



**PALM LANE ELEMENTARY CHARTER SCHOOL  
STUDENT / PARENT HANDBOOK  
2018-2019**

**Grades TK-6th  
1646 W. Palm Lane  
Anaheim, CA 92802**

**Office Hours 8:00 a.m. - 4:00 p.m. (Monday-Friday)**

## TABLE OF CONTENTS

ADMINISTRATION	4
MISSION AND VISION	4
EDUCATIONAL VALUES	5
ADMISSION / ENROLLMENT	6
ADMISSION	6
ENROLLMENT	6
ATTENDANCE	7
BELL SCHEDULE [ARRIVALS AND DISMISSALS]	10
PICK UP AND DROP OFF	10
PARKING	11
STUDENT DISCIPLINE – SUSPENSION / EXPULSION POLICY AND PROCEDURES	11
HEALTH AND SAFETY	22
ILLNESS	22
MEDICATIONS AT SCHOOL	22
FOOD SERVICE	22
LOST AND FOUND	22
CAMPUS VISITORS	23
PLAYGROUND	23
RECESS / LUNCH	23
CELL PHONES/COMPUTER/TECHNOLOGY/ELECTRONICS USAGE	24
SOCIAL MEDIA	25
PHOTOGRAPHS	25
SEVERE WEATHER CONDITIONS	25
TRANSPORTATION	25
FIELD TRIPS	26
DRESS CODE	26
COMPLAINTS	28

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

<b>CODE OF CONDUCT</b>	29
<b>PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT</b>	31
<b>STUDENT-FAMILY COMPACT</b>	32

Dear Students and Parents,

Welcome to the Palm Lane Charter School family. This Parent / Student Handbook describes the policies and procedures that Palm Lane Charter School uses to create its unique educational environment. The policies and procedures are based on the school's charter, which describes the school's philosophy, management, and structure. Please read the charter (available on our website at [www.palmlanecharterschool.org](http://www.palmlanecharterschool.org))

Palm Lane Elementary Charter School is a California public charter school that received its authorization from the Anaheim Elementary School District. We serve students in the area while holding to a vision and mission of delivering a high quality educational experience in a child-centered developmental environment, with an emphasis on parental participation. Palm Lane serves grades TK-6, focusing on small class size and a hands-on learning curriculum.

This Handbook summarizes the Palm Lane Elementary Charter School's policies that are applicable to all students and parents. Please review this handbook carefully. Once you have reviewed this Handbook, please sign the parent acknowledgement form at the end of this Handbook. This signed acknowledgement demonstrates to the School that you have read, understand and agree to comply with the policies outlined in the Handbook.

This Student / Parent Handbook (the "Handbook") generally describes some of the practices and procedures in effect at Palm Lane Elementary Charter School and is intended to serve as a set of guidelines. This handbook replaces any previous manual or handbook, and to the extent this handbook is inconsistent with any previous understanding, practice, policy, or representation concerning the subject matters addressed herein, except as otherwise dictated by law, this handbook supersedes. This handbook may not be amended or added to without the express written approval of the Board.

## **ADMINISTRATION**

Principal: Dr. Sagui Doering  
[sdoering@palmlanecharterschool.org](mailto:sdoering@palmlanecharterschool.org)

Education and Technology Coordinator: Tom Fish  
[tfish@palmlanecharterschool.org](mailto:tfish@palmlanecharterschool.org)

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

## **MISSION AND VISION**

Welcome to Palm Lane Elementary Charter School!

The mission of Palm Lane Elementary Charter School is to provide a provide a high-quality STEAM-based education in a digital learning environment to empower students to meet and surpass grade level standards. Our students will be provided a well-rounded education with a focus on science, technology, engineering, arts, and math to accelerate learning in their areas of strength and interest.

Implementing a sound educational STEAM focused program, Palm Lane will incorporate inquiry-based instruction along with state of the art technological advances enabling our students to learn skills, acquire knowledge, apply wisdom and develop character within a rich, diverse and nurturing learning environment so as to become proficient learners ready to address 21<sup>st</sup> century challenges.

## **EDUCATIONAL VALUES**

The school is committed to educating the individual child by helping each student in the acquisition of knowledge and the wisdom necessary to apply it correctly. Every child is capable of achieving his or her potential to the fullest extent when afforded respect, fairness, kindness, loving discipline, and appropriate instruction. Uniforms will help students to focus on learning, academics, development and creativity.

Students will benefit through the use of a STEAM structured program rich with curriculum that will provide a strong relationship with their teachers, staff and peers. Students will achieve academically, socially, and through their accomplishments will see themselves as important contributors to their lives as well as that of others. Teachers will be allowed to passionately engage students in their profession through the encouragement and involvement of staff, students and parents. The Principal will be empowered to oversee the effective management of the school. Teachers, Students and the Administration will work as a team to accomplish the goal of the most effective and valued learning environment for students. Parents will be able to participate in the day-to-day operations of the school and will be given frequent feedback on the progress of their children.

The school is committed to the education of each student by helping them to acquire knowledge and the wisdom necessary to apply that knowledge. With the school providing moral and ethical standards, Palm Lane will prepare its students to accept the privileges and responsibilities of citizenship in a democratic society that honors and respects everyone. Every child is capable of achieving his/her potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction.

## **ADMISSION / ENROLLMENT**

### Admission

Palm Lane offers grades TK-6. No student will be denied admission based on ethnicity, creed, gender, or disability.

If requests for admission exceed the number of positions available, admission priorities will be given in the following order:

- 1) Current and former students enrolled at Palm Lane Elementary School who wish to attend Palm Lane Elementary Charter School, as well as students that reside in the school attendance boundary of Palm Lane Elementary School
- 2) Students residing within the boundaries of the District
- 3) Siblings of students currently enrolled in Palm Lane Elementary School
- 4) Children of staff and Board members (not to exceed 10% of the total student population)

In the event that, after applying the foregoing admission priorities, there are more applicants than space available, a public random lottery will take place in the spring within the priority category that has exceeded the spaces available.

