9

- Food Services
- Free & Reduced Meals
- Meals
- Physical Education
- Physical Activity and Punishment
- Use of School Facilities Outside of School Hours
- Administration of OTC and RX Medication
- Mental Health Support
- Physical Fitness Test
- Health Office
- Sex Education
- Authorized Comprehensive Sexual Health Education Course
- Acquired Immune Deficiency Syndrome (AIDS) Education
- HIV/AIDS Prevention Program
- Westside Family Health Center
- Student Health Information for Parents/Guardians
- Immunization Requirements
- New Law (SB 277)
- Not Meeting Immunization Requirements
- Conditional Admissions
- Limited Latex Environment
- Physical Examinations
- Pupils with Temporary Disabilities
- Blood Donation Drives
- Confidential Medical Services
- Health Insurance
- Notice of Privacy Practices

# Health and Wellness

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## Food Services

With current national attention being focused on children's health and wellness issues, Palisades Charter High School is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called [mealtime.com](http://mealtime.com). By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

Also, parents will have the ability to print out a copy of their child's eating history report. This history report will show you all dates and times that your child has purchased a breakfast and or lunch within the past thirty days.

## Free & Reduced Meals

If you feel your child qualifies for free or reduced price meals according to the eligibility scale, please fill out the application and return it to your child's school as soon as possible.

If you received free or reduced price meals last year, a new application must still be filled out for the new school year. Only one application per household is needed. An application approved for free meals will allow your child to eat every day with no charge to you, and an application approved for reduced price meals will be charged \$.40 for lunch and \$.30 cents for breakfast. No child who qualifies for free or reduced meals will be overtly identified in any way.

## Meals

Palisades Charter High School is committed to serving meals at appropriate times and ensuring students have adequate time to eat. To that end:

Breakfast will be served from 7:00 – 7:40 a.m. daily.

Lunch will be scheduled in the middle of the day for a 40-minute period and there will be multiple points of distribution to minimize lines and ensure access for all students.

School bathrooms are open during the school day to provide students with ready access for hand washing prior to eating. Additionally, many classrooms are equipped with a sink.

## Physical Education

Students will receive physical education for a minimum of four semesters. We will explore the need to provide interventions for physical education, these would include family participation. All instructional oversight for physical education courses will be conducted by credentialed teachers using the Physical Education Model Content Standards for California Public Schools. Physical education instruction at the secondary level includes 400 minutes of instruction each 10 school days for participating students, including students with disabilities and special health-care needs and those in alternative education settings. (EC 51222)

FITNESSGRAM physical performance test is administered in Grade 9 by staff during the month of February, March, April, or May with results reported to the California Department of Education. (EC 60800)

Provide a comprehensive and sequential physical education program for students in Grades 9–12 with exposure to the eight core content areas as described in the California Code of Regulations, Title 5, §10060.

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## Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (e.g. running laps, pushups) or withhold opportunities for physical activity (e.g. nutrition, physical education) as punishment on a regular basis.

## Use of School Facilities Outside of School Hours

School spaces and facilities are available to students, staff, and community members, before, during, and after the school day, on weekends, and during school vacations on a civic center permit basis. Every effort will be made to keep the school's fitness center open after school for the school community to access. These spaces and facilities are available to community agencies and organizations offering physical activity and nutrition programs with prior school approval. School policies concerning safety will apply at all times.

## Administration of OTC and RX Medication

Any parent requesting medication administration to a student at school, whether it is over-the-counter (OTC) or a prescription (RX) medication, must comply with California state law and PCHS policy and practices to ensure the health and safety of the student. The PCHS Medication Form is available from the Health Office, the PCHS website or may be copied from this PCHS Handbook. California Education Code Section 49423 provides that any pupil who is required to take, during the regular school day, OTC or RX medication prescribed for him by a physician may be assisted by the school nurse or other designated school personnel if the school receives:

1. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.
2. The medication in the original container with student's name and complete pharmacy label or

OTC label, and

3. A written statement from the parent or guardian of the pupil indicating the desire that the school assists the pupil in the matters set forth in the physician's statement. Students may not carry or use medication on campus without prior written consent from the Health Office; self-administration may be permissible by special arrangement with the school nurse. All medication and/or treatment orders are valid for the school year in which written; each new school year requires new orders.

## Mental Health Support

Mental Health professionals, to include student counselors, school psychologist and licensed providers provide short term support to students whose emotional difficulties impact their school performance. Additionally, support groups are provided 2-3 three times per school year through community partners to assist students with issues of grief, anxiety, trauma, etc. Contact your student's counselor for more information.

## Physical Fitness Test

State Law requires schools to administer the Physical Fitness Test (PFT) annually to all students in grade nine. The state-designated PFT is the FITNESSGRAM®, developed by the Cooper Institute for Aerobics Research. The FITNESSGRAM® is a set of tests designed to evaluate health-related fitness and to assist students in establishing lifetime habits of regular physical activity. Passing the test requires that students score in the "Healthy Fitness" zone in five out of the six fitness areas.

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The complete FITNESSGRAM test battery measures student performance in the following areas:

1. Aerobic capacity
2. Body composition
3. Muscular strength, endurance and flexibility

Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. It is recommended that schools should provide students appropriate practice as part of the regular physical education (PE) program throughout the year. Students are tested between February and May, depending on the school calendar. To find more information about the FITNESSGRAM, please contact your child's P.E. teacher.

## Health Office

The medical, emotional and mental health concerns of students are our priority in the Health Office. We strive to ensure that while in school, the student's acute and chronic health needs are met in collaboration with parents and with doctors, when indicated, in order to enable students to perform in the classroom to the best of their health ability. Health Office service includes:

- Ensuring students present evidence of required immunizations;
- Conducting state mandated health screening
- Practicing safe, legal medication administration when warranted;
- Interpreting health and developmental status related to learning;
- Working with students, parents, and doctors to develop Individualized School Health Plans to accommodate chronic health and educational needs;
- Providing information about community resources when needed;
- Conducting in-service training and serving as a

resource person to teachers and administration;

- Preventing the spread of communicable disease by tracking incidence and employing LA Public Health Department if needed;
- Promoting healthy behaviors by demonstration and information sharing;
- Collaborating with support staff;
- Performing health assessments and serving as a team member of the Special Education program;
- Providing First Aid and triage for acute injuries/illnesses.

The Health Office operation is overseen by a credentialed school nurse who possesses a California RN license, minimum Bachelors degree and a health services credential; it is staffed by an Office Nurse with a California RN license. The nurses have current AED/CPR and First Aid training.

## Sex Education

Pali is required to:

1. Provide students with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancies and sexually transmitted diseases.
2. Encourage all students to develop healthy attitudes about adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family.

Pali encourages students to communicate with their parents or guardians about human sexuality and HIV/AIDS and to respect the rights of parents or guardians to supervise their children's education on these subjects. Furthermore, we have established procedures that make it easy for parents and guardians to review materials and evaluation tools related to comprehensive sexual health education and HIV/AIDS prevention education so that they can decide whether or not to have their child participate in all or part of the instruction or evalu-

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ation. In this regard, we honor the principle that parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their children.

A parent or guardian of a student has the right to have the child participate or not participate in all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education under the following conditions:

At the beginning of each school year or for a student who enrolls later, teachers notify parents or guardians about instruction in sexual health education and HIV/AIDS-prevention education and research on student health behaviors that will be used in instruction. The notice to parents or guardians includes all of the following information:

- That the written and audiovisual education materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
- That we may teach comprehensive sexual health education and HIV/AIDS prevention education using school personnel or outside consultants and if by outside consultants, the parent or guardian must be further informed that the school may provide such instruction in the classroom or in an assembly using guest speakers and in either instance must further inform the parent or guardian of (a) the date of the instruction; (b) the name of the organization or affiliation of each guest speaker or speakers; and (c) the right of the parent or guardian to request a copy. Furthermore, if the arrangements for such instruction by outside consultants or guest speakers are made after the beginning of the school year, the notice to parent or guardian must be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.
- That the parent or guardian may request in

writing that his/her child not receive comprehensive sexual health education or HIV/AIDS prevention education.

