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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 (PLN) Overview and Services

Since 1980 Para Los Niños has worked to support children in their journey towards 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 Charter Elementary School provides TK/Kindergarten through fifth grade and is an integral part of the educational services provided by Para Los Niños. We also operate a Primary Center (TK-2) and Charter Middle School (6-8) which provide high quality, project based curriculum and an after-school program.

We understand that in order for our students to be successful academically, their physical and socio-emotional needs must be supported both at school and at home. With this in mind, Para Los Niños offers a wide array of student and family support services through our internal services and community partnerships. If, at any time, you want to become further involved in your student's education, the school community at large, have a concern about your child's behavior or a family crisis or emergency, please don't hesitate to reach out to the school's Family Specialist for more information on one or more of the following services:

Counseling Services

Para Los Niños 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/caregiver'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/caregiver is interested in seeking services for his or her child then a referral should be completed with the school's **Family Specialist, Maricela Hernández**.

Clinical staff can provide a wide array of services including:

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

For more information, contact Daibelis Yerena, LMFT, Intake Coordinator at 213-623-8446 ext. 248

Family Support Services

PLN offers assistance to families navigating the Los Angeles 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 Family Specialist 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.

About Para Los Niños Charter Elementary School (PLN CES)

The Para Los Niños Charter Elementary School, serving 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 complex world. PLN CES provides a nurturing, safe environment for learning 21st Century Skills that develop critical thinking, inspires imagination, and promotes self-reliance and respect for others.

Our Values

- Children come first.
- The Family is essential.
- Excellence in all areas.
- Respecting and embracing diversity.
- Responsive, compassionate, and inspiring to those we serve.
- Highest 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 strengths.
- 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 CES is founded on the belief that every child has the potential to reach high standards of achievement within a learning community that addresses the whole child in the context of the family. Because we believe that a comprehensive educational approach is critical to the ability of our students to pursue their dreams and achieve future success, Para Los Niños opened its Elementary School in September 2002 with an entering class of 60 Kindergarten children. Now the elementary has over 370 children enrolled in Transitional Kindergarten through fifth grade.

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 individuals, all students come to school with differing needs, passions, and capacities. Families also come to school with a variety of needs and expectations. Local communities differ in the role they expect a school to play in the lives of their members. With this in mind, the charter school movement seeks to provide localized efforts to meet the needs of a variety of students, families, and communities through specifically designed educational programs.

As a publically funded school, 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 participate in all state and federal testing and receive the same per pupil funding as public, non-charter schools. Any student residing in the state of California is eligible to attend PLN CES. 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.

Transitional Kindergarten (TK)

PLN CES 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. K students benefit from the Creative Curriculum for Preschool designed specifically for the developmental needs of this class. Students who enroll in TK are typically recommended to enroll in a traditional Kindergarten class in the following school year. For more information about TK, please contact the front office.

FAQ

What is TK?

TK is a grade level and part of the elementary school continuum through 5th grade. In TK, students develop social and emotional behaviors and understandings that lead to greater academic success. Through the Creative Curriculum for Preschool, students engage in developmentally appropriate language enriched experiences that promote literacy and mathematical concepts and skills. 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 February 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.

Hours

- Instruction begins daily at 8:00 a.m.
- Dismissal is at 3:00 p.m. on Mondays, Wednesdays, and Fridays
- Dismissal is at 2:00 p.m. on Tuesdays and Thursdays

Attendance and Truancy Policy

It is the intent of the Governing Board (“Board”) of the Para Los Niños Charter Schools (“PLN” or “Charter Schools”) to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

Definitions

- *“Tardy”*: Instructional time starts at 8:00 a.m. Students shall be classified as tardy if the student arrives after that time.
- *“Unexcused Absence”*: A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.
- *“Truant”*: A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one (1) or more days, or tardy on one (1) or more days, shall again be deemed a truant. Such students shall be reported to the Managing Director of Charter Schools or designee.
- *“Habitual Truant”*: A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for six (6) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on six (6) occasions in one school year, or any combination thereof.
- *“Chronic Truant”*: A student shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one (1) school year, from the date of enrollment to the current date.

