

Natomas Charter's Leading Edge Middle School 2011-2012 Handbook



**Natomas Charter's
Leading Edge Program**
4600 Blackrock Drive
Sacramento, CA 95835
(916) 928-5353
(916) 928-5333 FAX
<http://le.natomascharter.org>

This Handbook Belongs To:
Name: _____
Address: _____
City/State/Zip: _____
Phone #: _____
ID #: _____

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REGULAR ATTENDANCE IS REQUIRED AT SCHOOL BY STATE LAW
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ABSENCE - When a student is ill, the parent **must phone the school office** at 928-5353 extension 300 before 10:00 a.m. on the day of the absence. Please leave a voice mail message. It is not necessary for the parent to send a note with the student on the day he/she returns to school if the attendance office has already been notified. **When a student is absent due to a medical/dental appointment the office MUST receive a doctor's note for every appointment. Until a note is received, the absence will be unexcused.**

TRUANCY - Truancy is absence from school all or part of the school day without the knowledge of the parent or school officials. Any student found cutting classes will be subject to disciplinary action. A student is also considered truant if he or she accumulates excessive* unverified or unexcused absences.

1st Truancy Letter = 21 periods of unexcused, unverified absences or truant tardies or excused absences.

2nd Truancy Letter = 49 periods of excused, unexcused, unverified absences or truant tardies.

3rd Truancy Letter = 70 periods of excused, unexcused, unverified absences or truant tardies = Attendance Probation (Contract Signed). An SST meeting may be required.

Students who receive a 2nd Truancy Letter will not be eligible to participate in any school activities (including dances, athletics, etc.) until he or she demonstrates consistent attendance for an entire trimester.

ATTENDANCE PROBATION - Because the Leading Edge is a hands-on program, we require the daily presence of every student in class. Therefore, the accumulation of an excessive* number of absences from class in a trimester will result in the following:
70 periods of absence-student will receive a lower grade and the student will be placed on Attendance Probation. Students on Attendance Probation will not be eligible to participate in any school activities (including dances, athletics, etc.) until she/he demonstrates consistent attendance for an entire trimester.

In addition, the State of California considers 10 days of absence from school during a school year to be excessive. Therefore, the policy of the Leading Edge Program is that any student with ten (10) full days of absence, or the majority thereof, not demonstrating consistent attendance while on probation, may have his/her contract revoked.

PERFECT ATTENDANCE - Because the Leading Edge Program values the daily presence of every student in class, perfect attendance will be recognized each trimester program-wide. A student with perfect attendance is one who has no absences (excused or unexcused) and no tardies during the trimester.

LATE ARRIVAL- When a student arrives after 8:30 a.m. **a parent must sign the student in at the office, or write a note as to why the student was tardy.** Students should not go directly to their classroom.

VISITORS - ALL visitors (including parents) must sign-in at the office and wear an identification tag while on campus. Any non-Charter **student** who wishes to visit the Natomas Charter School campus during the school day must be **pre-approved** by the Executive Director, Director of Student Affairs, or Coordinator at least one day in advance, and have a signed note from their guardian. Without the aforementioned pre-approval, LE alumnus may visit **ONLY** during lunch on Wednesdays (11:20-11:55 a.m.).

TARDY & HALL-PASS POLICY - Tardies disrupt the learning environment of a class. Students who are tardy to class must present a signed hall pass upon arrival to the classroom in order to be excused. After the accumulation of two unexcused tardies to a class per trimester, students will receive a detention for the third tardy and for every tardy thereafter. If a student accumulates six (6) tardies within a trimester an office referral will be issued. Students who are found outside the classroom without a hall pass will also receive a detention.

EARLY DISMISSAL - When a student needs to leave campus early, **he/she must be signed out in the office by the parent, guardian or responsible adult with a note from the student's parent or guardian.** Students will not be released to individuals listed on the emergency card during school hours unless the school is notified by the parent, or in case of an emergency.

MAKE-UP WORK DUE TO A SHORT TERM ABSENCE - A student absent from school is expected to make up all homework and assignments. The responsibility for getting assignments and making them up rests completely with the student. A student will have the number of days he/she was absent to make up the work. Please Note: this policy is not applicable to Independent Study. Long-term projects are still due on the assigned date.

INDEPENDENT STUDY - If it is known ahead of time that a student will be out of school for more than three (3) consecutive school days the parent should request an Independent Study Contract by contacting the office at the Charter School **10 days in advance**. Should a family make a request for Independent Study less than 10 days in advance, alternative work may be assigned

and students will be responsible for completing additional work upon their return. All independent study requests must be approved by the LE Coordinator or Director of Student Affairs. **Each student will be allowed ten (10) days of Independent Study per year. We ask that Independent Study be used in case of a family emergency. We also ask that you schedule vacations during non-school days. Pre-requested work is due the day the student returns to school.**

TRANSFER TO ANOTHER SCHOOL - If a student knows she/he will be transferring from Natomas Charter School to another school, she/he must notify all teachers and office staff as far in advance as possible.