Schools must continue to meet the requirements of Section 51513 which states that no questionnaire, survey, or examination containing any question about the student's personal beliefs or practices in sex, family life, morality, or religion or any questions about the student's parents' or guardians' beliefs and practices in sex, family life, morality, and religion can be administered to any student in Grades K-12 unless the parent or guardian of the student is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the student to participate in the activity. Pali may, according to this Act, administer in Grades 9-12 anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices relating to sex if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the parent or guardian is given the opportunity to review the material and to request in writing that his or her child not participate.

A student must not attend any class in comprehensive sexual education or HIV/AIDS-prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if the school has received a written request from the student's parent or guardian excusing the student from participation.

A student must not be subject to disciplinary action, academic penalty, or other penalty if the student's parent or guardian declines to permit the

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student to receive comprehensive sexual health education or HIV/AIDS-prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on student health behaviors and risks.

While comprehensive sexual health education, HIV/AIDS prevention education, or an anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks is being administered, an alternative educational activity must be made available to students whose parent or guardian has requested that they not receive the instruction or participate in the test, questionnaire, or survey.

## Authorized Comprehensive Sexual Health Education Course

1. Pali may provide comprehensive sexual health education-which means education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases, in Grades 9 through 12.
2. Pali may use trained school personnel or outside consultants who know the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases.
3. The instruction must meet the following requirements:
  - The instruction and the materials used to teach must be suitable for the intellectual, emotional, and behavioral ability of students of the age being taught.
  - All information taught must be medically accurate and objective, meaning it must be verified or supported by research conducted in the scientific method, reviewed by scientific peers, and recognized as accurate and objective by federal agencies and professional organizations with expert knowledge in health matters. Instruction must be available on an equal basis to a student who is an English learner consistent with the existing cur-

riculum and alternative options for an English learner.

- Instruction and materials must be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural background, and students with disabilities.
- Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.
- Instruction and materials must encourage students to talk with their parents or guardians about human sexuality.
- Instruction and materials must teach respect for marriage and committed relationships.
- Instruction and materials must teach that not having sexual intercourse is the only certain way to prevent sexually transmitted diseases.

## Acquired Immune Deficiency Syndrome (AIDS) Education

Pali is required to instruct students in grades 9 to 12 in AIDS prevention at least once in high school, unless the parent or guardian requests that the pupil not attend such instruction. AIDS education may be covered in health, home economics, science, and social science courses. The teacher of each course must notify parents or guardians that students will receive such instruction in his or her class.

HIV/AIDS prevention education must accurately reflect the latest information and recommendations from the Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences; and must include the following:

- Information on the nature of HIV/AIDS and its effect on the human body.
- Information on the manner in which HIV is and is not transmitted and on activities that present the highest risk of HIV infection.

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- Discussion of methods to reduce the risk of HIV infection and instruction that emphasizes that sexual abstinence, monogamy, avoidance of multiple sexual partners, and avoidance of intravenous drug use are the most effective means of HIV/AIDS prevention and that includes statistics on the latest medical information on the success and failure rates of condoms and other contraceptives in preventing sexually transmitted HIV infection and on methods that may reduce the risk of HIV transmission from intravenous drug use.
- Discussion of the public health issues associated with HIV/AIDS.
- Information on local resources for HIV testing and medical care.
- Instruction on the development of refusal skills to help students overcome peer pressure and use effective decision-making skills to avoid high-risk activities.
- Discussion about societal views on HIV/AIDS and instruction that emphasizes understanding of stereotypes, myths about people with HIV/AIDS, and compassion for people living with HIV/AIDS.

## **HIV/AIDS Prevention Program**

HIV/AIDS and sexually transmitted diseases are epidemic in our community. Public health statistics and reports indicate that increasing numbers of young people in their early teens are becoming involved in behavior that puts them at risk for infection.

While the Palisades Charter High School does offer education which emphasizes abstinence as the only one hundred percent effective method of preventing infection, the proper use of a condom does provide some protection against sexual transmission of the HIV/AIDS virus. At the urging of medical and public health authorities, Palisades Charter High School has enacted a policy to make

condoms available for students, subject to the parental approval guidelines currently used for Health Education classes.

Condoms will be made available through the health office to students requesting them. In making condoms available, Palisades Charter High School assumes no liability. If you do not wish your son/daughter to be able to obtain condoms through the school's HIV/AIDS program, please check and return a form available at the Health Office.

## **Westside Family Health Center**

This year we are happy to partner with the Westside Family Health Center in Santa Monica for an exciting service that is in place currently at five LAUSD schools. Westside Family Health Center is a Health Center Program grantee under 42 U.S.C. 254b, and a deemed Public Health Service employee under 42 U.S.C. 233(g)-(n). It is a Federally Qualified Health Center receiving partial support for uncompensated care and other services under the 330(e) Community Health Centers and other grant programs of the Health Resources and Services Administration of the U.S. Department of Health and Human Services.

Once a month the Mobile Creating Awareness N' Teens Unit will be parked at our school. This 36-foot Mobile Unit is fully equipped with two exam rooms, a clinician area, small lab, a vaccine freezer and refrigerator and a small waiting room. The staff includes a registered nurse practitioner, a community health worker/manager, a community health worker and a Community Outreach & Education team member. Students will be able to sign up (in the Health Office) for an appointment and receive, at little or no cost:

- Reproductive health services for both men and women, including pregnancy tests, pap smears, birth control methods, and emergency contra-

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ception.

- Sexually transmitted disease screening including one on one counseling and treatment, and anonymous and confidential HIV counseling. Call (310) 450-2191 for more information.

## **Student Health Information for Parents/Guardians**

Students who come to school with casts, crutches, braces, and other orthopedic apparatus MUST have their health care provider's written permission to attend school with the device. The written note must include necessary activity restrictions (for example, no stair walking, no P.E. for four weeks, etc.) We will do our best to make accommodations for all students that need them. Our elevator will accommodate wheelchair students as well as those in casts and/or on crutches. The Health Office will process all of these requests.

Students returning to school following serious or prolonged illness, injury, surgery, or institutional admission of any kind (including psychiatric and drug/alcohol inpatient treatment) must present a written order from their private physician, indicating permission to return to school, including any restrictions. Students who have been absent for three days or more require a written note from their health care provider and must be cleared by the school nurse in order to return.

A current emergency information card must be on file in the Health Office. A new card is required at the beginning of each school year. On the card, please be sure to designate at least one additional adult who is able to pick up your child if illness strikes. Students may not spend prolonged periods in the Health Office. If they are ill, they should be kept at home, or leave for home with a parent, guardian, or designated adult. Please include cell phone and email addresses on the emergency card. New students will not be enrolled unless a valid,

written immunization record is presented at the time of enrollment, and immunizations are up-to-date. All students new to Pali must show that they have received all currently required immunizations in order to be enrolled. If PCHS discovers an enrolled student who did not meet the state guidelines, that student must be excluded from school until the requirements are met. (CA Immunization Handbook 9th Ed, 2016)

A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the school nurse, administration and local public health department. Students at risk may also include those with conditions affecting the immune system and those receiving drugs for the treatment of leukemia or organ transplants. Parents are encouraged to notify the school nurse about these conditions to improve communications should a communicable disease outbreak occur.

## Immunization Requirements

To enter into public and private elementary and secondary schools (grades kindergarten through 12), children under age 18 years must have immunizations.

### GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY GRADES TK/K-12



#### Requirements by Age and Grade Before Entering:

Vaccine	4-6 Years Old Elementary School at Transitional-Kindergarten/ Kindergarten and Above	7-17 Years Old Elementary or Secondary School	7th Grade*
<b>Polio (OPV or IPV)</b>	<b>4 doses</b> (3 doses OK if one was given on or after 4th birthday)	<b>4 doses</b> (3 doses OK if one was given on or after 2nd birthday)	
<b>Diphtheria, Tetanus, and Pertussis</b>	<b>5 doses of DTaP, DTP, or DT</b> (4 doses OK if one was given on or after 4th birthday)	<b>4 doses of DTaP, DTP, DT, Tdap, or Td</b> (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/DTP given on or after 7th birthday for all 7th-12th graders.)	<b>1 dose of Tdap</b> (Or DTP/DTaP given on or after the 7th birthday.)
<b>Measles, Mumps, and Rubella (MMR or MMR-V)</b>	<b>2 doses</b> (Both given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)	<b>1 dose</b> (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	<b>2 doses of MMR</b> or any measles-containing vaccine (Both doses given on or after 1st birthday.)
<b>Hepatitis B (Hep B or HBV)</b>	<b>3 doses</b>		
<b>Varicella (chickenpox, VAR, MMR-V, or VZV)</b>	<b>1 dose</b>	<b>1 dose</b> for ages 7-12 years. <b>2 doses</b> for ages 13-17 years.	