### Enrollment

A Letter of Intent Form will be provided for all currently enrolled families prior to Open Enrollment.

Open Enrollment applications shall be accepted two weeks preceding Spring break. Within two weeks of the lottery, families will be notified in writing of their enrollment status (offered enrollment or placement on wait list). Each student offered a space in the following year will be required to complete an enrollment packet within two weeks of receiving the letter indicating that a spot is available for the student. Palm Lane Elementary Charter School will hold a Pre-Enrollment session after the lottery and before the Confirmation Deadline to supply additional information and to assist families in filling out forms.

Any person wanting to be enrolled after Open Enrollment will be placed at the end of the waiting list. The wait list will include contact information of the families wanting to still be considered for admission should a position open. If a position opens during the course of the year, the administrative office will contact the family of the student on the top of the waitlist by phone, email and/or mail to offer their student admission to the school. Up until two weeks prior to the start of the upcoming school year, the family has ten (10) business days to confirm enrollment and return a completed enrollment packet in person. If a student is notified during the school year, they will have 72 hours to confirm intent to enroll (via email or via phone) and to submit a complete application in person.

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

Should the family decline the position, the next family on the wait list will be contacted until the open position is filled. In no circumstance will the wait list carry over to the following school year, and students who remain on the wait list must apply for enrollment in the following year.

## **ATTENDANCE**

Regular attendance is vital to a student's success in school. The student who is frequently absent misses social interaction and direct instruction from his/her teachers even though written work can be made up. Any day or hour absent is a missed learning opportunity. In addition, the school loses funding for each absence, regardless of the reason; including illness or excused absences.

Because of our commitment to quality education, we are concerned when a student misses school for any reason. Students who are excessively absent from school are not able to accomplish their educational goals. According to the California Compulsory Attendance Laws (Education Code 48200), parents and students are responsible for regular school attendance.

PLCS is a full-time seat program. Our School hours are from 7:50 a.m. to 3:10 p.m., and 7:50 a.m. to 1:15 p.m. on Wednesdays. We expect every student to be on time and present each and every day that school is in session.

Truancies are not acceptable at PLCS. Truancy is defined as an unexcused absence without a written excuse from parent/guardian or PLCS staff member. Truancy is also defined as excessive tardiness, even a few minutes is tardy.

Repeated violation of the truancy policy will result in further disciplinary action up to and including suspension and expulsion. When families choose to attend PLCS, it is assumed that they are serious about their educational experiences and will avoid missing classes or activities.

### **Absences:**

- *Excused absences* are those that are recognized by the state as legal excused absences:
  - Student is personally ill, and his/her attendance in school would endanger his/her health or the health of others (Three (3) or more days of absence for illness will require a doctor's note);
  - Serious illness in the student's immediate family necessitates absence; Death of family member necessitates absence;
  - Special/recognized religious holiday observed by student's faith;
  - Appearance in court

*Illness:* Child has a contagious disease, temperature over 100 degrees, symptoms of vomiting, diarrhea, chronic illness or other conditions with written orders from a medical physician to stay home.

- Verifications are to be provided within 3 days of the absence. Verifications may include: note from doctor, dentist or other medical professional on letterhead, funeral notice, or other supportive documentation.
- *Unexcused absences* are those not defined above, including, but not limited to:
- Unverified absence
  - Truancy
  - Absence due to leaving campus without permission
  - A tardy of five minutes or more
  - Absence due to taking an early vacation or extending a vacation.
  - Absence due to oversleeping
  - Absence due to transportation problems, including missing the bus
  - Absence due to not knowing it was a school day;
  - Family emergency without valid reason
- *School Excused Absences*
- Field Trips
  - Academic Events
  - School Office Appointments
  - Suspension
  - Athletes participating in athletic event

### **Tardy is Truancy**

A tardy occurs when the student is not in his/her assigned seat when classes begin at 8:00 a.m.

*Unexcused* tardies are defined as arriving **any** time after a class/activity has begun or before class/activity has concluded without an excuse from a parent/guardian or PLCS staff member. Unexcused tardies are identified and coded as either “*T-30*” (student is more than 30 minutes late to their assigned seat when class begins or leaves 30 minutes before class ends) or “*T+*” when a student is one minute to 29 minutes late to their assigned seat, or leaves one minute to 29 minutes before class ends.

### **Repeated violation of the tardy policy will result in disciplinary action up to and including suspension and/or expulsion**

- Excused tardies include only the following:
- Medical, dental, optical or other health-related appointment (with note from the office where appointment was scheduled)
  - Unforeseen circumstances and family situations
  - Circumstances discussed with the school ahead of time, and pre-approved by the Principal
  - All late arrivals other than those described above will be considered unexcused
- Excessive Excused and Unexcused Absences and Tardies

Palm Lane Elementary Charter School  
 Student / Parent Handbook  
 2018-2019

Board Approved:



- Ten (10) or more days of *excused* absences within a school year are considered excessive and shall require a doctor's note to excuse subsequent absences.
- Three (3) or more tardies, not seated in class at the time class begins or early sign out, within a two (2) week period, is considered excessive.
- Three (3) or more consecutive days of illness shall require a doctor's note upon return to school.
- After three (3) or more total days of *unexcused* absences, five (5) **T-30** or **T+** tardies, within a thirty-day (30) period, without a valid excuse on three occasions, or any combination thereof within a school year, will result in the school mailing the parent the 1st Attendance warning letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.
- After eight (8) total days of *unexcused* absences, *unexcused tardies* within a thirty-day (30) period, without a valid excuse, or any combination thereof within a school year, will result in the school mailing the parent the 2nd Attendance warning letter and invite the family to a meeting with the Principal or Designee. The intent is to create and implement a written plan for improving attendance.
- After fifteen (15) total days of *unexcused* absences, *unexcused tardies*, the school will mail the 3rd Attendance warning letter notifying that your student will be dropped from the school's roster. To remain at PLCS you would need to re-enroll. Admission will be based on availability at the time of re-enrollment. Notice may be referred to the District Attorney.
- If your student(s) has missed 10% or more of the days enrolled for the semester, student(s) is/are deemed "chronically absent".
- Students who miss 5% or more of school for any reason, will be considered for retention.

