PARENT HANDBOOK
2018-2019

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The information contained in the PLN Parent Handbook is provided for informational purposes only. Information may be changed or updated without notice. This handbook is subject to all applicable laws and in all cases where there is a discrepancy between the handbook and the charter, the charter petition language supersedes the handbook.

Para Los Niños Overview

Since 1980 Para Los Niños has worked to support children in their journey toward a more successful future. Para Los Niños provides comprehensive and integrated educational and family services that support the whole child from infancy through successive stages of school and life. Para Los Niños Gratts Primary Center (Hereafter, PLN GPC) provides transitional kindergarten, kindergarten and first grade and is an integral part of the educational services provided by Para Los Niños.

Families enrolled at PLN GPC have access to a wide range of services provided by Para Los Niños. We understand that in order for our students to be successful academically, their physical and emotional need must be supported both at school and at home. Para Los Niños offers qualifying children and their families support through the following programs:

Counseling Services:

PLN offers counseling services for children ages 0-18 to enable the child to learn as effectively as possible in his/her educational program. Therapists provide community-based treatment services offered in the home or school based on parent's/guardian's preference. Clinical services can support children and their families when functioning is impaired in the home, at school, or in the community. If a parent/guardian is interested in seeking services for his or her child then a referral should be completed with the school's **Case Aide, Grace Barrera**.

Clinical staff can provide a wide array of services including:

- Individual therapy
- Family therapy
- Group therapy
- Social skills development
- Case management
- Crisis intervention
- Treatment for children and families affected by trauma

For more information, please contact the Community Schools Coordinator, Francis Jacobo (213) 250-4800 ext. 809.

Family Support Services

PLN offers assistance to families navigating the County's complex support systems, community resources for children, Nurturing Parenting and child development education, financial education, and support in times of crisis.

Your school's Case Aide provides support to students and families with on-site and in-home case management, parenting classes, support circles/groups, referrals to mental health services, concrete support, and linkages to community and county agencies. Their goal is to help children and families reach desired familial, educational and social goals while maintaining an adequate level of functioning.

Youth Workforce Services

For families with older children, PLN prepares youth ages 14 to 21 for success in post-secondary education and the workforce through paid and unpaid work experience, career counseling, job placement, mentoring, case management and leadership development.

Parent and Community Engagement:

PLN provides guidance and leadership training to parents who would like to take on deeper roles within the school community serving on our School Site Councils, English Language Advisory Committees and Local Control Accountability Plan Committees. In addition to these groups, there are opportunities to volunteer in our Parent Centers, classrooms, libraries, offices, and by recruiting community supports.

Para Los Niños Gratts Primary Center

PLN GPC serves the children of working families in downtown Los Angeles, strives to cultivate and to celebrate the potential within each child and equip students with the skills, knowledge and confidence necessary to pursue excellence and succeed in a multi-

cultural world. GPC provides a nurturing, safe environment that inspires critical thinking, imagination, self-reliance and respect for others.

Our values

- Children come first.
- Family is essential.
- Excellence in all areas.
- Respect and embrace diversity.
- Empower communities.
- We are responsive, compassionate, and inspiring to those we serve.
- High ethical standards.
- Transparency and accountability.
- Teamwork and collaborative partnerships.

Our Guiding Principles

- Every child and family has the right to reach high standards of achievement.
- Every child and family has the right to be respected.
- Every child and family has the right to be responded to as individuals with different academic, socio-emotional, physical, psychological, and cultural needs.
- Every child and family has the right to safe environments that facilitate healthy development and learning.
- Every child and family deserves opportunities to engage with and impact the local community and global society.

Overview

PLN GPC was founded on the belief that every child has the potential to reach high standards of achievement, to ask good questions and to think critically. Because we believe that a comprehensive educational program is critical to the ability of our students to pursue their dreams and achieve future success.

In a nurturing and safe environment that inspires critical thinking, imagination, self-reliance and respect for others, students at PLN GPC engage with their environment, participate meaningfully in community life, and prepare for their futures as lifelong learners.

What it means to be a Charter School

A charter school is a public school designed to meet a community's need for alternative educational programs. As publically funded schools, charter schools are held accountable for ensuring that students achieve the same standard of academic achievement as their peers in public, non-charter schools. Charter school students receive the same per pupil funding as public, non-charter schools. Any student residing in the state of California is eligible to attend PLN GPC. Charter schools do not charge students tuition and may not discriminate against any student on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

As a charter school participating in the LAUSD public school choice process, PLN GPC is responsible for the design and operation of the instructional program at a campus maintained by the district. Additionally, PLN GPC will be a residential school, prioritizing admission to students living within the attendance boundary set by LAUSD. Students residing outside the attendance boundary of PLN GPC will be accepted only after we have fulfilled our obligation to residents living within our school boundaries.

Transitional Kindergarten

PLN GPC offers eligible students the opportunity to enroll in Transitional Kindergarten (TK). This class is meant to support students who are developing school readiness skills because of age, maturity, or because this is their first time attending school. TK students benefit from a modified Kindergarten curriculum designed specifically for the developmental needs of this class and a shorter school day. Students who enroll in TK are typically recommended to enroll in a traditional Kindergarten class in the following school year extending their tenure at GPC to 3 years, but students may be recommended for First Grade at the end of the TK year. For more information about TK, please contact the front office.

Frequently Asked Questions

What is Transitional Kindergarten (TK)?

TK is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Enrollment in TK is not required before attending kindergarten.

What is the age eligibility for TK?
A child is eligible for TK if they have their fifth birthday between September 2 and December 2 (inclusive).

Must children attend TK or kindergarten?
No. School is mandatory for six-year-olds. Parents and guardians must enroll their children in school once they reach the age of six. Whether a six-year-old student will be enrolled in kindergarten or first grade at that time is at the discretion of the school and the parents. For first grade enrollment, California law requires a child to be six years old on or before September 1 to be legally eligible for first grade.

School Entrance Ages for School Year 2014-15 and thereafter

Grade Level	Entrance Date as of September 1st	Birth Date on or Before
TK	5 years	Between December 2 – September 2
K	5 years	September 1
1st	6 years	September 1

Special Education

At PLN GPC, we support the learning of all of our students. We follow all federal and state mandates and Los Angeles Unified School District policies and guidelines on the education of students with special needs and medical conditions.

Section 504
Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights 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 actual or perceived disability is unacceptable and will not be tolerated. The District will promptly investigate all complaints of disability-based discrimination/harassment and take reasonable actions to stop future incidents of discrimination/harassment. Section 504 also requires that students with disabilities be provided a free and appropriate public education (FAPE). For students who are not eligible for special education services, but meet the federal definition of disabled under Section 504, a Section 504 Plan is developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in accessing the general education program. Parents or guardians must be notified in writing of any District decisions regarding the identification, evaluation, and/or educational placement of students and their right to participate in, and/or appeal these decisions under Section 504. For further information about Section 504 and/or assistance in filing an appeal or complaint regarding Section 504, contact the Educational Equity Compliance Office at (213) 241-7682.