\*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

#### INSTRUCTIONS:

California schools are required to check immunization records for all new student admissions at TK/Kindergarten **through** 12th grade and all students advancing to 7th grade before entry.

1. Notify parents of required immunizations and collect immunization records.
2. Copy the date of each vaccine from the child's immunization record to the California School Immunization Record (Blue Card, CDPH-286) and/or supplemental Tdap sticker [PM 286 S (01/11)] or enter into an approved electronic system that prints a Blue Card.
3. Compare number of doses on the Blue Card to the requirements above.
4. Determine whether child can be admitted.



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## GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY GRADES TK/K–12 (continued)

### ADMIT A CHILD UNCONDITIONALLY WHO:

- Has all immunizations required for their age or grade, or
- Entered Transitional Kindergarten with
  - a valid personal beliefs exemption (PBE) for missing shot(s) that was signed within 6 months prior to entry and filed before January 1, 2016 and
  - immunization records with dates for all required shots not exempted, or
- Is entering 1<sup>st</sup>–6<sup>th</sup> grade or 8<sup>th</sup>–12<sup>th</sup> grade and submits a valid PBE filed at a prior California school for missing shot(s) and immunization records with dates for all required shots not exempted. **The PBE must have been filed before January 1, 2016 and is only valid for the current grade span (TK/K through 6<sup>th</sup> or 7<sup>th</sup> through 12<sup>th</sup> grade).** For complete details, visit [ShotsforSchool.org](http://ShotsforSchool.org), or
- Submits a licensed physician's written statement of a permanent **medical exemption** for missing shot(s) and immunization records with dates for all required shots not exempted.

The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs.

### A CHILD WHO IS MISSING REQUIRED SHOTS MAY BE ADMITTED CONDITIONALLY IF HE/SHE:

- Is missing a dose(s) in a series, but the next dose is not due yet. This means the child has received at least one dose in a series and the deadline for the next dose has **not** passed, according to the table below.
- Has a temporary medical exemption to certain vaccine(s) and has submitted immunization records for vaccines not exempted. The statement must indicate which immunization(s) must be postponed and when the child can be immunized.

### SCHOOLS NEED TO FOLLOW UP AFTER ADMISSION IF:

- Child was admitted conditionally. Notify parents of the deadline for missing doses. Review records every 30 days until all required doses are received.
- Awaiting records for transfers from within California or another state. School may allow up to 30 school days before exclusion.

### When Missing Doses Can Be Given:

Vaccine	Age (Years)	Missing Dose	Earliest Date After Previous Dose	Deadline After Previous Dose
Polio		2nd	6 weeks	10 weeks
		3rd	6 weeks	12 months
	4–6	4th	If the 3rd dose was given before the 4th birthday, one more dose is required before admission.	
	7–17	4th	If the 3rd dose was given before the 2nd birthday, one more dose is required before admission.	
DTaP, DTP, or DT	Under 7	2nd or 3rd	4 weeks	8 weeks
		4th	6 months	12 months
		5th	If the 4th dose was given before the 4th birthday, one more dose is required before admission.	
DTaP, DTP, DT, Tdap, or Td	7 & Older	2nd	4 weeks	8 weeks
		3rd	6 months	12 months
		4th	If the 3rd dose was given before the 2nd birthday, one more dose is required before admission.	
MMR		2nd	1 month	3 months
Hep B	4–6	2nd	1 month	2 months
		3rd	2 months after 2nd dose and at least 4 months after 1st dose	6 months after 2nd dose
Varicella	13–17	2nd	4 weeks	3 months

### DO NOT ADMIT A CHILD WHO:

Does not fit one of the previous categories. Refer parents to their physician with a written notice indicating which doses are needed.

Maintain a list of unimmunized children (exempted or admitted conditionally), so they can be excluded quickly if an outbreak occurs.

## **New Law (SB 277) Effective in 2016**

Governor Brown signed Senate Bill (SB) 277 on June 30, 2015. SB 277 changes immunization requirements for children entering child care or school.

Starting January 1, 2016:

- Parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a religious or personal beliefs exemption to a currently-required vaccine. For example, a parent may not request an exemption form at the time of registration. There are no forms available, as the law went into effect in January 2016.
- Personal beliefs exemptions (PBEs) filed at a previous school before January 1, 2016 will remain valid through 12th grade. The parent must provide the previously filed exemption (copy or original) at the time of registration. The date should be at or about the time the student entered 7th grade. School personnel will not make calls to previous schools requesting these records. If the personal belief exemption documentation is no longer available, children must meet immunization requirements. The law does not accept previous exemptions from another state or country as valid.

### **IEP Students**

Students who have an individualized education program (IEP) should continue to receive all necessary services identified in their IEP regardless of their vaccination status.

### **Medical Exemptions**

Medical exemptions will be accepted as valid under the new law if the document meets the following requirements: A written statement from a licensed physician (M.D. or D.O.) which states

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

Students will no longer be required to have immunizations for entry if they attend:

- A home-based private school or an independent study program with NO classroom-based instruction.

However, parents or guardians must continue to provide immunization records for these students to their schools, and schools must continue to maintain and report records of immunizations that have been received for these students.

Personal beliefs exemptions will be allowed for any new immunization requirement initiated by the California Department of Public Health after Jan 1, 2016. The forms will be made available in that instance. (CCR TITLE 17, DIVISION 1, CHAPTER 4 Subchapter 8).

### **Not Meeting Immunization Requirements**

The Health Office will provide written notice of missing required vaccines. Parents can take this to the physician of choice to receive the required immunizations. Parents must provide the Health Office with documentation of vaccines administered.

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## Conditional Admissions

Children behind on their required immunizations may be admitted conditionally, if they are not currently due for any doses, alone or in a required series. The Health Office will notify parents when the next shot is due. The student must bring documentation of the required vaccine to the Health Office when it is completed. (CCR TITLE 17, DIVISION 1, CHAPTER 4 Subchapter 8).

## Limited Latex Environment

No Latex Balloons, No Latex Gloves

It is common knowledge that the environment, especially the air, can pose health risks to individuals on a daily basis. Some of these individuals have life-threatening asthma and/or allergies to substances present in the environment. Our awareness of these reactions to environmental substances makes us all responsible to keep these known controllable hazards out of our environment to the best of our abilities.

Latex (natural rubber latex) is one of these environmental health hazards that Palisades Charter High School works diligently to control. We have had several students and employees with this latex sensitivity/allergy over the past years. It is inevitable with the amount of latex used in our daily lives that anyone, including our students and staff, could suddenly present with a latex sensitivity or latex allergy.

Latex is invisible and odorless. Latex does not warn of its presence. Some specific items that are latex are identifiable, such as rubber balloons, rubber gloves, rubber balls and rubber bands. The latex particles can become airborne especially with balloons and gloves. If someone with a latex allergy inhales the air contaminated with the latex particles they can develop respiratory (breathing) distress. This can occur without warning and could be fatal within minutes.

It is the responsibility of each and every one of us to maintain the safety of the Pali High School campus.

Since August 2012 the use of latex gloves and latex balloons on campus or at Pali-sponsored in-door events has been prohibited. We will continue to monitor the campus for potential hazards. These situations have been and will continue to be addressed. Awareness of this latex allergy risk and compliance with this directive is not optional. It is imperative that we maintain a safe campus environment for all.

## Physical Examinations

Physical examination, including vision and hearing screenings, as required for Special Education programs may be done by a regular private physician. If parents/guardians do not wish to have their child examined at school, they must file an annual written statement to that effect with the school's administrators.

Screening of the student's vision and hearing will be done at the school site in accordance with State mandates. Parents/guardians will be notified of any findings as a result of the mandated screening tests that require further attention.