On the last day of attendance, a parent should call and bring a note to the office stating that his/her child will be transferring to another school. Please include a new address, if at all possible.

A "Transfer/Check-Out" form must be completed. Each teacher will give a final grade and clearance on books and materials. The Leading Edge Secretary must also sign out a transferring student.

ACADEMIC RESPONSIBILITIES

All Leading Edge students are required to work to the best of their ability, contribute to a positive learning environment, come to school with the necessary tools to participate fully and maintain a satisfactory DEP score.

SUPPLIES AND MATERIALS - The following items are necessary for achieving optimal success in the Leading Edge Program.

- Pens, pencils, erasers, highlighter pens
- Colored pencils, pencil sharpener*
- Black sharpie
- Glue stick
- Unabridged dictionary*
- World atlas*
- Protractor and ruler
- Small manual pencil sharpener
- Expandable portfolio for DEP
- 2 inch or larger three-ring binder
- Index dividers without pockets
- White, college-ruled notebook paper
- Scientific calculator, 6th grade - Texas Instruments TI-530SV 7th grade - Texas Instruments 30Xa
- Books for "Sustained Silent Reading"
- Graph paper
- Red pens
- Ruler with centimeters and inches
- Spiral notebook
- Access to newspapers, news magazines and the library*

*These items should be available at home.

Teachers may require additional supplies during the school year.

BOOKS - Books that are misplaced, damaged, or lost must be accounted for financially. Students are required to cover and be responsible for all books issued to them.

HOMEWORK - Homework is given because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, teaching responsibility and helping students develop positive study habits. The faculty and staff of the Natomas Charter School believe that **Homework** is the responsibility of the parents and students and should be done at home.

Parents and students may use the **Leading Edge Teacher Websites to access weekly homework at le.natomascharter.org and select the "Homework" link from the top left menu.**

LATE WORK - Late work will not be accepted by teachers. With permission from the teacher, late work may be made up and turned in at Study Lab within two weeks of the date it was due for reduced credit (This does not apply to long-term projects).

HONOR ROLL - A student will be recognized for high academic achievement when he/she receives an average rubric score of 4.5 to 5.0 in any trimester.

PRINCIPAL'S LIST - A student will be recognized for outstanding academic achievement when he/she receives an average rubric score of 5.1 or above for any trimester.

ACADEMIC PROBATION - A student will be placed on Academic Probation if he/she receives an average rubric score lower than 3.1 in any trimester. Parents and students will be notified by the LE Coordinator at the end of the grading period. A conference will be held and a plan of action to raise the student's scores will be drawn. The student will be suspended from all extra-curricular activities until that contract is fulfilled. Should a student score below a 3.1 in any two trimesters within a school year he/she will have failed to meet the Charter School requirements for promotion and will have their contract revoked. As part of the revocation process, a recommendation may be made that the student be retained in their current grade level and/or attend summer school. If a student's contract is revoked at or before the end of the second trimester, he/she will be asked to attend another school. If a student's contract is revoked at the end of the third trimester, he/she will be unable to re-enroll the following year, participate in end-of-the-year activities, or promote with their class.

APPEAL PROCESS- A parent or student may appeal the revocation of having his/her contract revoked within five (5) days of the revocation, by stating, in writing, the reason(s) for the appeal. This information will be presented to an appeals panel comprised of faculty and/

or staff. The appeals board will meet within 30 days of written request for an appeal. (*NOTE: The student **must** be enrolled in another school while waiting for the outcome of the appeal). The parents may present their case to the appeals board, with or without the student present. We ask that the presentation be limited to 15 minutes. The appeals board may ask questions and the parent or student may answer those questions at their own discretion.

After the student/parent leaves the meeting room, the appeals board will discuss the issue(s) at hand and then take a vote whether or not to uphold the decision for the contract revocation. The appeals board may also reverse the decision to revoke the contract, with certain conditions that will need to be met. In this case, a contract will be created, and a parent, student and an administrator will be required to sign the contract before it is officially in place.

The revocation of the contract will remain in effect throughout the appeals process and/or until a decision to reverse the contract revocation has been made by the appeals board, and/or all new contracts, if applicable, are signed by the appropriate parties.

Only one appeal per student will be allowed. In other words, if a student appeals a contract revocation and the decision to revoke the contract is overturned by the appeals board, and later that same student has his/her contract revoked again, then the parent or student will not be allowed to appeal for a second time.

