Lakeview charter high school

General Policies & Guidelines

Updated August 2012
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MISSION STATEMENT

“Our mission is to ensure every student graduates from high school prepared for college success.”

CORE VALUE

We are a community dedicated to closing the achievement gap for our students. We are accountable, to our students and their parents, for results. We commit to our work with a SENSE of URGENCY.

SCHOOL DESIGN PRINCIPLES

The PUC Schools design principles serve as our “road map” to create schools that demonstrate high levels of success in accomplishing the dual agenda of supporting and graduating academically struggling students while preparing all students to college-ready standards. These design principles are based on the work of Donna Rodrigues, a reformer and accomplished educational leader, at University Park Campus School in Worcester, Massachusetts. The principles were honored and put into practice at the University Park Campus School, a school that has consistently demonstrated the capacity to achieve college-readiness for all its students, regardless of their initial ability levels.
PUC Schools is privileged to adopt and adapt these design principles in order to fulfill our mission with a sense of urgency.

**Design Area 1: Academic Program**

*An Untracked Academic Program that prepares Every Student for College Work*

1) Honors-level program of study for all
2) Standards-based curriculum that holds all students to high expectations
3) Engaging instruction that emphasizes learning through inquiry
4) Academic catch-up program combining basic skills with advanced concepts
5) Differentiated instruction that meets the learning needs of each student
6) Immersion for English language learners and inclusion for special education students
7) School-wide literacy program across the curriculum
8) Daily schedule and yearly calendar structured to extend learning opportunities
9) Scaffolded exposure to college-level instruction and college courses

**Design Area 2: School Culture**

*A School Culture that Won’t Allow Any Student to Fail*

1) Clear student behavioral norms based on professional norms
2) Formal induction and mentoring of new students
3) Faculty commitment to “break down” complex material
4) Multiple modes of academic support
5) Consistent adult modeling of core values
6) Faculty commitment to motivate and inspire students
7) Construction of peer culture that supports each other’s success
8) Family involvement that supports student success
9) University partnership that reinforces college-going culture

**Design Area 3: Organizational Practices**

*Formal Organizational Practices that Support the Academic Program and School Culture*

1) Data-driven approach to curriculum, instruction, and school design
2) Hiring and development of faculty with skills and values to fulfill school mission
3) Shared leadership and collective decision-making
4) Student role in shaping school direction
5) Use of external standards to prevent erosion of internal standards
6) Development of common tools to ensure consistent academic expectations
7) Multi-faceted staff development that continuously improves teaching quality
8) Use of school-wide literacy program to focus staff on achieving school mission
9) Formal organizational arrangements that maximize university partnership
10) Deployment of staff and other resources in flexible and creative ways
11) Leader who serves as “keeper of the flame” reinforcing mission and culture
Contact Information

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PUC Schools Home Office
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818.559.8641 Fax
www.pucschools.org
Elementary School

Milagro Charter School
1855 North Main Street
Los Angeles, CA 90031

323-223-1786 Phone
323-223-8593 Fax
Sascha Robinett, M.A., Principal
Martha Moran, Assistant Principal

Valley Middle Schools

Community Charter Middle School
11500 Eldridge Ave
Lakeview Terrace, CA 91342

818-485-0933 Phone
818-485-0940 Fax
Ron Alatorre, Ed.D., Principal
Max Valadez, Assistant Principal

Lakeview Charter Academy
11465 Kagel Canyon Street
Lakeview Terrace, CA 91342

818-485-0340 Phone
818-485-0342 Fax
Dr. Manuel Ponce Jr., Principal
Megan McGarry, Dean of Students

Triumph Charter Academy
14600 Tyler St.
Sylmar, CA 91342

818-837-6221 Phone
818-837-6222 Fax
Karman Mak, Principal
Shanley Rhodes, Assistant Principal

Nueva Esperanza Charter Academy
1218 N. Fourth St.
San Fernando, CA 91340

818-256-1951 Phone
818-256-2397 Fax
Adriana Abich, Principal
Kristi Murakami, Assistant Principal

Los Angeles Middle Schools

CALS Charter Middle School
7350 N. Figueroa Street
Los Angeles, CA 90041

323-254-4427 Phone
323-254-4099 Fax
Nancy Villagomez, Principal
Leslie Chang, Instructional Leader

Excel Charter Academy
1855 N. Main Street
Los Angeles, CA 90031

323-222-5010 Phone
323-222-5148 Fax
Zenzontl Kuauhtzin, Principal
Paula Angulo, Ed.D., Assistant Principal
Omar Yanar, Dean of Students
Gloria Gasca, Dean of Instruction