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as required by law or permitted under this Attendance Policy.

- Due to the pupil’s illness, including an absence for the benefit of the pupil’s mental or behavioral health.
- Due to quarantine under the direction of a county or city health officer.

- For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of the pupil's immediate family
 - one day within the state or three days outside the state
 - "Immediate family" shall be defined as parent or guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any other relative living in the student's household.
- For the purpose of jury duty in the manner provided for by law.
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
 - For purposes of this section, attendance at religious retreats shall not exceed four hours per semester
- For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- For the purpose of participating in a cultural ceremony or event.
- For middle school or high school students, for the purpose of engaging in a civic or political event.
 - Only one school day per year
 - Permitted additional excused absences in the discretion of a school administrator.

Any absence for reasons other than those identified above, will not be considered excused. Such invalid reasons may include but are not limited to:

- Running errands
- Vacation or trips
- Transportation problems
- Inclement weather

A student who is absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within a reasonable period of time. The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence.

Method for Verification of Absence

When a student who has been absent returns to school, the student must present a satisfactory explanation verifying the reason for the absence. A student's parent/guardian must provide an explanation verifying the reason for the

student's absence within ten (10) school days from the first day of the absence to justify the absence. After ten (10) school 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 the student's parent/guardian or parent representative
2. Verbal conversation, in person or by telephone, between the verifying PLN employee and the student's parent/guardian or parent representative. The PLN 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. Doctor's note
 - a. A doctor's note for illness or confidential medical services will be accepted for any reported absence. However, when a student has had eight (8) absences in the school year for illness or confidential medical services verified by methods listed in #1 - #3 above, without a healthcare provider's note, any further absences for 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.

Insofar as class participation is an integral part of students' learning experiences, parents or guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency.

Unexcused Absences/Truancy for Classroom Based Attendance

The Managing Director of Charter Schools, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter Schools is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

Process for Addressing Truancy

1. Each of the first two (2) unexcused absences and/or unexcused tardies over 30 minutes will result in a call home to the parent/guardian.
2. Each additional unexcused absence or tardies over 30 minutes 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 notifying the parent/guardian of the student's "Truant" status. This letter must be signed by the parent/guardian and returned to the school. This letter shall also be accompanied by a copy of this Attendance Policy. 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 notifying the parent/guardian of the student's "Habitual Truant" status and an invitation for the student and student's parent/guardian to attend a mandatory conference to be scheduled to review the student's records and develop an intervention plan/contract. At this conference, concerns regarding the student's attendance will be discussed in addition to reviewing possible interventions and support and best practices for improving the student's attendance. Moreover, the Charter School may consult with the family specialist regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching a combined total of nine (9) unexcused absences and/or unexcused tardies over 30 minutes each, 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, Family Specialist, 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 formalizing the agreement by the parent/guardian to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required of the student and student's parent/guardian in the future, 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 store privileges
 - VII. Loss of school event privileges
 - VIII. Mandatory Saturday school
 - IX. Required remediation plan as set by the SART
 - X. Notification to the County District Attorney

- 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.
 - e. Follow-up meetings: The Family Specialist will conduct two (2) follow up meetings with the student and parent, following the initial SART meeting, at 4-6 week intervals.
 - f. 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.
5. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School, consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student's last known school district of residence.
 6. 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.
 7. If a student is absent ten (10) or more consecutive school days without valid excuse and the student's parent/guardian cannot be reached at the number or address provided in the registration packet and emergency card, a home visit from the Family Specialist will be deemed necessary, and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend further disciplinary actions and up to possible disenrollment that the student be disenrolled in compliance with the Involuntary Removal Process described below. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).

Process for Students Who Are Not in Attendance at the Beginning of the School Year

Students are marked as 'no show' in their enrollment history if they do not attend on the first day of school. If the student shows up to school after the first instructional day of the academic school year, the student's entry date will be updated to reflect the student's first day of in-seat attendance. Students are marked absent after their official first day of school and the day(s) they do not attend at the start of the school year are counted as 'Days Not Enrolled' in the first monthly attendance report submitted to the district.