PROMOTION REQUIREMENTS - Students must earn an **average rubric score of 3.1 or above for at least two trimesters during a school year** in order to meet the Charter School requirements for promotion and attend the end-of-the-year activities. In addition, 8th grade students must satisfactorily complete their 8th Grade Portfolio Project in order to participate in the 8th Grade promotion ceremony and promotion activities.

RETENTION POLICY - Natomas Charter's Leading Edge Middle School is committed to the success of each student. The LE has adopted and follows a Student Success Team Policy ("SST") to establish and implement student support and intervention strategies in a timely manner. Despite the implementation of such strategies it may also be necessary to retain a student in the current grade level for the following school year. Students will be identified for retention using criteria objectively based on their inability to meet the minimum California state grade level standards for promotion in English language arts, reading and mathematics for grades six through eight. A complete copy of the "Natomas Charter's Leading Edge Middle School Retention Policy" may be requested from the front office.

COMMUNITY SERVICE ACTIVITIES - Community service experiences are an integral part of the Leading

Edge curriculum. All students are required to participate/attend these activities as any regular school activity and to be on their best behavior.

JOB SHADOW/COLLEGE EXPLORATION – This is a mandatory component for 8th grade Leading Edge students. Failure to follow the directions and guidelines or participate will result in an office referral.

FIELD TRIPS - A field trip should be a safe educational outing. It is an extension of the Leading Edge curriculum and is meant to reinforce or supplement what has been taught in class. A student may be excluded from participating in an off-campus trip if, in the teacher or administrator's judgment based on past behavior or academic problems, his/her behavior will reflect adversely on the school or in any way interfere with the safety or academic progress of him/her self or others. Students who remain behind will be provided with an educational alternative.

A. OVERNIGHT FIELD TRIPS ARE OPTIONAL.

Should you choose NOT to send your child, he/she will be expected to attend school as usual. If you do choose to send him/her on an overnight trip, **all money must be paid at least two weeks prior to the trip.** If you would like to make payments, a schedule can be set up in advance of the trip. In this case, all payments must still be received before your child may attend. Please keep in mind that all deposits made by LE to vendors are non-refundable. Therefore, if you are unable to complete your payments or have to cancel your child's trip for any reason, your deposits will be forfeited.*

*In most cases, we will try to find a student to take your child's place. If this occurs, we will refund your deposits when that child pays.

B. ALL BUS TRANSPORTATION RULES AND POLICIES APPLY TO OFF-CAMPUS ACTIVITIES. The bus transportation rules found in the Charter Handbook apply to travel in any vehicle while participating in an off-campus activity.

C. STUDENTS ARE REQUIRED TO RIDE TO AND FROM ACTIVITIES IN HIS/HER ASSIGNED VEHICLE. Students will need written permission from a parent to ride to or from an activity in any vehicle other than that designated by the Charter School. Students may not ride in a chaperone's car or ride home in a private vehicle with anyone other than their own parent without written permission. **NO PHONE CALLS WILL BE MADE, NO EXCEPTIONS!!**

D. ALL PARENTS ASSISTING WITH SUPERVISION OF AN ACTIVITY MUST READ AND ABIDE BY THE RULES AND POLICIES AS OUTLINED IN PARENT SUPERVISION GUIDELINES.

E. SIBLINGS ARE NOT ALLOWED ON FIELD TRIPS. To bring siblings to a field trip diminishes the proper

supervision of students. An educational outing should provide a maximum of safety and guidance between students and chaperones/parents.

F. ALL PARENTS CHAPERONING AN OVERNIGHT FIELD TRIP MUST PASS A BACKGROUND CHECK.

A fee of \$12.00 is paid by the parent and \$75.00 by NCS. If a parent undergoes a background check but does not attend the trip, the parent must reimburse NCS.

SCHOOL-SPONSORED ACTIVITIES

STUDENT LEADERSHIP CLASS

Leadership Class represents the entire student body of the Leading Edge Program. Students must apply for Leadership and are chosen to run for office on the basis of grades, willingness to help others, positive attitude and recommendations. Final acceptance is based on an election process. All members of Leadership must maintain at least a 3.5 GPA and stay in good standing with their teachers and administrators.

Leadership members may be removed if they commit one of the following infractions: fail to maintain a 3.5 GPA, are suspended from school, miss two meetings per trimester, or are placed on any probationary status.

COMPUTER LAB - Computer lab is held during lunch, one or more days a week. It is intended as a place and time for students to catch up on their technology skills, complete assignments or research information.

STUDY LAB - Study lab is held after school on Tuesdays and Thursdays. Parent volunteers run it. It is meant to offer students a quiet place to do homework or to turn in missing or late assignments. Students may lose their privilege to attend due to misbehavior. There is no tutorial available during lab. Students must stay the entire hour in order for their late work to be accepted.