Santa Rosa Charter Academy
3838 Eagle Rock Blvd.
Los Angeles, CA 90065

323-254-1703 Phone
323-254-0958 Fax
Shirley Aragon, Principal
Melody Levine, Assistant Principal
### Valley High Schools

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<tr>
<th>School Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Principal</th>
<th>Administrator</th>
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<tbody>
<tr>
<td>11500 Eldridge Ave</td>
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<td>Mayra Duran, Dean of Students</td>
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<td>Lakeview Terrace, CA 91342</td>
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<tr>
<td>Lakeview Charter High School</td>
<td>818-356-2591</td>
<td>818-356-2581</td>
<td>Michael Kinnaman, Principal</td>
<td>Jocelyn Velez, Assistant Principal</td>
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<tr>
<td>919 Eighth Street</td>
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<td>San Fernando, CA 91340</td>
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<tr>
<td>Triumph Charter High School</td>
<td>818-356-2795</td>
<td>818-256-3213</td>
<td>James Pasto, Principal</td>
<td>Maria Vorgias, Assistant Principal</td>
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<tr>
<td>9171 Telfair Ave.</td>
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<td>Sun Valley, CA 91352</td>
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### Los Angeles High Schools

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<th>Principal</th>
<th>Administrator</th>
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<tbody>
<tr>
<td>CALS Early College High School</td>
<td>213-239-0063</td>
<td>213-239-9008</td>
<td>Connie Rivas, Principal</td>
<td>Veronica Alonzo, Instructional Leader</td>
</tr>
<tr>
<td>7350 N. Figueroa Street</td>
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<tr>
<td>Los Angeles, CA 90041</td>
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<tr>
<td>Early College Academy for Leaders and Scholars</td>
<td>323-276-5525</td>
<td>323-276-5534</td>
<td>Mara Simmons, Ph.D., Principal</td>
<td>Gregorio Luna, Assistant Principal</td>
</tr>
<tr>
<td>2050 San Fernando Rd.</td>
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<td>Baltazar Vega, Dean of Culture</td>
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<tr>
<td>Los Angeles, CA 90065</td>
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GENERAL CONDUCT

1. Students shall show by their conduct consideration for the rights and privileges of others and will demonstrate cooperation with all members of the school community.

2. Students shall evidence respect for constituted authority by following rules and regulations of the school, by attending regularly, and by complying with those provisions of civil and criminal law that apply to the conduct of juveniles or minors.

3. Students should assume the responsibility for diligent work in order to profit from the educational experiences provided.

4. Students shall be helped in all ways possible to enable them to take advantage of their educational activities.

5. Partnerships with parents, community organizations, and institutions of higher education will contribute to the achievement of our students.
Areas of Responsibility

PARENT OR GUARDIAN

The Parent/Guardian Shall:

1. Adhere to existing policies governing the conduct and education of their children.
2. Comply with Compulsory Education Laws which state that:
   a. A person between the ages of 6 and 16 years, not exempted, is subject to compulsory full-time education.
   b. A person between the ages of 16 and 18 years shall attend school in an approved program unless he/she has received a high school diploma or its equivalent.
3. Be liable for any misconduct resulting in injury or death to any student, or to any persons employed by or volunteering for the school.
4. Be liable for any defacement or injury to any real or personal property belonging to the school.
5. Be liable for all property belonging to the school which is loaned to the student and not returned upon demand of an employee of the school.
6. Ensure compliance with policies regarding bicycle and automobile and pedestrian regulations in the vicinity of and on school property.

STUDENTS

The student shall:

1. Attend school punctually and regularly;
2. Conform to the regulations of the school;
3. Obey promptly all the directions of his/her teacher and others in authority;
4. Observe good order and propriety of deportment;
5. Be diligent in study;
6. Be respectful to his/her teacher and others in authority;
7. Be kind and courteous to schoolmates;
8. Refrain entirely from the use of profane and vulgar language.
9. Comply with all safety rules and regulations (e.g. use of bicycle helmets).
SCHOOL ADMINISTRATORS

The School Administrator shall:

1. Initiate and enforce a set of school rules to facilitate and promote positive attitudes and habits of good citizenship.

2. Communicate the rules of student discipline to all students at the time of their enrollment.

3. Support the classroom teacher in his/her efforts to promote improved and acceptable behavior of students.

4. Notify parents/guardians of student, by telephone, letter or in person, of offenses as needed.

5. Maintain documented records of student behavior as a means of helping in the guidance of the students, as a record for parental conferences, as reference for authorized agencies and for supporting evidence where suspension or expulsion may become necessary.