If the parent/guardian of a student scheduled to return from the previous school year has confirmed that the student is or will be attending another school, the PLN Charter School will update their previous year's 'exit code' to show that the student has transferred out. If the parent/guardian of a student enrolling within a PLN Charter School for the first time has confirmed that the student will not be attending a PLN Charter School, the student's profile will be deleted from the Student Information System (SIS). If PLN Charter School staff is unable to contact the parent/guardian of a student that was marked as a 'now show' and charter school staff is unable to confirm a student's attendance at another California public school when searching for the student in CALPADS (California SIS), the student's "No Show" status will stay on their enrollment history.

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 student'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 shall notify the Los Angeles County District's Attorney's office, which then may refer the matter for prosecution through the court system. Students twelve (12) years of age and older may be referred to the juvenile court for adjudication.

Involuntary Removal Process

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of the Charter School's intent to remove the student ("Involuntary Removal Notice"). The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) schooldays before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student
2. An explanation of the student's basic rights including the right to request a hearing before the effective date of the action
3. The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon a parent's or guardian's request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

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.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

Non-Discrimination

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 Penal Code section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

Reports

The Managing Director of Charter Schools, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

Arrival at School

Parents drop students off by driving into the parking lot and waiting for a Campus Assistant to open the car door and ensure that the child goes to the playground. Parents walking onto campus may enter through the front door, sign in and receive a visitor's badge. **Parking in the school parking lot is reserved for staff only. If a parent wants to walk their child into the school, they must park in one of the limited visitor parking space.**

Dismissal from School

Any student not enrolled in an after-school program will be walked to the carpool area by CES staff. Students will be called when the parent/guardian has arrived at carpool lane or the school gate. 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 form 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 form 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 form is attempting 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 form to confirm the authorization. It is the responsibility of the parent/guardian to update the emergency form 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

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Cell Phone and Valuable Items Policy

It is the policy of Para Los Ninos (PLN) Charter Schools to prohibit the use of cellular phones, pagers, any electronic signaling device and/or personal items of value by students on campus during normal school hours or school activities, this includes after school programming. The school is not responsible for valuables brought from home, school personnel will confiscate them if they are seen on campus, and will not be responsible for the condition of any confiscated item once it is returned.

General Guidelines:

Students are permitted to possess cellular phones, pagers, or electronic signaling devices on campus provided that any such device remains “off” and stored in a locker, backpack, purse, or other place where it is not visible during school hours, school activities and after school. Students must comply anytime a request is made by school personnel to cease the use of a cellular telephone, pager, or other electronic signaling device before or after school.

The following items are not allowed in school as they become a distraction during school hours:

- Cell phones
 - Students may carry a cell phone for health or emergency purposes once off campus
 - Cell phone use is not allowed during recess and lunch periods.
- Tablets, MP3 players, iPods, other music devices and/or cameras
- Handheld gaming devices
- Toys including but not limited to all balls, action figures, playing /trading cards, plush toys, dolls, costumes, finger boards, elastic bands, board games etc.
- Clothing that is not part of the school uniform (hoodies, hats, etc.) will be confiscated when seen on campus.

If such a device or item is observed or heard by school staff, it may be confiscated, and the student’s parent/guardian will need to pick it up from the office. Photographing, videotaping or otherwise recording individuals with the use of cell phones without their permission is strictly prohibited. If a cellular phone, or electronic signaling device rings or is visible during testing, the device will be confiscated, and the student removed from the test area.

Please regularly check your student’s backpack for items not allowed in school. Any cell phone must be in a backpack and cannot be kept on a student’s person.

*** School employees who take actual possession of any personal property of a student, have the responsibility to ensure that the property is placed in a properly secured and locked location. However, staff is not responsible for the condition of the item at the time of removal.**

Social Security Number

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social

security number or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

Visiting Campus

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**

Food Service

AT PLN CES, we recognize the critical connection between a healthy mind and a healthy body. We are proud to offer our students nutritious from scratch compliant meals that are prepared by our vendor. All meals meet recommended nutritional guidelines and are provided to students by Para Los Niños. Parents of 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.