Special Education Services
Children learn in a variety of ways, with most students learning effectively in a traditional school setting. However, sometimes children with disabilities and learning differences need services beyond accommodations and modifications to the general education program. Children with disabilities may be eligible to receive special education services as determined by an Individualized 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 school. Parents of school age children who suspect their child may have a disability who may need special education should contact the school's principal. Further information concerning special education programs and services is provided in the District's publication, *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)* which is available at GPC and on the Division of Special Education website: http://sped.lausd.net/. Assistance related to special education issues is available from the school's principal.

General School Information

Hours

- Instruction begins daily at 8:00 a.m.

- Dismissal is at 2:45 p.m. on Mondays, Wednesdays, Thursdays, and Fridays
- Dismissal is at 2:00 p.m. on Tuesdays

Emergency Contact Forms
Every family must fill out a new emergency card every school year with the main office. If at any point throughout the year, any of the information below changes, please fill out a new emergency form and turn it into the office:

- Home address (provide proof of address)
- Home, cell, work telephone numbers
- Doctor's phone number
- People who are authorized to be contacted in case of an emergency
- Telephone numbers of people to be contacted in case of an emergency
- People authorized to pick up your child from school

Attendance and Truancy Policy

Regular and punctual attendance is important for student achievement. It is the intent of the Governing Board of Para Los Ninos Charter School ("PLN") to ensure that students attend school every day on time. Absences and tardies shall be marked as unexcused unless justified by any of the reasons listed below. If your student will be absent or tardy with a valid excuse, please call the office or else provide the student with a note and any documentation of the excusal.

- **Excused absences** – absences shall be excused if they are due to the following reasons:
    - Student illness
    - Quarantine under the direction of a county or city health officer
    - Medical/dental appointment (we recommend that appointments be made after school or on the weekends)
    - Attending the funeral of an immediate family member (e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student – one day within the state, three days outside the state)
    - Attendance at the student's naturalization ceremony to become a United States citizen
    - Justifiable personal reasons when the pupil's absence has been requested in writing by the parent and approved by the principal such as:
        - Mental Health Day Treatment
        - Appearance in court
        - Observance of a religious holiday or ceremony
        - Attendance at a religious retreat shall not exceed 4 hours per semester
        - Work in the entertainment industry for a period of not more than 5 consecutive days and for a maximum of 5 absences per school year.
        - Participation with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to 5 days per school year.

- **Unexcused Absences/Truancy--** Any absence for reasons other than those mentioned above will not be excused. Such invalid reasons may include but are not limited to:
    - Running errands
    - Vacation or trips
    - Family emergency
    - Transportation problems
    - Inclement weather

<u>Method for Verification of Absence</u>

When students have been absent from school, they must present a satisfactory explanation verifying the reason for absence. Parents/guardians have ten (10) school days from the first day of absence to justify the absence. After ten (10) days, the absence will be documented as unexcused in the student's attendance record.

The following methods may be used to verify student absences:

1. Signed, written note from parent/guardian
2. Verbal conversation in person or by telephone between the parent/guardian and verifying employee. The employee shall subsequently record the following:
    a. Name of student;
    b. Name of parent/guardian or parent representative;
    c. Name of verifying employee;
    d. Date or dates of absence; and
    e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification (doctor note)
    a. When a student has had eight (8) absences in the school year for illness or confidential medical services verified by methods #1-3 above without a healthcare provider's note, any further absences on account of illness or confidential medical services must be verified by a healthcare provider.
    b. A healthcare provider's verification is required to excuse absences of more than three (3) consecutive days due to illness or confidential medical services. The student's return to class will NOT be conditioned upon a health-care provider's verification of good health, unless the absences were due to a serious medical condition or contagious disease.
    c. When excusing students for confidential medical services or verifying such appointments, PLN staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.

Procedures for Addressing Absences

1. Each of the first two (2) unexcused absences will result in a call home to the parent/guardian.

2. Each additional unexcused absence will result in a call home to the parent/guardian. In addition, upon reaching three (3) unexcused absences and/or unexcused tardies over 30 minutes each in a school year, the parent/guardian will receive an "Initial Notification of Truancy" letter from the School and the student will be classified as ***truant***. This letter must be signed by the parent/guardian and returned to the School. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked.

3. Upon reaching six (6) unexcused absences and/or unexcused tardies over 30 minutes each, the parent/guardian will receive the "Second Notification of Truancy" letter with an invitation for both the parent and student to attend a mandatory attendance workshop. At the workshop, concerns regarding the student's attendance will be discussed in addition to reviewing possible interventions and supports and best practices for improving attendance. The workshop facilitator can assist families who require or request additional assistance after the workshop.

4. Upon reaching a combined total of nine (9) unexcused absences and/or unexcused tardies over 30 minutes each, the student will be classified as ***habitual truant.*** The parent/guardian will receive the "Third Notification of Truancy" letter and will be referred to the School Attendance Review Team (SART). The SART panel may be composed of the school's administrator, social/mental health services, Case Aide, school police officer, community agency representatives, and a referring school site representative. The SART panel will discuss the absence problem with the parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.

    a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies will be tolerated.

    b. The parent shall be required to sign a SART Contract ("contract") formalizing the agreement by the parents to improve the child's attendance or face additional administrative action. The contract will identify the

corrective actions required of the student/family moving forward, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:

I. Parent/guardian to attend school with the child for one day;
II. Student retention;
III. After school detention program;
IV. Required school counseling;
V. Loss of field trip privileges;
VI. Loss of school event privileges;
VII. Required remediation plan as set by the SART; and
VIII. Possible referral to the District Attorney (please see more on this below)

c. The SART panel may discuss other school placement options.

d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

5. Follow-up meetings: The Case Aide will conduct two (2) follow up meetings with the student and parent, following the initial SART meeting, at 4-6 week intervals.

6. Home Visits: Two (2) members of the SART panel may conduct a home visit to further explore, identify, and troubleshoot any issues that may be contributing to your child's poor attendance.

7. For all communications set forth in this process, PLN will use the contact information provided by the parent/guardian on the emergency form. It is the parent's or guardian's responsibility to update PLN with any new contact information.

