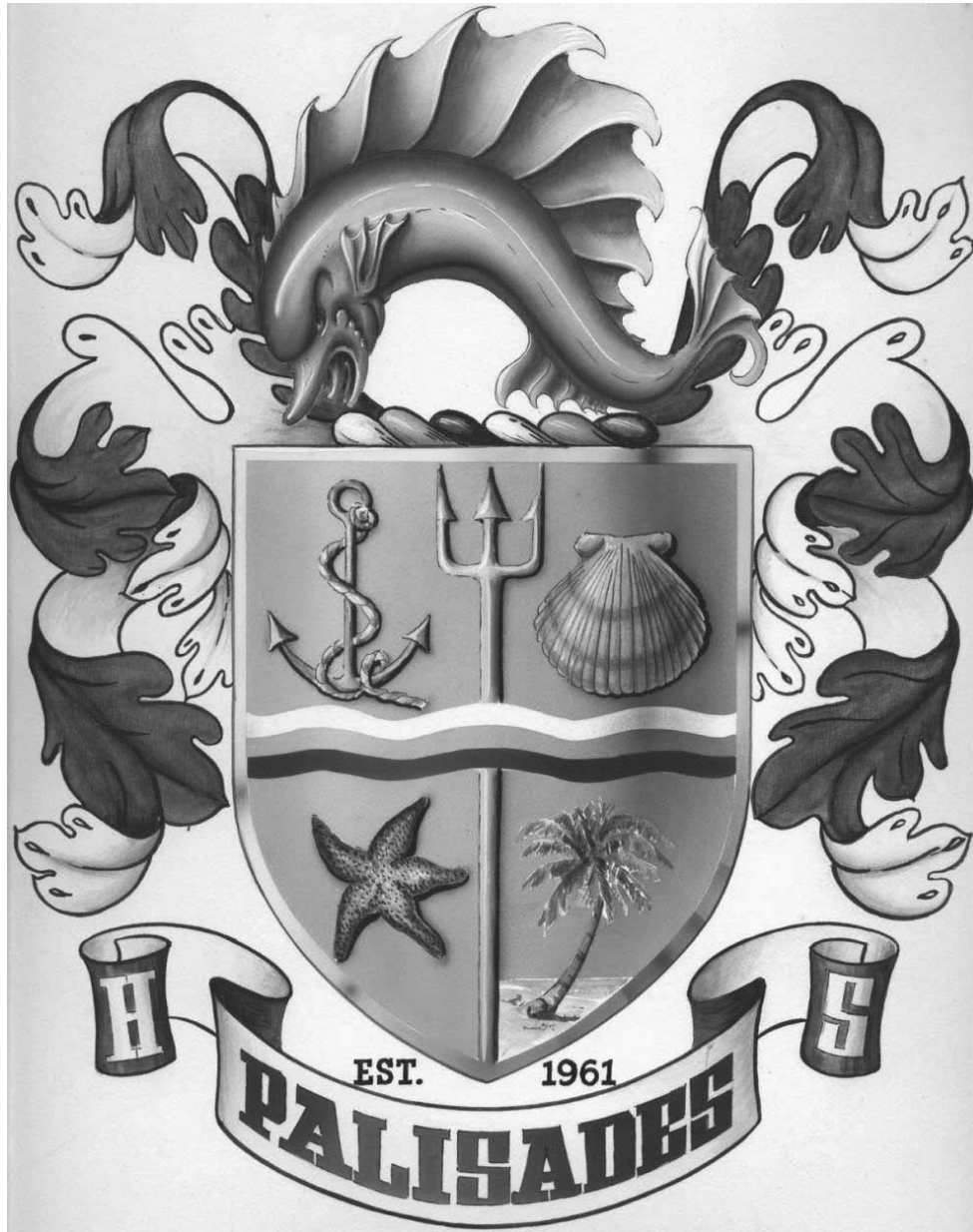


PALISADES CHARTER HIGH SCHOOL

15777 Bowdoin Street, Pacific Palisades, CA 90272
T. 310-230-6623 F. 310-454-6076 W. www.palihigh.org



PARENT/STUDENT HANDBOOK 2013-2014

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 student. Our handbook is in PDF format on our website at www.palihigh.org. Please read the documents carefully with your son or daughter. **Sign the Handbook Form (download it off the website) and have your student return the form on preregistration day. 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

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Palisades Charter High School

"One of America's Best High Schools" – Newsweek 2013

A California Nonprofit Public Benefit Corporation

15777 Bowdoin St., Pacific Palisades, CA 90272

www.palihigh.org ph: 310.230.6623 fax: 310.454.6076

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 Pali Parents,

Welcome to the 2013-14 opening of school! PCHS is looking forward to a productive and exciting year focused on achieving the schoolwide goals established during the comprehensive self study for the Western Association of Schools and Colleges (WASC) six-year accreditation process.

Throughout the 2013-14 school year, PCHS will work toward the student focused objectives identified in the long range schoolwide strategic plan and WASC action plan.

PCHS 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.* The following long range strategic plan goals will guide the school in the coming three years.

- **Achievement** - By 2015, all subgroups will make yearly progress as measured by state and school benchmarks.
- **Family and Community** - By 2015, PCHS will respectfully and effectively communicate through collaborative partnerships with its diverse stakeholder groups to ensure overall student success and personal growth.
- **Facilities** - By 2015, in accord with our school culture and master plan timeline, we will maximize facility use, upgrade, and development through effective project and revenue management.
- **Technology** - By Spring 2015 we will in a user-friendly format, effectively utilize technology to maximize learning opportunities, manage and share information, and expand communication.
- **Budget** - By 2015, our operating budget will increase by at least \$2 million through alternate funding that supplements our state funded budget, and we will acquire funding for special projects to implement our master plan.

Your feedback and input is important to us. Members of the school community are invited to share observations and recommendations for PCHS through surveys and dialogue as we concentrate on making our outstanding school even more successful at meeting the needs of Palisades Charter High School students.

To ensure your child's success at Pali, please review the Student/Parent handbook with your student and keep it on hand as a reference for any questions. Your engagement with your child's school is strongly encouraged. There are numerous ways to get involved and support your child 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 great experience at Pali and to fully participate in the opportunities we offer. Please feel free to contact any member of the administrative team or me with comments or concerns.

It is a tremendous honor to be a part of this vibrant community. I know you share my enthusiasm and optimism for the coming year, and look forward to celebrating many achievements together in the year ahead.

Dr. Pamela Magee
PCHS Executive Director/Principal

COMMUNICATIONS

GENERAL INFORMATION

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. The high school started in September 1961 and graduated its first class in 1963.

Office hours are from 7:00 a.m. to 4:00 p.m. Monday through Friday. Palisades Charter High School is a closed campus. Visitors to the campus must have permission and a pass to be on school grounds. Students may not leave the school grounds without permission during school time. Only seniors may leave during lunch. Our school colors are royal blue, Columbia blue and white. The school mascot is DEWEY DOLPHIN.

PALISADES CHARTER HIGH SCHOOL Web Address: www.palihigh.org

Please visit this web-site regularly for school information and updates.

Send us your E-mail Addresses – Stay Informed!
dolphinupdates@palihigh.org

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 (i.e. pmagee@palihigh.org).

Teacher Websites

Pali teachers have created WebPages with student assignments, homework, grades and other information at Infinite Campus, and/or schoology.com

<https://palihigh.schoology.com>

PCHS 2013-2014 Calendar (Tentative)

August 12	Pupil Free Day-No school
August 13	First Day of School
August 30	No school (Admissions Day)
September 2	No school (Labor Day)
September 5	No school (Unassigned Day)
September 12	Back to School Night
September 13	Minimum Day
October 17	The Great Shakeout (Statewide Earthquake Drill Special Schedule)
November 11	No school (Veteran's Day)
November 25-29	No school (Thanksgiving Holiday)
December 20	No school (Staff Professional Development Day)
December 6	Fall Attendance Appeals Deadline
December 17-19	Fall Finals
December 20	No school (Staff Professional Development Day)
Dec 23- Jan 10	School Closed (Winter Break)
January 13	No school (Staff Professional Development Day)
January 14	Second Semester Begins (all classes meet)
January 20	No school (Dr. Martin Luther King Day)
February 17	No school (President's Day)
May 9	Attendance Appeals Deadline
March 13	Open House
March 14	Minimum Day
March 31	No school (Cesar Chavez Day)
April 14-18	No school (Spring Break)
May 5-16	AP Testing
May 20	Professional Development Day- No school
May 26	No school (Memorial Day)
May 27	All classes meet
May 28-30	Finals, Finals Schedule (Minimum Days)
June 2	Minimum Day, All classes meet (Last Day of Instruction) and Graduation Day

Bell Schedules 2013-2014 Fall Semester (Tentative)

Regular Day Schedule (363 Instructional Min.)

<u>Period</u>	<u>Time</u>
1/2	7:50 - 09:34
Nutrition	9:34 - 09:54
Passing	9:54 - 10:01
3/4	10:01 - 11:43
Lunch	11:43 - 12:17
Passing	12:17 - 12:24
5/6	12:24 - 02:06
Passing	2:06 - 02:13
7	2:13 - 03:08

Activity Day Schedule (363 Instructional Min.)

<u>Period</u>	<u>Time</u>
1/2	7:50 - 09:44
Nutrition	9:44 - 10:04
Passing	10:04 - 10:11
3/4	10:11 - 11:48
Lunch	11:48 - 12:22
Passing	12:22 - 12:29
5/6	12:29 - 02:06
Passing	2:06 - 02:13
7	2:13 - 03:08

Professional Development Tuesdays Schedule

<u>Period</u>	<u>Time</u>
1/2	7:50 - 09:35
Nutrition	9:35 - 09:50
Passing	9:50 - 09:56
3/4	9:56 - 11:36
Lunch	11:36 - 12:09
Passing	12:09 - 12:15
5/6	12:15 - 01:55

Minimum Day Schedule (249 Instructional Min.)

<u>Period</u>	<u>Time</u>
1/2	7:50 - 09:05
Nutrition	9:05 - 09:28
Passing	9:28 - 09:35
3/4	9:35 - 10:44
Passing	10:44 - 10:51
5/6	10:51 - 12:00
Passing	12:00 - 12:07
7	12:07 - 12:43

All classes Meet Bell Schedule – Reg. Dismissal

<u>Period</u>	<u>Time</u>
1	7:50 - 08:42
Passing	8:42 - 08:49
3	8:49 - 09:38
Passing	9:38 - 09:45
5	9:45 - 10:34
Nutrition	10:34 - 10:54
Passing	10:54 - 11:01
2	11:01 - 11:50
Passing	11:50 - 11:57
4	11:57 - 12:46
Lunch	12:46 - 01:21
Passing	1:21 - 01:28
6	1:28 - 02:17
Passing	2:22 - 02:24
7	2:27 - 03:08

All Classes Meet Bell Schedule - Minimum Day

<u>Period</u>	<u>Time</u>
1	7:50 - 08:25
Passing	8:25 - 08:32
3	8:32 - 09:04
Passing	9:04 - 09:11
5	9:11 - 09:43
Nutrition	9:43 - 10:03
Passing	10:03 - 10:10
2	10:10 - 10:42
Passing	10:42 - 10:49
4	10:49 - 11:21
Passing	11:21 - 11:28
6	11:28 - 12:00
Passing	12:00 - 12:07
7	12:07 - 12:43

Special Activity Schedule – Reg. Dismissal

<u>Period</u>	<u>Time</u>
1/2 (93)	7:50 - 09:23
Nutrition	9:23 - 09:43
Passing	9:43 - 09:50
3/4 (87)	9:50 - 11:17
Activity (40)	11:17 - 11:57
Lunch	11:57 - 12:32
Passing	12:32 - 12:39
5/6 (87)	12:39 - 02:06
Passing	2:06 - 02:13
7 (55)	2:13 - 03:08

Final Exam Bell Schedule - Minimum Day

Periods 1 & 3; 2 & 4; 5 & 6

<u>Period</u>	<u>Time</u>
First class	7:50 - 09:50
Nutrition	9:50 - 10:20
Second class	10:25 - 12:25

Professional Development--Late Start Day

1/2	9:00 – 10:40
Nutrition	10:40 – 11:00
Passing	11:00 – 11:07
3/4	11:07 – 12:47
Lunch	12:47 - 1:21
Passing	1:21 – 1:28
5/6	1:28 – 3:08

Board of Trustees

Member

Chris Lee, Board President, Teacher
Allison Holdorff-Polhill, Vice-President, Parent
Monica Iannessa, Secretary, Administrator
Kimmie Thomas-Allen, Classified
Leslie Woolley, Community
Stephanie Inyama, Community
Matt Wunder, Community
Matt Epstein, Parent
Polly Bamberger, Parent
Jeanne Saiza, Teacher
Mystic Thompson, Teacher

Email Address

clee@palihigh.org
lucius.allison@verizon.net
miannessa@palihigh.org
kthomas@palihigh.org
wool.rog@verizon.net
stephanieinyama@yahoo.com
matthewwunder@gmail.com
mark.epstein@mto.com
bamfam5@mac.com
jsaiza@palihigh.org
mthompson@palihigh.org

NON-Voting Member

Greg Wood, Chief Business Officer
Dr. Pamela Magee, Executive Director/Principal
Tucker Reynolds, Student /ASB President

gwood@palihigh.org
pmagee@palihigh.org
leadership@palihigh.org

Board Standing Committee

Committees	Chair	Contact	Date/Time/Place
Budget & Finance	R. King	rking@palihigh.org	2 nd Mon / 3:30 / Library

Important Telephone Numbers
MAIN OFFICE
PHONE: 310 230-6623 FAX: 310 454-6076

Administration:

Telephone

Dr. Pamela Magee	Executive Director and Principal.....	310 230-6630
Ms. Kimberly Theard	Director of Academic Planning & Guidance Services	310 230-6637
Ms. Monica Iannessa	Director of Student Achievement	310 230-7277
Mr. Russel Howard	Director of Student Activities, Athletics, & Discipline	310 230-6632
Ms. Mary Bush	Director Student Support Services.....	310 230-7240
Mr. Greg Wood	Chief Business Officer.....	310 459-0310
Mr. John Achen.	Athletic Director.....	310 230-6654
Mr. Jim Schiffman	Human Resources Director.....	310 230-6623 x5005
Mrs. Helene Kunkel	College Counselor.....	310 230-6643
Mr. Simon Santana	Work Experience, Career Advisor & ROP Coordinator.....	310 230-6662
Mr. Chris Forrest.....	Dean of Students.....	310 230-7251
Mr. Kelly Loftus	Dean of Students.....	310 230-7243
Ms. Bella McGowan	School Psychologist.....	310 230-6665
Ms. Colleen Egan.....	Nurse.....	310 230-7219
Mrs. Andrea King	Librarian.....	310 230-7222
Mr. Dave Riccardi	Facilities Permits.....	310 230-6625
Ms. Brooke King.....	Aquatic Director.....	310 230-7254

Student Intervention Services

Ms. L. Ello-Kay	Counselor	310 230-6677
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Temescal Academy Small Learning Community:

Mr. Tom Seyler.....	Coordinator.....	310 230-6634
Ms. Amy McKenzie.....	Clerk.....	310 230-6671

Counseling Office:

Ms. Sophia Chock	IC Computer/Data Coordinator	310 230-6635
Mrs. Judi Firth.....	Credit Clerk	310 230-6639

Counselors:

Ms. Jill Barker	Charter – A thru Ch	310 230-6653
Ms. Adelina. Aleman.....	Charter – Ci thru Gi	310 230-6652
Ms. Nicole Newble.....	Charter – Gl thru Ke.....	310 230-6636
Ms. Elva Monreal.....	Charter – Kh thru Na.....	310 230-6646
Ms. Heather DeWeese	Charter – Ne thru Sha	310 230-6648
Ms. Jennifer Peeks	Charter – She thru Z	310 230-7252

WHOM DO YOU CONTACT?

