

Natomas Charter School
Performing and Fine Arts Academy
2011-2012 School Handbook



Natomas Charter School
Performing & Fine Arts Academy

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This Handbook Belongs To:

Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

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NCS Performing & Fine Arts Academy

MISSION STATEMENT

The mission of the Natomas Charter School's Performing and Fine Arts Academy is to prepare 6th - 12th grade students with strong personal interests in the arts to successfully pursue entry into an institute of higher learning and/or a career in the performing and fine arts by channeling their unique skills and talents through an intense, integrated academic and arts program which focuses on a whole-person developmental approach to learning in unity with high academic and artistic standards.

VISION STATEMENT

The Performing and Fine Arts Academy of the Natomas Charter School will be a high quality educational program for students in grades 6-12 that develops the whole person through a curriculum that integrates the performing and fine arts and college preparatory academics. We aim to develop students academically, artistically and socially so that they leave the school as independent, cooperative, responsible and creative young adults with a lifelong interest and ability in learning and the arts. We believe that these skills and qualities will prepare our students to pursue further educational goals and allow them to contribute to the life and well-being of society as a whole.

Our vision includes the belief that:

- * A strong academic program unlocks and supports the artistic potential of our students.
- * The best discipline comes from a commitment to shared goals.
- * The performing and fine arts encourage each individual to work in a creative, cooperative and collaborative manner while promoting independent thinking.
- * Students learn best in a participative and creative environment placed within a firm framework of high standards in teaching and learning.
- * Students need an understanding of, and access to, developing technologies in order to encourage participation and leadership in a technologically developing society.

Our program graduates students who will then have the option to pursue further studies in either the arts or academics at two-year or four-year institutions of higher learning.

Natomas Charter School students are expected to:

1. Have knowledge of and the ability to demonstrate basic skills in reading, writing, speaking and computation.
2. Have a repertoire of problem solving approaches, including exploring alternatives to solving the same problem.
3. Have a basic understanding of technology (including computers, multimedia and the Internet) and its applications in and outside of the classroom.
4. Have an understanding of the interconnections between the systems, cultures and environments of the world.

5. A core knowledge which includes cultural literacy, knowledge of humanities, scientific literacy and an appreciation and understanding of the values that constitute the basis of our society.
6. Pursue continued and active "real-life" learning.
7. Possess the ability to internalize concepts and apply them.
8. Possess the ability to think logically and make informed judgments.
9. Possess appreciation, joy of and respect for the visual and performing arts.
10. Possess the understanding that a healthy lifestyle is important to one's well-being.

ATTENDANCE RESPONSIBILITIES

PFAA Attendance Policy: The State of California considers 10 days of absence from school to be excessive. The policy of the Performing and Fine Arts Academy is that any student with five full days or 10 class periods of absence (excused or unexcused) will be placed on attendance probation. Any student who misses ten full school days or 15 class periods may have his or her contract revoked.

REGULAR ATTENDANCE AT SCHOOL IS REQUIRED BY STATE LAW

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. In lieu of a phone call, the parent may send a note with the student on the day he/she returns to school stating the reason and date(s) of the absence. **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. Students absent for three or more days must bring a doctor's note upon their return to school.**

TRUANCY – Truancy is absence from school 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 a number of unverified or unexcused absences.

LATE ARRIVAL – When a student arrives at school 25 minutes after the start of school, a **parent must sign the student in at the office or write a note as to why the student was tardy.** After the second tardy to the first class each semester, a detention will be given to the student for each tardy beginning with the third tardy and continuing through tardy #10. Tardy #11 will result in an on-site suspension from school. Every third tardy thereafter will result in an on-site suspension. Tardies in between will result in a demerit. For example, Tardies 12 and 13 will result in a demerit, Tardy #14 is an on-site suspension, etc.

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. Students will receive a detention for each tardy and for every tardy thereafter through tardy #10. Tardy #11 will result in an on site

suspension from school. Every third tardy thereafter will result in an on site suspension. Tardies in between will result in a demerit. For example, Tardies 12 and 13 will result in a demerit, Tardy #14 is an on site suspension, etc.