Referral to Appropriate Agencies or Los Angeles County District Attorney's Office

It is PLN's intent to identify and remove all barriers to the student's success, and the School will explore every possible option to address student attendance issues with the family. For any unexcused absence, PLN may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents fail to attend a required SART meeting, PLN may notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

Involuntary Removal from PLN

Egregious or habitual violation of the attendance and truancy policy may result in involuntary removal of the student from enrollment at PLN. Such removal will be at the discretion/recommendation of the SART panel and/or Executive Director under the following circumstances:

1) Student is absent from school ten (10) consecutive school days without communication from the parent/guardian; or
2) PLN follows the SART procedures above and the student continues to have unexcused absences.

If the student is recommended for involuntary removal, PLN will inform the parent/guardian in writing. Removal will be effective five (5) school days from the date of the notice unless the parent or legal guardian requests a hearing on the matter.

This hearing process shall be conducted in accordance with PLN's expulsion hearing procedures. A copy of the expulsion hearing procedures is available upon request and will be provided to a parent when a hearing is a requested. Pursuant to these procedures and consistent with laws governing involuntary removal, the hearing shall be adjudicated by a neutral officer (hearing panel or Board of Directors led by a neutral officer) within a reasonable number of days, at which the student may present testimony, evidence, and witnesses, confront and cross-examine adverse witnesses, and bring legal counsel or an advocate. Consistent with PLN's expulsion hearing procedures, the hearing shall take place within thirty (30) days after the notice of removal is provided to parent/guardian and a written decision issued after the hearing. If a hearing is requested, the student will remain enrolled and will not be involuntarily removed until a final decision is issued.

Arrival at School

Students may arrive on campus at 7:30 a.m. and have breakfast in the lunch area until 8:00 a.m. when classroom teachers come to greet classes in the lower courtyard. Classroom teachers will walk classes into the classrooms at 8:00 a.m.

At the Kindergarten and First Grade levels, students often have a difficult time saying goodbye to their parents. Most students will adjust to being at school after the first few weeks, and even students who are upset in the morning will often be happily participating in class after a short time. We recommend preparing your students for the day by talking to them about what they are looking forward to, coming to school on time, and saying a quick good-bye once your child is in the care of an adult on campus.

Parents may load and unload students on the Hartford Ave by driving up to the curb where a volunteer will open the car door to assist students. Please do not double park and observe all signage in order to avoid getting a ticket [and in worse cases, an accident]. **Parking in the school parking lot is reserved for staff only.**

Dismissal from School

Any student not enrolled in the after-school program will be escorted directly to the lower courtyard pick up area upon being dismissed from class. **Parents must pick up their child no later than 15 minutes after-school is dismissed**. No child will be allowed to leave the school by themselves. Only adults (over the age of 18) listed on a student's emergency card will be allowed to pick up students. Parents should call the front office to inform staff of their late arrival. Parents must arrive on time barring an emergency situation.

If there are repeated incidence of late pick-up, the school administration will require a meeting with a student's parents to address the situation. If late pick-up continues and is unaddressed, appropriate authorities (i.e., Child Protective Services, etc.) may be notified for assistance.

Permission to Leave During the School Day

Only adults (over the age of 18) listed on a student's emergency card will be allowed to pick up students. The person picking up the student must present a proper form of identification. If a person not listed on the emergency card attempts to pick up the student, the office staff will contact the parent/guardian from the office phone using only the phone numbers listed for them on the emergency card to confirm the authorization. It is the responsibility of the parent/guardian to update the emergency card whenever there is a change to phone numbers, addresses, and names of the people that are authorized to pick up the student.
Parents who need their child to be released from school on their own prior to regularly scheduled dismissal time must provide written permission or come in person to the front office to inform the office staff. Students will not be released from campus at any time during the regular school day, including during the lunch period, without express written permission from or in the presence of a parent/guardian. If a written notice is received, the parent/guardian will be called to verify the request prior to releasing the student. Only the phone numbers listed on the Emergency Card will be used to contact the parent/guardian.

Contacting a Student during the School Day

Parents needing to contact their child during the course of the school day should call the front office. Every effort will be made to get your message to your child.

After-School Program

The Para Los Niños After-School program serves TK-8 grade students at our Charter Elementary School, Charter Middle School and GPC. Our program is designed to provide all students with a safe and engaging environment. All of our after-school activities support general education core curriculum with academic enriching activities to reinforce and enhance academic achievement.

Our goal is to improve the academic performance and scholastic success of students in the program by providing high-quality academic programming after-school. To meet this goal, the program offers students homework support to students, academic enrichment, recreation and enrichment activities, and linkages to other Para Los Niños Services.
All components and group activities also teach youth socialization skills as well as valuable lessons about sharing and cooperation. Throughout, the program builds team spirit and self-esteem through games and activities that incorporate "playing with a purpose" and "disguised learning".

We provide the following components:

- Academic support, homework assistance, academic enrichment
- Enrichment: Creative expression involving arts, crafts, music, and dance-- often conducted in collaboration with artists and arts organizations
- Physical recreation, organized sports, and team building activities
- Field trips
- Variety of programs from partners and collaborators
- Nutrition – daily snack and drink
- Referrals / linkages to other Para Los Niños Services, Collaborations and Partnerships

PLN draws on the expertise of our partners to offer additional enrichment academic components. PLN also utilizes community partners to provide students with access to arts, music and other educational enrichment activities. Students receive a variety of enrichment activities provided by our collaborative partners. These activities form a crucial part of the program's curriculum and will encourage youth to engage in creative expression, community service, and other activities.

ALL SCHOOL-WIDE BEHAVIOR EXPECTATIONS FOR THE SCHOOL DAY WILL BE EXPCTED DURING THE AFTER-SCHOOL PROGRAM.

For more information regarding the After-School Program at GPC, please contact:

PLN GPC Site Supervisor	OR	After-School Program Director:
Karla Lara		Cecilia Hernández, M.Ed.
Main Office (213) 481-3200 klara@paralosninos.org		1617 E. 7th Street Los Angeles, CA 90017 (213) 239-6605 chernandez@paralosninos.org

Valuables

The use of electronic devices or other personal items by students is prohibited during normal school hours. The school is not responsible for valuables brought from home. Please regularly check your child's tote for items not allowed in school. The following items are not allowed in school as they often become a distraction during school hours:

- Tablets, MP3 players, IPods, other music devices and/or cameras
- Cell phones
    - Although we realize that students may carry a cell phone for emergency purposes, cell phone use is not allowed during school hours, including during recess and lunch periods. We discourage the display and use of cell phones during school time.
- Handheld gaming devices
- Toys including but not limited to all balls, action figures, playing/trading cards, plush toys, dolls, costumes, skate boards, finger boards, elastic bands, board games etc.

If such a device or item is observed or heard by school staff, it may be confiscated and the student's parent will need to pick it up from the office. Photographing, videotaping or otherwise recording individuals without their permission is strictly prohibited.