Listed below are integral elements of Palisades Charter High School that enable us to function effectively as an educational institution. Please feel free to contact the point person by visiting the room/office listed, leaving a message in the appropriate mailbox in the Main Office, a voice mail (Dial 1-310-230-6623 follow the prompts or dial your party's extension at any time.), or e-mail if you have questions, suggestions, or contributions.

COMMITTEES

- Board of Trustees
- Long-term Strategic Plan
- Budget/Finance

PERSON(S)

C. Lee
Dr. Magee
R. King

ROOM/OFFICE

F101
Executive Director Office
F104

EXT.

5125
6630
5085

OFFICES

- Main Office
- Counseling Office
- Attendance Office
- College Center
- Career Center
- Study Center
- Library
- Psychologist
- Nurse
- Dean(s)
- ASB Funds
- Student Store
- Business Office
- Facilities Grounds Maint. Supervisor
- Human Resources
- Operations/Facilities/Permits

PERSON(S)

M. Brantley
K. Theard
G. Chambers
H. Kunkel
S. Santana
M. Meinen
A. King
B. McGowan
C. Egan
K. Loftus / C. Forrest
K. Olson
M. MacLaughlin
E. Rozell
C. Cormier
J. Schiffman
D. Riccardi

ROOM/OFFICE

A Building
A Building
A Building
A Building
J109
J109
Library
H102
A Building Health Office
U110
Student Store
Student Store
Business Office
Loading Dock
A Building
A Building

EXT.

6649
6639
5142
6643
6662
6644
7222
6665
7219
7243 / 7251
5144
5055
310-459-0310
7230
5005
6625

DEPARTMENTS

- English
- Foreign Language
- Library
- Math
- PE
- Science/Health
- Social Science
- Special Education
- Technical Arts
- Visual and Performing Arts
- Work Experience

PERSON(S)

T. Henderson / L. Saxon
A. Shuhgalter
A. King
C. Onoye / M. Ngo
M. Thompson
K. Newbill
R. King / J. Rauschuber
G. Smith/ Nancy Simon
B. Gorelik
A. Pereyra/R.Steil/E. Unt
S. Santana

ROOM/OFFICE

D201 / D104
C205
Library
D206 / D204
PE Office
F201
F104 / E204
Learning Center/D101
E102
E103 / E101 / D106
J109

EXT.

5030 / 5065
5040
7222
5053 / 5061
1023
6636
5085 / 5095
5102
5058
5115 / 5091 / 5117
6662

STUDENT SUPPORT

- 504 Coordinator
- Athletics
- Bus Transportation
- Community Service
- EAST Lab
- Ephebian Honors
- ESL / Bilingual Education
- Freshman Transition
- Commitment to Excellence
- Boys Group
- Fuerza Unida
- Journalism
- Literacy
- MESA
- School Police
- School Psychology
- Sexual Harassment
- Special Education
(IEP, RSP and SDC)
- Student Ambassadors
- Students Concerns Committee
- Student Leadership/Senate
- SST Coordinator
- Tutoring
- Village Nation
- Work Experience

PERSON(S)

J. Tomasi
J. Achen
S. Darvish
YMCA
S. Engelmann
H. Kunkel
M. Cervantes
M. Iannessa
J. Simmons
R. Howard/J. Achen
M. Cervantes
L. Saxon
R. Tenan-Snow
C. Onoye
Officer Jennings
B. McGowan
M. Iannessa
M. Bush

C. Freeland
C. Lee
C. Lee
K. Perkins
M. Meinen
T. Christopher
S. Santana

ROOM/OFFICE

U118
Boys PE
A building
communityservice@palihigh.org
J101
College center
A205
A Building
U110
U110
A205
D104
U109
D206
J120
U105B
Attendance Office – A Bldg.
Learning Center

Principal's Office – A Bldg.
F101
F101
G102
Study Center (J109)
A210
J109

EXT.

7229
6654
6633

5080
6643
7221
7277
7228
7228
5046
5065
5022
5053
7233
6665
7277
7240

6649
5125
5125
5084
6644
5101
6662

PARENT SUPPORT

- Booster Club
- Education Foundation
- PTSA
- Bilingual Parent Advisory Council

PERSON(S)

R. Held
E. Pfahler
K. Anastasi
M. Cervantes

ROOM/OFFICE

Box in Main Office
Box in Main Office
Box in Main Office
A205

CONTACT

Rod264@aol.com
e.pfahler@gmail.com
klanastasi@yahoo.com
7221

REVISED VISITOR'S POLICY (REVISED 1/8/13)

Palisades Charter High School works diligently to ensure that all students at our school have a safe place to learn and grow. The following policy changes have been implemented effective January 8, 2013 to provide the most secure and effective educational environment for Pali students: **PCHS Campus Visitor's Policy** The Palisades Charter High School community will not easily forget the tragedy that recently occurred in Newton, Connecticut at Sandy Hook Elementary School. The opening of school on January 8 will be an emotional time for the students, staff, and parents of the Palisades Charter High School community as we share their sadness and grief. PCHS struggles together with those at Sandy Hook and schools across the nation to find meaning from these events and apply any potential lessons gleaned from this heartbreak to our school. The Sandy Hook Elementary School events have understandably created a heightened focus on school safety and security. During the winter break PCHS administrators and security staff have reviewed existing safety policies and procedures. While we feel our campus is currently secure, we are always open to suggestions for making it even more so. Please read the attached PCHS Policy Bulletin regarding Visitors on Campus During School Hours. Be sure to note the following regulations:

- All campus contact must be initiated through the main office.
- 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. See attached policy for details on obtaining a visitor's permit.
- 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.

After conferring with specially trained law enforcement officials and security personnel, PCHS will be retraining all school staff on safety procedures and implementing new steps to increase campus awareness of potential intruders and security. 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. □□ Today and going forward we must all remember the tragedies of the past and pledge to be diligent in our pursuit of a safe and secure campus. Your support and assistance in this endeavor is greatly appreciated by every Pali student and staff member.

- **Drop off restrictions - Students may not accept drop offs of any type on Bowdoin Street or areas surrounding the campus.**

Deliveries and drop offs for students are not accepted in school offices. Please work with your children 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 (see form section at the end of this handbook), which can also be found as a download-able form on the Pali High website (www.palihigh.org) or as a handout in the school's main office. 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?

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.

Please read and review with your son/daughter the following Acceptable Use Policy for students using the Internet at Palisades Charter High School. Both student and parent must sign the check-off sheet in the back of the handbook, indicating that they understand and agree to the Acceptable Use Policy. The signed form must be returned to the library. Without a signed AUP form, your child will not be allowed to use school computers with Internet accessibility.

SOCIAL NETWORKING POLICY

PCHS Student Use of Social Media Policy

Final Draft June 7, 2011

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 intended 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's 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 students 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 certain photo, or specifically tells you they do 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

The full Acceptable Use Policy page 114

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. 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.

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

ADMISSIONS POLICY

In recent years, the number of applicants to PCHS has exceeded the number of available spaces at the school, creating a stressful situation for both the parents and the school. So, it is critical that we have a clearly defined process.

As a conversion charter school, we are obligated under state charter law to give preference in the admissions process to students in the immediate neighborhood including residents of Topanga, the Palisades and areas of Brentwood. We are also obligated and committed under our charter and a federal consent decree to maintain a fully integrated school. To ensure continuity for families and for the charter complex, we have also built in preference to the admissions process for Revere students. Below we detail the preference categories for our admissions process.

Applications will be accepted from October 1, 2013, through March 3, 2014 with a random public lottery scheduled for late March if necessary. Admissions are not based on the order in which applications are received; rather, preference in admissions will be given in the following order:

1. Residents (Topanga, Palisades, areas of Brentwood)
2. Siblings of continuing students
3. Immediate family members of PCHS staff
4. Paul Revere students
5. Applicants who are within the LAUSD attendance boundaries
6. All other applicants

Special Education Application Information: Bilingual, Gate, 504, IEP

Palisades Charter High School requests special program information on its application for the purposes of evaluation and planning of appropriate services for its applicants. This information is NOT used as admissions criteria and is NOT data that is used in any preference order for admissions and the lottery draw.

Returning students who are currently enrolled in Palisades Charter High School are not required to re-apply.

DETERMINING RESIDENCE

In a case involving divorced, legally separated or unmarried parents living apart, the student may attend the school in the residence area of either parent. Homeless children may attend any school in the attendance area in which the homeless student is living or the school the homeless student was attending when he/she became homeless.

FOSTER YOUTH

A youth in foster care is a child supervised by either probation or DCFS and placed in licensed foster homes, group homes, or with relative caretakers. When it is determined to be in the best interest of the child, foster children have a right to remain in their school of origin for the duration of the academic year, even if their residence changes out of the area served by the school or origin. In addition, all students living in out-of-home placements, who present the school with a DCFS or Probation Department "Notification to School of Child's Placement Status," form

(DCFS #1399), shall be immediately enrolled in school.

ATTENDANCE POLICY HIGHLIGHTS!

The full Attendance Policy follows on page 18

When students attend school, they get better grades, score better on standardized tests and are more likely to go to college.

It is both parents' and the school's responsibility to teach students the importance of attendance so they are prepared for the future. Employers say attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees. Regular attendance demonstrates responsibility. **Going to school every day is a required and enforced by law.** Parents and guardians are responsible for ensuring that their children go to school. Parents and guardians should be aware of the dates and times that their children miss school. 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.

Students who are absent seven (7) times or more in any one class during a semester can be failed from that class. Students who arrive to class 30 minutes late unexcused are marked absent for the period that they miss. Students who have documented absences such as college visits, emergency medical treatment verified by a doctor, court appearances, etc., need to file an appeal with the attendance office if their total semester absences in any one class total to 7 or more. Please reference the school calendar for attendance appeal due dates. Due to the timely nature of the appeals process, ***deadlines will be adhered to strictly.***

Study Hall is available for students to make up 1 absence and/or 3 tardies in any one class. Students must attend four (4) study hall periods to make up an absence for ONE CLASS and two (2) study hall periods to make up three tardies for ONE CLASS.

Pali is working on ways to make students feel more welcome, safe and enthusiastic about showing up every day. At the same time, we have an attendance policy designed to improve student attendance.

Parents Influence Attendance — Get Involved!

- Plan family events and vacations for non-school days only. Schedule non-emergency medical and dental appointments after school hours.
- Make sure the school has your accurate daytime contact information, including cell phone number and/or e-mail address.
- Communicate often with your child's teachers.
- Make the school aware of any problems that may be causing your child to miss school.

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 unexcused tardies as equivalent to one 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.

READMITTANCE FROM 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. Students 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 makeup 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.

MOVING?

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 ASAP (as soon as possible). A change of address form should be submitted along with a current utility bill. If you move during summer break and need to change schools, the Attendance and Counseling Offices will be open to assist you to gather the necessary papers to enroll your student in the new school.

NEW JOB?

Please report parents' new phone numbers to the Attendance Office ASAP.

EARLY CHECK OUT

Does your student have a doctor's appointment? Need to leave school early? If so, your 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 reason 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. We must know the whereabouts of your student during the school day. Help us by requiring your student to follow these procedures. ***SIMPLY CALLING YOUR CHILD OUT OF CLASS USING YOUR CELL PHONE IS NOT PERMITTED!***

PERIOD BY PERIOD ATTENDANCE

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. In Infinite Campus, an "A" stands for absent and a "T" stands for tardy. Below is a list of computer codes for attendance:

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
2	Unexcused (reason does not meet state ed 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

INFINITE CAMPUS CODE COLORS

Excused Absence or Tardy	GREEN
Unexcused Absence or Tardy	RED
Unknown Absence or Tardy	YELLOW

ATTENDANCE POLICY

The Attendance Policy is designed to make students aware of the relationship between achievement and good attendance. This policy recognizes the fact that regular in-class instruction is essential in assuring student achievement.

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 Program. The School has set up alternative program in Period 7 for students to mitigate their absence or tardies, in order to avoid failure. Attendance at two (2) Period 7 alternative programs will be required to make up three (3) unexcused tardies; attendance at four (4) alternative programs will be required to make up one (1) absence per class. A student will be allowed to make up a maximum of one (1) absence and three (3) unexcused tardies per semester. An alternative time will be provided to students who are registered for Period 7 classes. The school strongly encourages attendance in an alternative program.
- 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 may 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 per. 7.
- 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.
- 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 / TARDY SPECIFICS:

- 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 by attending optional Study Hall or make up lost credits by enrolling in one of the alternative programs listed below.
- 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.

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 Standing Attendance Committee 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 Attendance Office or Attendance Committee 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 with the Attendance Committee 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" #1 below.)

ABSENCES:

- 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.

TARDIES:

- A. Teachers will counsel student regarding excessive [more than three (3)] tardies.
- B. 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.
- C. 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.