Students who are found outside the classroom without permission and 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. Students will only be released to individuals listed on the emergency card in the case of an emergency when the parent cannot be reached. Students who are 18 years old must come to the office to sign themselves out for an appointment (must have proof of appointment) or if they are ill. A staff member will determine if they need to go home and a parent permission will be required before the student is released. Students who are 18 years old and have a signed contract on file in the front office may leave campus for lunch on **Wednesdays only.** Only the student who is 18 years old and has a signed contract may leave campus.

MAKE-UP WORK – 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 same number of days he/she was absent to make up the work. Make-up work will not be accepted for unexcused absences. **Please Note:** Students suspended from school will not be allowed to make up any in class work or homework for credit. Students will be allowed to make up quizzes or major exams. This policy is not applicable to Independent Study.

INDEPENDENT STUDY – If it is known ahead of time that a student will be out of school for three or more consecutive school days, the parent should request an Independent Study Contract by contacting the office **at least ten (10) school days in advance.** All independent study requests must be approved by the Program Coordinator and the Executive Director or Student Affairs Director. Independent Study will not be approved for certain performance-related activities including tech weeks. **Students will be allowed up to ten (10) days of Independent Study per year. Pre-requested homework is due the DAY the student returns to school.**

JOB SHADOWING/INTERNSHIPS – Pre-approved Job Shadowing/Internship days may be counted as school attendance days. All job-shadowing/internship activities must be approved by an administrator and cannot exceed more than 10 days per year. Students are responsible for making up any work/tests in their regular classes during their absences. In order to receive attendance credit, students must complete all Job Shadowing Reflection Forms and return them to the Attendance Office upon their return to school.

TRANSFER TO ANOTHER NCS PROGRAM – If a student wishes to transfer from the Performing and Fine Arts Academy to another program within Natomas Charter School during the same school year, an SST must be held with the student, his/her parents, the Coordinators of the

programs and the student's teachers to determine if the transfer is appropriate. The final decision for transfer will be determined by the SST team.

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

A "Transfer/Check-Out" form must be completed. Each teacher will give a final grade and clearance on books and materials. The office staff of the charter school must also sign out a transferring student. On the last day of attendance, a parent should call and bring or send a note to the office stating that his/her child will be transferring to another school. Please include a new home address if at all possible.

ACADEMIC RESPONSIBILITIES

The Performing and Fine Arts Academy believes that a strong academic program unlocks and supports the artistic potential of our students. Success in a high-standards, rigorous academic program requires responsibility, discipline and diligence on the part of the students in the academy. Students are expected to contribute to a positive learning environment at all times.

BOOKS – Books that are misplaced, damaged, or lost must be accounted for financially. Students are required to cover their books and are 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.***

It is the responsibility of the student to record his/her homework in the school agenda book and to turn all work in on time.

LATE WORK – Late work in some classes may not be accepted. Check the syllabus in each class for the late work policy.

PLAGIARISM/CHEATING – All members of the Natomas Charter School Performing and Fine Arts Academy are responsible for academic as well as personal integrity and embrace a code of conduct that includes honesty and fairness. Cheating and/or plagiarism will not be tolerated in either the academic or artistic arena. Simply stated, plagiarism is "the taking of others' thoughts or words without due acknowledgment (Random House Handbook, p. 405). This definition is applied to both published or unpublished material. ***When borrowing any ideas or phrases of more than three words, appropriate documentation must be offered.*** Also, students must not submit, as their own, work that has been written or revised by another person. Any student who has plagiarized work will be reported to NCS administration and be subject to the disciplinary action outlined in this handbook.

QUARTER GRADES – Quarter grades reflect the first half of a student's progress in a class for that semester.

Although these are progress grades, they reflect the student's achievement in the first half of a semester and may be used as a cumulative grade to be averaged with work in the second quarter. Quarter grades for students who transfer into a class in the middle of a quarter shall be determined in combination with the student's transfer grades.