A doctor's release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. A student who fails to attend school without a valid excuse is considered truant.

Per the Student Parent Handbook and this Attendance Policy, parents/guardians will make every effort to schedule medical and dental appointments before or after school or during the time that school is not in session. Parents/Guardians will notify the school office before 8:00 a.m. if your child will be absent. The school will call to verify and code any absences not reported by you. Any student who arrives after 8:00 a.m. must report to the SCHOOL office to receive a tardy slip. Students are not considered "in attendance" or "present" until they are seated in their class.

### **Perfect Attendance**

Students are rewarded for their level of academic achievement, one of which being Perfect Attendance. When a child achieves Perfect Attendance they may receive a certificate of Perfect Attendance which likely includes a gift certificate.

A child may receive a certificate of perfect attendance if the child has had No Absences (Excused or Un-Excused) for the duration of one full semester of school.

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

**(Please Note: It is PLCS Policy that five (5) T-30 or T+ tardies are equivalent to one full absence from school.)**

### **Attendance/Extra-curricular Activities**

In order to participate in athletics and/or extra-curricular activities, students must demonstrate regular daily attendance. Students may not participate if "same-day" absence is:

1. Unexcused
2. Due to illness
3. Early release for any other purpose other than to attend routine doctor or dental appointment
4. Due to discipline; OR
5. Is for any reason that violate

### **BELL SCHEDULE [ARRIVALS AND DISMISSALS]**

**7:30 a.m.** Gates open.

***Please be aware that there is no supervision of students before 7:30 a.m.***

**7:50 a.m.** Class begins for grades TK-6 (If your child is not in their class by 8:00 a.m. they are considered tardy).

***Please be aware that according to state law the only tardies which can be "excused" are for doctor appointments.***

**3:10 p.m.** Classes end for students in K-6th grade.

**1:15 p.m.** Minimum day dismissal time.

***Please be aware that there is no supervision of students after 1:15 p.m. (on minimum days) or 3:10 p.m. unless they are attending an after-school program.***

**2:45 a.m.** Transitional Kindergarten dismissal.

**1:15 p.m.** Minimum day dismissal time.

***Please be aware that there is no supervision of students after 1:15 p.m. (on minimum days) or 2:45 p.m. Please call the office if you are running late.***

### Pick Up and Drop Off

***Safety is our main priority!*** We are fortunate to have campus supervisors to assist us with safety. It is imperative that students and parents adhere to their directives at all times.

***Students must be picked up during their designated dismissal time. There is NO SUPERVISION after this time.***

### Late Student Pick Ups

Mon., Tues., Thurs., & Fridays

Palm Lane Elementary Charter School

Student / Parent Handbook

2018-2019

Board Approved:

- pick up time is 3:10 p.m.

Students who are not picked up in a timely manner will be escorted to the office where they will remain until the parent arrives. Supervision other than participation in the After School Program will not be provided after 3:20 p.m. Parents/Guardians of any student in the office after pick up time will be contacted immediately. Parents arriving after 3:20 p.m. must **come into the office** to sign out their child.

Students chronically tardy, absent, picked--up or dropped off late may be subject to suspension and/or expulsion. A written warning will be sent to any family who has had 2 late pick-ups. A subsequent late pick-up will result in contact from Administration to determine what action will be taken.

### Parking

The loop is a loading zone only. **PARKING IN THE LOOP IS PROHIBITED.** Parents must respect the marked reserved parking spots for students and staff and park only in unmarked spots.

When driving through the "loop":

- DO NOT Exit the vehicle (only students are to get in and out);
  - DO NOT Double park
  - Pull forward as far as possible to make room for other parents and have your child prepared to exit on the passenger side of the vehicle.
  - Obey all traffic signs. Specifically, but not limited to: *No Cell Phone use in the loop*
- 
- If you would like to walk your child to class or need additional time to get them ready, parking is available in the parking lot.
  - No child is to be picked up or dropped off in the parking lot. Children must be escorted by a parent or guardian to the crosswalk.

During school hours, special events, and for evening activities the lot may be used by parents of students.

### **STUDENT DISCIPLINE – SUSPENSION / EXPULSION POLICY AND PROCEDURES**

*Governing Law: The procedures by which pupils can be suspended or expelled. – California Education Code Section 47605(b)(5)(J).*

These Pupil Suspension and Expulsion Procedures have been established to promote learning and protect the safety and well-being of all students at the Charter School. When a student commits one of the enumerated offenses described herein, it may be necessary to suspend or

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

expel a student from regular classroom instruction. Compliance with the procedures set forth in this \Charter shall be the only processes for the Charter School to remove or otherwise exclude a student who attends the Charter School from attendance at the Charter School.

The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

These procedures may be amended without the materially revise the charter so long as the amendments comport with legal requirements.

These Procedures will be printed and distributed as part of the Charter School's Parent-Student Handbook and will clearly describe discipline expectations. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that these Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

### **Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is:

- A. related to school activity;
  - B. related to school attendance occurring at the Charter School or any other school;
- or
- C. related to attendance at a Charter School sponsored event. A student may be suspended or expelled for acts that are enumerated below and occur at any time including but not limited to the following:
    - 1) while on school grounds;
    - 2) while going to or coming from school;
    - 3) during the lunch period, whether on or off the school campus;
    - 4) during, going to, or coming from a school-sponsored activity.