Meals may only be consumed by students currently attending PLN CES. **Parents and staff are not allowed to eat meals provided to students.** Food not consumed by the student may not be taken out of the lunch area. Per health and safety regulations, our meal provider will dispose of all uneaten items.

Students may bring snacks from home; however, snacks are limited to fresh vegetables, fruits and water or any item listed on the [USDA Guide to Smart Snacks in Schools](#) as stated in the PLN Wellness Policy. Any other food may be confiscated and/or asked to be put away by the student.

All our schools will be participating in the Community Eligibility Provision (CEP) as implemented under the Healthy, Hunger-Free Kids Act of 2010. Enrolled students will be provided a nutritious meal for breakfast and lunch each day at no charge to all students in the household. Households will not be required to submit a meal application form to receive meals at no charge.

If you have any questions, feel free to call your school.

School Uniform Policy

PLN CES 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 Elementary School, 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 CES uniform is:
 - Navy blue polo shirt
 - Khaki bottoms – Docker style pants, shorts, skirts, skorts or jumpers (bottoms must be of appropriate length, no more than 3 inches above the knee); 5th grade students may also use navy blue pants or shorts
 - **No leggings, jeans or sweatpants are allowed.**
- 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 unsafe and/or 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, noisy and/or 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

Frequently Asked Questions

What outerwear is acceptable?

The PLN CES uniform only includes the blue polo shirt and khaki bottoms. Fifth grade students may use navy blue pants or shorts. 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 the right color.

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 cannot afford a uniform?

If you cannot afford a uniform for your child, please talk to the school's office manager or Family Specialist.

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 or his/her designee authorizes and approves all Free Dress Days. They may reflect a particular holiday and/or theme; however, the following guidelines are to be observed on all Free Dress Days:

1. Boys and girls are permitted to wear casual pants, including clean and un-torn jeans.
2. Boys and girls are permitted to wear t-shirts, sweatshirts or other causal shirts/blouses provided they are modest and do not make reference to drugs, alcoholic beverages, profanity, offensive activities, etc. Midriff t-shirts, sweatshirts or other causal shirts/blouses or any clothing that exposes the midriff (stomach/waist) are not allowed.
3. Girls may wear casual slacks, skirts, shorts and skorts and appropriate blouses. Skirts and skorts are not permitted if they are shorter than the uniform skirts and skorts.
4. Sandals are not permitted for either boys or girls.
5. Neither boys nor girls are permitted to wear caps or hats.
6. Any student, who has doubt about what to wear, should simply not wear it. Use your judgement.

*Reasons for earning Free Dress privileges include:

1. Classroom penguin points
2. Schoolwide incentives
3. School spirit events

Spirit Shirt Days

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

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

Marisela Hernandez, Family Specialist
1617 E. 7th Street.
Los Angeles, CA 90021
(213) 239-6605

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 CES promotes the values and teaches to SAFE SCHOOL GUIDELINES – SEE- PLN CES For the Rights of ALL* declaration to promote a culture and climate that creates a positive learning experience for all individuals. PLN CES implements social emotional learning (SEL) in order to develop social skills and values in being safe, responsible and respectful members of a caring school community.

As a commitment to the Safe School Guidelines PLN CES *FOR THE RIGHTS OF ALL**, 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.

Para Los Niños Declaration of Rights

As a school, we are committed to a safe and caring learning community, whether in person or online. Therefore, we will honor the following:

1. We will respect differences of all types — physical, mental, social, emotional, and spiritual. We will choose our words and actions to help, not hurt, others. We will respect the human dignity of one another. We will be in constant pursuit to keep our school free of verbal and nonverbal put-downs regarding the following:
 - **academics**
 - **age**
 - **appearance / body image / mannerisms**
 - **athletics**
 - **belief systems and non-belief systems**
 - **culture, ethnicity, and race**
 - **economic differences**
 - **family backgrounds and compositions**
 - **friendships**
 - **languages**
 - **learning styles**
 - **physical abilities**
 - **gender**
2. We will use school appropriate language.
3. We will care for our school environment.
4. We will not tolerate put-downs, physical abuse, taunts, harassment, and/or threats.
5. We will be up standers, not bystanders to these hurtful acts.