SEMESTER GRADES – Semester grades are the cumulative grades for a semester. Students will not receive semester credit for a course if he/she earns an "F" in that class. Semester grades for students who transfer into a class in the middle of a semester shall be determined with the student's transfer grades.

504 Accommodation Plans for Middle and High School Students: If a student has a medical condition that inhibits his/her ability to learn and he or she would like to request a 504 accommodation plan, the student's parent should contact Tammy Lee, 504 Site Coordinator, to schedule an evaluation meeting.

ACADEMIC EXCELLENCE – A student will be recognized for outstanding academic achievement when he/she receives an overall GPA of 3.25 or above with no "C" grades in any course.

ACADEMIC DEFICIENCY – Middle School - 7th and 8th grade students must attend summer school if they receive a failing grade in any of their academic subject areas (Language Arts, Social Studies, Math, Science) in any semester. Students must provide Natomas Charter School with proof of summer school completion prior to returning in the fall. Middle school students with failing semester grades who do not attend summer school may not return to the Performing and Fine Arts Academy at the next grade level.

High School – 9th-12th grade students who receive a failing grade in any semester will not receive credit for the course. These credits may be made up in an off site summer school program or at a community college. Students must complete the required cumulative credits in order to be promoted to the following grade levels:

10th Grade (Sophomore):	60 Cumulative Credits
11th Grade (Junior):	130 Cumulative Credits
12th Grade (Senior):	200 Cumulative Credits

****Students who are absent (excused or unexcused) for 20 or more periods in any given course during a semester will not receive credit for that course.*

ACADEMIC PROBATION – The Performing and Fine Arts Academy has high standards for academic achievement. A student who does not maintain an average GPA of 2.0 in any given semester is in jeopardy of having his or her contract revoked.

A student will be placed on Academic Probation if he/she earns an average academic GPA of 1.5 or below in the first or third quarter of the school year or below a 2.0 at the end of the first or second semester of the school year. Students being placed on academic probation at the quarter (1.5 or below) will have until the end of the concurrent semester to raise his/her grades to a 2.0 GPA. If a student fails to do so, he/she will not have met the Charter School requirements and will have his/her contract revoked at the end of the concurrent semester. Students who have been placed on

academic probation at the end of the first or second semester (2.0 or below) will have until the end of the following semester to raise his or her GPA to a 2.0 or above. If a student fails to do so, he/she will not have met the Charter School requirements and will have his/her contract revoked at the end of the following semester.

Student earns a GPA of 1.5 or below =
Academic Probation. Student must earn a 2.0 or better by the end of the following quarter **and** maintain a 2.0 for the rest of the semester or his or her contract will be revoked.

Student earns between 1.51 and a 2.0 GPA =
Academic Probation. Student must earn 2.0 or better for the following semester or his/her contract will be revoked.

If a student is placed on Academic Probation at any point, parents and students will be notified by the program administration at the end of the grading period. A parent conference may be held to design a plan of action. ***Students on Academic Probation will be suspended from any extra-curricular activities until he or she is removed from Academic Probation.***

MINIMAL ACADEMIC ACHIEVEMENT FOR PARTICIPATION IN SCHOOL PRODUCTIONS – Students must have and maintain a "C" grade or better in any class (academic or arts) in order to participate in school-sponsored performances and productions. All students must complete a grade check sheet prior to and during any school auditions. A student may be removed from a production if a grade falls below a "C".

PFAA MIDDLE PROMOTION REQUIREMENTS Eighth Grade Portfolio: All eighth graders in the Performing and Fine Arts Academy are expected to complete a comprehensive portfolio reflecting their academic and artistic achievements during their middle school years. It is imperative that students follow the guidelines for completing the portfolio given in their language arts class. Eighth-grade students must satisfactorily complete their 8th-grade portfolio project in order to participate in the 8th grade promotion ceremony and promotion activities. Any student who fails one semester of an academic class must attend summer school prior to enrollment in the next grade level.