## **A. Enumerated Offenses**

### **1. Discretionary Suspension and Recommendation for Expulsion Offenses**

Students may be suspended from school or recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Either:
  - 1) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - 2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- c) Caused or attempted to cause damage to school property or private property.
- d) Stole or attempted to steal school property or private property.
- e) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, the pupil is not prohibited from the use or possession by that pupil of his or her own prescription products.
- f) Committed an obscene act or engaged in habitual profanity or vulgarity.
- g) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- h) 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, except that a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel, nor shall these act constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- i) Knowingly received stolen school property or private property.
- j) Possessed an imitation firearm. "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.
- k) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- l) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- m) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that 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.

- n) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
  - i) “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:
    - (1) 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.
    - (2) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
    - (3) Causing a reasonable student to experience substantial interference with his or her academic performance.
    - (4) 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.
  - ii) “Electronic Act” means the creation or transmission originated on or off the schoolsite, 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:
    - (1) A message, text, sound, video, or image.
    - (2) 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) An act of cyber sexual bullying.

- (1) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- (2) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- iv) Notwithstanding the 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.
- v) “Reasonable pupil” for purposes of this subsection means a pupil, including, but not limited to, an exceptional needs pupil, 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 his or her exceptional needs.
- o) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, 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).
- p) In addition to the reasons specified above, a pupil may be suspended from school or recommended for expulsion from school if the Principal or Designee determines that the pupil has committed sexual harassment as defined in Ed. Code section 212.5. 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 enumerated offense shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- q) In addition to the reasons set forth above, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion from school if the Principal or Designee determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Education Code section 233.
- r) In addition to the grounds specified above, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion from school if the Principal or Designee determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the

rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

- s) In addition to the grounds specified above, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
  - 1) "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 district property, or the personal property of the person threatened or his or her immediate family.
- t) "[S]chool property" includes, but is not limited to, electronic files and databases.
- u) For a pupil subject to discipline, the Principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior.

## **2. Shall Recommend for Expulsion Offenses**

The Principal or designee shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the Principal or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- 1) Causing serious physical injury to another person, except in self-defense.
- 2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 3) Unlawful possession of any controlled substance listed in Health and Safety Code section 11053 et seq. (except one ounce of marijuana or over the counter medications or medication prescribed to student).
- 4) Robbery or extortion.
- 5) Assault or battery (as defined in Penal Code section 240 and 242) upon any school employee.

## **3. Immediate Suspension and Mandatory Recommendation for Expulsion Offenses**

- 1) Possessing, selling, or furnishing a firearm, as defined below. E.C. 48915(c)(1)



- 2) Brandishing a knife<sup>1</sup> at another person. E.C. 48915(c)(2)
- 3) Unlawfully selling a controlled substance listed in Health and Safety Code section 11053 et seq. E.C. 48915(c)(3)
- 4) Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in the enumerated offenses above. E.C. 48915(c)(4)
- 5) Possession of an explosive<sup>2</sup>. E.C. 48915(c)(5)

## **B. Teachers**

### **1. Teacher Recommendations for Suspension and Teacher Suspensions**

A teacher may also refer a pupil, for any of the acts enumerated in the “Discretionary Suspension and Recommendation for Expulsion Offenses” to the principal or the designee of the principal for consideration of a suspension from the school.

The Charter School Governing Board may adopt a policy authorizing a teacher to suspend any pupil from class, for any of the acts enumerated in the “Discretionary Suspension and Recommendation for Expulsion Offenses,” for the day of the suspension and the day following. The policy shall specify that:

- a) The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the schoolsite, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.
- b) A pupil suspended from a class pursuant to this policy shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

---

<sup>1</sup> “Knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

<sup>2</sup> The term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

## **2. Parent/Guardian Classroom Attendance**

The Charter School Governing Board may adopt a board policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher for committing an obscene act or engaging in habitual profanity or vulgarity or disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, subject to the grade limitations specified above, to attend a portion of a schoolday in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.

Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to the policy uniformly to all pupils within the classroom.

The adopted policy shall include the procedures that the Charter School will follow to accomplish the following:

(1) Ensure that parents or guardians who attend school meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the schoolsite.

(2) Contact parents or guardians who do not respond to the request to attend school.

If a teacher imposes the procedure, the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to board policy. This notice shall apply only to a parent or guardian who is actually living with the pupil.

The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board.

## **C. Alternatives to Suspension or Expulsion**

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. The Charter School may document the other means of correction used and place that documentation in the pupil's record. However, a pupil, including an individual with exceptional needs, as defined in Ed. Code section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, upon a first offense if the principal or principal's designee determines that the pupil's presence causes a danger to persons or that the pupil committed any of the following acts:

- 1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- 2) Willfully used force or violence upon the person of another, except in self-defense.

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

- 3) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- 4) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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.
- 5) Unlawfully offered, arranged, or negotiated to sell a 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 either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- 6) Committed or attempted to commit robbery or extortion.

Other means of correction include, but are not limited to, the following:

- 1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
- 2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- 3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
- 4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- 5) Enrollment in a program for teaching prosocial behavior or anger management.
- 6) Participation in a restorative justice program.
- 7) A positive behavior support approach with tiered interventions that occur during the schoolday on campus.
- 8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
- 9) Performing community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. "Community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. Community service may not be assigned if a pupil has been suspended, pending expulsion, for any of the acts enumerated in the "Shall Recommend for Expulsion Offenses" or the "Immediate Suspension and Mandatory Recommendation for Expulsion Offenses." However, if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action then community service may be assigned.