- D. 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).

MITIGATIONS:

- A. Alternative Program. Students will be allowed to make up three (3) unexcused tardies and one (1) absence per class by attending Period 7 study hall. Alternative arrangements will be made for students with Period 7 classes. (Attendance at two (2) Period 7 study halls will be required to make up three tardies; attendance at four (4) study halls will be required to make up one (1) class absence.)
- 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 alternative attendance 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 Committee may make recommendations to the Administration to create and implement additional mitigations.

APPEALS PROCEDURES:

- A. When a student reaches a combination of absences and/or unexcused tardies equaling seven (7) in a class, the teacher of that class will send notification to the student's home and a copy to the Attendance Office.
- B. A student or parent who wishes to appeal obtains an Attendance Appeal Form in the Attendance Office 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 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 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 programs 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 seniors 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 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.

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 Committee.

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 (This is 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 WORK 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 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.

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.)

TEMESCAL ACADEMY- A SMALL LEARNING COMMUNITY

A small learning community is designed to assist the student in their educational needs in a more personalized learning environment. Temescal Academy is a small learning community that serves Palisades Charter High students. It is located next to our campus football field on Temescal Canyon Blvd.

Temescal Academy is designed for students who are not succeeding in a traditional school setting. Temescal Academy provides standards-based instruction that provides students a way to begin their coursework at any time during the school year. The goal, depending on individual student needs, is either to help students graduate with a high school diploma or transition back to PCHS.

For additional information, contact the Temescal Academy coordinator, Mr. Tom Seyler at tseyler@palihigh.org

INDEPENDENT STUDY/DISTANCED LEARNING

Palisades Charter High School offers some Independent Study Programs and online learning programs as alternative educational opportunities. These programs are fully accredited by Palisades Charter High School and many classes offered meet the CSU / UC college A-G course requirements. For additional information, contact Kim Theard at ktheard@palihigh.org

ACADEMIC PROGRAMS

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. 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.

STANDARDIZED TESTING AND REPORTING (STAR)

The Standardized Testing and Reporting (STAR) Program is an important part of the state testing system. Administered annually in the spring, the STAR Program was authorized in 1997 by state law to measure how well students are learning the knowledge and skills identified in the California academic standards.

All students in grades nine through eleven take the STAR Program tests, including students who are English learners and student with disabilities. Only students whose parents/guardians have submitted written requests to exempt them from STAR Program testing do not take the tests. Individual student results are confidential. Only the students, their teachers, principals, and parents/guardians see the student test results.

The STAR program consists of four tests:

1. California Standards Tests (CSTs) were developed for California public schools and are aligned with state academic standards in English language arts (grades 9-11), mathematics (grades 9-11), history-social science (grades 10 and 11) and science (grades 9, 10 and 11).
2. California Alternate Performance Assessment (CAPA) was developed for students with significant cognitive disabilities and is based on a subset of the state academic standards. The CAPA is administered in grades 9-11.

To find more information about the STAR Program, please contact the testing coordinator, or your child's counselor.

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)

State law, enacted in 1999, authorized the development of the California High School Exit Examination (CAHSEE) which students in California public schools have to pass to earn a high school diploma.

The CAHSEE assesses two subject areas:

1. English-language arts and mathematics. The English language arts part of the exam consists of multiple-choice questions and a writing task. The multiple-choice format is used to assess work analysis, reading comprehension, literary response and analysis, writing strategies, and writing convention (spelling, grammar, and punctuation). In addition to the multiple-choice questions, students are asked to write one essay on a specific topic or in response to a literary or informational passage.
2. The mathematics portion of CAHSEE addresses state mathematics content standards. It includes statistics, data analysis and probability, number sense, measurement and geometry, algebra and functions, mathematical reasoning, and Algebra I. Students must demonstrate strong computational skills and a foundation in arithmetic, including working with decimals, fractions and percentages. The mathematics exam consists of all multiple-choice questions.

All students are required to take the CAHSEE for the first time in the tenth grade. Students who do not pass one or both parts of the CAHSEE in the tenth grade will be given up to five additional opportunities to take the test. Students retake only the parts of the exam not passed.

To find more information about the CAHSEE Program, please contact your child's counselor.

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.

SCHOOL ACADEMIC PERFORMANCE INDEX

Our charter publishes a School Accountability Report Card. A copy of Pali's Report Card is available upon request and also on the Internet at www.cde.gov and www.palihigh.org

Academic Performance Index (API) – 2012-13 Growth
Palisades Charter High
(CDS code 19-64733-1995836)

California's public school students take part annually in statewide testing known as the Standardized Testing and Reporting (STAR) program, and schools are assigned an Academic Performance Index (API) based on results from STAR testing. Under the federal law known as No Child Left Behind (NCLB), the API is also used to evaluate schools for Adequate Yearly Progress (AYP)

The complete API results and backup detail are on the California Department of Education web site. These include the API and growth target for the school as a whole and for ethnic and socioeconomic subgroups that are "numerically significant."

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 - Grade 11	110 credits
<u>Grade 11 - Grade 12</u>	<u>170 credits</u>
Graduate:	230 credits

If a student takes and passes 6 classes each semester for 4 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.

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 or Palisades Mathematics, Science and Technology Magnet.

- ✓ 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)
- ✓ Participate in the STAR Testing Program and any other required testing each year that the student is enrolled at Palisades Charter/Magnet High School
- ✓ Pass the CAHSEE in English and Math
- ✓ 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.

ACADEMIC PROGRESS NOTIFICATION PROCESS

Students and their parents/guardians are notified of progress towards graduation at least twice each year beginning with the 9th grade. Students are given planning sheets each semester that list graduation deficiencies. These planning sheets are to be signed by the parents/guardians and returned to the student's counselor. At the beginning of the 12th grade year, a graduation summary letter is sent home to the parents/guardians. Additionally, throughout the senior year, letters are sent home if the student has graduation deficiencies. Several of these letters are sent by certified mail.

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 their parents/guardian that will assist the student with meeting the graduation requirements. Senior students and their parents/guardians are encouraged to meet with 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.

Palisades Charter High School

Graduation Requirements and Minimum College Admission "A-G" Requirements

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: World History AB US History AB Prin. Am. Democracy (Gov.) Economics	2 years World History, US History, or Prin. Am. Democ.(Gov.)	World Hist, US History, Prin. Am. Democ. & college prep. Electives recommended
English "B" Requirement	40 Credits: 9 th English AB 10 th English AB 11 th American Lit & Contemporary Comp. 12 th Composition & English elective	4 years college preparatory English	4 years college preparatory English
Mathematics "C" Requirement	20 Credits college prep, math: Minimum - Algebra1 & Geometry or Adv. Applied Math or Algebra 2	3 years collage prep math Algebra 1, Geometry, Algebra 2, more recommended	College preparatory math each year
Lab Science "D" Requirement (Int/Coor Sci. 1,2,3 meet science college prep, requirements)	10 credits - Biological Science (Biology) 10 credits - Physical Science (Chemistry or Physics)	2 years lab science grades 10-12, more recommended (Int/Coor Sci 1 meets elective requirement) UC: 2 out of 3 - biology, chemistry, physics CSU: 1 year life science; 1 year physical science	3 to 4 years lab science
Foreign Language "E" Requirements	None required	2 years same foreign Language 3 rd recommended	3 to 4 years foreign language
VPA- Visual and performing Arts "F" Requirement	10 credits Visual/Perform Arts	1 year course visual & perform arts	Visual & Performing Arts courses count as electives
Electives "G" Requirement	70 credits of electives	1 year or more advanced courses in math, arts, English, lab science, foreign language, or social sciences	college peparatory electives in the subject area of interest
Applied Technology	10 credits –must include one semester of computers	None	None
Physical Ed.	20 credits	None	None
Health	5 credits	None	None
Assessments	California High School Exit Exam (CAHSEE) Total credits needed to graduate: 230	UC: ACT Assessment plus writing or SAT Reasoning Test + 2 SAT Subject test in two different disciplines. CSU: ACT without writing or SAT Reasoning Test (writing part not used)	SAT or ACT tests for some colleges (Subject Tests) Check with individual college
Non-course requirements	1. 40 hours of Community Service 2. CST participation for each year of enrollment 3. Senior Post Graduation Plan		

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

SMALL LEARNING COMMUNITIES (SLC) 9th GRADE PODS

SLC Mission Statement: To provide a small interdisciplinary learning community for all students to assist in the development of academic and social skills that will result in successful high school achievement and post secondary opportunities.

All 9th grade students will be enrolled in a POD. A POD consists of an English class, a World Cultures class, and an Elective class. The title of the POD is determined by the elective class. There are six PODS for the charter school students: 2 Art Pods, Green Science, Drama, Digital Media and Music.

1. Learning occurs in a connected manner using Humanitas units of study. Two or three teachers work together to cover materials, information and ideas, so that information and concepts are reinforced.
2. Pod assignments are coordinated so that projects are developed in all of the pod classes.
3. Understanding common themes between classes reduces confusion, and makes learning become exciting.

REMEMBER - a POD assignment is for the entire school year AND students are NOT guaranteed their first choice.

ADVANCED PLACEMENT (AP) & HONORS COURSES

AP courses are offered in the Art, Computer Science, English, Foreign Language, Mathematics, Science, and Social Studies departments.

Honors courses are offered in:

Advanced Composition	Geometry AB	U.S. History
American Literature	Algebra 2 AB	World History
Contemporary Composition	Math Analysis	Marine Biology
World Literature	Biology	Chemistry
English 10	Spanish 2 & 3	Physics
Economics	French	U. S. Government

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.

PROCEDURES FOR CLASS PROGRAMMING

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.

Opportunities to change classes 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.

Requests For Change After the Start Semester

For the **fall semester**, students may complete and submit **one** (1) "Class Schedule Change" form. For the **spring semester**, students may complete and submit **one** (1) "Class Schedule Change" form. ***Class change forms can be turned in before school, nutrition, lunch, and after school ONLY!*** Class changes will be made on a first-come, first-served basis and only as class size and space allows. Requests to change teacher will not be honored. Deadlines this year are August 23, 2013 (fall semester) and January 21, 2014 (spring semester.)

Requests For Change After Deadline

Students requesting a change after the eighth (8th) block day of class of fall semester or after the fourth (4th) block day class 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.

Appeals Committee

Any requests by the involved parties to challenge the decision made by the DAPGS will be referred to the Appeals Committee. The Appeals Committee will consist of a teacher, a counselor, and the Academic 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 Appeals Committee are final.

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.

The Y-CSR bridges students with the surrounding area to serve others, gain leadership, apply learning and enrich lives while modeling good character traits: caring, honesty, respect and responsibility.

The Palisades-Malibu YMCA makes accessible the support and opportunities that empower people and our community to learn, grow and thrive. With a focus on youth development, healthy living and social responsibility, the Y nurtures the potential of every youth and teen, improves the community's health and well being and provides opportunities to give back and support neighbors.

Components:

1. On Campus:

The Y staff will work with Palisades Charter High School faculty and administration to develop opportunities that coordinate with academic themes and inspire students to find their own passions in service learning. The program will provide opportunities for students to lead projects of consequence, which could result in life lessons that strengthen both character and college applications.

2. On Line:

The Palisades Charter High School website will feature:

- Community service requirements and criteria
- Opportunities for involvement (Coming Soon)
- Announcements about upcoming special service events (Coming Soon)

3. At the Y:

Students may consult with Y staff after school and perform service hours at the Y, in Pacific Palisades or YMCA branches in other communities.

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. Additional service hours are encouraged; a certificate will be awarded for those students contributing one hundred hours or more. 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 benefitting organization and parent/guardian. Freshmen may have an opportunity to complete a portion of their community service hours by participating in pod-based projects that will be completed during the school day.

- Services performed for non-profit, and/or human service organizations, as approved.
- In conjunction with special on-campus service events, service hours may be awarded for in-kind or donations such as canned food or clothing collections. Specific details of these programs will be announced on campus and on the Palisades Charter High School website.

Community service hours will NOT be earned for:

- Work for which monetary payment is received for service.
- Work with a profit-making organization.
- Student aide or campus club activities, unless the club is performing service for a not-for-profit organization.
- Work performed as the result of disciplinary action taken by the school or the courts.
- Service performed during a student's school hours.

Q: What are the PCHS community service requirements?

A: Palisades Charter High School requires each student to complete ten (10) hours of community service for each year in attendance prior to graduation. Additional hours are encouraged and there is a special certificate awarded for those students completing one hundred hours or more.

Q: Can I complete all 40 hours of community service prior to my senior year?

A: Yes. Students no longer need to complete 10 hours during their senior year. We would prefer to have students complete all 40 hours and have all paperwork submitted prior to starting their senior year.

Q: Can I complete community service hours on campus?

A: Yes, students can apply 20 hours of on-campus community service hours towards their 40-hour graduation requirements.

Q: How many different service projects/organizations should I volunteer for?

A: We want students to develop a passion for community service by finding programs that they enjoy. The minimum requirement is two different organizations, but we

encourage students to look into as many opportunities as possible.

Q: How many community service hours can I get for each different type of activity?

A: In most situations, community service credit equates to: Hours served = Hours of credit received. However, there are a few options for “fixed credit” opportunities when working with non-profit organizations. They include the following:

- Runs/Walks: 5 Credit Hours/Event (20 hours maximum*)
- Collections/Donations: 1 Credit Hour/Date of Donation (5 hours maximum*)
- Cash Donations: 1 Credit Hour/Donation (2 hours maximum*)
- Blood Donations (Ages 17+): 5 Credit Hours/Donation

*Maximum number of hours applies only to number of hours applied to 40 hour graduation requirement. Students may earn credit for all hours completed above and beyond the minimum graduation requirement.

Please call or text the YMCA Center for Social Responsibility office at (310) 892-3430 or email communityservice@palihigh.org

SENIOR PROGRAM DEADLINES:

TO PURCHASE PROM TICKETS: APRIL 11, 2014

TO PARTICIPATE IN GRADUATION CEREMONIES: MAY 23, 2014

COMMUNITY SERVICE APPEALS

The Appeals Committee to the Community Service Program consists of:

- One student
- One parent
- One administrator
- One teacher

Appeal forms can be picked up from the Main Office, in the A Building.