6. Cooperate with law enforcement personnel.

7. Always remain cognizant of his legal and professional responsibilities to the school and to the students.

8. Be responsible for the administration, management, instructional program, and operation of the school.

TEACHERS

The Teacher shall:

1. Conduct a well-planned and effective classroom program.

2. Initiate and enforce a set of classroom regulations that facilitate effective learning.

3. Cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior.

4. Follow procedures outlined in each school’s handbook in handling discipline problems for which he/she is directly responsible.

5. Make prompt referrals when a student’s conduct and record indicate that additional supports are needed.

6. Remove any student whose behavior seriously disrupts the learning atmosphere of the class, and cooperate with the administrator in his/her effort to promote improved and acceptable behavior of students.
Attendance Policies

California Education Code EC 48260 TRUANCY DEFINITION
Any pupil subject to compulsory full-time education, or to compulsory continuation education, who is absent from school without valid excuse three full days in one school year, or tardy, or absent for more than any 30-minute period during the school day without a valid excuse, on three occasions in one school year, or any combination thereof, is a truant.

Upon a pupil’s initial classification as a truant, the school shall notify the student’s parent or guardian, by first-class mail or other reasonable means, of the following:

1. That the pupil is a truant;
2. That a parent or guardian is obligated to compel the attendance of the pupil at school;
3. That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution.
4. That the parent or guardian has the right to meet with appropriate school personnel and/or the School Attendance Review Board (SARB) to discuss solutions to the pupil’s truancy;
5. That the pupil may be subject to prosecution;
6. That it is recommended that the parent or guardian accompany the pupil to School and attend classes with the pupil for one day.
Disciplinary Policies

We recognize that each student is an individual and that control and correction of student misconduct must be handled on an individual basis. The following procedures may be used for disciplinary purposes by the school administration. Please review and be familiar with the school wide disciplinary procedures for your child’s school.

Conferences
Misconduct indicates the need for a comprehensive look at the student’s behavior to determine possible causes and probable corrective measures. Conferences may involve some or all of the following people: students, teachers, psychologists, counselors, attendance officers, school administrators, and parents.

Family Support / Student Study Teams
Misconduct of a continuing nature indicates the need for a comprehensive look at the student’s behavior to determine possible causes and probable corrective measures. The Student Study Team which may include some or all of the following people: student, teachers, psychologist, counselors, attendance officer, school administrator, and parents will review the student’s behavior, develop and monitor a plan for assistance.

Behavioral Contract
A behavioral contract may be written before or after disciplinary action for any act of misconduct, including non-diligence in studies. Parents will be provided with a copy of the contract when this action is taken.

The school encourages the use of performance contracts, whereby student/school-determined goals in academic/behavior areas are specifically and expressly stated. The student is held accountable for the achievement of these mutually agreed upon goals.

Removal From Class
A student who creates a safety hazard in class or commits severe disruptive infractions in class may be administratively removed from that class.

Probation
A student may be placed on probation before or after disciplinary action for any act of misconduct, including non-diligence in studies. Parents will be notified in writing when this action is taken.

Exclusion
The school may exclude from attendance on regular school classes any child whose physical or mental disability is such as to cause his attendance to be detrimental to the welfare of other students such as:

- When a student displays filthy or vicious habits.
- When a student has a contagious or infectious disease.
- For lack of proper immunization for up to five (5) days.
- When a principal determines that the continued presence of the child would constitute a clear and present danger to the life, safety, or health or pupils or school personnel.
SUSPENSION AND EXPULSION

Grounds for Suspension or Expulsion

A student may be suspended or expelled for any of the acts enumerated in this section and related to school activity or school attendance that occur at any time, including, but not limited to, any of the following:

a. While on school grounds.
b. While going to or coming from school.
c. During the lunch period whether on or off the campus.
d. During, or while going to or coming from, a school-sponsored activity.
e. Students who habitually fail to comply with these policies and/or present an immediate threat to the health and safety of others may also be suspended or expelled.

A pupil may be suspended from school by the principal or administrative designee of the school in which the pupil is enrolled, if it is determined that the pupil:

• Caused, attempted to cause, or threatened to cause physical injury to another person or (2) willfully used force or violence against another person, except in self defense.

• Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.

• Is under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.

• Unlawfully offered, arranged, or negotiated to sell any substance, including 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, including tagging and graffiti, to school property or private property. As used in this section, school property includes, but is not limited to, electronic files and databases.