#### **D. In-Class Suspensions**

A pupil suspended from a school for any of the reasons enumerated in the “Discretionary Suspension and Recommendation for Expulsion Offenses” may be assigned, by the Principal or designee, to a supervised suspension classroom for the entire period of suspension if the pupil poses no imminent danger or threat to the campus, pupils, or staff, or if an action to expel the pupil has not been initiated.

Pupils assigned to a supervised suspension classroom shall be separated from other pupils at the schoolsite for the period of suspension in a separate classroom, building, or site for pupils under suspension.

The Charter School may continue to claim apportionments for each pupil assigned to and attending a supervised suspension classroom provided as follows:

- (1) The supervised suspension classroom is staffed as otherwise provided by law.
- (2) Each pupil has access to appropriate counseling services.
- (3) The supervised suspension classroom promotes completion of schoolwork and tests missed by the pupil during the suspension.
- (4) Each pupil is responsible for contacting his or her teacher or teachers to receive assignments to be completed while the pupil is assigned to the supervised suspension classroom. The teacher shall provide all assignments and tests that the pupil will miss while suspended. If no classroom work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a pupil is assigned to a supervised suspension classroom, a school employee shall notify, in person or by telephone, the pupil’s parent or guardian. Whenever a pupil is assigned to a supervised suspension classroom for longer than one class period, a school employee shall notify, in writing, the pupil’s parent or guardian.

#### **F. Alternative Education**

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County for their school district of residence. The school shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

#### **G. Rehabilitation Plans**

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the administrative panel 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.

## **H. Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Charter School Board following a meeting with the CEO or designee and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The CEO or designee shall make a recommendation to the Charter School Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Charter School enrollment capacity at the time the student seeks readmission.

## **I. Notice of Expulsion to Last Known District of Residence**

The Charter School shall, in accordance with Education Code § 47605(d)(3), notify the superintendent of the school district of the pupil's last known address within 30 days of expulsion, and shall, upon request of the district, provide the district with a copy of the student's cumulative record, including a transcript of grades or report card and health information.

## **J. Probation**

The administrative panel, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the administrative panel's determination as to whether the pupil has satisfactorily completed the rehabilitation program. The administrative panel shall apply the criteria for suspending the enforcement of the expulsion order equally to all pupils, including individuals with exceptional needs as defined in Cal. Ed. Code section 56026.

During the period of the suspension of the expulsion order, the pupil is deemed to be on probationary status.

The administrative panel may revoke the suspension of an expulsion order if the pupil commits any of the acts enumerated in Ed. Code section 48900 or violates any of the school's rules and regulations governing pupil conduct. When the administrative panel revokes the suspension of an expulsion order, a pupil may be expelled under the terms of the original expulsion order. Upon satisfactory completion of the rehabilitation assignment of a pupil, the administrative panel shall reinstate the pupil in the school and may also order the expungement of any or all records of the expulsion proceedings.

A decision of the administrative panel to suspend an expulsion order does not affect the time period and requirements for the filing of an appeal of the expulsion order with the Governing Board

of the Charter School.

## **K. Expulsion Appeals**

If a pupil is expelled from the Charter School, the pupil or the pupil's parent or guardian may, within 30 days following the decision of the administrative panel to expel, file an appeal to the Governing Board of the Charter School, which shall hold a hearing thereon and render its decision.

**PLEASE REVIEW THE SUSPENSION/EXPULSION POLICY AND PROCEDURES FOR ADDITIONAL INFORMATION ABOUT OUR SUSPENSION/EXPULSION PROCESS AND APPELLATE RIGHTS.**

## **HEALTH AND SAFETY**

### Illness

If your child becomes ill and needs to go home, we will notify the parent/guardian or the person designated on the emergency card. Please keep your emergency information up to date. A doctor's note is required for absences to be excused absences if your child misses 3 consecutive school days. You are required to notify the school if your child has contracted anything contagious. Notification of illnesses present in your child's classroom (i.e. chicken pox, head lice, etc.) will be sent in accordance with board policy. Children are not permitted at school if they have vomited in the past 24-hours and/or until they are fever free without medicine for 24-hours.

### Medications at School

If your child needs to take any medication at school, please contact the school office. Students will not be given medication at school unless a Medication Authorization form is completed and signed by the child's physician and submitted to the school office. Prescription medication must be brought to school in the original prescription bottle. Students should never bring medication to school under any other circumstances.

### Food Service

All students are required to fill out a lunch program form, which can be found on the Palm Lane website or in the Palm Lane Administrative offices. All applicants and their information will be kept strictly confidential. Students who have no lunch will be provided a lunch.

### Lost and Found

Please write your child's name on the inside of all articles of clothing, backpacks, lunchboxes, and other personal property. Periodically during the year, unclaimed items will be donated to charity.

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

### Campus Visitors

**For the protection of the students and the security of the school, as well state law requires all visitors/volunteers and/or parents/guardians on campus must check in with the office first. All campus visitors who will be visiting any part of the school must wear a name tag for identification while on campus. The badge must be returned to the school office when visitors sign out to leave. It is against our school policy for visitors or parents to go directly to classrooms before, during, or after school without checking through the office first. Visitors must be accompanied by a school staff member while on campus.**

**Visitors, parents/guardians volunteering on campus must** comply with certain requirements such as completing forms, acquiring evidence of TB Assessment clearance and passing a Megan's Law check before they volunteer on campus or with students. If TB clearance is not obtained a TB skin test would be required from a medical doctor's office. Adults are expected to follow the school dress code while volunteering.

Only Palm Lane staff, students, approved visitors and volunteers, members of the Board of Directors and legal counsel may be on campus at any time. Siblings of enrolled students may be permitted on campus for special events and activities, community service projects that receive Palm Lane administration or Board of Director prior approval and emergency situations at the discretion of the Principal.