***If an item is confiscated, PLN staff is not responsible for the item if it is lost or stolen while in the staff member's possession.**

School Uniform

PLN GPC is a proud community of learners. One element in developing our community identity is our school uniform. Students are required to wear a uniform at school during school hours.

Our top reasons for asking our students to wear uniforms are:

1. There are many other schools in the area where our schools are located. For safety reasons, we want to be able to identify our students at a glance.
2. The clothing we wear indicates our purpose. When we go to the beach, we wear swimming suits. When we go to a wedding, we put on our best clothes. At PLN GPC, we dress for learning.
3. School uniforms put the focus on learning, not fashion. Uniforms also reduce bullying and teasing. ***Please support our mission by taking our uniform seriously and wearing it with pride.***

Description of the Uniform Policy:

- Uniform items should be no larger/smaller than one size of the student's clothing size
- The PLN GPC uniform is:
    - Navy blue polo shirt
    - Khaki bottoms – pants, shorts, skirts, skorts or jumpers (bottoms must be of appropriate length, no more than 3 inches above the knee)
- No baseball caps, or hats of any kind.
- Only closed-toe footwear with flat rubber soles – no strappy shoes of any kind.
- Any attire that may be a distraction will be confiscated. Distracting attire includes but is not limited to accessories such as belts not in the belt loops, extra clothing pieces, and excessive or large pieces of jewelry. School site personnel retains the discretion to decide what is considered distracting attire.
- Out of uniform consequences are:
    - 1st offense – Verbal warning
    - 2nd offense – Parent phone call
    - 3rd offense – Parent meeting
    - Continued offenses – may result in other consequences

<u>Frequently Asked Questions</u>

What outerwear is acceptable?
The PLN GPC uniform only includes the navy blue polo shirt and the khaki bottoms. PLN does not require official outerwear, but we ask that outerwear be either solid blue, black or grey, NO LOGOS, CHARACTERS, DESIGNS, or HOODIES.

Does the polo shirt have to bear the PLN logo?
No. Polo shirts without the PLN logo are acceptable as long as they are in navy blue.

Does PLN work with a vendor that sells clothing that meets the uniform requirements?
Please contact the school office for current vendor information. The school will also schedule uniform sale days throughout the school year and inform families of the events in anticipation.

What if I can't afford a uniform?
If you cannot afford a PLN uniform for your child, please talk to the school's office manager or case aide.

If my child does not wear the uniform, can he or she still attend school?

Out of uniform students will not be denied admission on campus, participation in school, educational activities, nor denied continued enrollment in school. However, the consequences listed above are in place to encourage students to cooperate with uniform requirements.

Students who arrive to school out of uniform will be provided a uniform to borrow for the day. The uniform must be returned at the end of the school day.

Free Dress Days

The Principal authorizes any free dress days that may reflect a particular holiday and/or theme; however, school rules will be enforced and the following guidelines must be followed:

1. Dress must be appropriate for school; it may not be revealing or promote use of substances, profanity, or violence.
2. Closed-toe footwear must be worn. Heels and sandals are prohibited.
3. Hats/caps and masks are prohibited.

If you are unsure about whether the dress is appropriate, please ask the office staff or refrain from wearing it to school.

*Reasons for earning free dress privileges include:

1. Selection of free dress as a result of earning a Golden Ticket
2. School spirit day (Fridays students may wear GPC t-shirt)
3. School celebrations (e.g., Dr. Seuss Day, Winter Break's PJ day, etc.)

Spirit Shirt Days

All Eaglets are encouraged to wear their school spirt shirt on designated days. Students may wear the school spirit shirt with their regular uniform bottoms, even if they have not earned Free Dress.

Visiting Campus

In order to preserve the safety of our students and staff, we require that all visitors go directly to the main office. Upon arrival, visitors must state their reason for the visit, provide the appropriate identification (if applicable), sign in, and obtain a visitor's badge if they will proceed to be onto campus. Reasons to be on campus include:

- Observing child's classroom
    - Parents may only observe their child's classroom
    - **Visit is limited to 20 minutes with prior approval**
    - Visitors are asked not to interact with their child, any other student, or the teacher/staff
    - If you would like to speak to your child's teacher, an appointment can be made in the office
- Meeting with a staff member which they have set an appointment with (e.g., principal, teacher, etc.)
- Parent meetings (e.g., Coffee with the Principal, committee meeting such as ELAC, etc.)
- Participation in a Workshop or Training
- Volunteer work (please see office for the Volunteer Handbook for detailed information on procedures for this)
- Principal approval for any other reason

Length of visits should be the time it takes for any of the above to take place unless the principal has approved for the visitor to stay on campus for an extended amount of time. All visitors should return to the office at the end of their visit to sign out. Thank you for helping us maintain a safe environment.

If the purpose of the visit is to drop off an item to a student or staff member, the item must be dropped off with a staff member in the front office. This person will make sure to deliver the item to the designated person as soon as they are able.

***For more information on the PLN Visitor's Policy, please visit the school office**

Foster and Homeless Youth

Foster youth means a child who has been removed from his/her home pursuant to California Welfare and Institutions Code section 309, is the subject of a petition filed under Welfare and Institutions Code sections 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602.

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence. It includes children and youths who (42 U.S.C. § 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;

3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

PLN GPC designates the following person as their **School Liaison for Foster and Homeless Youth**:

Grace Barrera, Case Aide
474 S. Hartford Ave.
Los Angeles, CA 90017
(213) 481-3200

***For more information, please visit the office to obtain a copy of the Homeless Policy.**

Code of Conduct

Para Los Niños staff and students are expected to conduct themselves in a manner that promotes the safest and highest quality learning environment for all members of our school community. PLN students and staff will be **Safe, Responsible and Respectful** so that we can create a Community of Inquiry.

Safe School Guidelines

1. We will respect differences of all types—physical, mental, emotional, social and spiritual. We will choose our words and actions to help, not hurt others. We will work to keep our school free of verbal and nonverbal put-downs regarding the following:

    - Academic progress
    - Age
    - Appearance/body image/mannerisms
    - Athletic ability
    - Belief systems
    - Cultural, ethnic and/or racial background
    - Family background and family composition
    - Friendships
    - Languages
    - Learning styles
    - Physical challenges

- Sexual harassment of any type, including gender stereotypes and homophobic taunts

2. We will use school-appropriate language.

3. We will not engage in or tolerate physical abuse, taunts or threats of any kind.

4. We will accept responsibility for our words and actions without excuses.

As a SAFE SCHOOL, we are committed to a caring community for learning in a safe environment. As a SAFE SCHOOL, we accept responsibility for our words and actions without excuses. As a commitment to the Safe School Guidelines, students, parents, and the principal are asked to commit to and sign a School, Parent, and Student Compact at the beginning of each school year.