We will reflect upon our choices and accept responsibility for our words and actions without excuses. We will be responsible to make repairs when we have wronged a person(s), our community, and/or our environment. For this is the beginning of living our rights in a democratic society, and as citizens of our world.

*Adapted from UCLA Lab School Safe School Guidelines

Surveys

Para Los Niños prohibits anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion to be administered to students.

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, this form will be good for the student's duration of enrollment at PLN CES.**

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 CES. Students may not use computers and the internet until this form has been signed by both the student and the parent/guardian.

****Once signed during the student's initial enrollment, this form will be good for the student's duration of enrollment at PLN CES.**

Students will receive lessons on Digital Citizenship and the appropriate use of the internet. These lessons will include safety and how the SAFE SCHOOL Guidelines and the Rights for ALL apply to on-line use. The PLN CES staff will have annual staff development around the changing nature of the internet as a powerful 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.**

Electronic Nicotine Delivery Systems (e-cigarettes)

PLN prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Students

using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

General Discipline Policy

A complete copy of the PLN CES 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 CES School students. While the goal of the PLN CES 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 CES 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 Charter CES 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.

Readmission and Reinstatement Policy and Procedure

The Para Los Niños (“PLN”) Board of Directors (“Board”) hereby adopts this policy and procedure governing readmission for pupils previously expelled from a PLN charter school or for students expelled from another public school seeking enrollment at a PLN charter school. A copy of this policy shall be made available to a PLN pupil and the pupil’s parent/guardian at the time a PLN expulsion order is issued. A copy of the full policy can be obtained at the main office.

Prohibition against Firearms, Weapons, and Other Dangerous Objects

PLN CES 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, or automobiles. Students expelled for gun possession shall be expelled for the term of one calendar year.

Title IX

PLN does not discriminate on the basis of sex in any of its programs or activities. Title IX of the Education Amendments of 1972 prohibits PLN from discriminating in such a manner. This prohibition extends to admission, employment, and all programs and activities of PLN. PLN has designated the following individual as its Title IX Coordinator to receive complaints of sex discrimination, including sexual harassment:

Gabriela Herrera, Director of Compliance and Risk
Para Los Niños
5000 Hollywood Blvd, Los Angeles, CA 90027
Phone 213-250-4800 x536
Fax: (213) 250-4900
Email: gherrera@paralosninos.org

Inquiries about the application of Title IX may be referred to the PLN Title IX Coordinator or to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or both.

Students with Disabilities and Medical Conditions

At PLN CES 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 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. Para Los Niños is committed to identifying, locating, and evaluating children suspected of having a disability who are in need of special education services. Parents of school age children who suspect their child may have a disability who may need special education should contact the school's principal. Assistance related to special education issues is available from the school's principal. In addition, PLN has "child find" procedures in place for identifying children have a disability or are suspected of having a disability. Some of these procedures include the distribution of *Are You Puzzled by Your Child's Special Needs?* Brochures to every student at the beginning of every school year. Students with disabilities, requiring special services, enrolling in the school are identified and promptly provided the appropriate service. There is a process in place, understood by all staff members, for referring students who may require special services. 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 are available at CES and on the Division of Special Education website: <http://sped.lausd.net/>.

Temporary Disability

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day via distance learning. Please contact your school Principal for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home via distance learning for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education or a charter school.

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.

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the pupil's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access pupil records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a pupil seeks or intends to enroll, the District shall disclose educational records without parental consent.

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.