RETENTION POLICY - Natomas Charter School's Performing and Fine Arts Academy is committed to the success of each student. PFAA has adopted and follows a Student Success Team model ("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 School Performing and Fine Arts Academy Retention Policy" may be requested from the front office.

PFAA HIGH SCHOOL GRADUATION REQUIREMENTS – English 40 Units

Mathematics	30 Units
Social Science/History	35 Units
Science	20 Units
Foreign Language	20 Units
Physical Education	20 Units
Health	5 Units
Sr. Project/Portfolio	10 Units
Electives (70 of which must be in the Visual and Performing Arts)	90 Units**
Total	270 Units*

***Students must pass the California High School Exit Exam to receive a high school diploma.**

** NOTE: Students who transfer into PFAA may be waived a total of 10 arts units per year for each high school year they did not attend PFAA.

Non-NCS Courses Taken for High School Credit: If a student wishes to take a course outside of Natomas Charter School's Performing and Fine Arts Academy for credit towards graduation, the student must obtain written permission from the Program Coordinator by completing the **Waiver of Administrative Policy** form located in the school office. Credit will not be given for any courses taken without prior approval.

COLLEGE ADMISSION REQUIREMENTS –

English	40 Units
Mathematics	30 Units
Social Science/History	20 Units
Science	20 Units
Foreign Language	20 Units

UC also requires 20 Units of College Prep Elective Courses which must be chosen from the following: visual and performing arts, history, social science, English, advanced math, lab science and foreign language.

ACADEMIC COUNSELOR – For any questions regarding high school graduation or a suggested progression of classes for graduation, please see Lorena Ruedas, Academic Counselor.

ADDING/DROPPING CLASSES – Students may only add or drop classes with the approval of the teacher and within the first two weeks of a semester. Students dropping a course after two weeks will be required to receive administrative approval by completing a Waiver of Administrative Policy form (located in the front office). Students receiving approval to drop a course after 4 weeks will have a “W” for withdraw noted on the transcript. All forms must be completed with required teacher and parent signatures before submission.

P.E. POLICY FOR HIGH SCHOOL CREDIT – As part of the NCS Performing and Fine Arts Program graduation requirements, students must complete at least 20 credits of Physical Education (P.E.). Because PFAA is a unique and specialized program, students may complete these credits through a variety of means:

- A) Any approved on-site dance class
- B) Any other on-site arts course qualified by school for P.E. (Stretch and Strengthening)
- C) Supervised, independent physical activity done outside of school. All activities must be recorded on the Physical Education Log Sheet.

For more details, please request a complete "Physical Education Policy and Log Sheet" from the front office.

STUDENT COUNCIL

Realizing the necessity for student self-government and understanding the importance of articulating and implementing the views of the student body, the students of the Performing and Fine Arts Academy have established a Student Council.

The Student Council represents the entire student body of NCS's PFAA. At the end of the academic school year, students in grades 6-11 will vote for a student council president, a vice president, a secretary, a treasurer, and an activities coordinator for the following school year. Candidates will prepare and give speeches to the entire student body.

In order to run for office, all candidates must have at least a 2.5 GPA and not be on academic or behavior probation.

In addition, at the beginning of each school year, elections will be held to elect six class representatives, one for each grade. This representative will serve the best interest of his/her class by regularly attending meetings and communicating with the council.

Elected officers may be removed from office if they commit one of the following infractions: 1) fail to maintain a 2.5 GPA, 2) are suspended from school, 3) miss three or more meetings per semester, 4) are placed on either academic or behavior probation. If an elected officer is removed from office, he or she will be replaced by another council member.

Members hold meetings a minimum of once a week. The representatives will present meeting reports to their groups and seek suggestions and assistance of the student body. They also aid the administration and teachers in carrying out special projects and in improving school climate.

The student council and the advisor plan general activities for the year and are alert to needs as they arise during the year. The advisor will assist the officers in conducting meetings and planning the year.

For additional information, please see the Natomas Charter School Performing and Fine Arts Academy Student Council Constitution.