Student Policies and Consents

Media and Publicity Informed Consent and Release

By signing this form, parents/guardians give PLN and its partner's permission to photograph and/or videotape their child and/or other members of the family for things such as Press Release, Advertising (e.g., brochures, PLN website) and Social Media. If you choose not to allow for your child to be photographed and/or videotaped, the office staff will document your request and inform the appropriate parties as needed. ****Once signed during the student's initial enrollment at PLN GPC, this form will be good for the student's duration of enrollment at PLN GPC**.

The following are brief descriptions of the detailed forms that are part of the enrollment packet that must be signed to conform to the student policy or consent it corresponds to:

Acceptable Use Policy (AUP) for Use of Computers and the Internet

Our students live and will work in a world fully integrated with technology. We believe that students need opportunities to learn how to use these powerful tools responsibly and as a means to achieve their academic and personal goals. We are fortunate to have all of our computers directly linked to the internet. By turning a computer on, students can access information for learning from all over the world. The AUP outlines acceptable behavior while using computers and the internet at PLN GPC. Students may not use computers and the internet until this form has been signed by both the student and the parent/guardian.
****This form must be signed at the beginning of every school year.**

All students with internet access at PLN GPC are trained in internet use, including safety and ethics issues, *prior* to being allowed access to PLN GPC computers. The PLN GPC staff will have annual staff development around the changing nature of the internet as a powerful teaching and learning tool as well as its potential hazards.

Library and Textbook Parental Responsibility Form

This form provides information regarding the library process and what happens if students do not follow the library regulations when library material is in their possession. The legal parent/guardian must sign this form before the student is allowed to check out any library material. ****This form must be signed at the beginning of every school year.**

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents' request to access their pupil's educational records must be submitted in a written form the custodian of records and the school will have five (5) business days from the day or receipt of the request to provide access to the records.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. Parents or eligible students who wish to ask the Charter School to amend a record should write the Charter School principal or designee, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing regarding the request. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any personally identifiable information ("PII") from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)). To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as "directory information" under §99.37.

Note that Charter School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

"Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. PLN GPC has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph

- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

A release form for directory information must be completed every school year. You may request this form in the main office, or look for it in the welcome packet.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by PLN GPC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

General Discipline Policy

A complete copy of the Discipline Policy is available upon request and appears as Element 10 in the Charter Petition.

Grounds for Suspension and Expulsion

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to:

- While on school grounds.
- While going to or coming from school.
- During recreational time.
- During, or while going to, or coming from, a school sponsored event/field trips.

Every effort will be made to avoid out-of-school suspension and expulsion, when possible. In-school suspension is preferred, due to lack of parental supervision during the school day and the anticipated at-risk nature of many PLN GPC Center students. While the goal of PLN GPC's discipline procedures is to avoid out-of-school suspension and expulsion when possible, rules and procedures for suspension and expulsion are consistent with state and federal law**,** where applicable.
PLN GPC counselors, teachers or administrators will recommend Para Los Niños Clinical Services and Para Los Niños Family Services to provide support for children and their families, in addition to suspension.

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

- Caused/attempted to cause, or threatened to cause physical injury to another person (including all Para Los Niños faculty and staff);
- Willfully used force or violence upon another person, except in self-defense;
- Unlawfully possessed, used, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code**,** an alcoholic beverage, or an intoxicant of any kind;

- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code**,** an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance or material *as a* controlled substance, alcoholic beverage or intoxicant;
- Committed or attempted to commit robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stole or attempted to steal school property or private property;
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, close cigarettes, smokeless tobacco, snuff, chew packets.
- Committed an obscene act or engaged in habitual profanity or vulgarity; Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code;
- Knowingly received stolen school property or private property;
- Possessed an imitation firearm. As used here, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- Harassed, threatened or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;
- Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs;
- Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events;
- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act
    1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
        i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
        ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
        iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
        iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

    2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
        i. A message, text, sound, or image.
        ii. A post on a social network Internet Web site including, but not limited to:
            (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
            (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil

and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may result in suspension, but not expulsion pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a)
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233;
- Intentionally engaged in harassment, threats or intimidation, directed against school or PLN personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile academic environment. This section shall apply to pupils in any of grades 4 to 12, inclusive;
- Made terrorist threats against school officials or school property, or both. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

3. Discretionary Expellable Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

- Caused/attempted to cause, or threatened to cause physical injury to another person (including all Para Los Niños faculty and staff);
- Willfully used force or violence upon another person, except in self-defense;
- Unlawfully possessed, used, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code**,** an alcoholic beverage, or an intoxicant of any kind;
- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code**,** an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance or material *as a* controlled substance, alcoholic beverage or intoxicant;
- Committed or attempted to commit robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stole or attempted to steal school property or private property;
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, close cigarettes, smokeless tobacco, snuff, chew packets.
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code;

- Knowingly received stolen school property or private property;
- Possessed an imitation firearm. As used here, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- Harassed, threatened or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;
- Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs;
- Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events;
- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

3) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

    v. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
    vi. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
    vii. Causing a reasonable student to experience substantial interference with his or her academic performance.
    viii. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

4) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    iv. A message, text, sound, or image.
    v. A post on a social network Internet Web site including, but not limited to:
        (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
        (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
        (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
    vi. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may result in suspension, but not expulsion pursuant to this section, except that a pupil who has been

adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a);

- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233;
- Intentionally engaged in harassment, threats or intimidation, directed against school or PLN personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile academic environment. This section shall apply to pupils in any of grades 4 to 12, inclusive;
- Made terroristic threats against school officials or school property, or both. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

4. Non-Discretionary Expellable Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.
PLN Gratts complies with California Education Code Section 48915, which states that a school principal is required to recommend a student's expulsion when he or she determines that the student has committed one of the following while on campus or at a school sponsored activity off campus:

- Possession of a firearm;
- Brandishing a knife at another person;
- Unlawfully selling a controlled substance;
- Committing or attempting to commit a sexual assault or committing a sexual battery; Possession of an explosive.

Process for Suspension and/or Expulsion

The principal shall determine whether to suspend the student from school, or to allow the student to remain on campus during the term of the classroom suspension. Students serving classroom suspensions must remain on campus under appropriate supervision. If such a suspension occurs, the principal shall, as soon as possible, ask the parent to attend a parent conference, at which the school administrator and Family Services personnel and /or Clinical Services personnel may also be present. If the

student has committed an obscene act, engaged in habitual profanity or vulgarity, or has disrupted school activities, the teacher may require that the parent/guardian attend a portion of the school day in his or her child's classroom.