Any challenge to school records must be submitted in writing to the principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the pupil. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

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

"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 CES 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 CES 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

Pupil Records

Parents' request to access their pupil's educational records must be submitted in a written form obtained at the school office. The school has five (5) business days from the day of receipt of the request to provide access to the records that have been requested. Any challenge to school records must be submitted in writing to the Principal. A parent challenging school records must show that the records are 1) inaccurate, 2) misleading, or 3) in violation of the privacy or other rights of the pupil. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the school to comply with the provisions of the United States Family Educational Rights and Privacy

Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Parent 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 or by participating in the monthly Coffee with the Principal Meetings.

We also 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, but it is not a requirement for acceptance to, or continued enrollment at the Charter School. 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.

PLN CES 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. First, parents should help to **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. Second, **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.

At PLN CES, 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 Family Specialist helps 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 Family Specialist.

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 information regarding the Title I Parent Involvement Policy, please call or visit the school's main office.**

Policy against Bullying, Hazing, Discrimination, and Harassment

PLN CES 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. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>. If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact the school principal.

Sexual Harassment

Para Los Niños 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 [customize to identify only those programs in your current UCP]:

- 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 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, antiharassment, anti-intimidation, and antibullying policies, please contact Sarah Figueroa for student related matters and Deanette Brewer for employee related matters.

Suicide Prevention Policy

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

Victim of Violent Crime Policy

It is the policy of Para Los Niños (PLN) Charter Schools that when a pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within other PLN charter schools if available or any other school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an

interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the school administrator for your current school.

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 CES safety procedures please see the complete PLN CES Safety Plan, which is available upon request in the main office and online at www.paralosNiños.org.

Immunizations

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. PLN GPC shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children.

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.

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

State law requires the following immunizations before a child may attend school:

- (a) All new students, in transitional kindergarten through grade 12, must provide proof of polio, diphtheria, pertussis, tetanus, measles, and mumps, rubella, and varicella immunizations.
- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- (c) All seventh-grade students must also provide proof of a second measles-containing vaccine, and a pertussis booster vaccine (also known as Tdap).

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at CAIR ME. For more information on medical exemptions, please visit the following website: <https://cair.cdph.ca.gov/exemptions/home>.

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.

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 CES will call 911 if school staff determine 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 us 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)

<u>Disease</u>	<u>Symptoms</u>	<u>Incubation Period</u>
•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.

Students in 5th grade are encouraged to participate in a Growth & Human Development Presentation (girls and boys in separate sessions). Consent forms are required.

Sunscreen and Sun-protective Clothing

Students are allowed to wear protective gear (hats, sun visors and/or sunglasses) while outdoors during lunch, recess/recreation and physical education classes. Schools may regulate the type of sun protective clothing/headgear in accordance with California Education Code Section 35183.5. Schools are not required to provide protective materials. Students are also allowed to use sunscreen and lip balm (over the counter) as an allowable sun/wind protection measure for their outdoor activities while at the school, without a note from their physician or prescription. For more information, please visit the Para Los Niños website for the full Sunscreen and Sun-Protective Gear Policy.

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.

Confidentiality of Medical Information Act

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

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 Niños 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 and appropriate conditions conducive to learning.

Custody Issues

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every

attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

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 CES 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 CES emergency procedures please see the complete PLN CES Safety Plan, which is available upon request in the main office.

Evacuation Plan

All PLN CES 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 ID. 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 CES 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 lockdown. 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

Keeping parents 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. 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.

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

Infinite Campus (Shout Point)

We now use our student information system Infinite Campus to communicate with families and staff, regarding emergency situations, school events and other important issues that may impact you and your child. Infinite Campus 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 applicable. We are able to reach everyone in the school within minutes which improves school communication with families and staff.

CLASS DOJO

Class Dojo is a school communication platform used between teachers, students, and families to share what's being learned in the classroom through photos, videos, and messages. Teachers use this platform as a way to provide information to parents about what is happening in the classroom and to keep them up to date about their student progress. Parents can also communicate with their child's teacher directly with any questions or concerns.

Notice of Alternative Schools

"Notice of Alternative Schools" California state law authorizes all school districts to provide alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information.

This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.