Each student in grades 9 through 12 planning to participate in interscholastic athletic competition must pass a physical examination yearly by a licensed health provider. Athletes will receive further instructions for meeting this requirement from their coach or Athletic Director at school.

## Pupils with Temporary Disabilities

Instruction in the home or hospital is provided pursuant to state law for eligible general education students in grades 9-12 whose non-contagious

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temporary medical disability prevents attendance in regular day class or alternative educational program for a limited period of time. The intent is to maintain continuity of the student's instructional program during the interim period of disability. A home/hospital teacher provides instruction in subjects/courses correlated with the student's school program to the maximum extent possible. Home/Hospital instruction is designed as a temporary interim service. It shall not replace, over an extended period of time, the regularly required instructional program. Application to the home or hospital program is initiated by the parent and requires a physician's statement of need including diagnosis, treatments and duration. The application is obtained from the school nurse in the health office. Acceptance into the home or hospital program is determined by the program provider. The parent coordinates with the PCHS school counselor regarding academic matters, as well as disenrollment from PCHS while enrolled in home/hospital program.

## **Blood Donation Drives**

Blood donation drives in cooperation with blood procurement agencies may be held on senior high school campuses. Efforts will be made to notify parents/guardians of blood donor drives; however, the written consent of the parent/guardian is no longer required for participation by students 17 years or older.

## **Confidential Medical Services**

School authorities may excuse any pupil in grades 9 through 12 from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian. CA Assembly Bill 499 (Atkins, Chapter 652, Statutes of 2011)

## **Protective Gear**

Students are allowed to wear PCHS protective gear (hats, sun visors and/or sunglasses) while outdoors at recess, gym, etc. Schools may regulate the type of sun protective clothing/headgear. Schools are not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for their outdoor activities while at school.

## **Health Insurance**

Pali High does not provide student accident insurance to help cover the costs of paramedic/ambulance care or transportation, or any medical, surgical, dental or hospital costs due to school related injuries to students (except under certain, narrow circumstances). However, all students in Pali are eligible for enrollment in a number of student health insurance/accident plans.

The Children's Health Access and Medi-Cal Program (CHAMP) can assist parents to enroll their children into free or low-cost health insurance programs such as Medi-Cal, Healthy Families, Healthy Kids and Kaiser Child Health Plan. These are programs for children regardless of immigration status. Parents can call the toll-free CHAMP HELPLINE at 1-(866) 742-2273 for information and enrollment assistance and/or visit the website at <http://CHAMP.lausd.net>. These plans cover school related injuries and some cover injuries and illness 24/7.

Students engaged in interscholastic sports are required by California Education Code sections 32220-32224 to have health or accident medical coverage. The plans referenced above are also meant to help parents comply with these State laws.

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## Notice of Privacy Practices

This notice describes how medical information about your child may be used and released and how you can get access to this information. Please review this document carefully.

Federal law, the Health Insurance Portability and Accountability Act (HIPAA) requires Palisades Charter High School to make sure that your Protected Health Information (PHI) is kept private. PHI includes information that we have created or received about your child's past, present, or future health/medical conditions that could be used to identify your child. Unless you give us written authorization, we will only release your health/medical information for treatment, payment, or health care operations or when we are otherwise required or permitted by law to do so. Not every use is listed, but the ways we can use and release information fall within one of the descriptions below.

### *Possible Ways PCHS can Release Information*

1. Appointment reminders and health-related benefits or services: We may also use PHI to give you information about other health care related treatment and services.

2. Treatment: We may use and release your PHI to those who provide you with health care services or who are involved with your child's care such as doctors, nurses and other health care professionals. PHI may also be used for referrals to hospitals, specialists, or for other treatment alternatives. For example, we may share the PHI with relevant school staff for Individualized Educational Program (IEP) purposes to recommend appropriate Special Education related services to address your child's health needs while at school.

3. To receive payment for the treatment that was provided to your child: We may use and release your PHI in order to bill and receive payment for treatment and services your child

received in the school or community setting. For example, Palisades Charter High School bills Medicaid for services that are provided to Medical eligible students.

4. Health Care Operations: We may use and release your PHI in order to administer our school-based health centers. For Example, members of our quality improvement team may use information in your child's health record to review the care and outcomes for quality improvement purposes.

5. To meet legal requirements: We may use and release PHI to government officials or law enforcement agencies when federal, state, or local laws require us to do so. We also share PHI when we are required to do so in a court or other legal proceedings. For example, if a law says we must report private information about students, who have been abused, we will provide such information.

6. To report Public Health activities: We may use and release PHI to government officials in charge of collecting certain public health information. For example, we share general, information about births, deaths, and some statistical information about diseases such as SARS, and small pox.

7. For research purposes: We do not release PHI for purposes of medical research. We do however use PHI to create a collection of information that cannot be traced back to your child.

8. To avoid harm: In order to avoid a serious threat to the health and safety of a person or the public, we may provide PHI to law enforcement, emergency personnel, or, others who may be able to stop or lessen the harm.

9. Fundraising: We may use and release the PHI

toward applying for grants and/or funding: agencies to obtain funds for the enhancement and expansion of our services. (Although; allowable by law, it is not Palisades Charter High School practice to use or release your PHI in a manner that can be traced back to your child.

## *Your Rights*

1. See or obtain a copy of information that we have about your child, or correct your child's personal information that you believe is missing or incorrect. If someone else (such as your doctor) gave us the information, we will tell you who, so that you can ask them to correct it.
2. Ask us not to use your health information for payment or health care operations activities. (We are not required to agree to these requests.)
3. Ask us to communicate with you about health matters using reasonable alternative means or at a different address, if communications to your home address could endanger you.
4. You have a right to withdraw or revoke your consent in writing at anytime.

However, we may refuse to continue to treat a child if the parent revokes his or her consent.

5. Receive a list of disclosures of your health information that we make on or after Sept. 3,

2009, except when:

- You have authorized the disclosure
- The disclosure is made for treatment, payment or health care operations; or
- The law otherwise restricts the accounting

## *Complaint Process*

If you believe that we may have violated your Privacy rights, you may send your written complaint to:

Privacy Complaints  
U.S. Department of Health and Human Services  
Centers for Medicare and Medicaid Services  
7500 Security Blvd., Baltimore, Maryland  
1-800-633-4227