AFTER SCHOOL SPORTS - The Leading Edge program offers a variety of after school sports. In order to participate, a student must maintain a minimum GPA of 3.5 and may not be on any probationary status. In addition, players' parents must contribute a minimum of five (6) parent hours towards each sport in which their child participates. One of the six hours represents the \$15. voluntary participation fee. These hours can be completed in a variety of ways such as carpooling, supplying snacks or helping out at games. Students must serve all pending detentions prior to practicing or playing in a game. All players will be subject to progress reports or grade checks during the season. Failure to comply with any of these rules will result in dismissal from his/her team.

AFTER SCHOOL/OFF-CAMPUS ACTIVITIES - The educational program for the Natomas Charter School

strives to offer students hands-on learning through real-life experiences and involvement in the community as well as "traditional" classroom instruction. This requires that our students stay after school or leave campus for classroom field trips, community service learning projects, vocational apprenticeships, after school sports, etc. Because of our concern for all of our students' welfare and safety, we expect our students to be good representatives of Natomas Charter School. Exemplary behavior is expected at all times. In addition, students who misbehave on out-of-town and/or overnight field studies will receive an office referral upon return to campus.

It is necessary to have permission slips signed by a parent or guardian when students join an extra-curricular activity or leave campus as an extension of the school day. **PERMISSION WILL NOT BE GRANTED BY PHONE!** Please fill out and return any permission slip sent home with your child immediately.

OVERNIGHT TRIPS - LE students participate in overnight field trips throughout their three years at Charter. Parents are required to attend all mandatory information meetings. Failure to do so may result in your child not attending.

PARENT PARTICIPATION

Natomas Charter School was created as a means of providing parents and students with an expanded choice in the type of educational opportunities available. Parents' active participation has been essential to its success and is one of the main ingredients that makes our program different. The parent commitment can be fulfilled in many fun and enjoyable ways. Hours can be completed one at a time, or in larger increments for a single event or fundraiser. Parents are encouraged to add their ideas and talents to a variety of aspects of the school's program. It is the philosophy of Natomas Charter that parents should be a partner in their child's education. It is our hope that you will visit the campus often to become familiar with the educational process of our program. As a condition of continued enrollment in the Natomas Charter School and to ensure compliance and facilitation of calculations:

1. Each family must contribute a minimum of 30 hours by May 25, 2012.
2. Two thirds of the minimum hours (20) must be completed by February 24, 2012.
3. Families failing to complete 20 hours by this date will receive a letter informing them of their deficiency and placing such families on probation. Any family on a probationary status must fulfill its 30 hour obligation by May 25, 2012 or the child's contract will be revoked and your student will be unable to re-enroll in Natomas Charter School, participate in the end of the year activities, special trips, promotion exercises, etc.

4. Parent hour totals are updated on or about the 20th of each month and posted on the Leading Edge website by student ID number. Parent hour tally sheets and a collection basket are available in the front office to report your hours. Please remember that it is the responsibility of the family and not the school to keep track of your hours. In the event of a discrepancy, please submit a WRITTEN EXPLANATION to the office and it will be attended to by the 20th of the following month.
5. Families of new students will be required to contribute 10 hours per trimester from date of enrollment.
6. Parents may complete their 30 hours in combination of the following: volunteering, donating classroom/event supplies (attach a receipt to your tally sheet) or by paying for up to 20 of the hours. *NOTE: that at least 10 hours must be spent as volunteer time. IF YOU DONATE SUPPLIES, please bring them to the office and not directly to the teacher. Mark them clearly with the teacher's name.
7. Please **do not** bring siblings to class (or on field trips) during parent volunteer time. If you are unable to work during your designated time, you must notify the advisor or the charter office and arrange for a substitute.
8. You must be 18 or older to contribute hours towards Campus Beautification.
9. Parents may no longer earn hours for campus supervision (yard duty).

GENERAL POLICIES

GENERAL MAINTENANCE -Students are expected to keep ALL school property (including furniture, books, and supplies as well as hallways, restrooms, and garden and lawn areas) as neat and clean as possible. As a courtesy to others and in respect for the environment, students should not waste paper or water or dispose of litter inappropriately. Restitution must be made to NCS for any damage to property loaned to or used by a student during the school year before a student's records are released.

AFTER-SCHOOL HOURS - All students who remain on campus after school hours must be in a supervised area (Study Lab, Detention, etc.). Students not picked up by 3:10 pm will be sent to study hall to wait for their parent.

SCHOOL PHONES - Students will be allowed to use the Charter Office phone for emergencies only. Calling home because of forgotten homework, clothing, transportation arrangements or lunches will not be allowed.

MEDICINE - Any medication must be checked in at the office and accompanied by a note from a parent and doctor, including dosage. This includes prescription and

all over-the counter medication, such as Tylenol, cold medicine, etc. Possession of any prescription or non-prescription medication may result in a suspension.