COLLEGE CENTER SERVICES

The College Center is a student-centered office. We are open (almost) all the time; before school, during the day, after school, and (when funding is available) during the summer. 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. We are here to help students through the high points—and the low points—of the college application process, dispensing advice, hugs, high fives, sometimes a shoulder to cry on.

ONLINE SERVICES

- College Center page at www.palihigh.org. Hover over the top menu bar labeled “Offices.”
- College Center events and college visits posted on Family Connection (see below)
- For student athletes, www.corecoursegpa.com, see College Center for access code.
- Email: You can reach us at palicollege@aol.com; we answer email daily.

SERVICES FOR SENIORS

- Family Connection – web-based college planning and application management system, free online SAT prep course
- Summer college planning appointments available one-on-one with College Center staff (contingent on availability of funding)
- Fall college planning appointments available one-on-one with volunteer counselors
- Fall senior college planning workshops (day and evening) for seniors and parents
- Writing coach available for help with college essays and SAT Writing section
- Santa Monica College representative visits once a month during lunch
- College visits; dozens of college reps visit in the fall semester during the school day
- UC and CSU application workshops
- Senior and parent questionnaires distributed to facilitate recommendation writing
- Counselor recommendation letters and forms prepared and sent to colleges
- Midyear grades sent to colleges
- Information about national and local scholarships posted to Family Connection
- Financial aid workshops presented in November and February by financial aid advisor
- One-on-one appointments available for students and parents with financial aid advisor
- Senior Awards Program in June

SERVICES FOR JUNIORS

- PSAT registration and administration in October
- Spring college planning appointments available one-on-one with volunteer counselors
- Spring junior college planning workshops (day and evening) for juniors and parents
- Junior parents invited to senior financial aid workshop
- Spring visits by College Center staff to all U.S. History classes for college advising
- Family Connection – web-based college planning and application management system
- Free on-line SAT prep course available through Family Connection
- SAT prep course (scholarships for students in lunch program, fee-based for others)

SERVICES FOR SOPHOMORES

- PSAT registration and administration in October
- Spring sophomore college planning workshops for sophomores and parents
- Spring visits by College Center staff to all World History classes for college advising
- Family Connection – web-based college planning and application management system

GENERAL COLLEGE CENTER SERVICES

- College Fair – October – representatives from about 100 colleges attend
- Library of general college guides, test prep, athletic recruiting, scholarship and financial aid books
- Use of computers, photocopier, fax and telephone for college-related matters
- Registration materials and fee waivers for SAT and ACT
- Advising regarding testing schedule and registration procedures
- Grade-appropriate mailings about College Center events and services
- College planning workshop presented in Spanish
- Bulletin boards in A Building with information about testing, scholarships and college events
- Information about summer programs (academic, community service, internship, etc.)
- Scholarship and program nominations (Posse Foundation, Links, HOBY, Gates, etc.)
- AP examination registration and administration

COLLEGE CENTER STAFF

- Helene Kunkel, B.S., Georgetown University; UCLA College Counseling Certificate Program
- Aileen Scibetta, B.A., UCLA; M.A., Counseling, Loyola Marymount University; Pupil Personnel Credential; College Counseling Certificate issued jointly by College Board, WACAC, LAUSD
- Ruth Grubb, B.A., Sheffield University; UCSD College Counseling Certificate Program
- Melissa Rangel, B.A., CSULA, Philosophy
- All volunteer counselors have completed UCLA College Counseling Certificate Program

PROFESSIONAL DEVELOPMENT ACTIVITIES

- Memberships: National Association of College Admissions Counselors (NACAC), Western Association of College Admissions Counselors (WACAC)
- Annual attendance at conferences for above organizations
- Regular attendance at counselor programs hosted by colleges and universities
- Annual attendance at UC, CSU, College Board, ACT conferences
- Have visited all UC campuses, and most Cal State campuses
- Total number of campuses visited by staff: close to 500
- Participation in counselor tours (HOOT, Peachtree, Crab Crawl, Best of the Bay, COWS, December Fest, DIG, Metroplex, CRUSH, U of Arizona, UC Davis)
- Annual self-tour of regional colleges (AZ, CA, CO, CT, DC, GA, IL, IN, LA, MA, MD, MN, MO, NC, NY, OH, PA, OR, SC, TN, TX, VA, VT, WA, WI)

- **College Research Websites**

- www.collegeboard.com - for information about SAT and AP, college research
- www.actstudent.org - for information about ACT testing and registration
- www.ucop.edu/doorways - to view Palisades UC approved course list
- www.universityofcalifornia.edu - general UC admissions information
- www.csumentor.edu - California State University admissions information
- www.finaid.org - information about financial aid for college (nonprofit)
- www.fafsa.gov - federal website for filing financial aid application
- www.csac.ca.gov - California website with state financial aid information
- www.uncf.org - information about Historically Black Colleges & Universities
- www.californiacolleges.edu - information about all California colleges
- www.smc.edu - Santa Monica College
- www.eligibilitycenter.org - registration site for prospective college athletes

Important College Testing Information

*Below is general information about university testing requirements. **It is the student's responsibility to determine the specific testing requirements for each university to which they plan to apply.***

FEE WAIVERS: Fee waivers are available for eligible juniors and seniors. See College Center staff.

PSAT: The PSAT is given every October. The PSAT is good practice for the SAT as it familiarizes students with the content of the SAT. PSAT scores are not used by colleges in the admissions process. Registration information is provided to all 9th, 10th and 11th grade students in September. All 11th grade students should take this test, and it is highly recommended for 10th grade. It is optional for 9th grade. Fee waivers are available for eligible juniors.

SAT: We recommend that students take the **SAT Reasoning Test** (formerly known as "SAT I") in the second semester of 11th grade at the earliest. Most four year colleges require this test (or the ACT, see below), including UC and Cal State. A full-length practice test is available in the College Center.

SAT Subject Tests: **SAT Subject Tests** are no longer required by the University of California ("UC"). They are optional; it is recommended that students who plan to apply to the University of California take Subject Tests in areas of strength. Students applying as science or engineering majors are encouraged to take science and Math Level 2 Subject Tests. Some other colleges and universities require SAT Subject Tests; students should check the websites of individual colleges to determine their testing requirements. Students who plan to take Subject Tests in **US History, World History, Biology, Chemistry, Physics, and/or Math Analysis (Math Level 2)** should do so in May or June of the year they are enrolled in the course; do not wait until the following fall as you will have forgotten a lot of the information. **Foreign language** Subject Tests are recommended for native speakers or students who have completed at least 3 years of instruction. Each Subject Test is one hour long and up to three can be taken on a single test date. California State University campuses do not require Subject Tests.

You cannot take the SAT Reasoning Test and SAT Subject Tests on the same date. Register at www.collegeboard.com.

ACT: Many students also take the ACT, and all colleges will accept the ACT in place of the SAT. The ACT should be taken in the second semester of 11th grade at the earliest. The ACT also has an optional writing component, which you must complete if you plan to apply to the University of California. California State University does not require the writing component. Register at www.actstudent.org. A full-length practice test is available in the College Center. The ACT is not administered at Palisades Charter High School; see ACT website for test locations. For "standby" testing after the Late Registration Date, you will have to contact the ACT coordinator at the high school where you plan to take the test.

TEST PREPARATION: Diligent completion of test preparation (in a class or on your own) can result in score increases. **The number one factor in increased test scores is familiarity with the test.** We recommend that students complete several full-length practice tests to become familiar with the format.

Information about test prep classes is available in the College Center, but we do not make recommendations for specific courses. Test prep books enable you to do test prep on your own time; you can borrow one from the College Center or buy one for about \$20-\$25 at any large bookstore.

All sophomores, juniors and seniors have access to a free, full-length SAT prep course through their Family Connection account (passwords distributed at beginning of 11th grade).

COMMUNITY COLLEGES do not require SAT/ACT, but do require math/English placement tests.

SAT AND ACT TEST DATES: For schedule of test dates and on-line registration, go to www.collegeboard.com and www.actstudent.org. Please register for tests on time; there is a substantial late fee.

ATHLETICS

PHYSICAL EDUCATION POLICY

All 9th Graders be enrolled in a PE class or a sport

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) administered each spring. Passing the test requires that students score in the “Healthy Fitness” zone in five out of the six fitness areas.

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 extra-curricular 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 extra-curricular 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 five, 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 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 on 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 enrolls, 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. Russel Howard, Director of Student Activities, Athletics and Discipline at (310) 230-6632. if you have any questions.

2013-2014 Palisades Athletics Coaching Staff

Sport	Name	Position
ALL	John Achen	Athletic Director
Baseball - Boys Varsity	Mike Voelkel	Head Coach
Basketball - Boys Varsity	Vejas Anaya	Head Coach
Basketball - Girls Varsity	Torino Johnson	Head Coach
Cheerleading - Girls Varsity	Mario Mosley	Head Coach
Cross Country - Coed Varsity	Bob Macias	Head Coach
Football - Boys Varsity	Tim Hyde	Head Coach
Golf - Boys Varsity	James Paleno	Head Coach
Golf - Girls Varsity	N/A	Head Coach
Lacrosse - Boys Varsity	Tommy Johnson	Head Coach
Lacrosse – Boys JV	Gus Campos	Head Coach
Lacrosse - Girls Varsity	VACANT	Head Coach
Soccer - Boys	Dave Suarez	Head Coach
Soccer - Girls JV	Brian Lindberg	Head Coach
Soccer - Girls Varsity	Luis Inga	Head Coach
Softball—Girls JV	Mystic Thompson	Head Coach
Softball - Girls Varsity	Manny Flores	Head Coach
Swim & Dive - Coed Varsity & JV	Maggie Nance	Head Coach
Tennis - Boys Varsity	Bud Kling	Head Coach
Tennis - Girls Varsity	Sean Passan	Head Coach
Track & Field - Coed Varsity	VACANT	Head Coach
Volleyball - Boys Varsity	Carlos Gray	Head Coach
Volleyball - Girls Varsity	Carlos Gray	Head Coach
Water Polo- Girls and Boys	Adam Blakis & Maggie Nance	Head Coach

For more information, please go to www.palihigh.org
and follow the Athletics link (top menu bar) on the home page.

SPECIAL EDUCATION PROGRAMS

Children learn in a variety of ways, with most students learning effectively in a traditional school setting. However, sometimes children with disabilities need services beyond accommodations and modifications to the general education program. The **Individuals with Disabilities Education Act** (IDEA) is a United States federal law that governs how states and public agencies provide early intervention, special education, and related services to children with disabilities. It addresses the educational needs of children with disabilities from birth to age 21.

In defining the purpose of special education, IDEA 2004 clarifies Congress' intended outcome for each child with a disability: students must be provided a Free Appropriate Public Education (FAPE) that prepares them for further education, employment and independent living.

Children with disabilities may be eligible to receive special education services as determined by an Individual Education Program (IEP) team, which includes the student's parent. Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents. To the maximum extent appropriate, students with disabilities must be educated with their non-disabled peers in the general education environment at the school they would attend if they were not disabled.

Due to the uniqueness of students' IEPs, some school policies may not pertain to a student with an IEP.

Further information concerning special education programs and services is provided in A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards) which is available in registration packets and on the Division of Special Education website: sped@lausd.net. Assistance related to special education issues at Pali is available from the Director of Student Support Services, Mary Bush.

Inclusion: Students in the inclusion model attend general education classes with the support of a 1:1 assistant. Curricular modifications are made through collaboration between an assigned special education teacher and general education teachers.

Resource Specialist Program: There are three main delivery systems through which resource services are provided:

- 1) Monitor: May be served through monitoring and consultation between the student's assigned resource specialist and general education teachers.
- 2) Collaborative English classes (grades 10-12): Students who require support in language arts may be programmed into an English class where both a credentialed English teacher and a resource specialist work in collaboration.
- 3) Tutorial/Study Skills: Students requiring more directed assistance may be enrolled in one to two periods with the resource specialist where focus is placed on supporting success in the general education curriculum and on IEP goal attainment.

Currently six resource specialists are employed at Palisades Charter High School providing 21 tutorial classes and three collaborative English classes.

Special Day Class Program: Students who require special education assistance for 50% or more of their school day are enrolled in the Special Day Class Program where core content areas are taught by special education (SDC) teachers. Students change classes each period and rotate between several SDC classrooms/teachers. We currently have five SDC teachers providing services to students with non-severe disabilities and one SDC teacher who provides services to our more severe population. Adjunct designated instructional services are provided as indicated on a student's Individualized Education Program. These currently include adapted physical education language and speech services, counseling, and itinerant teachers who provide services for students who present with hearing and vision impairments. Additionally, a transition teacher is employed on a full time basis to assist students in their transition from high school to college / vocational training / work force.

Every special education student is assigned a case carrier who monitors student progress in the general education setting and ensures special education services are delivered as indicated on the student's Individualized Education Program.

Dual Enrollment: Students who live in the residency boundaries for Palisades Charter High School who may be ready to transition from a more restrictive setting to a comprehensive high school campus are offered the opportunity to enroll in classes.

More Intensive Services: Students who require services that cannot be provided at Palisades Charter High School are referred and placed in appropriate programs provided through the Los Angeles Unified School District.

Electives: Special education students may enroll in general education electives provided to all Palisades Charter High School students. Study skills / tutorial classes for students with special needs are counted as elective classes on student transcripts.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination/harassment in any form toward individuals on the basis of their disability is unacceptable and will not be tolerated. The school will promptly investigate all complaints of disability-based discrimination/harassment and take reasonable actions to stop further recurrences. Section 504 requires that students with disabilities be provided a free, appropriate, public education. A Section 504 Plan may be developed for students with disabilities or medical conditions who do not need or require special education services but who may need accommodations, supplementary aids and/or services which can be provided through the general education program. Parents or guardians will be notified in writing of any decisions which concern the identification, evaluation, and/or educational placement of students and their right to appeal these decisions under Section 504. For further information and/or assistance in filing a complaint regarding Section 504 contact Mary Bush, Director of Student Support Services at extension 7240.

BEHAVIOR INTERVENTION

For Students with Disabilities

Students with disabilities whose behavior impedes learning require a behavior support plan through the Individualized Education Plan (IEP) process.

In the case of a student with disabilities who is experiencing "serious" behavioral challenges, a Behavior Intervention Plan (BIP) may be required.