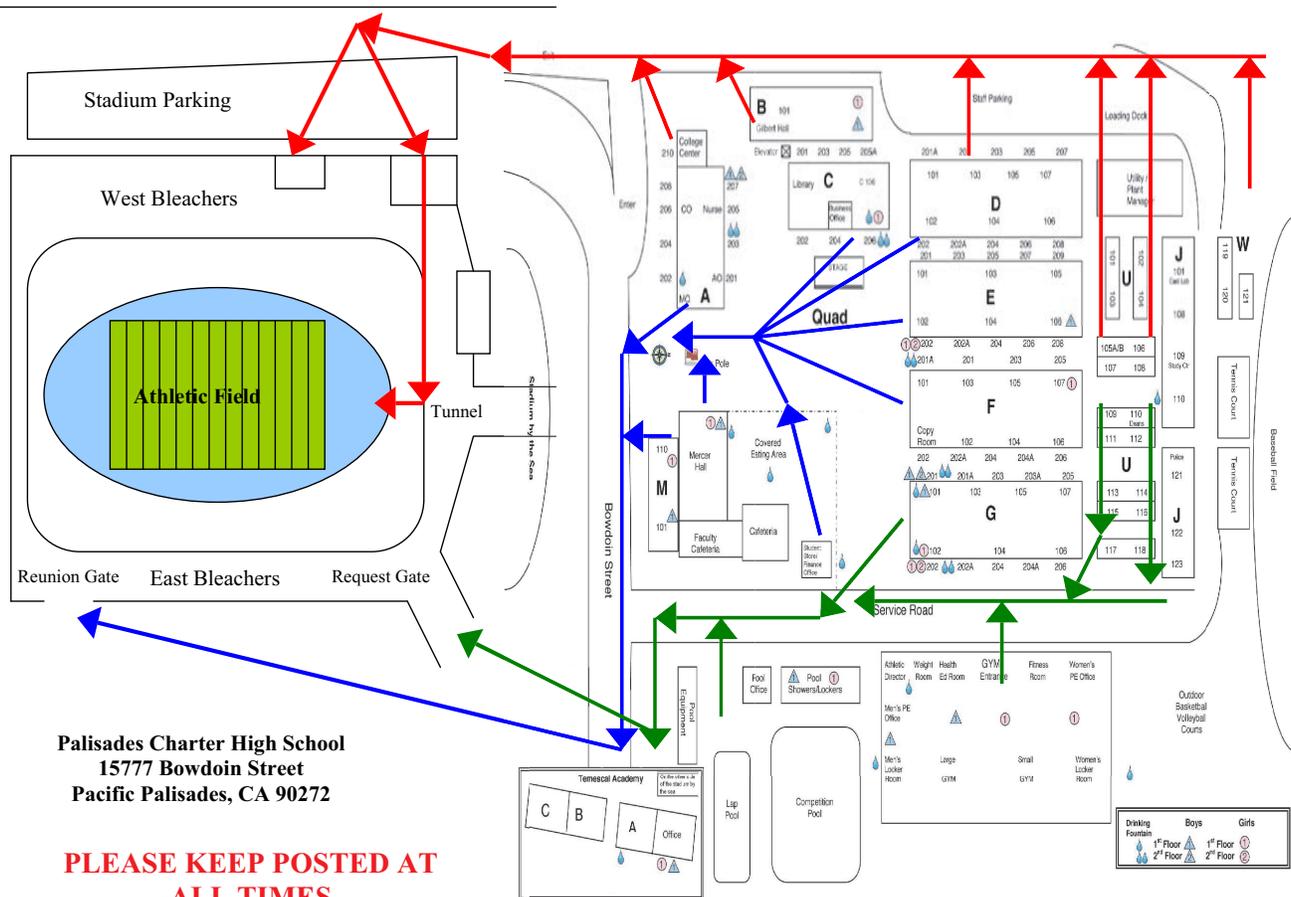


# Safety

## Chapter 10

- Safety School Plan
- Preparing for Emergencies
- What can Parents do better be Prepared?
- Responding to an Emergencies
- What can Parents do during an Emergency?
- Asbestos Management Program
- Integrated Pest Management Program
- Annual Pesticide Use Notification

## Palisades Charter High School Evacuation Routes:



### Safe School Plan

California public schools are required to comply with California Education Code Section 212, dealing with the preparation of "Safe School Plans". These plans address violence prevention, emergency preparedness, traffic safety and crisis intervention. A copy of the Safe School Plan is available in the Main Office.

## Preparing for Emergencies

Pali works diligently to make sure that students and staff are prepared for an emergency. Pali has a detailed Safe School Plan that provides guidance for the school staff and students in an emergency.

The school conducts regular drills and stores supplies that are specifically designed to be of assistance to students and staff during an emergency. Drills are a part of the school's activities and information on the various drills is on the school website: [www.palihigh.org](http://www.palihigh.org).

In addition to the regular drills, the school stocks enough emergency supplies to sustain students and staff. These supplies include the following: water, food, first aid supplies, search and rescue supplies and sanitation/comfort supplies. These supplies are checked regularly by school staff and inspected annually.

## What can Parents do to be Better Prepared?

Parents can be better prepared for an emergency by doing the following:

1. Make sure that your child's Emergency Card is current and correct.
2. Instruct your child to take all emergency drills seriously. Regularly review home and school emergency procedures with your child.
3. Prepare a Family Disaster Plan and review it regularly with everyone in your family.
4. Prepare a Disaster Supply Kit for your home, car(s) and work.
5. Eliminate the hazards from your home that could hurt you or your child in an emergency.
6. Contact the American Red Cross for disaster preparedness information. Visit the website: [www.redcross.org](http://www.redcross.org) or call (310) 445-9900 for the Los Angeles Chapter.
7. Get Community Emergency Response Training (CERT) from your local fire department.

## Responding to Emergencies

In the event that there is an emergency, parents should remember that schools are among some of the safest buildings in the community. By law, California public schools are built to a higher standard, called the Field Act. This prevents schools from suffering the same damage seen in regular residential or commercial buildings. Schools also have extensive Fire Life Safety Systems that include fire alarms and sprinkler systems that are designed to protect students and staff.

In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe Assembly Area, usually the school football field. See classroom assembly grid.

During an emergency, parents who want to pick up their children may be asked to go to the Request Gate located on the visitors' side of the football field. This is a specific location that we will use to release students. Please remember that students will only be released to a person whose name is listed on the student's Emergency Card. Parents must make sure that the Emergency Card is current and correct. Please notify the school anytime the emergency contact information changes.

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when there is a Lock Down, parents will not be able to pick up their children until the school campus is declared to be safe by the Police or Sheriffs. Parents need to understand that the students are being sheltered in a secure place for their safety and will be released only when it is safe to do so.

# Safety

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## What can Parents do During an Emergency?

Parents need to be familiar with the school's emergency procedures during an emergency. Knowing where to go to pick up your child will save time and reduce anxiety. Parents should remember that schools have emergency procedures in place to protect all the students and the schools will follow these procedures during an emergency.

Working with the school staff will help them protect their child and all the other children. Parents should also remember that students look to their parents for guidance and support during an emergency; parents who are strong and calm can inspire students to do the same. This will go a long way to promote recovery and a return to normalcy. Parents who have questions about the Pali's emergency procedures are encouraged to contact David Riccardi, Director of Operations, 310 230-6625 or [driccardi@palihigh.org](mailto:driccardi@palihigh.org).

## Asbestos Management Plan

Pali has an Asbestos Management Plan "AHERA Report" which identifies where asbestos containing building materials are located at the school and the conditions of those areas. The AHERA report is updated every six months, and is available for review upon request.

## Integrated Pest Management Program

In March 1999, the Board of Education approved a revised Integrated Pest Management (IPM) Policy with a goal of eventually phasing out the use of pesticides and herbicides, as technology permits. It is the goal of Pali to provide for the safest and lowest-risk approach to manage pest problems, while protecting people, the environment, and property. The IPM Policy detailed below focuses on long-term prevention and will give non-chemical methods first consideration when

selecting appropriate pest management techniques. Emphasis under the program is placed on the use of mechanical (e.g., glue traps) and exclusionary (e.g., installation of door sweeps and screens, caulking holes and crevices) pest management techniques prior to using pesticides or herbicides, where possible.

Pesticide/herbicide products used must be first approved by the IPM team following a careful review of contents, precautions, and low-risk methods of use. Pesticides and herbicides may only be applied by LAUSD/Pali's licensed Pest Management Technicians.

No pesticide/herbicide use by school-based staff, contractors, students, or parents is permitted.

The following information is available in the Main Office of the school:

- The IPM Team-approved products list.
- A log of IPM activity at the school.
- Request for Notification Form for parents or guardians to sign if they desire 72-hour notification of pesticide use (except for emergencies as determined by the IPM Coordinator and an independent IPM expert).

The notification will include specific information, including product names and active ingredients, target pest, date of pesticide use, signal word indicating the toxicity category of the pesticide, a contact name and number for more information, and the availability of further information at the school's main office.

Parents or guardians should notify the school principal on the Request for Notification Form if they believe their child's health and/or behavior could be influenced by exposure to pesticide products, and they desire to be notified of all pesticide applications.

Signs will be conspicuously posted around any area at least 72 hours before and after the use or application of pesticides not on the IPM Team approved list in a non-emergency situation. In the event of an emergency as determined above, posting will go up at the time of the application.

### ***Policy Statement***

It is the policy of Palisades Charter High School to practice Integrated Pest Management (IPM). All aspects of this program will be in accordance with federal and state laws and regulations, and county ordinances.

Pesticides pose risks to human health and the environment, with special risks to children. It is recognized that pesticides cause adverse health effects in humans such as cancer, neurological disruption, birth defects, genetic alteration, reproductive harm, immune system dysfunction, endocrine disruption and acute poisoning. Pests will be controlled to protect the health and safety of students and staff, maintain a productive learning environment and maintain the integrity of school buildings and grounds. Pesticides will not be used to control pests for aesthetic reasons alone. The safety and health of students, staff and the environment will be paramount.

Further, it is the goal of Pali to provide for the safest and lowest risk approach to control pest problems while protecting people, the environment and property.