RESPONSIBILITIES OF CITIZENSHIP - All Natomas Charter students have signed a contract committing themselves to becoming responsible citizens of the school. The following are the Charter School Classroom Policies, by which all students and adults must abide:

- I. RESPECT & ENCOURAGE OTHERS AT ALL TIMES. (No put-downs, keep your hands to yourself, allow others their "personal space," etc.)
- II. COME TO CLASS WITH REQUIRED MATERIALS. BE PREPARED TO LEARN.
- III. NO FOOD OR DRINK IS ALLOWED IN THE CLASSROOMS.
- IV. BE PROMPT & READY TO BEGIN CLASS WITH THE TEACHER.
- V. NO ROUGH HOUSING, PLAY FIGHTING, OR VULGAR LANGUAGE.
- VI. THERE WILL ABSOLUTELY BE NO DISRUPTION OF OTHER ACTIVITIES OR CLASSES.
- VII. Items which cause distractions and deter from the school learning environment should not be brought to school. They will be confiscated immediately. Cell phones must be turned off and kept in the student's backpack during class or will be confiscated immediately. Only parents may pick up confiscated items from the Charter School Office.

BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

SCHOOLWIDE DISCIPLINE PLAN

The teacher is the first-line of authority in maintaining discipline. Teachers and students should try to handle problems first through classroom rules. If these fail, a detention may be assigned.

The following behaviors will result in assignment to after school detention:

- Eating food, candy, sunflower seeds, liquids other than water, in class.
- A detention will be assigned if a student accumulates three (3) tardies in one class. A detention will also be assigned for every tardy thereafter for the trimester. Six tardies in a trimester will result in an office referral.
- Consistent disruption of classroom and/or school activities.
- Excessive talking/socializing and/or writing notes.
- Failure to attend detention for any reason other than an absence from school.

• NOTE: Chewing gum on campus will result in the assignment of gum scraping duty during lunch and one after school detention.

Please note: This list is not all-inclusive.

NOTE: If at any time a student owes four (4) DETENTIONS, he/she will be suspended one day from school.

BEHAVIOR PROBATION

A student will be placed on Behavioral Probation for 90 school days once he/she accumulates three (3) suspension days. The student will be suspended from extra-curricular activities (including sports), as well as any field trips until he/she is off Behavioral Probation. If a student receives ONE or more suspension days while he/she is on Behavioral Probation, the Charter School will revoke that student’s contract and his/her privilege to attend this school.

ONCE A NATOMAS CHARTER STUDENT HAS ACCUMULATED MORE THAN THREE (3) SUSPENSION DAYS FROM SCHOOL, HIS/HER CONTRACT AND PRIVILEGE TO ATTEND THE CHARTER SCHOOL WILL BE REVOKED.

CONSEQUENCES

The following behaviors will result in 1 to 5 day(s) suspension from the Charter School on the first offense or a mandatory expulsion from the school and the Natomas Unified School District unless the director or superintendent finds, and so reports in writing to the governing board, that the expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident.

1. CAUSING OR THREATENING TO CAUSE SERIOUS PHYSICAL INJURY TO ANOTHER PERSON, EXCEPT IN SELF-DEFENSE.

2. POSSESSION OF ANY FIREARM, KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT OF NO REASONABLE USE TO THE STUDENT AT SCHOOL OR AT A SCHOOL ACTIVITY OFF SCHOOL GROUNDS.

3. UNLAWFUL SALE OF ANY CONTROLLED SUBSTANCE LISTED IN CHAPTER 2 (COMMENCING WITH SECTION 11053) OF DIVISION 10 OF THE HEALTH AND SAFETY CODE.

4. ROBBERY OR EXTORTION.

5. DAMAGE TO PROPERTY / VANDALISM (Caused or attempted to cause damage to school property or private property including graffiti).

6. THEFT (Stolen or attempted to steal school property or private property).

7. DRUGS/ALCOHOL (Possession/Use/Under the influence/Sharing/Providing, etc.).

The areas of misbehavior described below generally carry progressive disciplinary consequences if the behavior continues and is deemed to be habitual. HOWEVER, IF AN INCIDENT OF AN EXTREMELY SERIOUS NATURE WERE TO OCCUR THAT COULD HAVE SERIOUS IMPLICATIONS TO THE SAFETY AND WELL-BEING OF OTHER STUDENTS AND STAFF ON CAMPUS, OR CAUSES A SERIOUS DISRUPTION, THE STUDENT COULD BE SUSPENDED FROM SCHOOL AND HIS/HER CONTRACT MAY BE REVOKED ON THE FIRST OR ANY SUBSEQUENT REFERRAL.