Suspension, Expulsion, and Permit Termination of Students with Disabilities

Students with disabilities may be suspended or have their permit to attend terminated for the same reasons as general education students. For students with disabilities, Federal law, State law and District policy require additional procedures and considerations:

Suspension: When a student with disabilities is suspended, school staff must determine if an IEP meeting is needed to create a behavior support plan, or review and modify an existing behavior support plan to prevent the recurrence of the misconduct. Continued misconduct resulting in suspension may require an IEP meeting to examine if further behavioral supports are needed, as well as the appropriateness of current placement and services.

Opportunity Transfer: If a student with disabilities is transferred to another school or educational setting, an IEP meeting is required. If the reason for the transfer is disciplinary, the IEP team must consider appropriate supports (including a behavior support plan) and/or services to address the behavior(s) that resulted in the transfer. A student with disabilities may not receive an opportunity transfer without parent consent.

Expulsion: A student with disabilities who is being considered for expulsion requires a manifestation determination pre-expulsion IEP in order to be considered for expulsion referral and procedures. If expelled, the student is entitled to post-expulsion services as provided in Assembly Bill 922 (see Rehabilitation and Reinstatement from Expulsion information). During the term of expulsion, the services specified in the student's IEP must continue in their alternative educational placement. If the student is not expelled, then he/she is placed in the most appropriate setting as determined in the student's IEP.

PALI SPIRIT PACKS

Freshman Pack:

- PE Clothes
- PALI Sweatshirt
- 2014 Yearbook
- PAC Card

Normally \$185 – NOW \$175!

Spirit Pack 1

- PALI Sweatshirt
- 2014 Yearbook
- PAC Card

Normally \$155 – NOW \$145!

Spirit Pack 2

- PALI Sweatshirt
- 2014 Yearbook
- PAC Card
- Homecoming Ticket

Normally \$190 – NOW \$180

Senior Package!

- Cap & Gown
- 20 Graduation Announcements & Name Cards
- Prom Ticket
- Yearbook
- Senior Sweatshirt
- Senior T-shirt

Only \$295!

Buy your Senior Package now!



Pali Activity Card (PAC Card)

Gets students into sports and events on campus for free!

- Football Games
- Basketball Games
- Theatrical Events, etc.



A La Carte Items:

PE Clothes - \$30

PALI Sweatshirt - \$40

2014 Yearbook - \$90

PAC Card - \$35

Pali Hat - \$15

Purchases can be made online at www.PaliGear.com and bring your receipt.

Make Checks out to Palisades Charter High School.

Bring them the Student Store on your day to register!

STUDENT ACTIVITIES

1st Day of Fall Semester		Aug. 13, 2013
Back to School Night		Sept. 12, 2013
Homecoming Game		Oct. 18, 2013
Homecoming Dance		Oct. 19, 2013
Thanksgiving Pie Day		Nov. 21, 2013
Holiday Week		Dec. 2-6, 2013
1st Day of Spring Semester		Jan. 14, 2014
Senior Dating Game		Feb. 14, 2014
Winter Formal		March 1, 2014
Valentine Grams		Feb. 14, 2014
Casino Night		March 14, 2014
Spring Pep Rally		April 11, 2014
ASB Elections		April 21, 2014

THESE SPECIAL EVENTS ARE BROUGHT TO YOU BY ASB!!!!!!

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)

Students are encouraged to purchase the PAC card, which provides them with the opportunity to participate in watching sporting events for free or at a reduced cost. The PAC costs \$35 and is available at the Palisades Student Store beginning the first day of school. All athletes, leadership students, and cheerleaders are required to purchase PAC cards.

PALI SPIRIT PACKS

Freshman Pack:

- PE Clothes

PALI Sweatshirt

2013 Yearbook

PAC Card

Normally \$185 – NOW \$165!

PALI Sweatshirt

2013 Yearbook

- PAC Card

Normally \$155 – NOW \$140!

Senior Package!

- Cap & Gown

20 Graduation

Announcements & Name

Labels

Program

Yearbook

Senior Software

Senior Shirt

Buy your Senior Package now!



Pali Activity Card (PAC Card)

Gets students into sports and events on campus for free!

- Football Games
- Basketball Games
- Theatrical Events, etc.



PE Clothes - \$80

PALI Sweatshirt - \$40

2013 Yearbook - \$80

PAC Card - \$35

Pali Hat - \$15

Make Checks out to Palisades Charter High School.

Bring them to the Student Store on your day to register!

The foodservice department is proud to offer students a variety of fresh, locally diverse food at a reasonable price. Students may qualify to eat for free, or at a reduced cost, 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, contact Cecelia Ramirez, Cafeteria Manager at 310-230-7227.

Parking is available for students traveling to school. Students must display their parking pass on their vehicle and their vehicle must be locked and parked in the designated lot. These lots are locked during the school day or risk losing their privilege to park in the lot. Passes may be obtained in the Student Store. Contact Kevin Olson, extension 5144.

cycle, or parked north end of parking lot on car are not For info

st register it vehicles dium lots.) re student he faculty e Finance

STUDENT CLUBS

Please note: The clubs listed may or may not continue this school year. Students will have an opportunity to join or start new clubs when the Leadership class presents “**Club Day**”. All clubs must have a sponsor. See the leadership teacher, Mr. Lee for more details.

2013-2014 CLUB LIST			
NAME OF ORGANIZATION	SPONSOR	MEETING DAY	LOCATION
BLACK STUDENT UNION (BSU)	CHRISTOPHER, T	WEDNESDAY / LUNCH	A210
CREATIVE WRITING CLUB	STEPHENS, A.	MONDAY / LUNCH	U114
FRENCH CLUB	PICHLBAUER, E.	TUESDAY / LUNCH	U109
GSA (Gay Straight Alliance)	BARKER, J.	WEDNESDAY / LUNCH	F106
GUITAR CLUB	SCHLANGER, R.	FRIDAY / LUNCH	U104
HUMAN RIGHTS WATCH (STF)	PEREYRA, A.	WEDNESDAY / LUNCH	E103
INTERNATIONAL THESPIAN SOCIETY		TUESDAYS / LUNCH	B101
JEWELRY MAKING CLUB	KORBONSKI, H.	TUESDAY / LUNCH	F106
JEWISH STUDENT UNION (JSU)	RAMZI, S.		D205
JUNIOR STATES OF AMERICA	SAIZA, J.		G107
KNIT FOR THE NEEDY	NEWBILL, K.	WEDNESDAY / LUNCH	F201
LATINOS STUDENT UNION	CERVANTES, M.	THURSDAY / LUNCH	C204
LITERACY & CREATIVE WRITING CIRCLE	KORBONSKI, H.	WEDNESDAY / LUNCH	F106
NATIONAL SCIENCE BOWL	SCHALEK, D.	THURSDAY / LUNCH	F206
PALI BEAUTIFICATION/EAST	ENGELMANN, S.	MONDAY / LUNCH	J101
PALISADES CHAMBER ENSEMBLE	HENDERSON, T	FRIDAY / LUNCH	M101
PALISADES HISTORICAL SOCIETY	KING, R	THURSDAY / LUNCH	F104
PALISADES LACROSSE CLUB	LISSAUER, J.	WEDNESDAY / LUNCH	F102
PERSIAN ALLIANCE CLUB	RAMZI, S.	WEDNESDAY / LUNCH	D205
PHOTO CLUB	STEIL, R.	WEDNESDAY / 7TH PER.	E101
RED CROSS CLUB	KING, R	MONDAY / LUNCH	F104
ROOTS @ SHOOTS	BENKE, J.	FRIDAY / LUNCH	G203
SOLE CLUB	TENAN-SNOW, R.	MONDAY / LUNCH	J110
STUDENT CONCERN COMMITTEE	LEE, CHRIS	WEDNESDAY / LUNCH	F101

To start a new club or continue a club, go to U-110 and see

Ms. Simmons or Mr. Howard.

Angels At Risk

As a community the issue of drug and alcohol use and abuse in teenagers and families is an epidemic crisis. We know that early education, prevention, intervention and treatment can change families' futures forever.

Our mission is to raise this awareness.

Our Angels at Risk educational programs and services are designed to encourage communication on a parent to parent, teen to teen, and parent to teen level.

Host Committee

Jenny Belushi
Robert Belushi
Heather Thomas & Skip Brittenham
Diane Lane & Josh Brolin
Linda & James Caan
Chris Contopulos
Paul Cummins
Katrina Danson
Mary Steenburgen & Ted Danson
Jena & Michael King
Lauren & Richard King
Robyn Moore
Tom Nolan
Susie & Jon Sheinberg
Amanda & Chris Shumow
Kristina Brittenham & Jesse Sisgold
Susie Spain

A very special thank you to the Jena and Michael King Foundation

Keeping Families' Futures Bright

Angels At Risk, Susie Spain, C.A.S.
115 Barrington Walk, Los Angeles 90049
Phone 310-457-1421 www.angelsatrisk.com

*Please join us to learn about Early Education and Prevention
of Drug and Alcohol Use*

Please know that at no time are we from Angels at Risk accusing any teenager or child of being a drug addict or alcoholic, that is not our intention.

What we do know is that most kids are involved in high risk behavior and that most fatal decisions made by kids are tainted with use or abuse of drugs and or alcohol.

Our wish is to raise this awareness.

These groups and assemblies are designed to create a snapshot and memory for all of you in hopes that heartbreak and damage can be prevented.

We encourage all families in our community to reach out to each other. Please communicate and connect parents to parents, parents to teens and hopefully teens to teens...because...all of our kids are at risk and all of our families are at risk.

Please be motivated by love.

4 Educational Prevention Points For Kids:

- Stay connected to your family: talk to someone if you are in trouble, confused, afraid or just feel alone. Keeping secrets is not safe.
- Try to tell the truth it is a self-esteem builder. Perhaps you know a friend who is in trouble, give an anonymous tip.
- Be unique, be your own person. Don't give into peer pressure, do good in school, and work things out with your family. All of these are the things that are truly cool.
- Listen to your heart. Believe in your wishes and dreams. Believe in goodness. And please know that drugs can take everything away.

4 Educational Prevention Points For Parents:

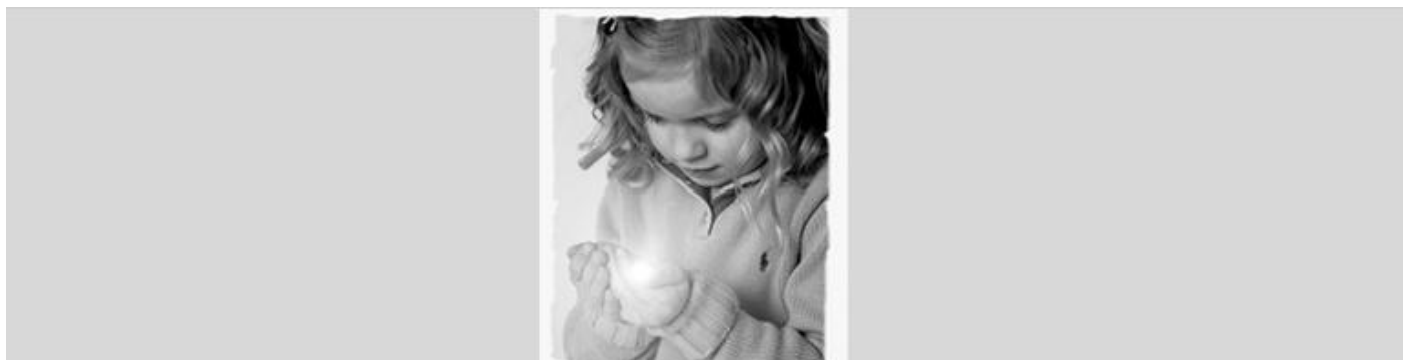
- Be motivated by love, kindness is the key
- The best and most simple basics of communication (talking) and connection (live time) counts the most with your kids. Pay attention to curfew and social media.
- Outside counseling protects our family's hearts. Be brave and find someone to talk to if you feel afraid or like something is wrong.
- Be a parent that protects your family especially when it is hard. Always listen to your heart. And if you see another child or a family in crisis, tell someone who can help. It takes a village and a community to raise a child and a family.

Thank you

*Please be a part of our journey to make a change.
The heart of our commitment is the family.*

Angels at Risk

The Heart of Our Commitment is to the Family ~ A Non-Profit Project



ADDRESSING THE CRISIS OF TEENAGERS AND THEIR FAMILIES AT RISK FOR DRUG AND ALCOHOL ABUSE

A Message from Angels at Risk to Parents

Please know that at no time are we from Angels at Risk accusing any teenager or child of being a drug addict or alcoholic, that is not our intention. What we do know is that most kids are involved in high risk behavior and that most fatal decisions made by kids are tainted with use or abuse of drugs and or alcohol.

Our wish is to raise this awareness.

These groups and assemblies are designed to create a snapshot and memory for all of you in hopes that heartbreak and damage can be prevented.

We encourage all families in our community to reach out to each other.

Please communicate and connect parents to parents, parents to teens and hopefully teens to teens...because...all of our kids are at risk and all of our families are at risk.

Please be motivated by love.

Truly, Angels at Risk Founder ~ Susie Spain, C.A.S.

© 2001 Susie Spain

Angels at Risk



The Heart of Our Commitment is to the Family ~ A Non-Profit Project

ADDRESSING THE CRISIS OF TEENAGERS AND THEIR FAMILIES AT RISK FOR DRUG AND ALCOHOL ABUSE

A Message from Angels at Risk to Teenagers

Please know that at no time are we from Angels at Risk accusing any teenager or child of being a drug addict or alcoholic, that is not our intention. What we do know is that most kids are/have been involved with some high risk behaviors that may be based around drug or alcohol use and abuse. In most cases, drugs and alcohol may have influenced your behaviors. What we also know is that almost every fatal decision that teenagers make are under the influence of drug or alcohol

Our wish is to raise this awareness.

We are here to share our stories with you, which may include the perils and brutalities of drugs and alcohol in hopes that you may start making life affirming choices...drugs and alcohol can hurt you, your friends, and most of all your family. These meetings and assemblies are designed to create a snapshot and a memory for all of you in hopes that that damage and heartbreak can be prevented. We encourage everyone reading this to please reach out to each other, to your families, or to anyone at school because all kids involved with drugs and alcohol are at risk

Truly, Angels at Risk Founder ~ Susie Spain, C.H.I.