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. The school is founded on the belief that active parental involvement in the school's program is a key component to student success. Because the charter's mission is to provide unique learning opportunities to its students, the school needs committed parents who are willing to assist the staff and faculty in making this happen. To this end, the charter requires that all parents sign a contract stating that they will donate at least 30 hours a year to assisting the Performing and Fine Arts Academy in achieving its mission.

Parents' active participation has been essential to this program's 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.

As a condition of 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 18, 2012.
2. One-half of the minimum hours (15) must be completed by January 13, 2012.
3. Families failing to achieve one half of their minimum hours by this date shall 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 18, 2012 or the student's contract will be revoked (as stated in your contract), 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. Families of new students (students who enter after the 1st quarter) will be prorated and required to contribute 15 hours per semester from date of enrollment.
5. Please **do not** bring siblings to school during parent volunteer time.
6. If you are unable to work during your designated time, you must notify the advisor or the charter office and arrange for a substitute.

Parent Hours will be tallied and recorded at the end of each month on our online parent hours tracking system – pto manager. If there is a discrepancy in your reported hours, please contact the Parent Hours Coordinator via email. The correction will be made at the end of the following month and should show up on your online account once you log in.

Parents are encouraged to add their ideas and talents to a variety of aspects of the school 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 frequent the campus often to become familiar with the educational process of our program. If you are interested in parent participation opportunities, please contact your class advisor or parent coordinator. Parent participation information is also available in the school newsletter and in the office.

GENERAL POLICIES

AFTER-SCHOOL HOURS – All students who remain on campus after school hours must be in a supervised area (rehearsal, computer lab, detention, etc.). Students will report to a study hall within 10 minutes of the end of the school day. Students who are late may receive a detention. Any student who is loitering on campus unsupervised may receive an office referral.

GENERAL MAINTENANCE – Students are expected to make every effort to keep ALL school property (including furniture, books, and supplies as well as hallways, restrooms, and garden/lawn areas) as neat and clean as possible. As a courtesy to others and in respect for the environment, students should make all efforts not to 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 students during the school year before a student's records are released.

PARENT VISITATION TO CLASSROOMS – Natomas Charter School welcomes parents to visit classrooms. We do ask, however, that you notify teachers at least 48 hours in advance if you wish to go into their rooms to observe or assist in a class. Parents must also sign in the front office and receive a visitor's pass prior to entering the classrooms. **Please do not go directly to a teacher's classroom before signing in at the front office.**

MEDICINE – Any medication must be checked in at the office and accompanied by a signed medication form from a parent and doctor, including dosage. This includes all over-the-counter medication, such as Tylenol and cold medicine, as well as prescription medication. Possession of medication may result in suspension from school.

VISITORS – During school hours, **ALL** visitors (including parents) must sign in at the office to receive an identification tag. Any student who has graduated from the Performing and Fine Arts Academy and who wishes to visit the Natomas Charter School campus may do so Wednesdays at lunch time only with the approval of the Executive Director, Students Affairs Director, or Program Coordinator. Non-PFAA graduate student visitors are not allowed.

BEHAVIORAL EXPECTATIONS & CONSEQUENCES

The guiding philosophy of the Natomas Charter School consists of the four principles:

1. Our students will be responsible, productive citizens of society.
2. All participants in our school (adults and children) will show mutual respect.
3. All involved with our school will have an awareness of and an appreciation for individuals, cultures and ethnicities as well as an understanding of the differences and similarities in all people.
4. Adult-child relationships and opportunities will cross in mutually meaningful ways. All adults involved with the Charter School believe that all students can develop morally, ethically, intellectually, culturally, socially and emotionally to their fullest potential.

Schoolwide Discipline Plan

The teacher is the front-line authority in the scope of discipline. Teachers and students should try to handle problems first through classroom rules.

The administration may provide "Suspension Equivalency Days" (SED) or "suspensions on record" in lieu of home suspension.