• Attempted to steal or stole school property or private property. As used in this section, school property includes, but is not limited to electronic files and databases.

• Possessed or used tobacco, or any products containing tobacco.

• Committed an obscene act or engaged in habitual profanity or vulgarity.

• Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.

• Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
• Knowingly received stolen school property or private property.

• Possessed an imitation firearm, which is defined as 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.

• Committed or attempted to commit a sexual assault, or committed a sexual battery.

• Harassed, threatened or intimidated a pupil who is complaining witness or eyewitness 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.

• Engaged in, or attempted to engage in, hazing.

• Committed sexual harassment sufficiently severe or pervasive to have negative impact on the victim’s academic performance, or to create an intimidating, hostile, or offensive educational environment. (This section does not apply to students in kindergarten through third grade.)

• A pupil who aids or abets, as defined in the infliction or attempted infliction of physical injury to another person.

• Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

• Intentionally engaged in harassment, threats, or intimidation, directed against school personnel or pupils.

• Made terrorist threats against school officials or school property, or both.

**Mandatory Suspension and Expulsion**

A student shall be immediately suspended and recommended for expulsion for the following behavior while on the campus or at a school activity off the campus (including all that is mentioned above in section 10.1), pursuant to the standards established by the State Department of Education Code under Section 48915 and outlined below:

a. Per the Federal Gun-Free Schools Act, possessed a firearm.
b. Possessed a firearm, knife, explosive, or other dangerous object (see above).
c. Unlawfully possessed a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
d. Unlawfully offered, arranged, or negotiated to sell any substance, including 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.
e. Committed or attempted to commit robbery or extortion.
f. Harassment, assault or battery upon any student or school employee.
g. Made terrorist threats against school officials or school property, or both.
h. Committed sexual harassment sufficiently severe or pervasive to have negative impact on the victim’s academic performance, or to create an intimidating, hostile, or offensive educational environment.
i. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Expulsion Procedures (Due Process)

“Expulsion” means removal of the pupil from (1) the immediate supervision and control, or (2) the general supervision of school personnel as those terms are used in E.C. 46300 (Education Code section 48925.)

Pupils who are expelled from LCHS shall be given a rehabilitation plan upon expulsion as developed by the Charter School’s governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

The Charter School’s governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, Charter School’s governing board shall readmit the pupil unless the Charter School’s governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil’s parent or guardian at the time the expulsion order is entered.

a. Pupils recommended for expulsion are entitled to a hearing to determine whether the pupil should be expelled. The student has the right to respond to the charges at the hearing. Unless postponed for good cause, if requested the hearing shall be held within 30 school days after the principal determines that the pupil has committed an expellable offense. The school will be responsible for providing the student with appropriate educational opportunities, while the student is on suspension and awaiting an expulsion hearing.

b. The expulsion hearing will be presided over by an administrative panel which is made up of a total of 5 teachers and administrators from other PUC schools. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

c. Written notice of the hearing shall be forwarded to the pupil and the pupil’s parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include the following:

1. The date and place of the expulsion hearing
2. A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based
3. A copy of disciplinary rules which relate to the alleged violation
4. Notification of the pupil’s or parent/guardian’s obligation to provide information about the pupil’s status at the school to any other school district or school to which the pupil seeks enrollment
5. The opportunity for the pupil or the pupil’s parent/guardian to appear in person or to employ and be represented by counsel or an advocate
6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the pupil’s behalf including witnesses
Record of Hearing

A record of hearing shall be made and may be maintained by any means, including electronic recording, as long as reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence (Procedures for Ensuring Rights of Students)

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A decision by the Administrative Panel to expel must be supported by substantial evidence that the pupil committed the expellable offense.

While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay, and sworn declarations may be admitted as testimony from witnesses of whom the PUC-Valley Board of Trustees or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his/her testimony heard in a session closed to the public.

The principal’s recommendation to expel a student shall be made in the form of a written recommendation to the Administrative Panel, who will make a final decision regarding the expulsion. The final decision by the Administrative Panel shall be made within ten (10) school days following the conclusion of the hearing and will include Findings of Fact.

Written Notice of Expulsion

The principal, following a decision of the Administrative Panel to expel shall send written notice of expulsion to the pupil or parent/guardian no later than 2 business days.