IMPORTANT NOTE: All referrals are accumulated regardless of the offense category. Consequences for offenses in the categories below are based on the overall accumulation of school referrals. Note that after an initial suspension, a second office referral for any offense and each referral thereafter will result in a suspension from school.

ABUSIVE/VULGAR LANGUAGE OR GESTURES

(Engaged in the use of profane or vulgar language and/or racial slurs, either verbally or in writing, verbal harassment of other kinds, making inappropriate gestures, slam books, sexual harassment, either verbally, in writing, or by gestures, etc.)

- **1st Referral:** Warning, Assignment to After-School Detention, Parent Notification, and a referral to the Counselor.
- **2nd Referral:** 2-day Assignment to After-School Detention, Parent Notification, and a referral to the Counselor.
- **3rd Referral:** 1 to 3-day Suspension from School, Parent Notification, and a referral to the Counselor.

DAMAGE TO PROPERTY/VANDALISM (Caused or attempted to cause damage to school property or private property including graffiti).

- **1st Referral:** Restitution if Possible, Assignment to After-School Detention, Parent Notification, Notification of Police if Necessary.
- **2nd Referral:** Restitution, 2-day Suspension from School, Parent Conference, Notification of Police.
- **3rd Referral:** Restitution, 3 to 5-day Suspension from School, Parent Conference, Notification of Police.

DISRUPTION/DEFIANCE OF AUTHORITY

(Disrupted school activities or otherwise willfully defied the valid authority of parent supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties).

Note: Any offense deemed of a serious nature by school administration may result in immediate contract revocation.

- **1st Referral:** Warning, Assignment to After-School Detention, Parent Notification.

- **2nd Referral:** 1-day Suspension or Parent Shadowing, Parent Conference.
- **3rd Referral:** 3-day Suspension from School and/or Parent Shadowing, Parent Conference.

DRUGS/ALCOHOL (Possession/Use/Under the influence/Sharing/Providing, etc.).

- **1st Referral:** Confiscation of drugs/alcohol, 3-5 day Suspension from School, Assignment to Community Service at a Drug Rehabilitation Center, Notification of Police if Appropriate, Parent Conference, Possible Recommendation to Revoke Charter Contract.

FALSE WITNESS/FORGERY CHEATING (Giving erroneous information to school personnel, signing someone else's name to a form, plagiarism, cheating on a test or copying someone's homework, etc.)

- **1st Referral:** 1-day suspension from school, Parent Notification and a zero on the assignment.
- **2nd Referral:** 2-day Suspension from school, Parent Conference and a zero on the assignment.
- **3rd Referral:** 3-day Suspension from School, Parent Conference and a zero on the assignment.

FIGHTING/SERIOUS VERBAL CONFRONTATION THREATENING PHYSICAL INJURY (Caused or attempted to cause physical injury to another person or inappropriate activity which could lead to injury to another person).

- **1st Referral and Any Thereafter:** 1 to 5-day Suspension from School, Notification of Police, Parent Conference, Possible Revocation.

IMPROPER ASSEMBLY BEHAVIOR (Behaving in a discourteous, non-respectful way when entering, during and leaving assemblies).

- **1st Referral:** Warning, Assignment to Detention, Parent Notification.
- **2nd Referral:** 1 to 3-day Suspension from School, Parent Conference, Removal of all Privileges to Attend School Assemblies for the Remainder of the Year.

THEFT (Stolen or attempted to steal school property or private property).

- **1st Referral:** Restitution if Possible, 1 to 3-day Suspension from School, Parent Conference, Notification of Police if Appropriate.
- **2nd Referral:** Restitution, 3 to 5-day Suspension from School, Parent Conference, Notification of Police, Possible Recommendation to Revoke Charter Contract.

TOBACCO, USE OR POSSESSION (Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, and other paraphernalia related to tobacco and/or its use).

- **1st Referral and Any Thereafter:** Confiscation of tobacco product, 1-3 day Suspension from School, Parent Conference, Possible Revocation of Contract.

NON-PHYSICAL AGGRESSION (Including all forms of alternative aggression such as bullying, hostile, non-verbal gestures and body language, rumor spreading, deliberate hostile gossiping, using the silent treatment, alliance building against another student, or computer/technological harassment).

- **1st Referral:** Warning, Assignment to After-School Detention, Parent Notification, Referral to Counselor.
- **2nd Referral:** 2 days Assignment to After-School Detention, Parent Notification.
- **3rd Referral:** 1-3 days Suspension from School, Parent Notification.

TRUANT FROM CLASS OR SCHOOL (Absence from class or school without the knowledge of the parent or school official, cutting class(es), leaving campus without permission, more than 10 minutes tardy to a class, etc.). Truant from class more than 10 minutes through an entire period:

1st Offense (on campus): Warning, Office Referral, Detention, Parent Notification.