### **Annual Pesticide Use Notification**

The District has adopted an Integrated Pest management (IPM) policy. This policy includes notifying parents/guardians and school staff of pesticide use. During the school year, it may be necessary to apply pesticides at your child's school to avoid serious health problems posed by pests and/or maintain the integrity of a structure. However, should you feel that your child's or your (for school staff) health and/or behavior could be influenced by exposure to pesticide products, you are notified as follows:

- An application of products on the Approved List may be applied during the school year (see attached list of pesticide products that have been approved for use at District sites).
- In the event the use of a product is required that is not on the Approved List, you will be notified 72 hours in advance (Exception: Emergency circumstances that warrant an immediate response). Additional information regarding pesticide products, including those on the District's Approved List, is available online at <http://www.cdpr.ca.gov>.





# Parents

## Chapter 11

- Parental Rights
- Parent Involvement
- Parent's Right to Know
- Parent's Liability
- Non-Discrimination Policy
- Title IX
- Appropriate Relationship with Students
- Child Abuse
- Sexual Harassment Policy
- Notice to Parents, Guardians, Pupils, & Teachers: Important Information about Your Complaint Rights
- Aviso Para Padres, Tutores, Alumnos, & Maestros: Información Importante Sobre Sus Derechos de Queja
- Williams Uniform Complaint Process Background Information
- Uniform Complaint Procedures
- Access to School Records and Federal and State Laws Affecting Family Educational Rights and Privacy
- Location of Pupil Records
- Challenges to Pupil Record Information
- PCHS HIV/AIDS Prevention Program
- PCHS Annual Pesticide Use Notification
- PCHS Annual Pesticide Use Notification
- Media and Image Authorization and Release
- Acceptable Use Policy (AUP) for PCHS Computer Systems Information for Students and Parents

# Parents

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## Parental Rights

Education Code Section 51101 provides that parents/guardians of pupils enrolled in public schools have the right to work together in a mutually supportive and respectful partnership with schools to help their children succeed. Parents/guardians have the right to:

- Observe the classroom(s) in which their child is enrolled or will be enrolled. (Must give 24-hour notice to teacher.)
- Meet with their child's teacher(s) and the principal.
- Volunteer, under the supervision of PCHS employees, their time and resources for the improvement of school facilities and programs. Be notified if their child is absent from school without permission.
- Receive the results of their child's performance on standardized and statewide tests and information on the performance of the school. Request a particular school for their child and to receive a response (Pali is not required to grant the request).
- Have a school environment for their child that is safe and conducive of learning. Examine the curriculum materials of the class(es).
- Be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- Have access to the school records of their child 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 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 a parent advisory committee or board standing committee, in accordance with any rules and regulations governing membership in these groups.

## Parent Involvement

A critical dimension of effective schooling is parent involvement. PCHS has an expectation and desire for all families to commit a minimum of 40 hours a year per family. This can be accomplished by volunteering time at the school, attending Back to School Night, monthly Board of Trustees meetings, reading correspondence sent home from school, i.e. The Weekly Pali Newsletters, e-mail, or participating in other school activities. Other opportunities for parent involvement include joining the Parent Advisory Committee (PAC), the Attendance Appeals Committee, the 11th grade parents preparing for graduation committee, and the 12th grade parent graduation committee. In addition, parents be involved in:

### A. Board of Trustees

Information: Dr. Pamela Magee  
E-Mail: [pmagee@palihigh.org](mailto:pmagee@palihigh.org)

Parent representatives are welcome to attend Board meetings as well as participate on standing committees. Please check [www.palihigh.org](http://www.palihigh.org) for meeting dates and times.

### B. PCHS Education Foundation

The Palisades Charter High School Education Foundation (Ed Fund) is the long-term strategic fundraising arm created to fulfill the operational and strategic needs as identified by Dr. Magee, her administrative team, and the Board of Trustees. See [www.palihigh.org](http://www.palihigh.org) for details.

## C. PTSA—Parent Teacher Student Association

The PTSA at Palisades Charter High School is open to all parents, teachers, and students. The PTSA is responsible for organizing various events, including carpooling, the Reflections Creative Arts Program, the Student Benefit Luncheon, and Teacher Appreciation. PTSA's volunteers help out in the classrooms, offices, library, textbook room, and provide hospitality for all major school events - Open House, College Night, Graduation Reception, and the Music and Arts Festival (Showcase Night). For details, go to [www.palihigh.org](http://www.palihigh.org).

## D. Palisades High School Booster Club Inc.

Information: Richard Held  
(310) 476-6043, E-Mail: [rod264@aol.com](mailto:rod264@aol.com)

The purpose of the Booster Club is to raise money for the Charter High School and the Math, Science, and Technology Magnet. The Booster Club President is a member of the Budget Committee and assists in deciding how to allocate the funds that are raised. For details, go to [www.palihigh.org](http://www.palihigh.org).

## E. Bilingual Advisory Committee (BAC)

Information: Myrna Cervantes  
(310) 230 - 6623 x7221, E-Mail: [mcervantes@palihigh.org](mailto:mcervantes@palihigh.org)

This committee participates in development of the school's Master Plan for bilingual education and the bilingual budget. All parents and guardians of LEP (Limited English Proficiency) students are members of this committee. For details, go to [www.palihigh.org](http://www.palihigh.org).

## F. GATE (Gifted and Talented Education)

Information: Mary Bush (310) 230 - 6623 x 7240,  
E-Mail: [mbush@palihigh.org](mailto:mbush@palihigh.org)

## Parent's Right to Know

The No Child Left Behind Act (NCLB) requires that, upon request, parents be notified of their right to know the professional qualifications of their child's teacher in core academic subjects. This information includes:

the type of credential the teacher holds.  
the teacher's college degree(s) and major(s).

A parent may also request information regarding the professional qualifications of a teacher assistant who provides services to his/her child.

Additionally, schools must provide timely notice to the parents of a child who has been assigned to, or has been taught in, a core academic subject for four or more consecutive weeks by a teacher who does not meet the NCLB teacher requirements. For details, go to [www.palihigh.org](http://www.palihigh.org).

## Parent's Liability

Civil Code 1714.01 provides that any act of willful misconduct of a minor which results in any injury to the property of another shall be imputed to the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct not to exceed \$25,000.

California Education Code Section 48904 provides that the parent or guardian of a minor is liable to the school for all property loaned to and not returned or willfully damaged by the minor. It also authorizes Pali to adopt its policy whereby the class schedule, marks, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property.

# Parents

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## Non-Discrimination Policy

Palisades Charter High School is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. Pali prohibits discrimination and harassment based on an individual's sex (including sexual orientation or gender identity, pregnancy, childbirth or related medical condition); ethnicity (such as race, color national origin, and ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status; or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by Pali.

Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and that can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, school programs and activities. The lack of English language skills will not be a barrier to admission to or participation in programs or activities.

Pali prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

## Title IX

Federal law, Title IX, State law and school policy prohibit anyone from discriminating against any student on the basis of sex, sexual orientation and gender. Males and females must be treated the same in all areas including:

- Athletics
- The classes they can take
- The way they are treated in the classroom
- The kind of counseling they are given
- The extracurricular activities in which they can participate
- The honors, special awards, scholarships and graduation activities in which they can participate

Pregnant or parenting students, regardless of their marital status, have the right to attend Pali or any District school, and to participate in any program or activity for which they would otherwise qualify in an environment free of discrimination or harassment. This includes magnet, special education, gifted, non-public and any other specialized schools or programs. Participation in any school or program specially designed for pregnant or parenting students-such as pregnant minor schools or Cal-SAFE programs-must be completely voluntary on the part of the student. Classes, programs and materials offered to pregnant and parenting students must be equal to those offered to other students and students must be provided access to those classes needed to complete their course of study.

Pregnant and parenting students have a right to full participation in school and it is the school's responsibility to make reasonable adjustments to keep pregnant students safe on campus and facilitate their continued participation. Such adjustments might include, but are not limited to: additional time for use of facilities and class changes; tracking changes to minimize missed class time due to child birth and recovery or to facilitate access to child care; providing independent study activities during absences due to pregnancy related illness or recovery at the request of the student/family; and not "capping" pregnant students or teen parents using child care to other school sites out of their community.