This notice shall include the following:

a. Notice of the specific offense committed by the pupil.
b. Notice that the pupil may have a right to appeal and the date and process by which an appeal may be filed.
c. Notice of the pupil’s or parent/guardian’s obligation to inform any new district in which the pupil seeks to enroll of the pupil’s status with CCECHS.
d. Effective date of expulsion.
e. Date the student to be reviewed for readmission.
f. A copy of the rehabilitation plan
g. The type of educational placement during the period of expulsion
The principal shall send written notice of the decision to expel to the pupil’s district of residence and the Chartering District (LAUSD). This notice shall include the following:

h. The pupil’s name;  
i. The specific expellable offense committed by the pupil;  
j. Disciplinary Records.

Expulsion Appeal Process

A parent can appeal the expulsion decision within 5 days in writing to the Board of Trustees PUC-Valley.

• Based on the information submitted or requested, the Board of Trustees may make one of the following decisions regarding the expulsion:

  1. Uphold the expulsion

  2. Determine that the expulsion was not within the school’s guidelines, overturn the expulsion, and order that all records and documents regarding the disciplinary proceeding be destroyed. No information regarding the expulsion will be placed in the student’s permanent record, or shared with anyone not directly involved in the proceedings.

• The Board of Trustees will mail a copy of the decision to the student and/or parent or guardian within five days of the issuing the decision. A copy of the decision is also mailed to the school principal.

Suspension Procedures

Suspension from Class: A teacher generated suspension from class is for the day of the act and the following meeting of the class. The teacher shall immediately report the suspension to the Principal, who will then report the suspension to the Regional Director. The pupil will be sent to the school principal, assistant principal, or dean of students for appropriate action, which may include suspension or other disciplinary measures.

Suspensions from school shall be initiated according to the following procedures:

a. Informal Conference
b. Suspension shall be preceded, if possible, by an informal conference conducted by the site principal with the pupil and his or her parent and, whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the principal

c. The conference may be omitted if the principal determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety, or health of pupils or school personnel. If a pupil is suspended without this conference, both the parent/guardian and pupil shall be notified of the pupil’s right to return to school for the purpose of the conference
d. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her version and evidence in his/her defense.

e. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason, including, but not limited to incarceration or hospitalization.

f. No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with school officials.

Notice to Parents/Guardians

At the time of the suspension, a LCHS employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a pupil is suspended, the parent/guardian shall be notified in writing of the suspension. This notice shall state the specific offense committed by the pupil. In addition, the notice may also state the date and time when the pupil may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Suspension Time Limits/Recommendation for Expulsion

a. Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension, unless suspension is extended by the principal pending an expulsion hearing. A student may not be suspended for more than 20 days in a school year.

b. When students are suspended, teachers will provide homework for them that will insure that their education continues while they are absent from school. Teachers will meet with the suspended student to review homework and administer tests, as needed.

c. Upon recommendation of expulsion by the principal, the pupil and pupil’s guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. The determination will be made by the principal upon either of the following determinations: (1) the pupil’s presence will be disruptive to the education process or (2) the pupil poses a threat or danger to others. Upon either determination, the pupil’s suspension will be extended pending the results of an expulsion hearing.

Appeal Process

At the time the parent/guardian is informed of the decision to suspend, information is provided about their right to appeal a suspension, along with information about the appeal process.

To initiate an appeal, the student or parent or guardian must contact the Regional Director in writing within three days of the date of the suspension.

- The Regional Director will gather information from the site principal, student, parent or guardian to determine whether or not the principal suspended the student properly and
followed all applicable procedures. The Regional Director will consider the reasons the family feels the suspension was incorrect or inappropriate, and may contact the family and/or school staff to clarify information.

- Based on the information submitted or requested, the Regional Director may make one of the following decisions regarding the suspension.

  1. Uphold the suspension
  2. Uphold the suspension but clear the student’s record of the suspension at the end of the semester, if the student has no additional discipline problems at the school.
  3. Determine that the suspension was not within the school’s guidelines, overturn the suspension, and order that all records and documents regarding the disciplinary proceeding be destroyed. No information regarding the suspension will be placed in the student’s permanent record, or shared with anyone not directly involved in the proceedings.

- The principal will mail a copy of the decision to the student and/or parent or guardian within five days of the issuing the decision. A copy of the decision is also mailed to the school principal.