1st Offense (off campus): 1-day suspension documented on record (SED), Parent notification.

2nd Offense: One day of suspension documented on record.

All subsequent: One day of suspension documented on record.

More than one period for any incident: One day of suspension documented on record.

MISCELLANEOUS BEHAVIOR (Including, but not limited to, running or roughhousing in the hallways or classrooms, play fighting, embracing, kissing, improper dress/grooming, water fights, gambling, bringing restricted items to school, improper behavior during lunch time, racial & sexual slurs, dismissal from or failure to attend a job-shadowing activity, etc.).

- **1st Referral:** Warning, Assignment to After-school Detention, Parent Notification.
- **2nd Referral:** 1-day Suspension or Parent Shadowing, Parent Conference.
- **3rd referral:** 3-day Suspension from School and/or Parent Shadowing, Parent Conference.

CELL PHONE POLICY: Students may carry cell phones. Cell phones must be on silent mode at all times and may not be used during class periods. Violation of this policy will result in a detention and the confiscation of the phone. A parent/guardian will be required to collect it from the Student Affairs Director. REMEMBER-Cell phone use is a privilege and can be revoked at any time by an administrator. Continued (3 offenses) misuse may result in a suspension.

TECHNOLOGY RELATED DISRUPTION AND/OR HARRASSMENT (INCLUDING MY SPACE, FACEBOOK, TEXTING, CELL PHONE VIDEO OR OTHER CHAT TYPE PAGES): SUSPENSION FROM SCHOOL AND/OR CONTRACT REVOCATION DEPENDING UPON SEVERITY OF THE OFFENSE

PLEASE NOTE THE LIST OF VIOLATIONS AND CONSEQUENCES FOR BEHAVIOR IS NOT ALL INCLUSIVE.

ANY DISRUPTIVE OR UNSAFE BEHAVIOR IS SUBJECT TO DISCIPLINE AT THE ADMINISTRATOR'S DISCRETION.

DRESS CODE

The purpose of the following dress code regulations is to ensure a healthy, safe and orderly learning environment for all students.

1. No hoods, head coverings (unless directly related to a families religion), pajama bottoms or tops, hair picks, sports headbands or baseball hats shall be worn indoors. At any time, based upon their discretion, a staff member or administrator may prohibit a student from wearing certain head coverings to school.
2. Commercial lettering/pictures/illustrations will be allowed on shirts, buttons or other items brought to school provided that it does not depict or make reference to drugs, alcohol, illegal substances, or violence. Wording and pictures may not be sexually suggestive, racist, demeaning or offensive.
3. Gang (or gang-like attire) or items associated with group intimidation or gang affiliation is strictly prohibited on campus or at any school-related activity. Administration reserves the right at all times to determine what is considered gang or gang-like attire.
4. Pants and shorts shall be worn at the waist or waistline, no sagging.
5. Straps of overalls and suspenders must be worn appropriately -- no hanging straps. Shirt sleeves or straps must be at least one inch wide.
6. Shoes are to be worn at all times. Bedroom slippers are not to be worn on campus.
7. Tube tops, spaghetti straps or clothing revealing the midriff, back or cleavage are unacceptable. Dresses and skirts must be fingertip length or longer. Short shorts are not acceptable. **Garments must be sufficient to conceal under clothes.**
8. Sunglasses may not be worn in classrooms and are to be removed at the request of any school employee.

This list is not all-inclusive; administrators may use their discretion.

Students who violate any of the above regulations or dress in a manner that causes a distraction or disruption of school activities will be:

- **1st Offense:** Given a warning, change clothes and/or be sent home, parent conference.
- **2nd Offense:** Assigned to 1-2 After School Detentions, parent conference.
- **3rd Offense:** Given a 1 or 2-day Suspension from school, parent conference.

BUS TRANSPORTATION

The following is a complete list of bus rules adopted by our school district. Students who misbehave will be issued citations, which may result in bus riding privileges being revoked. **Repeat offenders will be denied bus riding privileges.** *We will not put our drivers and students at risk for the convenience of students who show that they are likely to behave irresponsibly on our buses.*

Bus Riders Shall:

- be courteous to everyone
- sit back against seats with feet down, facing front, keeping aisle clear
- stand only with the driver's permission, or when boarding or exiting stopped buses
- keep everything inside the bus, listen to, and promptly obey bus drivers
- stay 6 feet away from the bus until the door is open and the driver permits entry
- cross street to or from buses when escorted by the bus driver
- promptly leave the vicinity of the buses after exiting

Bus Riders Shall Not:

- distract bus drivers, create loud noise
- deface or tamper with buses or the property of others
- use language or gestures that others might find offensive
- bring animals, insects, glass, or dangerous objects or substances aboard buses
- eat, drink, chew, smoke, litter, spit, throw, buy, sell, trade or gamble
- behave in any way that is illegal or dangerous

Bus drivers will issue citations for violations of these rules. School administrators will review citations, notify parents, conference with students and assign consequences.

