



New Designs Charter  
School-Watts  
Grades 6<sup>th</sup>-12<sup>th</sup>

2017 - 2018  
*Handbook for  
Students and Parents*



## *Administration, Staff and Faculty Directory*

### **High School/Middle School:**

**Main Office Hours: 7:30-4:00**

#### **Administration**

Mr. Paul Okaiteye,  
*CEO*

Dr. Joseph Ntung,  
*High School & Middle School Principal*

Wendy Chaves,  
*High School & Middle School Assistant Principal*

Terrell Golden,  
*High School Dean*

Percy Porter,  
*Middle School Dean*

Lauren Birnbryer,  
*High School and Middle School College Counselor*

Jeannette Davis,  
*Special Education Coordinator*

Lucille Arthur,  
*Office Manager*

Ms. Elizabeth Padilla,  
*Office Clerk*



## *School of Choice Provision*

NDCS-Watts is a school of choice with open enrollment. ALL students who apply are accepted unless there are more applications than there are seats available. If there are more applications received by the published deadline, then a public random drawing is held to provide an equal opportunity for students to enroll. Applications are randomly drawn to determine who will be enrolled for the coming academic year. Once all available slots are filled, students are placed on a waiting list in the order the application is drawn.

Students living within the attendance area of NDCS-Watts who do not desire to attend the charter school may attend another school in the surrounding area. Alternatives to the school for these students living within the NDCS-Watts attendance area who opt not to attend this charter will be the same as those offered to all other students currently residing in the district. These students may attend other district schools in accordance with existing enrollment and transfer policies of the district or county of residence.

## *Admission and Enrollment Process*

Interested parents and students must fill out a preliminary application prior to the enrollment process. This form is available at the main office and it is the first step in the admission/enrollment process.

Once the main office processes the preliminary application, you will then be asked to provide copies of the following documents along with the actual enrollment application:

- Copy of birth certificate
- Copy of IEP and/or 504 Plan from previous school, (only if applicable)
- Updated HRS Immunization Form
- Most recent Report Card

**Note:** Students will NOT officially enroll in classes until ALL documents are available.

## *Records and Information Changes*

It is your responsibility to inform the Office Manager or Family Outreach Coordinator immediately if there is a change in mailing address, telephone numbers or emergency contact names. Keeping our records up to date helps us to ensure your child's safety and success. The school cannot assume responsibility for missed communications in the event that the contact information is misreported or not updated by the parent or guardian.

## *Withdrawal Process*

In the event that a parent/guardian decides to withdraw their student from NDCS-Watts, our staff will strive to provide the smoothest transition to enroll in the new school.



To withdraw a student from NDCS-Watts, the parent must first schedule an appointment with the Principal to discuss the reasons for withdrawal and fill out the Withdrawal Form. Only upon approval can a student may begin the withdrawal process.

During the withdrawal process, the student must be present for **a full day** on the last day of attendance. In addition, both parents and students will:

- Student will attend all classes, have teachers sign them out and enter their final grades
- Student will need to bring all textbooks and other school property on their last day of attendance to be checked in to clear student account
- Student will turn in the Withdrawal Form to the Main Office at the end of the day and go through the exit interview - student account will be closed out and student will be withdrawn.

**Note:** Official withdrawal will not be complete until student account is cleared. Transcripts, records, and diplomas may be held due to un-cleared student accounts.

## *Curriculum and Instruction*

### *Instructional key elements:*

**Parent and community connections:** Partnerships with parents and community organizations create opportunities to connect classroom learning to real-world experiences and career exploration. Parent involvement is encouraged and greatly appreciated by our staff.

**High expectations for all students:** All students take courses meeting the University of California and Cal State admission requirements, also known as A-G requirements. Many students also participate in our honors and Advanced Placement courses. In addition to this, we offer support courses in Mathematics and Writing and an academic intervention program, which includes after-school tutoring and summer school.

**Technology:** Through technology, students access, organize, analyze, and draw conclusions about information and data. It also is a tool for research and presentation for student projects.

### *Curriculum key elements:*

**By the time students graduate:** All NDCS-Watts students will have fulfilled the necessary A-G coursework to make them UC and Cal State eligible. They will have had the opportunity to perform more community service, and completed a college-preparatory program preparing them for admission to college.

**Through our advisory program:** Students and parents build valuable relationships with their Advisors. Our Advisors hold students accountable for both their academic progress and behavior, in addition to guiding them through a college-bound curriculum, teaching them the skills necessary to learn about Character Counts, and creating activities to become involved solutions. As our students mature into leaders of our community at NDCS-Watts, we empower them to go beyond our walls to effectively create a just and humane world.

**In preparation for college:** All students complete a core curriculum meeting the University of California A-G requirements including four years of English, three years of Mathematics and Social Science, two years of Science, as well as Foreign Language, Physical Education, and Fine Arts and elective choices.