To protect student rights, we have established fair and thorough procedures to ensure a comprehensive and consistent process for suspension and expulsion including clear guidelines for due process. As noted above, the Principal is authorized to suspend students.

A student may be suspended for no longer than five consecutive school days, but may be suspended for fewer. A student may be suspended for no more than 20 days in a school year.

Prohibition against Firearms, Weapons, and Other Dangerous Objects

PLN GPC Center maintains a Zero Tolerance Policy for any type of dangerous object. Therefore, school administrators will take immediate appropriate action against any student found in possession of a dangerous object. Dangerous objects include, but are not limited to, knives (including Swiss Army-style knives, X-acto knives, utility knives), razor blades, martial arts combat equipment, clubs, brass knuckles, explosives, and any type of firearm or BB/Pellet gun (including replica guns). Any student who inadvertently brings an object onto campus that is prohibited should turn it in to a teacher or administrator immediately; doing so will in most cases avoid disciplinary consequences. Pursuant to the Federal Gun-Free Schools Act, and in accordance with California law, any student found in possession of a firearm shall be recommended for expulsion. Possession includes, but is not limited to, on a student's person, in a student's lockers, in a pocket of a jacket not being currently worn, or kept in purses, backpacks, totes or automobiles. Students expelled for gun possession shall be expelled for the term of one calendar year.

Policy against Bullying, Hazing, Discrimination, and Harassment

Para Los Niños is committed to providing a safe and civil learning and working environment that is free of unlawful harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA. The School prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, re race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The School does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. Intimidation, bullying, cyber-bullying, and/or hazing toward any member of the school community, whether by or against any student, staff, or other third parties, is strictly prohibited and will not be tolerated.

The Para Los Niños bullying and hazing policy, written in accordance with Federal, State and California Education Code, requires that all schools and all personnel promote mutual respect, tolerance, and acceptance among students and staff. All students and staff have the inalienable right to attend campuses which are safe, secure and peaceful [Article 1, Section 28(c) of the California State Constitution]. The School Administration and Charter School Board will not tolerate any gestures, comments, threats, or actions which (i) cause, or threaten to cause, or an objective and reasoned third-party would determine was intended to cause, bodily harm or personal degradation, or (ii) creates, or an objective and reasoned third-party would determine was intended to create, an intimidating, threatening, or abusive environment for any student, staff member, member of the administration, parent or guardian, or other third-party.

This policy applies to all school-related activities and/or engagements, including, but not limited to classroom activities, recess or lunch activities, participation in clubs and activities, email messages, text messages, discussions, telephonic communications, or online forums related to school activities, field trips, open houses, school performances, school athletic competitions, and any other in-person school-related activities on school property. This policy also applies to those activities or engagements which occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or events where students are under the school's control, in a school vehicle, where an employee is engaged in school business, or where the prohibited behavior is facilitated through the use of any school property or resources.
Bullying is the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Cyber-bullying is bullying (see above) conducted via electronic communication technology (e.g., texts, e-mails, blogs, and postings). A person who engages in cyber-bullying at school or school-related activities and events is subject to disciplinary action

even if the bullying occurred on a personal electronic device. Cyber- bullying that occurs off-campus but impacts the educational environment or compromises the safety of the school may fall under Para Los Niños's jurisdiction.

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

Parents and students are encouraged to immediately report any acts of bullying or cyber-bullying to the school and to work with their local school site administration to address any problems or concerns.

Sexual Harassment

Para Los Ninos is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact the school principal.

Nondiscrimination Statement

Para Los Niños is committed to providing a safe work and school environment where all individuals in education are afforded equal access and opportunities. The school's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual nationality, race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, religious affiliation, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or any other characteristic that is contained in the definition of hate crimes in the California Penal Code; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs.

PLN adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA"). PLN is further committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). PLN also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. PLN does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which PLN does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process (UCP). Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the school principal or UCP compliance officer.

Uniform Complaint Procedures (UCP)

Para Los Niños has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. Para Los Niños shall investigate complaints alleging failure to comply with those laws and regulations alleging discrimination, harassment, intimidation, or bullying against any protected group, as well as unauthorized charging of pupil fees for educational activities. Para Los Niños shall seek to resolve, at the local level, those complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our governing board.

Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived categories, in any program or activity that receives or benefits from state financial assistance.

Complaints alleging discrimination, harassment, intimidation or bullying must be filed within six (6) months from the date the alleged act occurred or the date the complainant first obtained knowledge of the facts of the alleged act, unless the time for filing is extended by the Compliance Officer or his or her designee.
The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After-School Education and Safety
- Child Care and Development Programs including state preschool
- Consolidated Categorical Programs
- Discrimination, Harassment, Intimidation, and Bullying
- Foster and Homeless Youth
- Nutrition Services - USDA Civil Rights
- School Facilities
- Special Education
- Lactating Pupils
- Unlawful Pupil Fees

A pupil shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code Section 49011.
A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A complaint of noncompliance should be filed first with the principal of the school under the UCP. A complainant not satisfied with the decision of the school may appeal the decision to Para Los Niños's UCP Coordinator and shall receive a written appeal decision within 60 days of receipt of the school site complaint. Complaints related to pupil fees for participation in educational activities may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Education Code sections 49010 et seq.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision.

The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Chief Operating Officer
Para Los Niños
5000 Hollywood Blvd., Los Angeles, CA 90027
Phone: (213) 250-4800
Fax (213) 572-0107

A copy of the complete UCP may be requested at the school office at any time.

Safe Place to Learn Act

Para Los Niños is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, ***Los Angeles County Office of Education (4/27/2018)*** *36* intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact Sarah Figueroa for student related matters and Deanette Brewer for employee related matters.

Health and Safety

The health and well-being of all members of our school community are of central importance. The following policies are intended to support the ongoing success of all who attend, visit, or work at our school. For a more detailed description of PLN GPC safety procedures please see the complete PLN GPC Safety Plan, which is available upon request in the main office and online at www.paralosninos.org.

Immunizations

All new students enrolling at PLN GPC must present an up-to-date immunization record. There is no grace period for immunizations. Students who do not meet the State guidelines for immunizations must be excluded from the school until the requirements are met with the exception of students with a valid medical waiver that meets state requirements. The federal McKinney-Vento Homeless Assistance Act requires schools to enroll new students who are homeless even if their immunization records are missing or unavailable at the time of enrollment. California law requires schools to immediately enroll foster children transferring to their school even if a foster child is unable to produce immunization records normally required for school entry. Once a homeless student or a foster child is enrolled, the **School Liaison for Foster and Homeless Youth** should work with the foster family or school where the student was transferred from to obtain the student's immunization records quickly as possible. 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.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Oral Health Assessment

Any pupil, while enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil.