Typical Consequences When Citations Are Issued:

- **1st Citation:** Parent contact and a warning
- **2nd Citation:** Parent contact and suspension of bus riding privileges

Consequences may be adjusted according to the severity of the offense. This means that a student could lose his/her bus riding privilege (even permanently) on a first offense. Serious violations will result in suspension from school. Buses are equipped with a video camera system to record student behavior.

DISPUTE RESOLUTION PROCEDURE

Dispute resolution policies and procedures are to be followed by staff, parents, and students at Natomas Charter School. The intent of this dispute resolution process is to:

- A) resolve disputes within the school pursuant to the school's policies
- B) to ensure a fair and timely resolution to disputes.

Disputes Arising From Within the School:

When a complaint is communicated to the school or an employee of the school, including disputes among and between students, staff, parents, volunteers, advisors, partner organizations and members of the NCS Board of Directors, the following procedures should be implemented.

The complaint is initially addressed to the person the complaint is about. If no resolution, the complaint is forwarded to the Coordinator of the program involved. The Coordinator will respond in writing within seven (7) work days.

-If no resolution, the complaint is forwarded to the Executive Director of the charter school. The Executive Director will respond in writing within seven (7) work days.

-If no resolution, the complaint is forwarded to the appropriate member of the NCS Board of Directors (for example: the parent representative, if complaint stems from a parent), and this representative reports to the Board during the first meeting open for new agenda items.

-if no resolution, the complaint is forwarded to a "Dispute Resolution Committee." The process of creating this committee will be developed by the NCS Board of Directors. This committee will attempt to resolve the issue of the complainant.

The Dispute Resolution Committee's decision will be final unless the Board of Directors or Dispute Resolution Committee was out of compliance with the Charter or

superior law. It will be the responsibility of the complainant to demonstrate, show and/or prove that there was non-compliance. In such a case, the complaint will then be forwarded to the NUSD Board for action.

PLEASE NOTE: Complaints regarding sexual harassment and discrimination, however, will follow the guidelines specified in the NUSD Nondiscrimination and Sexual Harassment Policy.

**NATOMAS UNIFIED SCHOOL DISTRICT
Nondiscrimination and Sexual
Harassment Policy**

Nondiscrimination

The Governing Board is committed to equal opportunity for all individuals. District programs and activities shall be free from discrimination based on age, sex, race, color, religion, political affiliation, national origin, ethnic group, ancestry, marital or parental status, disability or any other unlawful consideration. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities, while at the same time providing personnel practices based on fitness and merit.

This policy is subscribed to in the belief that we must ensure equal treatment for all persons. It is a goal of this governing board to achieve and maintain a work force representative of the general population for all occupations and at all levels.

District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with handicaps. The Superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities and activities available to them.

Any student, staff member, or parent who feels that discrimination has occurred should immediately contact the teacher, principal of the school, or district Title IX Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school, or by directly contacting the district Title IX Coordinator.

Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student or by anyone in or from the district.

Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical contact of a sexual nature made by someone from or in the work or educational setting.

Any student, staff member, or parent who feels that harassment has occurred should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed. This may be initiated at the school or by directly contacting the district Title IX Coordinator.

How To File a Complaint

Put the complaint in writing and submit it to the principal or the Title IX Coordinator. If a complainant is unable to put a complaint in writing, district staff shall help him/her to file the complaint.

- 1. **Mediation:** Mediation is optional. It involves a third party to help resolve the dispute.
- 2. **Investigation:** The district will investigate the complaint and provide a written report of the investigation and decision within 30 days of receipt of the complaint.
- 3. **Appeals:** If the complainant is dissatisfied with the decision, he/she may file the complaint with the Board of Education within five days.
- 4. The person filing the complaint may also pursue action in civil court.

Complaints will be kept confidential. The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a complaint, contact a site administrator or:

**Title IX Coordinator
Natomas Unified School District
1901 Arena Boulevard, Sacramento, CA 95834
(916) 567-5400**

Notifications

- A copy of the district's sexual harassment policy shall:
- 1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980) (cf. 5145.6 - Notifications Required by Law).
 - 2. Be displayed in a prominent location near each school principal's office (Education Code 212.6).
 - 3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education code 212.6).
 - 4. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct (Education code 212.6).

Enforcement

- The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:
- 1. Removing vulgar or offending graffiti.
 - 2. Providing staff in-services and student instruction or counseling.
 - 3. Taking appropriate disciplinary action as needed.

NON-DISCRIMINATION

It is the policy of Natomas Charter School not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973.