Records and Reporting

LCHS shall maintain records of all pupil suspensions and expulsions at the school. Both suspension and expulsion data shall be made available for LAUSD’s review upon request and shall be included in LCHS performance reports. Outcome data will include:

- Suspensions
- Expulsions & Expulsion Placements
- Reinstatements
- Out of District Expellees

Prior to the recommendation to suspend or expel a pupil, the Chief Executive Officer or designee shall, in accordance with E.C. Section 48902, notify the local law enforcement authority if certain specified acts have been committed by the pupil. Specified acts include the following:

- Assault with a deadly weapon (Penal Code Section 245);
- Possession or sale of narcotics or a controlled substance;
- Possession of a firearm or firearms at a public school (Penal Code Section 626.9);
- Possession of a dirk, dagger, ice pick, knife having a fixed blade longer than 2 ½ inches, folding knife with a blade that locks in place, razor with an unguarded blade, taser or stun gun, BB, or pellet or other type of air gun, or spot marker (Penal Code Section 626.10)
Suspension or Expulsion Alternatives

No student shall be immediately suspended or expelled for a first time offense, except in extreme cases enumerated above (non-discretionary offenses). Interventions shall be first attempted and will include student study teams, family support team meetings, behavior modification plans and contracts.

Expelled Pupils/Alternative Education

The school is responsible for assisting parents or guardians of pupils who are expelled in seeking alternative education programs including but not limited to programs within the County or the student’s district of residence. At the discretion of the Regional Director or CEO, an expelled student may be temporarily placed at another school within the PUC network to ensure the student is accessing an appropriate academic program while awaiting placement with the district of residence or the County. At minimum CCECHS will provide the expelled student access to the curriculum while he/she is awaiting placement.

If a student is under an expulsion order from another school district (LEA), all information must be provided to the PUC-Valley Board of Trustees for review. The PUC-Valley Board of Trustees will determine if enrollment will be granted.

GUIDELINES FOR ADMINISTERING DISCIPLINE TO STUDENTS WHO HAVE VIOLATED STANDARDS OF STUDENT BEHAVIOR

Standards of student behavior shall be enforced at the discretion of the administration within the general guidelines as set forth below.

The following actions are possible with an infraction of a regulation:

1. Conference regarding violation and a warning.
2. In-school probation or suspension from a specific class and/or activity.
3. Detention (or volunteer service in lieu of detention) ++
4. Parent conference
5. Parent/teacher conference
6. Suspension
7. Expulsion
ATTIRE AND GROOMING

Attire and Grooming Policy
The dress and grooming of students shall not interfere with the instructional program or create a health or safety hazard. All schools within the PUC network require students to wear uniforms. Each school will clearly communicate with parents and students its school uniform policy in writing.

A pupil who goes to school without proper attention having been given to personal cleanliness, neatness of dress, or uniform policy may be sent home to be properly prepared for school, or shall be required to prepare him/herself for the schoolroom before entering.

Attire and Grooming Regulations

The school’s uniform policy will adhere to the following guidelines.

1. The appearance of students or attire worn by students, disruptive to the educational process will be grounds for exclusion from classes. This provision shall include, but not be limited to, wearing of a color, style, or item of clothing, a particular hair style or jewelry, and symbols of identification associated with organizations not connected to or sponsored by the school.

2. Students shall not be permitted to wear attire which names, advertise, or promotes products that are illegal for minors, including items related to drugs, alcohol, and tobacco.

3. Students shall not be permitted to wear attire which features offensive and/or vulgar words, pictures, or drawings, including naming advertising, or promoting sexually related products or activities.

4. Students shall not be permitted to wear attire which includes words, phrases, or pictures that are derogatory regarding a person’s ethnic background, national origin, religious beliefs, gender, or disability.

5. Students shall not be permitted to wear attire which is unduly revealing, or attire which distracts from the educational mission of the school.

6. For reasons of safety, students will not be permitted to attend in bare feet and must wear shoes or sandals.

The principal and staff of each school may establish reasonable additional regulations regarding student appearance and attire to be required of students who voluntarily engage in extracurricular or other special school activities.
PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Student Grade Point Requirement

A “C” grade point average is the minimum required for participation in co-curricular activities with the following contingencies:

1. The grade point average is to be based upon the previous grading period and will include grades in all classes completed. A student must pass at least four (4) classes in the previous quarter to be eligible regardless of GPA.

2. Special Education students will be eligible if they are making satisfactory progress in their Individual Education Program (IEP) as determined by the school administration and teachers.

3. For eighth grade students interested in qualifying for high school co-curricular activities, the requirements of this policy shall apply to the eighth grade spring semester grades.

BICYCLE RULES

1. A student may not bring his/her bicycle to school before the third grade.

2. For safety: The bicycle must be walked on and off campus.

3. For security: The bicycle must be locked while on campus.

4. A student under the age of 18 must wear a bicycle helmet.

BUS CONDUCT

Note: Rules related to the kind of bus service that is utilized or available at a school site is specific to each particular school site, the following is PUC Schools general policies on bus conduct.