Physical Examinations

A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines are required for all first grade students within 18 months prior to entry or up to three months after admission to the first grade. A CHDP or equivalent examination may be done by a private health care provider or health department clinic. If you need assistance completing this requirement, contact the school main office.

Mandated Screenings

The following health screenings are conducted during the school year at no cost to parents by credentialed school nurses:

- Vision: Kindergarten, 2nd, 5th, 8th and 10th grade
- Hearing: Kindergarten 2nd, 5th, 8th and 10th grade

All screenings are mandated by law unless they violate the personal beliefs of the family. Families may submit a written statement regarding this (personal belief) to the school office.

All girls in 7th grade boys in 8th grade will be screened for possible scoliosis (unnatural curvature of the spine). Parents/guardians will be sent a notification/waiver form before screenings are administered and will be notified of any findings as a result of the mandated screening tests that require further attention.

Injuries, Communicable Diseases, and Medical Conditions

Children who arrive to school ill or with an injury are subject to be examined by the office staff or school nurse when on site. Children, who are injured or become ill during school hours are sent to the health office for first aid. The office staff or nurse (when on site) can only administer soap, water, ice and bandages for injuries or illnesses. If an injury or illness is deemed to be serious and/or endangering to student's health and well-being, parents will be called to pick up the child within one (1) hour as these conditions may require to be monitored by a parent and/or physician. Such situations include:

- vomiting
- open wounds
- contusions
- diarrhea
- acute coughing or sneezing
- extreme muscle pain or nose bleeding
- redness in eye(s)
- fever of 100° F or higher.

If a child is sent home due to a high fever, diarrhea or vomiting, he/she may not return to school until 24 hours have passed without the condition.

PLN GPC will call 911 if school staff determines medical attention is required.

If a student sustains an injury that requires stiches, a cast, crutches, leg brace, or neck brace a medical/doctor note stating that the student is cleared to return to school will be required. This note should state any restrictions that the student may have (e.g., unable to use stairs, participate in physical education activity, etc.) and the student may only return on the date stated on the medical note. A student attending school in a wheelchair must inform the school office and/or school nurse prior to returning to school so proper accommodations can be made. Home remedies or cultural specialists (e.g., "sobador") are not an acceptable form of treatment/clearance.

If your child has a known pre-existing medical condition (e.g., allergies, asthma, diabetes, seizure disorder, etc.), please notify the office immediately. Notify the office if there are any special instructions or procedures for the care of your child if a problem should arise. Children with short-term health problems that prevent them from attending school should make arrangements with the school for a temporary plan to continue the student's education while at home.

Per state regulations, school districts, county offices of education, and charter schools are required to provide emergency auto-injectors (epi-pens) to school nurses and trained personnel and authorizes them to use epi-pens to provide emergency medical aid to persons suffering or reasonably believed to be suffering from a life-threatening severe allergic reaction (anaphylaxis).

If your child contracts any of the following diseases, please notify the school immediately. We will also notify you of any communicable diseases that your child may have been exposed.

Symptoms of Some Communicable Diseases (according to the Centers for Disease Control and Prevention, 2016)

Disease	Symptoms	Incubation Period
•Chicken pox	Mild fever, small raised pimples	14-16 days
•Measles	Fever, cough, rash, red eyes	10-12 days
•Rubella	Fever, rash	12-23 days
•Mumps	Fever, neck swelling below ears	16-18 days
•Polio	Fever, sore throat, rash	3-6 days
•Scarlet Fever	Fever, sore throat, rash	24-48 hours
•Scabies	Itching of skin, rash	1-2 months
•Bacterial Meningitis	Fever, headache, vomiting, stiff neck	1-4 days

Students may be excluded for head lice at the end of the school day, but readmitted after appropriate treatment is instituted. The presence of nits alone (after treatment) is not an absolute indication for exclusion and children should not be absent from school for extended periods of time due to this treatable condition. An alert will be sent home to notify other parents about the finding and PLN staff will not disclose the source.

Medications

If a student requires medication during school hours, a parent or guardian must have the student's doctor complete a "Request for Medication to be taken during School Hours" form that can be obtained in the school office. School staff will only administer medicine when this form has been completed and if the medicine has been prescribed by a physician and has a prescription label with matching directions and batch information on the bottle.

Students who need to keep medicine on campus in case of an emergency will need a doctor's note and the "Request for Medication to be taken during School Hours." All medication is kept in the health office and is inaccessible to children at all times. These requests can be renewed by filling out a renewal form, UNLESS the type of medication or dosage has changed.

Overall Welfare

Para Los Niños takes all possible precautions for safeguarding children and youth in our care against bodily harm, illness, injury or any other form of maltreatment. In all suspected cases of child abuse, Para Los Niños and its employees are **mandated** by the State of California and agency policy to file a report with the proper authorities. School employees may not investigate to confirm suspicion.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the school of an incident by contacting the Superintendent of Para Los Ninos Schools.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper ad appropriate conditions conducive to learning.

Food Service

AT PLN GPC, we recognize the critical connection between a healthy mind and a healthy body. We are proud to offer our students well-planned meals that are produced by our vendor partner. All meals meet recommended nutritional guidelines and are provided to students by Para Los Niños. Students with specific dietary requirements including food allergies or other food restrictions should notify the front office and request a "Medical Statement to Request Special Meals and/or Accommodations" form to be filled out by the student's medical physician.

Breakfast: served from 7:40 a.m. – 8:00 a.m.
Lunch: served from 11:30 a.m. – 1:00 p.m.

Meals may only be consumed by students currently attending Para Los Niños. Food not consumed by the student may not be taken out of the lunch area. Per health and safety regulations, Para Los Niños kitchen staff will dispose of all uneaten items. The funding PLN receives for student meals is contingent on our adherence to relevant policies, thus we must be very careful to follow these rules.

Students may bring snack from home but snack is limited to fresh vegetables, fruits and water or any item listed from the state of California as a 'healthy item' as stated in the PLN Wellness Policy. Any other food may be confiscated from the child.

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Pupils participating in the program will not be identified, and the information on the application will be kept confidential. Applications will be sent home and collected during a specified time.

Parent Engagement

We recognize that our parents are both committed to the well-being of their children and stretched for available time. We recognize that parent participation may look different for every family, and we encourage all parents and guardians to be active participants in their child's education. We expect at least one parent or guardian to be present two times a year at student/parent/teacher conferences. Beyond that, whether you are supporting academic success at home and/or if you are a regular face on our campus, we commend you for your commitment to your child's future.

Volunteering

Parents are always welcome to volunteer. What's more, we encourage you to share your skills and talents by participating in school events, special occasions, and classroom projects. Please visit the school office to inquire about volunteer opportunities and obtain a copy of the Volunteer Handbook for detailed information regarding the volunteer policy and procedures and forms required to volunteer.