Students are encouraged where possible to try to resolve their complaints directly at the school site. Students do not have to be afraid of filing a complaint (see Uniform Complaint Procedures below) or trying to correct a situation. They have the right to take action. For further information, contact the School Administrative Assistant in the Main Office for a Concern Form or download from [www.palihigh.org](http://www.palihigh.org). Student will be directed to the appropriate person for resolution.

## **Appropriate Relationship with Students**

We are committed to ensuring that employee-student relationships are positive, professional and non-exploitative. We will not tolerate improper employee-student relationships.

## **Child Abuse**

### **A. Reporting Requirements**

Any school employee who reasonably suspects child abuse has occurred, or is occurring is required by law to file a child abuse report. These reports are filed with the appropriate child protective services agency such as the local police, sheriffs department or the Department of Children and Family Services. (School police departments, by law are not considered "child protective services agencies" and may not be the recipients of child abuse reports.)

### **B. Abuse of Pupil at the School Site**

The appropriate local law enforcement agency (not School Police) shall investigate complaints filed by parents or guardians of pupils against a school employee or other person that commits an alleged act of child abuse involving any current or former students. If the report is substantiated, the agency will inform the Board of Trustees.

## **Sexual Harassment Policy**

It is the policy of Palisades Charter High School to maintain a working and learning environment that is free from sexual harassment. Sexual harassment, of or by employees or students, is a form of sex discrimination in that it constitutes differential treatment on the basis of sex. For that reason, it is a violation of state and federal laws and a violation of school policy.

Pali considers sexual harassment a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student.

Any student or employee of Pali who believes that she or he has been a victim of sexual harassment shall bring the complaint to the attention of the Complaint Manager, so that appropriate action may be taken to resolve the complaint. Pali prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

# Parents

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The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or education environment. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

Sexual harassment may include, but is not limited to Unwelcome:

- Verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including cat-calls and whistling); sexual innuendoes or slurs or making unwanted sexual advances, invitations, or comments; repeatedly asking for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance.
- Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring.
- Physical conduct such as unwanted touching, assault; and/or interference with work or study directed at an individual because of the individual's gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss and/or offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report, or participating in an investigation or proceeding on a claim of sexual harassment.
- Complaint/Concern forms are available in the Main Office and may be downloaded from [www.palihigh.org](http://www.palihigh.org).

## **Notice to Parents, Guardians, Pupils, & Teachers: Important Information about Your Complaint Rights**

Williams Uniform Complaint Process, Education Code Section 35186(f)

This notice is provided to inform you of the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair.
3. Each class should be assigned a teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English Learners, who have not passed one or both parts of the high school

exit examination by the end of the 12th grade are to provided the opportunities to receive intensive instructions and services for up to two consecutive academic years after the completion of grade 12.

5. A complaint form may be obtained at the main office, Executive Director/Principal's office, or downloaded from the school's Web site at [www.palihigh.org](http://www.palihigh.org). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

## **Aviso Para Padres, Tutores, Alumnos, & Maestros: Información Importante Sobre Sus Derechos de Queja**

Proceso Uniforme de Quejas Williams, Sección 35186(f) del Código de Educación

El propósito de este aviso es informarles lo siguiente:

1. Cada escuela debe proporcionar suficientes libros de texto y materiales de enseñanza. Cada alumno, incluyendo a los aprendices del inglés, debe tener libros de texto o materiales de enseñanza, o ambos, para usar en clase y llevar a casa, o para usar después de clase.
2. Las instalaciones escolares deben estar limpias, ser seguras y bien mantenidas.
3. Se deberá asignar un maestro a cada clase y no una serie de suplentes u otros maestros provisorios. El maestro deberá tener las credenciales apropiadas y capacitación en la materia para dar la clase, incluyendo capacitación para enseñar a alumnos que están aprendiendo inglés, en caso de haberlos.

Puestos vacantes de maestro significa una posición a la cual un sólo empleado certificado no ha

sido asignado al comienzo del año durante el año entero o, si la posición es para un curso que dura un semestre, una posición a la cual un sólo empleado certificado no ha sido asignado al principio del semestre durante todo el semestre.

EL asignar erróneamente significa asignar a un empleado certificado a una posición de enseñanza o servicios para la cual el empleado no tiene certificado o credencial reconocidos legalmente o la asignación de un empleado certificado en una posición de enseñanza o servicios para la cual el empleado no esta, de otra forma, autorizado, por decreto, a tener.

4. A los alumnos que no hayan aprobado las dos partes del Examen de egreso de la preparatoria de California (High School Exit Examination), antes de terminar duodécimo grado, incluyendo a los aprendices de inglés, se les dará la oportunidad de disponer de medios y recursos para prepararse para el examen de forma intensiva durante los dos años siguientes al de terminar duodécimo grado.

5. Puede obtenerse un formulario de queja en la oficina de la escuela, en la oficina del Executive Director/Principal, puede bajar del sitio web [www.palihigh.org](http://www.palihigh.org). También puede bajar una copia del formulario de quejas del Departamento de Educación de California del sitio web: <http://www.cde.ca.gov/re/cp/uc>.

Para presentar una queja respecto a las cuestiones anteriormente mencionadas, puede obtener formularios de queja en uno de los siguientes lugares:

# Parents

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## **Williams Uniform Complaint Process Background Information**

For Palisades Charter High School (PCHS) students, employees, parents or guardians of its students:

The Board of Trustees of Palisades Charter High School recognizes that it must ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

Palisades Charter High School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP). These procedures include complaints which allege unlawful discrimination, harassment, intimidation, or bullying on the basis of actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex or sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the School. Furthermore, no pupil enrolled in a public school shall be required to pay a pupil fee for participation in an educational activity.

The UCP shall also be used when addressing a pupil enrolled in a public school from being required to pay a pupil fee for participation in an educational activity as well as complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements. Furthermore, the UCP shall be used in to address any complaints regard-

ing the Local Control Funding Formula and the Local Control and Accountability Plan.

## **Uniform Complaint Procedures**

### **A. Compliance Officer**

The Board designates the Executive Director/Principal and the administrative staff to receive and direct the investigation of complaints, maintain records of complaints and subsequent related actions, and ensure Pali's compliance with the law.

### **B. Notifications on How to Process Complaints**

Pali shall annually notify in writing its students, employees, parents and guardians, advisory committees, and other interested parties of these procedures and the person responsible for processing complaints. Complainants are hereby notified that they may have alternative civil law remedies via governmental administrative agencies, such as (federal) Office for Civil Rights, (state) Department of Fair Employment and Housing (DFEH), (federal) Equal Employment Opportunity Commission (EEOC), local bar associations, law schools, or mediation services.

A copy of Palisades Charter High School's UCP policy and complaint procedures shall be available free of charge.

### **C. Filing of Complaints**

A written complaint of alleged noncompliance with a federal or state law or regulation governing education programs must be filed with the Executive Director. When the subject matter of a complaint is not covered by this policy, the complainant shall be advised.

An individual or group of individuals who allege that he/she or they personally suffered unlawful discrimination may file complaints alleging unlawful discrimination. The complaint must be

filed no later than six (6) months from the date of the alleged discrimination or when the complainant first obtained knowledge of the facts of the alleged discrimination. For good cause, the State Superintendent of Public Instruction may grant an extension of up to ninety (90) days upon written request of the complainant. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, school staff shall assist in filing the complaint. The Complaint Procedure Forms are available for download at [www.palihigh.org](http://www.palihigh.org).

Complaints must be filed in writing with our Executive Director's office: Dr. Pamela Magee, Executive Director/Principal, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information on the form.

Note: Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies in textbooks or instructional materials, teacher vacancy or misassignment, maintenance of facilities, or, as amended by AB 347 (Ch. 526, Statutes of 2007), the provision of intensive instruction and services after grade 12 to students who have not passed the exit examination. The complaint form contains elements required by Education Code 35186 and 5 CCR 4681, 4682, and 4683. In addition, during the Categorical Program Monitoring (CPM) process, California Department of Education (CDE) staff will check to ensure that the complaint form includes all of the elements.