School Bus Conduct Policy

Pupils transported in a school bus shall be under the authority of and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

For continued disorderly conduct or persistent refusal to submit to his/her authority, a bus driver may deny transportation to pupils not to exceed three (3) days. Each case of pupil discipline by the driver shall be subject to review and modification by the principal or principal’s designee who shall have authority to affirm, increase or decrease the length of time transportation may be denied.
Bus Conduct Rules

1. Students must follow the directions of the bus driver.
2. Students shall not misbehave at bus stops.
3. Students are not permitted to enter a bus unless the driver is present.
4. Students shall enter and leave the bus in an orderly manner.
5. Students shall remain seated while the bus is in motion.
6. Students shall sit facing the front of the bus.
7. Students are required to share their seats with other students.
8. Students shall not put any part of their bodies outside of a bus window.
9. Students shall not use vulgar or profane language on the bus.
10. Students shall not engage in fighting or boisterous conduct, create unnecessary noise or commotion, or shoot or throw things while on the bus.
11. Students shall not eat on the bus.
12. Students shall not smoke or light matches on the bus.
13. Items which may jeopardize the safety of any person shall not be permitted on the bus.
14. No animals (except seeing eye dogs) shall be transported on a school bus. (Title 5, Section 14252)
15. Students shall not be permitted on buses wearing athletic footwear equipped with cleats or spikes.
16. Students must not leave debris of any kind on the bus.
17. Students must not tamper with the bus or bus equipment.
18. Students shall not cross a street or highway at the rear of the bus.

Access to the Internet

Electronic communication provides access to vast and diverse resources. Through Local Area Networks (LANs), Wide Area Networks (WAN), and the internet, staff and students have access to individuals, groups, data and materials from all over the world. It is understood that much of the material available through electronic communication has no direct educational value for students, and some of the material available is not suitable at all for students. It is also understood that the school cannot completely control the content of the materials on a global network, nor can it fully protect students who misuse resources to electronically access materials.

Access to a LAN, WAN, or the Internet is a privilege, not a right.

To assure the appropriate use of resources for electronic communication, the following requirements shall apply to all staff and students.

1. All use must be in support of the educational mission, goals objectives, and/or curriculum grade level content standards adopted by the organization.
2. All use must be consistent with the rules of any network being accessed.
3. Unauthorized use of copyrighted materials is prohibited.
4. Distribution of material protected by trade secret is prohibited.
5. Threatening or obscene material is prohibited.

6. Use for commercial activities is prohibited.

7. Use for product advertisement or political lobbying is prohibited.

8. All staff and students using the LAN, WAN or Internet access shall sign an Acceptable Use Agreement acknowledging their agreement to abide by this Policy and any related regulations.

9. Violations of this policy will result in appropriate disciplinary action which may include loss of access, the full range of disciplinary consequences allowed by the Education Code, and criminal prosecution.

**ELECTRONIC SIGNALING DEVICES**

PUC Schools acknowledges that there are legitimate reasons for students to possess and use electronic signaling devices such as cellular phones and pagers while going to and from school, and before and after school related activities. However, electronic signaling devices will not be permitted to disrupt instruction, instructional programs, and/or school related activities. Therefore, the following regulation shall apply to the possession and use of electronic signaling devices.

1. Electronic signaling devices may not be used at any time that the use of the device would be disruptive to any instruction, instructional program, and/or school related activity.

2. Electronic signaling devices must be completely turned off during all classes.

3. The school assumes no responsibility for the protection, loss, or damage to any electronic signaling device.

**Course Offerings**

**ADVANCED PLACEMENT & HONORS COURSES**

Students may choose to take an AP or Honors course if offered. The following is the process for entrance and acceptance.

1. Student must complete an interest form.

2. Student must have a passing grade in previous course.

3. Student must receive a recommendation from the College Counselor who will collaborate with teacher.
PROMOTION POLICY

A student must receive at least 50 credits to be promoted to the next grade. Students are allowed to make up 10 credits during summer school. Students who need to make up more than 10 credits may not be promoted. For any A-G courses, the make up class must be the same class that was failed. Students who fail non A-G elective classes will be allowed to choose another class, with the approval of the school principal, as long as it is of equal credit value.

PARTICIPATION IN GRADUATION EXERCISES AND PROMOTIONAL ACTIVITIES

In order to graduate from a PUC Schools high school, a student must have:

1. Earned a total of 220 credits with a passing grade of C or better. The A-G courses are required for graduation from a PUC School and for admission to the UC and CSU systems.