***There are no exceptions to these rules.***

### Playground

Non-enrolled siblings are not permitted to play on the playground or the playground equipment at any time. Palm Lane students may NOT play on the playground before or after designated school hours. Parents are solely responsible for supervising their non-enrolled Palm Lane children while on campus at all times. This includes, but is not limited to, during any Palm Lane sponsored event outside of school hours, Back to School Night, parent/teacher conferences and all sporting events.

### Recess / Lunch

Scholars will have a 20 -minute lunch and a 20 recess break daily. We encourage the children to finish their own lunches. Food sharing is prohibited. We discourage the sharing, exchanging or throwing away of food. Please monitor your child's lunch box and adjust their food portions, if necessary. Clearly label your student's lunch box with his or her name. A well balanced nutritious snack and lunch help promote academic success. Soft drinks are not permitted and candy is strongly discouraged at school. *We discourage sending items which need to be heated since we are unable to accommodate these requests.* Students are expected to clean their eating area after snack and lunch. They will gather all trash and deposit it in the bins. They will all help clean their eating tables.

Employees must report any discipline issues that occur during the lunch period to a Palm Lane Teacher or Administrator.

Lunch:

- Students are to stay in the designated lunch area until dismissed to the playground.
- Students remain seated until they are excused to play. To be excused, they must: Raise their hand and pick up all trash on and around the table.
- Students may take out play equipment from the ball rack only after they have eaten lunch.
- Playground equipment may not be used at the eating table area. Food must not be consumed on the playground areas.
- Students must stay in full view of supervisors. Students are not allowed in corridors without a pass from the teacher.
- Students are not allowed inside classrooms when the teacher or supervising adult is not present.
- No candy or soda is allowed at snack or lunchtime.
- Students should resolve their own conflicts whenever possible by using the following steps before approaching an adult: stop and think, talk honestly, listen, and discuss; or ignore the situation.

Unresolved conflict should be brought to the attention of the playground supervisors.

#### Cell Phones/Computer/Technology/Electronics Usage

Palm Lane prohibits any use and/or any display of cell phones watches with phones, camera phones or other similar phone devices and other electronic devices at school. It is a violation of school policy for a cell phone to be turned to the "on" position or in "airplane mode" during school time. School time is considered to be from the moment a student steps onto Palm Lane property/campus (in the parking lot, on the play field/playground and certainly when within the gates of the school) to the moment they leave (outside the school's gates and not in the parking lot or on the playfield/playground).

All other types electronic devices (IPODs, MP3 players, portable video game players, etc.) are strictly prohibited. If these items are brought to school, the item will be taken to the office and remain there until a parent comes to the office to retrieve it.

All forms of electronic devices, including cell phones, not properly stored pursuant to this policy will be immediately confiscated by school personnel. Parents will be called to retrieve the item. Students may face school disciplinary action, including detention, suspension and/or expulsion if found in possession of these types of devices on any portion of school property. Repeated instances (more than 2) of possession of these types of items will result in suspension or expulsion.

Palm Lane and Palm Lane school personnel are **not** responsible for lost, stolen or damaged items that are prohibited on school property.

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:



If a scholar has a phone it will be confiscated, and parents will have to come to the office to pick up the phone. Should a call need to be made during school hours, it must be done in the school office.

If a student needs to contact a parent while at school (if they are ill, need a lunch, forgot homework, etc.) they must use the office phone to call a parent. Improper use or use during school hours will result in the phone being confiscated and turned in to the office where it will remain until a parent comes in to pick it up.

### Social Media

Posting, transmitting, publishing or displaying harmful or inappropriate content on the internet that is threatening, defamatory, harassing, obscene, disruptive or sexually explicit or that could be construed as any form of harassment against a student or students, parents, employees of Palm Lane, the administration or Board of Directors is strictly prohibited. Behavior or conduct committed by students or parents may be referred to local law enforcement. In addition, student's committing any such behavior or conduct may result in their suspension or expulsion.

### Photographs

Photographs and video will be taken throughout the school year to record special events as well as daily activities. Photos will be displayed at Palm Lane and used to create our yearbook. Photos will not be released to outside individuals (such as the newspaper) without a signed consent from the parent/guardian.

Parents wishing to take photos of school events are allowed to include only their own children in those photos unless otherwise agreed to by both Administration and the parents of the other students.

### Severe Weather Conditions

On occasion, we experience severe weather conditions such as excessive heat, snow or extremely heavy rain. Since Palm Lane does not provide transportation to school, please assume we will continue to conduct school as usual. We understand that there are certain areas that make it nearly impossible to drive a vehicle through during these times. Please contact the office as soon as possible if you are unable to get your scholar to school due to these conditions. If the conditions are extreme, please identify and tune in the local news stations (via television and radio) and the school's website. We will follow Anaheim Elementary School District's plan.

## **TRANSPORTATION**

Palm Lane Elementary does not provide transportation to and / or from school

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

## FIELD TRIPS

Whenever scholars are traveling away from school, they are subject to the same rules, regulations, and appropriate politeness and civility observed on campus. As in the classrooms, the teacher(s) will judge what acceptable or unacceptable behavior is. **Students are to wear their school uniform unless other instruction is given on their field trip.** Students **must** have a provided to the teacher a signed permission slip signed by a parent/guardian PRIOR to the field trip in order to participate on the field trip.

Parents/guardians who are chaperoning must have completed the required parent/guardian participant paperwork obtained through the school.

To participate in a field trip the following **MUST BE MET:**

- Obtain Live Scan FBI and DOJ fingerprinting and criminal background check and provide Reports from said assessments from both the FBI and DOJ background checks to the Administration no less than one (1) month prior to the field trip and within the pre-payment period of any fieldtrip requiring prepayment.
- Obtain and submit to the Administration a Megan's Law assessment no less than two (2) weeks prior to the field trip.
- Obtain and submit to the Administration a TB screening report no less than two (2) weeks prior to the field trip.
- TB screening and Megan's Law documentation must be renewed annually.
- Submit to student's Teacher a permission slip no less than two (2) weeks prior to a field trip.