#### D. Investigation of Complaint

At the discretion of the principal/designee and

with the consent of the parties, the compliance principal/designee may undertake a resolution of the dispute via mediation. This step is optional. Upon receipt of the complaint, the executive director/designee will hold investigative meetings, when necessary. Complainant and/or representatives and Pali representatives may present relevant information. To ensure that all pertinent facts are made available, the executive director/designee and the complainant may request other individuals to provide additional information. Complainants are protected by law from retaliation for their participation in the complaint investigation process. Complainants are advised that while Pali will make an effort to protect their privacy and confidentiality, investigation of their complaint may require disclosure of certain information to others. By filing a complaint, complainant authorizes Pali to investigate and make disclosures, as may be reasonably necessary to the investigation and resolution of the complaint. **WRITTEN DECISION** Within sixty (60) days of receiving the complaint, the principal/designee shall prepare and send to the complainant a written report of Pali's investigative findings, corrective action (if any), suggested resolution(s), and a rationale for the findings, along with any supporting documentation. This investigative report shall be written in English and in the language of the complainant whenever feasible or required by law. The school's person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California Code of Regulations, Title 5, sections 4680-4687 and in accordance with local procedures adopted under section 4621.

#### E. Referring Complaint Issues to Appropriate Agencies

In accordance with Section 4611 of Title 5 of the California Code of Regulations the following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to these complaint procedures.

# Parents

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Allegations of child abuse: Los Angeles County Department of Children and Family Services, 3075 West Wilshire Blvd., Los Angeles, CA 90010 and/or Child Abuse Unit of the appropriate local law enforcement agency.

Health and Safety complaints regarding a child development program: California State Department of Social Services, Community Care and Licensing, 6167 Bristol Parkway, Room 400, Culver City, CA 90230.

Discrimination issues involving child nutrition programs: U.S. Department of Agriculture, Food and Nutrition Service, Child Nutrition Division, 3101 Park Center Drive, Alexandria, VA 22302.

Employment discrimination complaints: Department of Fair Employment and Housing (DFEH), 611 West 6th Street, Los Angeles, CA 90017.

Allegations of fraud shall be referred to the responsible State or Federal Department Division Director and its legal office; California Department of Education, P.O. Box 944272, Sacramento, CA 94244-2720.

Depending on the nature of the complaint, the complainant may also have available civil law remedies and may consult his/her attorney.

## F. Appeals to the California Department of Education

The complainant has a right to appeal PCHS's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the school's Decision. The appeal must include a copy of the complaint filed with PCHS and a copy of the Decision. The appeal should be sent to:

State of California Department of Education  
State Superintendent of Public Instruction  
1430 N Street  
Sacramento, California 95814

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

## Access to School Records and Federal and State Laws Affecting Family Educational Rights and Privacy

The privacy of school records is protected by federal and state laws which cover nearly every type of pupil record maintained by the school. Such records might include information about attendance, health, grades, behavior, athletic ability, or activities in class. The law prohibits the release of pupil records information without written consent of the parent, or student (18 years or older). Records or information maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and State privacy laws. Unless otherwise prohibited by law, any natural parent, adopted parent, or legal guardian may have access to and review the pupil records of their child. Also, students who are 16 years and older (or have completed the 10th grade) have the right to access and review their records.

School employees who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. Other individuals or agencies may be authorized to access, review and/or obtain pupil records by court order or by statute.

Directory information is routine information maintained by the school about students. It is this special category of pupil record information that does not require the same level of confidential treatment as pupil record information. Under the law, a school may identify certain categories of information as directory information and may provide directory information to certain individuals, officials and organizations identified by Pali as those who have a legitimate need to know. Parents and/or adult students have the right to limit or deny the release of any portion of directory information. Additionally, parents and/or adult students may deny the release of directory information to any designated recipient.

Any and all of the following items of directory information relating to a pupil may be released to a designated recipient upon request unless a written request is on file to withhold its release.

- Name
- Address
- Telephone
- Date of birth
- Dates of attendance
- Previous school(s) attended

## Location of Pupil Records

Most pupil records are maintained at the school site. Records maintained by Pali High are usually maintained as indicated below:

1. Pupil records pertaining to student health are maintained in the Health Office with the school nurse as immediate custodian.
2. Pupil records pertaining to student progress, counseling, or guidance assistance are maintained in the Counseling Office, with the Director of Academic Planning and Guidance Services, as immediate custodian.

3. Pupil records pertaining to attendance are maintained in the Attendance Office, with the Director of Admissions and Attendance, as immediate custodian.

4. Pupil records pertaining to athletic activities are maintained in the Physical Education Office with the Athletic Director as immediate custodian.

5. Education records pertaining to classroom activities are maintained in each classroom with each teacher as immediate custodian.

6. Special Education IEP's are maintained in the Counseling Office, with the Director of Academic Planning and Guidance Services, as immediate custodian.

## Challenges to Pupil Record Information

### A. Inspection and Review

The inspection and review of any or all pupil records will be during regular school hours and will be arranged at a time mutually convenient to the parent (or student, when applicable) and the school official. A certificated employee must be present to assist and act as custodian of the file. When a pupil record of one student includes information concerning other students, the parent or adult student who wishes to inspect and review such material may see only such part as relates to the child of that parent or to the particular adult student. If the parent or adult student requests a copy of the whole or any part of a pupil record, the copy will be provided. The school office may charge a copy fee. For all pupil records (other than grades), California Education Code Section 49070 provides that a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any recorded information that is:

# Parents

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1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

The parent may challenge the content of such records by first meeting with the teacher and Director. If the teacher sustains the parent's challenge, the record will be corrected or removed. If the teacher does not sustain the parent's challenge, the parent may appeal to the principal. Appeals from a school principal's adverse decision are to be made first to the executive director, then to the Board of Trustees. The executive director and the Board of Directors may choose to convene an impartial panel to conduct an inquiry into the subject of the challenge. If the panel sustains the parent (or adult pupil), the correction, removal or destruction of material challenged will be made. If the parent's challenge is ultimately denied, the parent has a right to provide written statement of his or her objection to the information. This statement becomes a part of the student's school record unless and until such time as the information objected to is changed or removed.

## B. Grade Challenge

With regard to the challenge of grades, California Education Code section 49066 provides that, in the absence of clerical or mechanical mistake, fraud, bad faith or incompetence, the grade given to each pupil in a course by a teacher shall be final. Challenges to grades will be conducted in accordance with California law and with school policy. Information on this process is in this

handbook under "Academic Programs".

## C. Non-pupil Records

Records or information maintained by any school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.

## D. Forwarding of Pupil Records

Upon the written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to that school.

## E. Filing a Complaint

Parents have the right to file complaints regarding Palisades Charter High procedures affecting rights of privacy with California State Department of Education and/or the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

A complaint form is to be completed if complainant has had a conference with a staff member, did not receive a requested phone call, or if they wish to take a concern to the next level.

Complaint forms are available for download at [www.palihigh.org](http://www.palihigh.org) under "forms."

## **PCHS HIV/AIDS Prevention Program**

Palisades Charter High School offers education (in compliance w/CA Education code 51934 and 51933) which emphasizes abstinence as the only one hundred percent effective method of preventing infection, the proper use of a condom does provide some protection against sexual transmission of the HIV/AIDS virus. At the urging of medical and public health authorities, Palisades Charter High School has enacted a policy to make condoms available for students, subject to the parental approval guidelines currently used for Health Education classes.

Condoms will be made available through the health office to students requesting them unless you, as the parent or guardian withdraw permission by checking and returning the form below to the Health Office. In making condoms available, Palisades Charter High School assumes no liability.

If you do not wish your son/daughter to be able to obtain condoms through the school's HIV/AIDS program, you may download the form from [www.palihigh.org](http://www.palihigh.org) to opt out.

## **PCHS Annual Pesticide Use Notification**

PCHS has adopted an Integrated Pest management (IPM) policy. This policy includes notifying parents/guardians and school staff of pesticide use. The IMP policy and notification form are available on the school website: [www.palihigh.org](http://www.palihigh.org).

## **Media and Image Authorization and Release**

The PCHS media and image authorization and release form is available on the school website: [www.palihigh.org](http://www.palihigh.org).

## **Acceptable Use Policy (AUP) for PCHS Computer Systems Information for Students and Parents**

Palisades Charter High School's Acceptable Use Policy ("AUP") is designed to guide our community in the safe, legal, and educationally appropriate use of technology. The policy can be found at [www.palihigh.org](http://www.palihigh.org).



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