© 2001 Susie Spain

STUDENT CONDUCT

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

First Offense:

- Student may be subject to arrest, loss of Charter Permit, opportunity transfer 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 return 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.

Second Offense:

- Student may be subject to arrest, opportunity transfer or expulsion if deemed possession for sale or distribution to other students.
- Student is suspended. Parent is notified.
- Cancellation of Charter Permit or opportunity transfer will be recommended. Impact Coordinator at receiving school will be notified.
- No right of return to Palisades Charter High School.

USE OR POSSESSION OF TOBACCO OR RELATED PARAPHERNALIA

First Offense:

- Student will 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

Second Offense:

- Student will 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 or student opportunity transferred.

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."** These 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/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, 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.

PCHS 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 Directors.

Specific Dress Code Policies:

1. **MESSAGE CLOTHING:** Items which are obscene or vulgar, sexually suggestive, inflammatory in nature, or gang, drug, or alcohol related, are prohibited.
2. **HATS/HEADGEAR:**
 - BANDANAS are prohibited on campus at all times.
 - Only PALI-ISSUED HATS and PALI HEADGEAR may be worn **OR SEEN** on campus. Pali hats and headgear cannot be altered in any way.
 - HATS and HEAD GEAR must be REMOVED when INSIDE BUILDINGS. Hoods on “hoodies” (sweatshirts) should not be worn over the head in the classroom. Religious headgear is exempt from this policy.
3. **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 MIDRIFTS 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.
4. **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.
5. **HEALTH & 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.
6. **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.
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 suspension.

STUDENTS IN POSSESSION OF ANY PROHIBITED ITEMS OR DOING ACTS THAT ARE PROHIBITED ARE SUBJECT TO SUSPENSION.

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:

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

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

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

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

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 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.

Violation/Breach of Honor Code

1. 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.

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

FOLLOW-UP ACTION

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.

2. Level 2 Cheating:

Examples:

- Forging, Stealing or Altering a Permanent School Document such as:
Rollbook Computer Rollbook
Scantron Key Test
Any Official Office Records.

Consequences determined by Dean and School Administrator

- Suspension with Contract
 - Suspension with Drop/Fail
 - Exclusion from all School Activities.
 - Suspension with Loss of Right to Attend Palisades Charter High School and School Transfer
- 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

PCHS 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

Assigned / Daily Bus Route

1. First Incident- Verbal Warning or school discipline
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.

Late Buses

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

Automatic PCHS 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.

STUDENT BEHAVIOR CONSEQUENCES

MINOR INFRACTIONS:

- Tardies and class cuts: Parent Called - Detention or Suspension
- Sleeping in Class: Parent Called – Detention or Suspension
- Not bringing supplies: Parent Called – Detention or Suspension
- Not doing class/homework: Parent Called – Teacher Handles
- Disruptive behavior: 1st incident, Parent Called, Referred to Counselor
2nd incident referred to Dean, Detention/Suspension
- Dress Code violation: 1st incident, Parent Called, Referred to Counselor
2nd incident referred to Dean, Detention/Suspension
- Inappropriate use, during class time, of any electronic device:
1st incident, Parent Called, Referred to Counselor, confiscated by teacher and given to Dean.
2nd incident referred to Dean, Detention/Suspension
- Skateboards on grounds: 1st incident, Parent Called, Referred to Counselor
2nd incident referred to Dean, Detention/Suspension

MAJOR INFRACTIONS Leading to Suspension:

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

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 w/o school & parent permission

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 SEARCHES

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

Searches Based on Reasonable Suspicion

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

The administrator must:

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

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

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

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 Directors before the decision to expel is made and if expelled, may appeal the expulsion to the Los Angeles County Office of Education.

HEALTH

WELLNESS POLICY

School Meals

Meals served through the National School Lunch and Breakfast Program will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings
- Meet or exceed, nutrition requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives; and
- Ensure that three quarters of the served grains are whole grain.
- Exclude trans fats from the list of approved ingredients.

Breakfast

To ensure that all students have breakfast, either at home or at school, and in order to meet their nutritional needs and enhance their ability to learn, Palisades Charter High School will:

- Operate a School Breakfast Program
- Encourage participation in the school breakfast program through incentives and parent notification
- Encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Breakfast and lunch menus, which provide information regarding the nutritional content of meals and item selections, will be distributed to parents on a quarterly basis. Taste-tests of new food items will be provided. Students and teachers will be informed prior to taste-tests so that new food items can be presented and explained to students thus building excitement and anticipation.

Meal Times and Scheduling

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.

Qualifications of School Food Service Staff

Qualified nutrition professionals will supervise and administer the school meal programs. As part of the charter school's responsibility to operate a food service program, we will provide continuing professional development for all cafeteria staff as needed. Food Service staff will be knowledgeable or receive training in the areas of vegetarian, vegan, and kosher food requirements and preparation. Professional education will also be provided on current teen and young adult major health issues, such as juvenile diabetes, obesity, etc. Staff development will include appropriate certification and/or training programs

for cafeteria supervisors and workers, according to their levels of responsibility.

FOODS AND BEVERAGES SOLD INDIVIDUALLY (i.e. foods sold outside of reimbursable school meals such as through fundraisers, school stores, etc.)

A qualified nutrition professional will oversee and provide guidelines for all food and beverages sales including fundraisers and rewards. Additionally, the school will make an effort to insure that foods and beverages used for fundraisers and rewards meet or exceed nutritional requirements established by local, state and federal statutes and regulations. Palisades Charter High School will encourage fundraising activities that promote physical activity and nutritional eating. The charter school will make available a list of ideas for acceptable fundraising activities.

Class Celebrations

Palisades Charter High School will encourage class celebrations involving healthy food.

III. NUTRITION EDUCATION AND PROMOTION

Palisades Charter High School is committed to teaching, encouraging, and supporting healthy eating by students. Palisades Charter High School will provide nutrition education and engage in nutrition promotion that:

- Is offered at a school-wide level as a part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is integrated across within other content areas as appropriate
- Includes enjoyable, developmentally appropriate, culturally relevant, participatory activities.
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- Includes training for teachers and other staff emphasizing caloric balance between food intake and energy expenditure. Cafeteria staff, in particular, will be knowledgeable or receive training in the areas of vegetarian, vegan, and kosher food requirements and preparation. Professional education will also be provided on current teen and young adult major health issues, such as juvenile diabetes, obesity, etc.
- Palisades Charter High School will potentially use a pricing strategy to encourage the development of healthy eating habits and discourage the consumption of low nutrient foods.

IV. PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

Integrating Physical Activity into the Classroom Setting

Palisades Charter High School seeks to increase opportunities for students to be physically active and recognizes the importance of physical education and kinesthetic intelligence. In order for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education classes. Towards this end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.
- Opportunities for physical activities will be incorporated into other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Physical Education 9-12

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.

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.

V. HEALTH EDUCATION

The ultimate goal of health education is to foster and promote health literacy for students. The four unifying ideas of health literacy as described in the California Health Framework are:

- Acceptance of personal responsibility
- Respect for and promotion of the health of others
- An understanding of the process of growth and development
- Informed use of health-related information, products, and services

GOALS

Palisades Charter High School ensures that there is adequate and appropriate curriculum material for all grade levels.

The school provides health education that:

- is targeted for 9th graders, but open to all grades is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health as described in the California Health Framework

- will explore the creation of a pilot program to target a select population of obese students through self-reference and teacher referral. This pilot program will provide intervention services to the targeted population and their families.
- includes nutrition education
- is part of not only health education classes, but also classroom instruction, when possible, in subjects such as math, science, language arts, and social sciences.
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise)
- links with school meal programs, other school foods, and nutrition-related community services
- includes the importance of oral health
- includes the influence of culture, media, technology, and other factors on decisions related to nutrition, physical activity, and lifestyle choices
- explores the various food, agriculture, and nutrition-related careers as vocational options
- includes training for teachers and staff when necessary

VI. HEALTH OFFICE SERVICES

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 doctors when indicated; which enables students to perform in the classroom to the best of their health ability. Some of the functions performed by the credentialed school nurse and administered through the HO are: ensuring immunization status according to state and local law, conducting state mandated health screenings, practicing safe, legal medication administration when warranted, interpreting health and developmental status related to learning, working with students, parents and doctors in the development of Individualized School Health Plans to best accommodate chronic health and educational needs in the classroom, providing community resources as 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, collaboration with credentialed school psychologist on emotional/mental health issues, performing health assessments and acting as a team member in Special Education program, and providing First Aid and triage for acute injuries/illnesses. The Health Office operation is overseen by a credentialed school nurse, who possesses a CA RN license, minimum Bachelors degree and a health services credential. The Health Office is staffed by an office nurse (RN) and the office nurse has current AED/CPR and First Aid training.

“Healthy Students Learn Better”

VII. PSYCHOLOGICAL AND COUNSELING SERVICES

Students have access to a credentialed school psychologist who provides students with support and assistance managing emotions, coping with crises, and making healthy decisions including, but not limited to, decisions that could prevent obesity.

Students and parents/guardians are informed of and will have access to psychological and counseling services provided on and off campus by community agencies and organizations. Due to the large number of students at Palisades and the critical need for mental health services and programs that address the mental wellness of our student AND staff population, we will re-assess the current utilization of current mental health staff to ensure effective use of resources and make adjustments as needed.

VIII. A SAFE AND HEALTHY SCHOOL ENVIRONMENT

Palisades provides a safe indoor and outdoor physical plant and a healthy, supportive environment for learning. This includes schools free of alcohol and other drugs, tobacco, steroids, and dangerous weapons.

Goals for a safe and healthy school environment include:

- Classroom furniture which is appropriate for the size and the number of students in each classroom;
- A physical environment which allows for sufficient space for all the students in the classroom;
- Classrooms that promote positive interactions between student-to-student and student-to-staff;
- Means for students and families to communicate family and personal situations that could affect learning and a student's well-being;
- Classrooms and schools that promote tolerance and respect for diversity;
- Meal periods that are scheduled at appropriate times and are long enough for students to eat and socialize;
- Sufficient serving areas in order to minimize student wait time;
- Eating areas that are clean, have enough space for seating, and are protected from the elements (sun, rain, wind, etc.);
- Graffiti-free campuses;
- Hand washing equipment and supplies for students and staff;
- Identification of activities that prevent the passage of viruses and germs;
- Sufficient, clean and healthy drinking fountains that are available for students and staff;
- Bicycle racks on school sites;
- Identification of safe routes to school;
- Outreach and communication to parents/guardians about the importance of keeping students home when they are ill.

IX. FAMILY AND COMMUNITY INVOLVEMENT

Family and community involvement is required to meet the goals of the Student Wellness Policy. Palisades High cannot do it alone.

Parents are encouraged to assist the school in modeling and promoting good health, proper nutrition, and physical fitness. In order to accomplish this, the Wellness Committee and school site professionals disseminate health information to parents/guardians through school newsletters, handouts, parent/guardian meetings, the school web site, and other communications. The communication will include, but not be limited to, the packing of healthy lunches and snacks, lists of healthy foods that meet the school's nutrition standards, education opportunities, education initiatives, and ideas for healthy celebrations and fundraising activities. Palisades also provides information about physical education and school-based opportunities, as well as community-based physical activity opportunities, such as family walks.

Outreach to parents/guardians emphasize the relationship between student health and academic performance and the importance of supporting the goals of the Wellness Policy at home and at school.

Outreach to parents/guardians provide information about community organizations that provide food and other necessities to families. Palisades Charter High School will annually communicate the “Best Practices and greatest concerns facing students in regards to wellness. This information will be distributed to all students and parents by way of a newsletter/flyer, a meeting, through the classroom or an assembly, or a combination thereof.

X. HEALTH PROMOTION FOR STAFF

Palisades highly values the health and well being of every staff member. Staff wellness programs support employees’ efforts to improve their personal health and fitness so they can serve as role models and promote the health of others, including students.

Palisades strongly encourages staff to adhere to the nutrition standards described above for their well being and for the purpose of serving as role models for their students.

XI. MONITORING AND POLICY REVIEW

Palisades Charter High School’s Wellness Committee, comprised of representatives from parent/community population, students, health services, health education, physical education, mental health, and food services, will meet regularly to ensure compliance with the plan and present an annual review to the full board of directors. When the school communicates the best practices and greatest concerns facing students in regards to wellness, we will also solicit family feedback on our current policy.

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.

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.

ADMINISTRATION OF OTC & RX MEDICATION

Any parent who is requesting medication for a student at school, whether it is over-the-counter (OTC) or a prescription (RX) medication, must comply with 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.

SEX EDUCATION COURSES

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 evaluation. 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 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

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 curriculum 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.
- 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.

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 son or daughter 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 7th Ed, July 2003)**

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.

PCHS IS A "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 will be working diligently to control beginning August 2012. 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.

As of August 2012, we will prohibit the use of latex gloves and latex balloons. These items will not be allowed on campus or at Pali sponsored in-door events.

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.

Dr. Pam Magee, Executive Director/Principal

Colleen Egan RN, M.Ed School Nurse

Sign and return this form as acknowledgement of this new "Modified-Latex" Environment

I have read, understand and will comply with this elimination of latex gloves and latex balloons from Pali High School. I will not bring these items to school.

PARENT SIGNATURE

DATE

PRINT PARENT NAME

PRINT STUDENT NAME

GRADE

STUDENT SIGNATURE

GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY GRADES K – 12

CDPH IMM-231 (1/08)

GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY

Grades K-12



INSTRUCTIONS Use this guide as a quick reference to help you determine whether children seeking admission to your school meet California's school immunization requirements. For the actual laws, see Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075. If you have any questions, call the Immunization Coordinator at your local health department.