Parents also understand and agree to the following:

- Parents not receiving prior approval **may not** attend a field trip. [Parents may not appear at a field trip location without prior approval].
- Any participating parent/guardian agrees they will supervise and ensure the safety of ALL students.
- Children who are not students of Palm Lane, siblings, additional family members or friends are not permitted to participate in any field trip.
- Parents agree their role is at the sole direction of the supervising Teacher.

**If any of the aforementioned requirements are not met a parent/guardian will not be permitted to participate in a field trip. NO EXCEPTIONS**

## DRESS CODE

We believe a scholar's behavior and attitude are related to his or her appearance. We want students to attend school and focus on academics and scholarly behavior and not focus on what

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

brand of clothing they are wearing. Therefore, we have implemented a dress code policy for all students. It is our desire to foster good grooming and good judgment as well as make all our students feel that they are as equally important to our staff and to their peers. This policy is **mandatory** for all Palm Lane students and **no exceptions** will be made. Scholars are required to follow this dress code each and every day as stated in the dress code policy unless otherwise informed.

**Shoes:** Shoes may be athletic shoes, or standard oxford casual or dress shoes. They may not have steel toes. They may not be opened-toed, high-tops platforms, combat boots or cowboy boots. Heels should not be more than one inch high.

**Socks:** Dress code socks are dark blue, white or green. Socks of other colors are allowed. Socks with inappropriate pictures will not be allowed.

**Belts:** Belts are optional, but if they are worn, they must be plain, black belts with plain buckles. Those with initials, designs, logos, etc. will be taken from the scholar and returned only to a parent/guardian. Belt ends must not be left hanging loose or drooping below belt loops.

**Shirts/Sweaters/Jackets:** Only Navy Blue, Light Blue, or White polo shirts with the school's logo may be worn. White uniform blouses may only be worn under girls' jumpers. Palm Lane zip-up or pullover sweatshirts are also available and may be worn over uniform polos. Shirts, sweaters, and jackets may not contain inappropriate images or wording.

**Pants:** Pants must be navy blue or khaki. Pants may not be more than one size too large in the waist and may not be baggy, even if they fit in the waist. Pants must be hemmed, may not be split or cut at the hem and may not drag on the ground. Female students are to wear pants that are fitted but not skin tight. Pants and shorts made of corduroy or jean material, having cargo pockets, and skinny jeans will not be allowed.

**Shorts/Skirts/Jumpers:** Shorts follow the same guidelines as pants. Shorts, skirts and jumpers may not be shorter than mid-thigh or extend more than two inches below the knee from a standing position. **Capri's for girls are not acceptable.** Hems must be finished and shorts may not have rolled or cuffed hems.

The uniform policy will be followed at all times with **no exceptions** for incorrect uniform pieces (unless an exemption has been requested and approved by the school Principal). Everyone must adhere to the policy. No student shall be sent home from school or denied attendance to school, or penalized academically or otherwise discriminated against, for arriving at school in clothing that does not comply with this Policy. However, if the scholar is not wearing the appropriate uniform, parents/guardians will be notified immediately to bring the proper clothing to school. If the parent/guardian cannot provide conforming clothing, the student will be provided with conforming clothing by the school that must be worn for the day. Scholars will not be allowed in the classroom until they are in the proper uniform.

**Jewelry/Head Coverings:** Scholars are only permitted to wear simple gold or silver chains and bracelets. Studded type earrings are allowed; no hoops or dangling earrings of any kind may be

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

worn. Additionally, bandanas, hats, or any head coverings of any kind are not permitted inside the classroom. Hats may be worn outside for protection from the sun. Head coverings for religious purposes are allowed. Also, no facial piercing is permitted. No tattoos, including the washable or Henna type will be allowed.

**Hair:** All students must be well groomed each day. Must be neat, clean, and out of the eyes. Students may have tastefully colored hair in one natural shade (black, brown, auburn, blonde and natural red hair color). Any alteration of the scholar's natural hair color (including highlights, full head dying, and washable colors) will not be permitted. For the purpose of this policy, rainbow colors are not considered natural hair colors. It is encouraged that hair accessories be school colors or natural hair colors. Spiked hair, mohawks, faux hawks, feathers (colored, clipped or braided in the hair), duck tails, or shaved cuts **are not** permitted. Hair should be neatly groomed on a daily basis without all the new fads. We will be involved with our community so professional appearance is a necessity.

### **COMPLAINTS**

Palm Lane has complaint policies and dispute resolution procedures for all disputes. Complaints of violations Palm Lane's Charter, state or federal law and regulations governing special education, Title II, Section 504 of the Rehabilitation Act, or the operations of Palm Lane shall be directed to the Principal and/or the Palm Lane Board of Directors. Please contact the Office or visit the website to obtain the proper complaint form and corresponding policy and procedure for your specific complaint.