In order to participate in the graduation ceremonies of a PUC Schools high school, a student must have:

1. Earned a minimum of 210 credits. These students must take summer courses to make up the additional 10 credits in order to receive their diploma.

2. Met any additional requirements set by the school. Seniors may be denied participation in the ceremonies for disciplinary reasons.

The high school site principal will set guidelines for permitting students to participate in Senior Class Activities. Participation in Senior Class Activities is a Privilege not a Right.
All pupils have the right to participate fully in the educational process, free from discrimination and harassment.

A **definition of harassment** is the unwanted and unwelcome behavior from other students or staff members which interferes with another individual’s life. When it is sexual in nature, then it is considered to be “sexual harassment”. When it is racial in nature, then it is considered to be “hate-motivated behavior” or sometimes a “hate crime”. Regardless, harassment in the schools or at the workplace is not tolerated at a PUC School. Disciplinary action will be taken promptly against any student engaging in unlawful acts of sexual harassment or hate violence. Examples of actions that interfere with a person’s education that are prohibited for both students and staff include:

1. Unwanted touching
2. Obscene comments
3. Physical threats
4. Obscene gestures
5. Indecent exposure
6. Sexual innuendos
7. Gender specific comments
8. Requests for sexual favors
9. Racial-specific comments
10. Suggestive looks

**Why is this topic important?**
Many people have been called rude or obscene names and maybe even been threatened because of their religion, race or simply because they are a boy or girl. This guide is designed to remind everyone that “harassment” of any kind is not acceptable behavior at any time and is against school rules. “Harassment” is not welcome in our schools!

**WE BELIEVE THAT EVERY STUDENT HAS THE RIGHT TO LEARN**
Without being called names and
Without being threatened because they are a boy or girl, or from a certain religion or race or of a certain sexual orientation.

**What is “harassment”?**
Harassment is unwanted and unwelcome behavior from other students or staff members which interferes with another person’s life. When it is sexual in nature, it is “sexual harassment”. When it is racial in nature, it is “hate-motivated behavior” or sometimes a “hate crime”. It is against the rules for students to make remarks that embarrass others or make them feel uncomfortable because of actions or remarks that are sexual or racial in nature.
What are some actions that interfere with a person's education and are not allowed?

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<thead>
<tr>
<th>Unwanted touching</th>
<th>Sexual Innuendos</th>
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<tr>
<td>Obscene comments</td>
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<td>Indecent exposure</td>
<td>Suggestive looks</td>
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<td></td>
<td>Derogatory comments referring to a person’s sexual orientation</td>
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What should you do if you feel that you have been harassed?

1. **Tell a teacher, counselor, or a school administrator.**
   
   When telling what happened, be specific. ANY REPORT YOU MAKE IS PRIVATE. You may bring a parent or guardian with you, if you would like. The information you give is private and will not be made public, unless you talk about it yourself with others. Any witnesses will be told to keep the information about the situation to themselves, too.

2. **Don’t worry about someone “getting even” with you for telling**
   
   The school will support you and investigate your concern quickly. School administrators will do their best to make sure no one tries to “get even”

3. **Tell the truth**
   
   Any student who falsely accuses another student or staff member of sexual or racial harassment is subject to disciplinary action.

What happens next?

Usually harassment complaints can be settled at the school, but sometimes it will be heard by personnel at the PUC Schools Home Office. An investigator may be assigned and may talk with people who can help sort out the facts. If an investigator is assigned, he or she will whether harassment has occurred, prepare a report about the situation and give the information to your principal. Your principal will then suggest a solution or remedy. Finally, if things are not settled, you have the right to submit your concern to the PUC Schools Home Office to the attention of Ms. Jacqueline Elliot or Dr. Ref Rodriguez, Co-CEOs of PUC Schools.
Nondiscrimination Policy

PUC Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in any of its policies, procedures or practices, nor does it tolerate sexual harassment, in compliance with the Americans With Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and the Age Discrimination Act of 1975, (pertaining to age).

Grievance Procedure for Students and Parents

Any student or parent having a grievance with any employee(s) or circumstances at the school shall notify the Office Manager verbally or in writing. The office manager will turn the grievance over to the principal who will communicate with the grieving individual within 48 hours of receipt of the complaint. If the student or parent feels their grievance was not addressed in a satisfactory matter then they are to contact the PUC Schools Home Office in order to communicate with the Regional Director.

Paola Ramos, Office Manager
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PUC Home Office 818.559.7699