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

VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but... 3 doses meet requirement for ages 4–6 years if at least one was given on or after the 4th birthday ¹ ; 3 doses meet requirement for ages 7–17 years if at least one was given on or after the 2nd birthday. ¹
Diphtheria, Tetanus, and Pertussis	Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses at any age, but... 4 doses meet requirements for ages 4–6 years if at least one was on or after the 4th birthday. ¹
	Age 7 years and older: Tdap, Td, or DTP, DTaP or any combination of these 4 doses at any age, but... 3 doses meet requirement for ages 7–17 years if at least one was on or after the 2nd birthday. ¹ If last dose was given before the 2nd birthday, one more (Tdap) dose is required.
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses² both on or after 1st birthday. ¹
	7th grade: 2 doses² both on or after 1st birthday. ¹
	Grades 1–6 and 8–12: 1 dose on or after 1st birthday. ¹
Hepatitis B ³	Kindergarten: 3 doses at any age
Varicella	1 dose^{4, 6}
Tdap Booster (Tetanus, reduced diphtheria, and pertussis)	7th grade: 1 dose on or after 7th birthday. ^{5, 7}

- ¹ Receipt of a dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.
- ² Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.
- ³ Not required for 7th grade.
- ⁴ Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.
- ⁵ Tdap, DTaP, or DTP given on or after 7th birthday will meet the requirement. Td does not meet the requirement.
- ⁶ 2 dose varicella requirement for ages 13–17 years applies to transfer students who were not admitted to a California school before July 1, 2001.
- ⁷ 8th–12th grade students transferring from outside of California must meet the requirement.

EXEMPTIONS	The law allows parents/guardians to choose an exemption from immunization requirements based on their personal beliefs or medical conditions. For children with medical exemptions, the physician's written statement should be submitted. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs.
NOT MEETING REQUIREMENTS	Refer pupils who do not meet these State requirements to their physician or local health department. Give families a written notice indicating which doses are lacking.
CONDITIONAL ADMISSIONS	Children who lack one or more required vaccine doses that are not currently due may be admitted on condition that they receive the remaining doses when due (Title, CCR Section 6035).

EXEMPTIONS

The law allows parents/guardians to choose an exemption from immunization requirements based on their personal beliefs, and health care providers of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). See the back of the blue California School Immunization Record (PM286) for instructions and the affidavit to be signed by parents/guardians electing the personal beliefs exemption. For children with medical exemptions, the provider's written statement should be stapled to the California School Immunization Record.

PHYSICAL EXAMINATIONS

Physical examinations 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 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 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.

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.

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.

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.

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 Medi-Cal 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

- 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.
- Ask us not to use your health information for payment or health care operations activities. (We are not required to agree to these requests.)
- 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.
- 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.
- 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

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. The following types of drills are conducted:

Fire Drill- once each semester.

Earthquake or Emergency Drill- Twice a year, the school conducts a full-scale exercise. The Great Shakeout drill in October is a community-wide drill where all elements of the school's disaster plan are practiced.

Lock-Down Drill- On a regular basis, the school reviews how it will respond to a threat on or near the campus.

Drop, Cover and Hold Drill- The purpose of this drill is to practice what to do during an earthquake.

Take Cover Drill- On a regular basis, staff and students practice how to respond to gunfire or an explosion in the neighborhood.

Parents are asked to make sure that their students actively participate and take these drills seriously. These drills make the school the safest place for students during an emergency.

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 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 construction of the football field, the baseball field will be used as the Assembly Area.

During an emergency, parents who want to pick up their children may be asked to go to the Reunion 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.

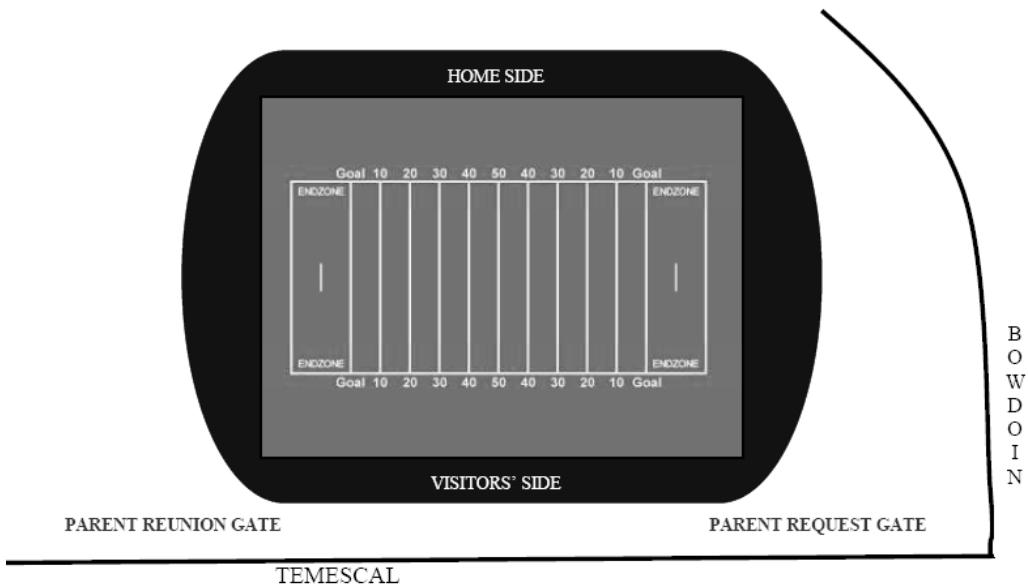
During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when there is a Lock Down, parents will not be able to pick up their children until the school campus is declared to be safe by the Police or Sheriffs. Parents need 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.

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 Monica Iannessa, Director of Student Achievement, 310 230-7277 or miannessa@palihigh.org.

PALISADES CHARTER HIGH SCHOOL STADIUM BY THE SEA



VISITORS' BLEACHERS

VISITORS' BLEACHERS													
Mercer Hall		Cafeteria			Finance Office			Textbook Room			Library		
G		10	20	30	40	50	40	30	20	10	G		
C l a s s r o m T o U N E L	Large Gym	J120	U109	U108	G104	G106	E106	E104	D202	D207	B101	A201	S C O R E B O A R D
	Small Gym	J110	U110	U107	G102	G107	F106	E102	D204	D205	C201	A202	
	HEALTH ED	J109	U111	U106	G201	G105	F104	E105	D206	D203	C203	A203	
		J108	U112	U105	G203	G101	F102	E103	D208	D201	C205	A204	
		J101	U113	U104	G205	F206	F101	E101	E209	D106	C202	A205	
		U121	U114	U103	G202	F204	F103	E208	E207	D104	C204	A206	
		J123	U115	U102	G204	F202	F105	E206	E205	D102	C206	A207	
		J122	U119	U116	U101	G206	F205	F107	E204	E203	D107	D101	A208
	J121	U118	U117	M110	M101	F203	F201	E202	E201	D105	D103	A210	
		G	10	20	30	40	50	40	30	20	10	G	

Emergency Classroom Assembly Grid

HOME BLEACHERS

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 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>.

Please complete and return the annual pesticide use notification form in the back of this handbook to the school's main office, indicating whether you wish to be pre-notified each time a pesticide is scheduled to be used at the school.

PARENTS

Parent involvement improves student achievement

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 Directors meetings, joining Standard Committees, reading correspondence sent home from school, i.e. The Parent Newsletters, e-mail, or participating in other school activities. Research has shown conclusively that parent involvement at home and in their children's education improves student achievement. Furthermore, when parents are involved at school, their children go further.

IMPORTANT FACTS:

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

Palisades Charter High School recognizes that, when schools and parents form strong partnerships, our children's potential for educational success improves significantly. Teachers and school administrators become more aware of parent and community expectations and may implement their suggestions regarding programs and operations. Parents learn the scope of the school's instructional program and set high expectations for their children. As a result, our school can better focus on student growth and success. We have the responsibility to involve parents in this partnership. Therefore, Pali High supports a variety of parent-involvement programs that requires it to involve parents at all grade levels in a broad range of roles. These programs are coordinated through the standing committees of the Board of Directors. Other opportunities for parent involvement include joining the PTSA, the Booster Club, the Parent Advisory Committee (PAC), the Attendance Appeals Committee, the 11th grade parents preparing for graduation committee, and the 12th grade parent graduation committee. Parents are encouraged to volunteer on at least one of the committees.

OPPORTUNITIES FOR PARENT INVOLVEMENT

BOARD OF DIRECTORS Information: Dr. Pamela Magee

E-Mail: pmagee@palihigh.org

The Board of Directors meets once a month (or more often when necessary) to determine policy for Palisades Charter High School. Policy is made in the areas of strategic planning, budgets, scheduling, graduation requirements, curriculum, admissions, discipline, and general governance of the school. The Board considers the recommendations of the subcommittees which meet at various times during the month. The Board consists of representatives from all stakeholder groups. The Board was seated in October, 2005 and representatives serve staggered terms. With the exception of the Principal, and Chief Business Officer, all members are elected by their constituencies. Parent representatives are expected to attend Board meetings as well as participate on standing committees. Please check the website for meeting dates and times. All parents and interested students are encouraged to attend Board meetings.

PCHS EDUCATION FOUNDATION Information: Dr. Pamela Magee

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. □□ The goal of the Ed Fund is to offset crippling State budget cuts and establish funding for long-term strategic projects that will positively impact your student's education. In addition to accepting donations from parents and the PCHS community, the Ed Fund pursues grants from corporations and foundations. □□ The Ed Fund's 2012-2015 fundraising goal is \$2 million, and is focused on Pali High's top funding priorities which include: □□ • class size reduction □ • new and upgraded technology □ • science lab renovations □ • textbooks and other instruction materials □ • professional development.

PTSA - PARENT TEACHER STUDENT ASSOCIATION Information: Katy Anastasi klanastasi@yahoo.com

The PTSA at Palisades Charter High School is open to all parents, teachers, and students. It is operated by an Executive Board with several committees. 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). The monthly PTSA meeting is generally held on the first Thursday of the month, at 8:00 a.m.

PALISADES HIGH SCHOOL BOOSTER CLUB. INC. Information: Richard Held
(310) 476-6043, E-Mail: 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. The Booster Club meets on the fourth Tuesday of each month at 6:30 PM in the Library. A light supper will be served and the business meeting will start at 7 PM. Every parent is a member and is encouraged to participate. Nine directors are elected by the membership each year at the June meeting.

BILINGUAL ADVISORY COMMITTEE (BAC) Information: Myrna Cervantes
(310) 230 - 6623 x7221, E-Mail: mcervantes@palihigh.org

This committee participates in development of the school's Master Plan for bilingual education and the bilingual budget. It also assists the Principal and staff in the implementation of the plan. All parents and guardians of LEP (Limited English Proficiency) students are members of this committee.

GATE (Gifted and Talented Education) Information: Mary Bush (310) 230 - 6623 x 7240, E-Mail: mbush@palihigh.org

PALISADES CHARTER SCHOOL FOUNDATION Information: Mrs. Eileen Savage and Susie Newman E-Mail: palicharter@aol.com www.palischools.org

The Palisades Charter Schools Foundation supports the eight schools in the Palisades Charter Complex by soliciting individual, corporate and foundation grants and donations and by maintaining a public presence and communications program for the Charter schools. The Foundation funds complex-wide programs designated as priorities by the Palisades Charter School Coordinating Council. Board members are elected at the annual meeting in June.

PARENTS' 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.

The faculty list, incl. the above mentioned requirements, is available at the school.

PARENTS 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.

NON - DISCRIMINATION

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. Student will be directed to the appropriate person for resolution.

APPROPRIATE RELATIONSHIPS 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

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.)

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 Directors.

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.

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 catcalls 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.

ACCESS TO SCHOOL RECORDS

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. The inspection / 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:

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 Directors. 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. 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.
- C. 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. 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.

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 Concern Form (See form section at the end of this handbook) 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.

- 1. Check box to indicate purpose of this completed form.
- 2. Complete outcome of meeting with staff member(s).
- 3. Complete bottom of the form.

WILLIAMS UNIFORM COMPLAINT PROCESS

Williams Uniform Complaint Process, Education Code Section 35186(f) provides important information about Parents and Guardians complaint rights regarding the following:

- 1. Pali 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 to complete required homework assignments.
- 2. School facilities must be clean, safe, and maintained in good repair.
- 3. A certificated teacher, with appropriate subject matter competency, should be assigned to each class by the beginning of the school year. If a teacher assigned to teach English language learners is not trained to teach ELL, the class should not exceed 20 percent English language learners.

To file a complaint regarding the above matters, complaint forms can be found in the form section of this Handbook or Pali's website www.palihigh.org. Questions about the filed complaint should be e-mailed to pmagee@palihigh.org.

UNIFORM COMPLAINT PROCEDURES

The Board of Directors of Palisades Charter High School recognizes that Pali has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. Pali shall investigate and seek to resolve complaints at the local level. Pali shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination or failure to comply with the law in Career Technical Education, Child Development, Consolidated Programs, Indian Education, Migrant Education, Nutrition Services, Special Education and laws regarding unlawful discrimination on the basis of race, sex, sex orientation, race ethnic group orientation, color, ancestry, national origin, age, gender identity, religion, mental and physical disability by a school that is funded directly or receives any state or federal financial assistance. Complainants are notified that matters listed under "Referring Complaint to Appropriate Person" are not issues covered by these procedures.

COMPLIANCE OFFICER

The Board designates the 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.

NOTIFICATIONS

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.

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 upon request.

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.

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.

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.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

If a complainant is dissatisfied with Pali's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving Pali's decision. The appeal must be in writing and must include a copy of the original complaint, as well as a copy of the local site decision provided to them. The appeal should be sent to:

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

Summer 2013



Dear PCHS Parents,

The Palisades Charter **P**arent **T**eacher **S**tudent **A**ssociation invites you to become a member this year and help *make a difference* in the education and lives of our children. PTSA is the largest grassroots child advocacy organization in the world working to improve the vital partnership between home and school. This critical role on campus is achieved through a collaboration of parents, teachers, administrators, staff and students--partners in the PTSA mission: "every **child**. one **voice**."

Pali PTSA continues a long tradition by supporting the following programs on campus:

- Alcohol and Drug Awareness
- Back To School Night & Show Case Night
- Campus Book Fair
- Career Day
- Catalyst SAT Bootcamps
- Emergency Preparedness
- Founders Day
- Parent Education Seminars
- PTSA Senior Scholarships
- Reflections Program for Arts Recognition
- S.O.S. Program (provides classroom supplies to teachers)
- Summer Reading Incentive Program
- Teacher/Staff Appreciation Luncheon
- Teen Driving Awareness

We invite all Pali parents, students, teachers, administrators, staff, and community to become Pali PTSA members. The cost is only \$10.00 per member or \$25.00 per family. You can join and donate by completing the blue membership envelope in this packet, enclosing payment, and returning the form and payment during registration week, to the PTSA box in the **Main Office** or mail to: Pali PTSA, Palisades Charter High School, 15777 Bowdoin, Pacific Palisades, CA 90272. Checks may be made payable to Pali PTSA.