The following behaviors will result in a demerit. Each demerit equals one day of After School Detention:

- Eating food, candy, gum, liquids other than water etc. in class

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

- Arriving late to class (unexcused tardy)
- Consistent disruption of classroom and/or school activities
- Excessive talking/socializing and/or writing notes
- Breaking class rules
- * Failure to attend detention for any reason other than absence from school.
- NOTE: This list is not all inclusive. This does not list all possible offenses or disruptions to the learning environment.

NOTE: If at any time a student owes three (3) unserved DETENTIONS, he/she will be suspended one day [actual or SED] from school.

A second referral for any offense, and each referral thereafter, will result in a suspension 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 may be suspended from extra-curricular activities until he/she is off Behavior Probation. If a student **receives one or more suspension days while he/she is on Behavior Probation, the Charter School will revoke that student's contract and his/her privilege to attend this school.**

CONSEQUENCES

The following behaviors will result in immediate suspension from Natomas Charter School on the first offense and/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 POSSESSION OR 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.

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.

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 or in writing, or by gestures, etc.)

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

Note: Serious violations of the racial slur/sexual harassment policy may result in suspension from school on the first offense at administrator's discretion.

NON-PHYSICAL AGGRESSION Including all forms of alternative aggression such as bullying, hostile non-verbal gestures and body language, rumor spreading, deliberate hostile gossiping, slam books (or equivalent), or alliance building against another student

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

FALSE WITNESS/FORGERGY/CHEATING (Giving erroneous information to school personnel, signing someone else's name to a form, copying or cheating on a test or homework, taking or copying ideas, words or thoughts of others without permission or proper notation, etc.)

- **1st referral:**
Middle School Students: Warning, Assignment to Afterschool Detention, "0" on assignment, Parent Notification (note: blatant incidents of cheating by a middle school student may result in suspension even on the first offense).
High School: 1 day Suspension, "0" on assignment, Parent Notification.
- **2nd referral:** 2 days Suspension, "0" on the assignment, Parent Conference.
- **3rd referral:** 3 days Suspension from School, "0" on the assignment, Parent Conference, Behavior Probation.

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

- **1st referral:** Restitution, 1 day Suspension, Parent Notification, Notification of Police if Appropriate.
- **2nd referral:** Restitution, 2 days Suspension from School, Parent Conference, Notification of Police if Appropriate, Placement on Behavior Probation.
- **3rd referral:** Restitution, 3 to 5 days Suspension from School, Parent Conference, Notification of Police

DISRUPTION/DEFIANCE OF AUTHORITY (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)

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

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

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

•**1st referral:** Confiscation of drugs/alcohol, 3-5 days Suspension from School, Assignment to Community Service at a Drug Rehabilitation Center, Notification of Police if Appropriate, Parent Conference, Possible Recommendation to revoked Natomas Charter School Contract and/or Recommendation for Exclusion from NUSD.

FIGHTING/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 days Suspension from School, Notification of Police, Parent Conference, Possible Revocation of Contract

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:** 1-3 days 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, 1-3 days Suspension from School, Parent Conference, Notification of Police if Appropriate, Possible Placement on Behavior Probation.
- **2nd referral:** Restitution, 3-5 days 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 days Suspension from School, Parent Conference, Possible Revocation of Contract

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.).

No student under 18 is allowed to leave campus during the school day without an adult.

Truancy from class for the purposes of these consequences are absences from class without permission for more than 10 minutes during any given class period.

- **1st offense :** On-site suspension, day of suspension on record, parent notification
- **All subsequent:** On-site suspension, day of suspension on record, parent notification

CELL PHONE POLICY: Students may carry cell phones in their backpacks/purses. Phones must be turned to silent during class. If a student is found to be using a cell phone during class the phone will be confiscated and the student's parent/guardian will need to collect it from Patrick Broughton, Student Affairs Director. Upon the third offense an office referral and/or suspension will be issued.