Para Los Niños Gratts Primary Center encourages the participation of parents for increased parental involvement, but it is not a requirement for acceptance to, or continued enrollment at the charter school.

Homework

The purpose of homework is to provide students practice with skills being learned, to extend learning, and to provide parents an opportunity to see their children's work. In addition, homework helps children to learn responsibility and time management.
Parents can support their child in completing homework in two ways:

1. Identify a distraction free place and time in which homework is regularly completed. It is always helpful if a parent or other responsible adult is close by to ensure that this space truly remains distraction-free.
2. Parents can check in nightly with their child about his or her homework progress. Parents can ask their child to show them completed work and talk about upcoming deadlines. It always helps to establish a routine regarding homework. Homework should not be an unpleasant experience. If this is the case, please be sure to talk with your child's teacher.

All PLN GPC students are expected to read for at least 30 minutes, 5 days a week. Additional assignments will be given on a regular basis by classroom teachers. If students are spending excessive time working on their homework and it is not completed, please contact the teacher.

Committees

Parent engagement is an essential key to the teams that help make vital decisions that are critical to the performance and success of our school, therefore, we highly encourage parents to sign up to participate in the following committees:

School Site Council (SSC)

The school site council is an exciting committee that has direct impact on the way we spend a portion of our budget. The council is comprised of equal parts parents, teachers, and the school principal. SSC members also assist with preparing the school's Local Control Accountability Plan (LCAP) while learning how to plan strategically to support learning outcomes at their school and how these goals can be accomplished through measurable annual goals. The LCAP is a three year plan of accountability that is renewed annually. Each school district must create this accountability plan to assess the impact of funds from the Local Control Funding Formula (LCFF).

English Learner Advisory Committee (ELAC)

The ELAC committee is comprised of a minimum of 3-9 parents of English Learner (EL) students that are interested in learning about and advocating for the academic journey of their EL student. The ELAC works closely with the School Site Council by making recommendations based on data regarding curriculum, academic progress, and yearly academic goals. Committee members will also learn about the reclassification process and how they can support success in school.

Workshops/Parenting Classes

PLN is committed to providing our parents with opportunities for development. Whether it be personal development or ways to help your child succeed, we are more than happy to work with outside partners to provide workshops, classes, and health care support that will provide you the opportunity to grow as a family and as an individual. In addition to workshops and classes provided by PLN, we have also partnered with the organizations throughout the community.

Our The Case Aide help with organizing these types of partners and events. You will be informed of these opportunities through flyers sent home and through our parent communication system, One Call. However, if you have any suggestions for classes or workshops that you feel will assist you in raising your child or developing yourself, please share your ideas by visiting/calling the office and speaking to the Case Aide.

Five Ways You Can Make a Difference

As a parent, you are your child's first teacher. Even while your child is in school, you still teach important lessons every day. Research shows that when parents and schools work together, students do better. Here are some suggestions from the Parent Institute on ways you can make a difference in your child's education. They don't cost money. They don't require training. All they need is you.

1. Read to your child every day. Long after children learn to read for themselves, they love this special time with you. Kids who are read to are the kids who want to read on their own.
2. Join your school's parent organization. When parents and schools work together schools improve.
3. Volunteer. The more help parents give teachers, the more time teachers can spend with students. Work full-time? There are still ways to help. Ask your child's teacher what you can do.
4. Let your children know school is important. Ask about their homework. Attend school events. Talk about how you use what you learned in school in your daily life.
5. Recognize your child's special gifts. Each child has special talents. Perhaps the most important thing you can do is help your child see how he or she is special. That boosts confidence and sets the stage for learning.

***For more information, please obtain a copy of the Title I Parent Involvement Policy in the main office.**

Emergency Preparedness

We recognize that despite our best efforts to create a campus that is safe and secure for our students, there are potential situations outside of our control which may require emergency procedures. While we hope that we will never encounter such a situation, we are fully prepared should we need to evacuate or lock-down our campus. PLN GPC is equipped with emergency supplies for a 72 hour period should students and staff be required to remain on campus. For a full description of PLN GPC emergency procedures please see the complete PLN GPC Safety Plan, which is available upon request in the main office and readily available online at www.paralosninos.org.

Evacuation Plan

All PLN GPC staff and students will be trained on the procedures for evacuating the school. An evacuation will occur when school administration or emergency service providers have determined that it is unsafe for people to occupy our buildings. Examples of situations in which evacuation will occur include fire or earthquake. Evacuations will be orderly and have as their first priority the safety of all *people* on our campus. Students and staff must leave behind all non-emergency items when evacuating campus.

In many situations, students will be able to safely return to campus following an emergency evacuation once the campus has been deemed safe for occupation. In the event that students cannot safely return to campus, parents will be notified via a phone tree that they must pick-up their child. Parents should not enter an evacuated building. Students will only be released from the designated pick-up point to an adult listed on their emergency release form with a photo i.d. To update or complete an emergency release form, please see the front office. **Please do not call the campus in the event of an emergency.** Office personnel will be evacuated and unable to answer phone lines.

Lock-Down Plan

All PLN GPC staff and students will be trained on the procedures for locking-down the school. Lock-downs will be orderly and have as their first priority the safety of all *people* on our campus. A lock-down will occur when school administration or emergency service providers have determined that it is unsafe for people to be moving around our building. Examples of situations in which lock-downs will occur include the presence of strangers on campus or riots on or off campus.

In the event of a lock-down, all parents will be notified of procedures via a phone tree. **Please do not call the campus while the campus is on lock-down.** We will need access to all our phone lines and will need to focus our attention to resolving the circumstances that have led to the lock-down. Parents should not enter a building that is on lock-down as it will compromise their own safety and the safety of those on campus.

Home/School Communication

One Call Now School Notification System

We use One Call Now to communicate with families and staff, regarding emergency situations, school events and other important issues that may impact you and your child. The One Call Now service allows us to send personalized voice messages to your home phone or cell phone, and contact you through email and via text messaging. Parents and guardians are responsible for the cost of text messages if selected as a means of communication. We are able to reach everyone in the school within minutes based on One Call Now capabilities, which improves school communication with families and staff. Keeping parents more informed and involved leads to higher student achievement and student safety. Please help us by ensuring we have your current contact information by providing all phone numbers in which you can be reached through voice and text and providing your email address. This can be done at time of enrollment and throughout the school year by visiting the office and updating your child's emergency form. **In order to receive text messages, you must opt-in for text by texting the word ALERT to 22300**. Please make sure that you are opting in with a phone number you provided on your child's emergency form. The number(s) you provide is where you are most likely to be reached during school hours. This number should be for the parent or legal guardian.