## CODE OF CONDUCT

**Any parent/guardian interested in participating in any Palm Lane activity, including but not limited to volunteering, field trips, special events, and athletics, or to be on campus for any reason must have a Code of Conduct and a Parent/Guardian Acknowledgement And Agreement form signed and on file at the school prior to doing so.**

As a parent/guardian of a student at Palm Lane I agree to:

- Not loiter while on campus. Schools are a place of work and learning.
- Not loiter in the Palm Lane Administrative Offices, including but not limited to the ED/Principal office and Palm Lane reception area. The Administration Offices, including the reception area, are reserved for those conducting official business. Those creating disruption or distraction of official day to day Palm Lane business will be asked to leave.
- Parents will make every attempt to schedule an appointment with Administration for any and all questions.
- Make sure my child/children attend(s) regularly, arrive(s) on time and remain(s) in school until dismissal.
- While on Palm Lane campus, maintain direct supervision of my non-enrolled Palm Lane child(ren) or any non-enrolled child(ren) under my care and control for events where their presence is permissible. At no time will I leave my non-enrolled child(ren) or any non-enrolled child(ren) under my care and control at Palm Lane.
- Maintain good communication with school staff and be supportive of all efforts to maintain an outstanding educational program.
- Read, sign, and return all papers when requested.
- Provide accurate, up-to-date telephone numbers, addresses and emergency information to the Palm Lane office.
- Drop off and pick up my child/children in the assigned area, following designated parking and safety procedures.
- Drop off and pick up at appropriate times and not leave my child unsupervised before or after school.
- Follow the school rules and dress code, for both my child/children and myself.
- Agree to not post, transmit, publish, or display harmful or inappropriate internet content that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- Wear or show volunteer identification badge at all times while on campus.
- Use only adult bathroom facilities.
- Never be alone with individual students without authorization of teachers and/or school authorities.
- Maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators/staff.
- Not operate my cell phone within the confines of the classroom or any other educational setting or lunch area while acting in the capacity of a volunteer or while supervising

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:

- children engaged in a school sponsored activity or event.
- Provide my full attention if/when I agree to volunteer
- Only to do what is in the best personal and educational interest of every child with whom I come into contact.

By placing my name below, I agree to abide by the Code of Conduct outlined in this Parent/Student Handbook. Further, by placing my name below I also am declaring under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

---

Parent/Guardian (Printed Name)

---

Date

---

Parent/Guardian (Signature)

**PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT**

This is to acknowledge that my student and I have received a copy of the Palm Lane Elementary Charter School Parent/Student Handbook and I understand that it sets forth the terms and conditions of student enrollment at Palm Lane, as well as the duties, responsibilities, and obligations of Palm Lane parents and students.

I understand and agree that it is our responsibility to read the Parent/Student Handbook in its entirety and to abide by the rules, policies, and standards set forth within, including the dress code and the code of conduct.

I further understand that the Parent/Student Handbook may be changed during the school year as necessary and that when I am notified of any changes, it is my responsibility to follow the revised policies.

\_\_\_\_\_  
Parent/Guardian Name Printed                      Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name Printed                      Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Email Address

\_\_\_\_\_  
Date

Palm Lane Elementary Charter School  
**STUDENT-FAMILY COMPACT**

**2018-2019**

At Palm Lane Elementary Charter School we teach with intent, relying on well-established instructional techniques proven over centuries, and values-centered curriculum that stresses facts, logical concepts, and intelligent language. In addition, we maintain a safe, orderly, encouraging school atmosphere through firm policies of discipline. **We help each scholar acquire a sense of personal dignity and responsibility by constantly making clear what we require in scholarly effort, courteous behavior, and respect for teachers, staff and others.**

This agreement is designed to promote excellence in teaching and learning. Our goal is to help each student reach his/her full potential. To achieve this, the home and school must work together in the learning process.

**STUDENT COMMITMENT:** *In order to comply with the rules and policies of Palm Lane Elementary Charter School, I commit to the following as terms and conditions of my enrollment. I understand that a violation of the following will expose me to disciplinary action including, but not limited to suspension, exclusion, or expulsion from the School. Further, as to the School's student uniform, I hereby expressly waive any right I may have to object to or refuse to comply with that policy, and I understand that failure to comply may lead to suspension, and/or exclusion from this school. Thus, in order to be successful at Palm Lane Elementary Charter School, I will:*

- Attend classes daily, be punctual, and always do my best
- Dress according to the approved school uniform
- Communicate with my teachers any difficulties completing assignments
- Show respect for classmates, teachers, administration, staff, visitors, directors and parents
- Strive to maintain a high-quality level of work
- Be responsible in the care and return of all instructional materials and textbooks
- Follow the rules and procedures of the school
- Bring my work (complete and labeled), textbooks, and necessary supplies to class
- Refrain from fighting either verbally or physically
- Refrain from the use of profanity

Student Name (Please Print) \_\_\_\_\_ Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Palm Lane Elementary Charter School  
Student / Parent Handbook  
2018-2019

Board Approved:



**FAMILY COMMITMENT:** *In order to ensure my child complies with the rules and policies of Palm Lane Elementary Charter School, I recognize the following as terms and conditions of my student's enrollment. I understand that a violation of the following will expose my child to disciplinary action including, but not limited to suspension or expulsion. Further, as to the School's student uniform, I hereby expressly waive any right I may have to or refuse to comply with that policy, and I understand that failure to comply may lead to suspension and/or exclusion from the school. Thus, in order to promote success for my child, I will:*

- Provide or arrange for timely transportation to and from school
- See that my child attends school wearing the approved school uniform
- Monitor consistent attendance and homework completion
- Provide a time and place for quiet study and reading at home
- Participate/volunteer in school-related activities as needed
- Notify staff of any concerns or problems that may affect attendance
- Assume financial responsibility for the replacement of textbooks, if lost or damaged
- Provide and encourage positive use of leisure time
- Reinforce the importance and necessity of education through role modeling
- Attend conferences with scholar and teacher whenever needed
- Provide or arrange for proper nutrition, with emphasis on a healthy breakfast and lunch/snack

**I also understand and accept the following:**

***Palm Lane Elementary Charter School*** is a school of "choice". We exist to provide parents/guardians with a "Classical" alternative form of education. As such, we must all understand that it may not always be the best alternative for any particular family or student. Disqualification from the program due to the repeated or serious violation of this compact, does not necessarily prevent a student from participating in the regular educational program offered by the school district of residence.

---

Parent/Guardian Name (Please Print)

---

Parent/Guardian Signature

---

Date

Thank you for your assistance in maintaining our school's standards of excellence. Please sign above and return this page to the school office.