TECHNOLOGY RELATED DISRUPTION AND/OR HARASSMENT:

- ***1st offense for electronic related disruptions (including Face Book or other chat type pages):** Suspension from school and/or Contract Revocation depending upon severity of the offense

MISCELLANEOUS BEHAVIOR (Including, but not limited to, running or rough housing in the hallways or classrooms, play fighting, embracing, kissing, improper dress or grooming, water fights, gambling, bringing restricted items to school (slambooks, etc.) or improper behavior during lunch time)

- **1st referral:** Warning, Assignment to Afterschool Detention, Confiscation of Restricted Items, Parent Notification
- **2nd referral:** 1 day Suspension or Parent Shadowing, Parent Conference
- **3rd referral:** 3 days Suspension from School and/or Parent Shadowing, Parent Conference

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 UP TO AND INCLUDING IMMEDIATE CONTRACT REVOCATION.

DRESS CODE

NCS expects all students to come to school dressed appropriately for learning. The purpose of the following dress code regulations are to ensure a healthy, safe and orderly learning environment for all students.

1. No head coverings nor baseball hats shall be worn in class or school rooms unless directly associated with a family's religion. At any time, based upon his/her 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. No pajama bottoms or tops will be allowed.
5. Straps of overalls and suspenders must be worn appropriately — no hanging straps.
6. Students will be allowed to wear shorts. Short shorts, tube tops, tops with spaghetti straps, or clothing revealing the midriff, back or cleavage are unacceptable. Shirt sleeves or straps must be at least one inch wide. Dresses and skirts must be fingertip length or longer. Shoes must be worn at all times. Slippers may not be worn at school or at school-sponsored activities. **Garments shall be sufficient to conceal underclothes, and all personal parts of the body should be appropriately covered.**
7. 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. At any time, a staff member or administrator may prohibit a student from wearing certain apparel to school.

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 Afterschool Detentions, Parent Conference
- **3rd offense:** Given a 1 or 2 days 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

- wait at and walk to or from bus stops in an orderly manner without damaging property, disturbing the peace, or endangering themselves
- be at bus stops 5 minutes before the bus is scheduled to arrive
- 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
- board or exit buses only at designated stops most safely accessible from their homes
- other bus stops may be used only if the parent has previously given written permission which has been approved by the school office and the transportation department

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 and detention
- **2nd citation:** Parent contact and a 1-3 day suspension of bus riding privilege
- **3rd citation:** Parent contact and a 3-5 day suspension of bus riding privilege
- **Subsequent citation:** Parent contact and extended or permanent 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) minimize the oversight burden on the district and district personnel
- C) ensure a fair and timely resolution to disputes

D) avoid disputes regarding oversight and renewal matters

Disputes arising from within the school:

When a complaint is communicated to the school or an employee of the school, the following is the procedure that should be followed. This may include disputes among and between students, staff, parents, volunteers, advisors, partner organizations and Board of Director members.

Complaints regarding sexual harassment, however, will follow the guidelines specified in the NUSD sexual harassment policy (also stated in the Natomas Charter School employee and student handbook).

Procedure:

- The complaint is initially addressed to the person the complaint is about. If no resolution, then complaint is forwarded to the Coordinator of the program involved. The Coordinator will respond in writing within seven work days.
- If no resolution, then complaint is forwarded to the Executive Director of the charter school. The Director will respond in writing within seven work days.
- If no resolution, then complaint is communicated to the Board of Directors, and submitted to the Dispute Resolution Committee, which is comprised of a heterogeneous group of Advisory Board members. This committee will bring a possible resolution or suggestion back to the Board of Directors for action.

Unless the Board of Directors or the Dispute Resolution Committee was out of compliance with the Charter or superior law, the Board of Director's action will make the final determination regarding the dispute. It will be the responsibility of the complainant to demonstrate, show and/or prove that there was non-compliance by the Board of Directors or Dispute Resolution Committee. In such a case, the complaint will then be forwarded to the NUSD Board for action.

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

**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 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 Executive Director 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.

To File a Sexual Harassment Complaint

Filing a complaint: Put the complaint in writing and submit it to the Executive Director or the Title IX Coordinator at the NUSD office. 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 school or 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 the NUSD Title IX Coordinator (916) 567-5444.