Monthly meetings take place the first Thursday of each month. Please check the Pali website at www.palihigh.org under **Parents** for our meeting schedule, PTSA News, and monthly parenting articles.

Katy Anastasi, President
klanastasi@yahoo.com

Rimonda Ebneyamin, VP-Membership

Palisades Charter High School PTSA

Special Student Offer...



Join Palisades Charter High School and support our PTSA! Doing so demonstrates YOUR partnership towards OUR students' academic success! YOU will be entered into THREE separate drawings for TWO AMC movie theater passes should you choose to support PALI High's PTSA!

- All students with the Palisades Charter High School PTSA membership will automatically be entered into the drawings.
- Applications are available at the Student Store, in the Main Office, and on the PCHS PTSA Membership Web site at www.palihigh.org under the Student/PTSA link.
- **Senior** PTSA members are eligible for a Palisades Charter High School PTSA Scholarship.

**Membership Cost per Individual is ONLY –
\$10.00 or \$25.00 per Family**

Drawings will be held during Morning Announcements

**Show YOUR school spirit!
Be part of PCHS PTSA ~ Support Pali! ~ Go Dolphins!**

Make
Pali
Great!



Palisades High School
Booster Club, Inc.
a 501(c)(3) charitable
non-profit corporation

Federal Tax ID #
95-6112997

P.O. Box 223
Pacific Palisades, CA
90272

School Contacts
T. (310) 230-6623
F. (310) 454-6076
www.PaliHigh.org

Palisades High School Booster Club

Welcomes all our families to Pali High!

The Pali High Booster Club is a non-profit organization run by parents. Our goal is to help everybody at the school. This is just a small list of disbursements we made during the 2012-2013 school year.

- Wish list for teachers
- Athletic equipment and uniforms
- Band equipment
- Field trips/conventions for students
- Academic Decathlon and *Tideline* travel costs
- College Center
- Costumes and technical support for the Drama Department

There is less state funding for Pali and your child this fall. We can help fund these cutbacks. This year the Booster Club and the Pali Fund have united and your donations will be split, so be extra generous.

Donate today!

To donate online, go to www.PaliHigh.org, click on "For Parents" and then on "Booster Club," or use the donation form included in your handbook.

We accept payments by Credit Cards, Checks, Paypal, and Installment Payments.

Here are other ways to support the Booster Club!

- **Ralphs** – Groceries purchased at Ralphs can benefit the Booster Club. Sign up at www.Ralphs.com and click on "Community Contribution." Use Booster NPO #83449. Renew your Ralph's donation every September.
- **Company Matching Gifts** – Check with your employer to see if they will MATCH YOUR GIFT. Email d.henne@verizon.net for more information.
- **eScrip** – To participate, go to www.escrrip.com and select Palisades High School as the beneficiary.
- **One Cause Online Shopping** – Go to www.onecause.com and sign up to earn money for Pali by shopping with your favorite merchant(s).
- **Stock Donations** – are also WELCOME!
- **Booster Club meetings are held on the 4th Tuesday of each month at 6:30 p.m. in the Faculty Cafeteria. Please join us!**



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.□□

The goal of the Ed Fund is to offset crippling State budget cuts and establish funding for long-term strategic projects that will positively impact your student's education. In addition to accepting donations from parents and the PCHS community, the Ed Fund pursues grants from corporations and foundations.□□

The Ed Fund's 2012-2015 fundraising goal is \$2 million, and is focused on Pali High's top funding priorities which include:□□

- class size reduction□
- new and upgraded technology□
- science lab renovations□
- textbooks and other instruction materials□
- professional development.

□ **Education Foundation Officers** □

President - Candy Beaver□

Treasurer - Ellen Pfahler□

Secretary - Vicky Collison□

Major Donors - Ellen Sloan□

Communications - Nathalie Benoit□

Member at Large - Carleen Riley

PCHS APPLICATION FOR ATTENDANCE APPEAL

Instructions—Complete the form below and return the completed form to the Attendance Office.

Student Name:_____ **Grade:**_____ **Date of Birth:** _____

Magnet: _____ Charter: _____

Address: _____

Attendance Information: Record all of your absences and tardies for the semester below.

Period	Class	Absences	Tardies	Teacher
0				
1				
2				
3				
4				
5				
6				
7				

Absences requested for Appeal : _____

ODDS

EVENS

Statement of Reasons for Appeal: (List exact dates being appealed below)

Signatures:

We, the undersigned, are aware of the rights under the Palisades Charter High School Attendance Policy for appeals and mitigation. We are also aware that if the appeal is denied the student may receive failing marks for the class or classes in which excessive absences and/or tardies have been accumulated. A Parent/Guardian signature is required to process the appeal.

Student Signature: _____ Date: _____

Parent/Guardian : _____ Date: _____

DEADLINES:

Fall Semester: Tuesday, 12/06/13

Spring Semester Friday, 5/09/14

RETURN TO THE ATTENDANCE OFFICE



A CALIFORNIA DISTINGUISHED SCHOOL

PCHS 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 unless you, as the parent or guardian withdraw permission by checking and returning the form below to the Period 2 teacher. 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 the form.

----- TEAR-OFF -----

I **do not** wish my son/daughter to obtain condoms through the school's HIV/AIDS program.

Print name of son/daughter

Signature of Parent/Guardian

Date

Grade

RETURN THIS FORM TO THE HEALTH OFFICE



A CALIFORNIA DISTINGUISHED SCHOOL

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. 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>.

Please complete, detach and return the form below to the school's main office, indicating whether you wish to be pre-notified each time a pesticide is scheduled to be used at the school.

REQUEST FOR NOTIFICATION

Student/Staff Member Name: _____

School/Location: _____

Room Number or Homeroom Number: _____

- ☐ **I would like to be pre-notified** every time a pesticide application is to take place at the school (i.e., in addition to annual notification of Approved Products). I understand that the notification will be sent home with my child, or provided to me as a school staff member, at least 72 hours before application.
- ☐ **I do not need to be notified** every time a pesticide application is to take place at the school. I understand that I will receive an annual notification in the Parent-Student Handbook or by other means (for school staff) of pesticides approved for use at schools.

Signature: _____ Date: _____

Note to Site Administrator

File the original in the main office.

If the above "I would like to be pre-notified" box is checked,
forward a copy via school mail to:

Pest Management Department
Central Shops
Attn: Andrian Saldivar

Media and Image Authorization and Release

From time to time, the media (newspaper, radio, television) may visit your campus to photograph, tape record, videotape or write stories of general public interest. Palisades Charter High School also regularly takes pictures and video of students involved in various school activities and publishes these images in its own newsletters, public relations and professional development materials. An individual has the right to withhold consent for use of these images.

Therefore, we request you sign and return this form to the school office if you consent to any such images taken of you/your child being utilized as described above.

I, the undersigned student, or I as the parent of the undersigned student (either hereinafter referred to as “the undersigned student” or “I”), hereby grant and assign Palisades Charter High School, its officers, employees, students and agents (including third party photographers), the worldwide, perpetual, irrevocable right to (1) photograph and record the undersigned student when the undersigned student is engaged in any school activity of Palisades Charter High School: (2) reproduce, distribute, display, create derivative works of and otherwise use the undersigned student’s name, photograph, recording and likeness for and in connection with the Palisades Charter High School’s internal needs, public relations, fundraising, publicity, promotional purposes including, but not limited to, street banners, yearbooks, newspapers, team and school websites, brochures, media, public awareness campaigns and displays by any means, methods and media (print or electronic), now known or developed in the future, that Palisades Charter High School deems appropriate.

I make this grant of rights with the understanding that no compensation will be paid to me by Palisades Charter High School or any other party for such a grant. I understand and agree that all rights, title and interest, including copyrights, in material created by Palisades Charter High School or its agents pursuant to this agreement are exclusively property of Palisades Charter High School or its agents and I will have no rights in such materials. I also understand that Palisades Charter High School is not required to use my photographs, recordings or likeness in any way.

I hereby waive any right that I may have to inspect or approve any photograph, recording, likeness or derivative work thereof made pursuant to this agreement. I understand that under California law, individuals have the legal right to control the use of their names, likeness and images and I hereby release all such rights and hold harmless Palisades Charter High School and its agents from, and will neither sue nor bring any proceeding against, any such parties for any liability, whether now known or arising hereafter, resulting from or arising in connection with the exercise of such parties’ right pursuant to this agreement. I also on behalf of myself, my child, our heirs, executors, and assigns agree to release and hold harmless Palisades Charter High School, its officers, employees, and agents for any and all liabilities, including but not limited to personal injuries, arising out of the creation or use of my child’s likeness in such materials.

I have read the above agreement and fully understand its contents. This agreement will be governed by the laws of the State of California and represents the final and exclusive agreement between Palisades Charter High School, its agents and myself on this subject.

_____ I do give consent to this media and image release as stated above.

_____ I do NOT give consent to this media and image release as stated above.

_____ Date: _____

Minor’s Signature (If 14 or Older)

_____ Date: _____

Parent/Legal Guardian

PCHS ATTENDANCE NOTE

To: Palisades Charter High School

Name of Pupil: _____

Date of Birth: _____

Grade Level: _____

My child was absent from school on _____ 20_____

To : _____ 20_____

Total school days absent _____

Reason: (Please write down specific illness or other reason for absence):

Parent or Guardian Name

(print): _____

Parent or Guardian

(signature): _____

Today's Date: _____

This note excuses the absence per ed code requirement (Ed Code 48205). However, this excuse note does not nullify or remove the absence from the attendance count pursuant to the PCHS Attendance Policy.



A CALIFORNIA DISTINGUISHED SCHOOL

PALI POSITIVE

EMPLOYEE OF THE MONTH - RECOGNITION PROGRAM

SUBMITTED BY: _____ (CHECK ONE) ☐ STUDENT ☐ STAFF ☐ PARENT ☐ COMMUNITY MEMBER

PHONE _____ E-MAIL: _____

NOMINEE: _____ POSITION: _____

DATE: _____

WHAT MAKES THIS NOMINEE A MODEL OF "PALI POSITIVE"?

Circle all that apply: **TEAM PLAYER, RESPECTFUL, SAVES PALI MONEY, COMMUNICATOR, IMPROVES STUDENT'S LIVES, GOES ABOVE & BEYOND, STRIVES FOR EXCELLENCE, IMPROVES PALI'S COMMUNITY IMAGE**

Team Player –

Respectful –

Saves Pali Money –

Communicator –

Improves Students Lives –

Goes Above & Beyond / Strives For Excellence / Improves Pali's Community Image –

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 AUP seeks to prevent unauthorized access and other unlawful online activities, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, internet, email, chat rooms and other forms of direct electronic communications or equipment provided by Palisades Charter High School (the "network"). **Only current students or employees of PCHS are authorized to use the PCHS network.**

Palisades Charter High School (PCHS) network is filtered and monitored. PCHS uses technology protection measures to block and filter, to the extent practicable, access to educationally inappropriate content over the network, including visual depictions that are obscene, pornographic, and harmful to minors. PCHS reserves the right to monitor all users' online activities and to access, review, copy, store and/or delete any electronic communication or files and to disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of Palisades Charter High School property, network, and/or Internet access or files, including email. **Evidence of violations of this AUP will be reported to the PCHS administrative team for disciplinary action.**

Acceptable Uses of the Palisades Charter High School Computer Network or the Internet

Each year students using the PCHS computer network and internet access must sign a page acknowledging this AUP policy. Students who are under 18 must have their parents or guardians sign the AUP page and the school must keep it on file. Once signed the AUP permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using Palisades Charter High School's network due to violation of this policy, or is no longer a PCHS student. Employees and other users are also required to follow the PCHS AUP policy. Even without a signature, all users must follow this policy and report any misuse of the network to a teacher, supervisor, or other appropriate PCHS personnel. **Network access is provided primarily for education and PCHS business.** Staff may use the Internet, for incidental personal use during duty free time. By using the network, users have agreed to this AUP policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate Palisades Charter High School personnel.

Unacceptable Uses of the PCHS Computer Network or Internet

Examples of inappropriate activity on Palisades Charter High School's network include, but are not limited to:

- Activity that violates the PCHS Student Code of Conduct; especially those codes addressing anti-bullying, cheating, forgery, and plagiarism;
- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copy righted materials;
- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Spamming; spreading viruses; or other hacker type activity
- Causing harm to others or damage to their property, such as:
 - Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others, or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Deleting, copying, modifying, or forging others user's names, emails, files, or data; disguising one's identity, impersonating others users, or sending email anonymously;
 - Damaging computer equipment, files data, or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or program, or disrupting any computer system performance;
 - Using any Palisades Charter High School computer to pursue "hacking," internal or external to Palisades Charter High School, or attempting to access information protected by privacy laws; or
 - Accessing, transmitting, or downloading large files, including copyrighted media, chain letters or any type of pyramid schemes.

- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 - Using another's account password(s) or identifier(s);
 - Interfering with other users' ability to access their account(s); or
 - Disclosing anyone's password to others or allowing them to use another's account(s)
- Using the network or Internet for commercial purposes:
 - Using the Internet for personal financial gain;
 - Using the Internet for personal advertising, promotion, or financial gain;
 - Conducting for-profit business activities and/or engaging in non-governmental related fundraising or public relation activities such as solicitation for religious purposes or lobbying for personal political purposes.

Palisades Charter High School reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for Palisades Charter High School, students, employees, schools, network, or computer resources, or (2) that expend Palisades Charter High School resources on content PCHS, in its sole discretion, determines lacks legitimate educational content/purposes, or (3) other activities as determined by Palisades Charter High School as inappropriate.

Student Internet Safety

- Students under the age of eighteen should only access accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
- Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
- Students shall not meet in person anyone they have met only on the Internet; and
- Students must abide by all laws, this Acceptable Use Policy, the PCHS Code of Conduct, and all Palisades Charter School security policies.

Penalties for Improper Use

The use of an account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from employment, or criminal prosecution by government authorities. Palisades Charter High School will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

Palisades Charter High School makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of Palisades Charter High School's network are to be borne by the user. Palisades Charter High School also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of, its affiliates or employees.

I HAVE READ AND UNDERSTAND, AND AGREE TO ABIDE THE PROVISIONS OF THE ACCEPTABLE USE POLICY FOR PALISADES CHARTER HIGH SCHOOL

Student Name _____ Grade _____ Date _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

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