## *Academics & High Academy Graduation Requirements*

To successfully graduate from NDCS-Watts each student must:

### NDCS—Watts Graduation Requirements and Minimum College Admission “a-g” Requirements

	<b>NDCS-Watts HIGH SCHOOL GRADUATION Requirements</b> Grades 9-12 <i>Students must be enrolled in “a-g” course requirements Grades of C and better GPA: 2.5+ 245 credits needed to graduate</i>	<b>UNIVERSITY OF CALIFORNIA “a-g” Requirements</b>  <i>Grades of C or better GPA: 3.0+</i>	<b>CALIFORNIA STATE UNIVERSITY “a-g” Requirements</b>  <i>Grades of C or better Eligibility Index identifies qualifying combinations of GPAs and SAT/ACT scores</i>	<b>PRIVATE COLLEGE Requirements</b>  <i>Grades of C or better GPA requirements vary by school</i>
<b>Social Studies “a” Requirement</b>	<b>3 years/30 credits:</b> World History, US History, Government(1 semester), Economics (1 semester)	<b>2 years:</b> World History, US History, or Principles of American Democracy  <i>AP courses are recommended</i>	<b>2 years:</b> World History, US History, or Principles of American Democracy  <i>AP courses are recommended</i>	<b>2-3 years:</b> World History, US History, Principles of American Democracy, and college preparatory electives recommended  <i>AP courses are recommended</i>
<b>English “b” Requirement</b>	<b>4 years/40 credits:</b> English 9, English 10, English 11: American Literature & Contemporary Composition, English 12: Composition &an English literature elective	<b>4 years:</b> English  <i>AP/additional courses are recommended</i>	<b>4 years:</b> English  <i>AP/additional courses are recommended</i>	<b>4 years:</b> English  <i>AP/additional courses are recommended</i>
<b>Mathematics “c” Requirement</b>	<b>4 years/40 credits:</b> Algebra 1, Geometry, Algebra 2, Trigonometry/Pre-Calculus	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <i>AP/additional courses are recommended</i>	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <i>AP/additional courses are recommended</i>	<b>3-4 years:</b> College preparatory math each year  <i>AP/additional courses are recommended</i>
<b>Lab Science “d” Requirement</b>	<b>3 years/30 credits:</b> Biology, Chemistry, Physics	<b>2 years:</b> Lab Science – including at least 2 of the 3 foundational subjects of Biology, Chemistry, and Physics  <i>AP and 3-4 courses are recommended</i>	<b>2 years:</b> Lab Science  <i>AP and 3-4 courses are recommended</i>	<b>3-4 years:</b> Lab Science



<b>Language Other Than English “e” Requirement</b>	<b>2 years/20 credits:</b> Same World Language (Spanish)	<b>2 years:</b> Same World Language  <i>AP and 3-4 courses are recommended</i>	<b>2 years:</b> Same World Language  <i>AP and 3-4 courses are recommended</i>	<b>3-4 years:</b> Same World Language  <i>AP courses are recommended</i>
<b>Visual/Performing Arts “f” Requirement</b>	<b>1 year/10 credits:</b> Same subject (Drama)	<b>1 year:</b> Visual and Performing Arts	<b>1 year:</b> Visual and Performing Arts	Visual and Performing Arts courses may count as electives
<b>Electives “g” Requirement</b>	<b>2 years/20 credits:</b> 2 years of advanced courses in math, arts, English, lab science, world language, or social sciences	<b>1 year or more:</b> Advanced courses in math, arts, English, lab science, world language, or social sciences	<b>1 year:</b> Advanced courses in math, arts, English, lab science, world language, or social sciences	College preparatory electives in the subject area of interest
<b>Career Pathway</b>	<b>3 years/30 credits:</b> Year 1—Law, Tech, or Finance, Year 2—Law, Tech, or Finance, Engineering (1 year)	----	----	----
<b>Physical Education</b>	<b>2 years/20 credits</b>	----	----	----
<b>Health</b>	<b>1 semester/5 credits</b>	----	----	----
<b>Total Credits to Graduate</b>	<b>245 credits</b>	----	----	----
<b>Assessment(s)</b>	California High School Exit Exam (CAHSEE) in English language arts and math  Suspended for now and possibly the next 3 years (TBA)	SAT Reasoning Test or ACT plus Writing  Analytical Writing Placement Exam (Subject A)  College major may require SAT Subject Tests	SAT Reasoning Test or ACT plus Writing  Placement exams in: English EPT and Math ELM	SAT Reasoning Test or ACT plus Writing  SAT Subject Tests are required for some colleges
<b>Service Learning</b>	<b>40 hours with documentation</b>	<i>Continuous volunteer service recommended</i>	<i>Continuous volunteer service recommended</i>	<i>Continuous volunteer service recommended</i>
<b>College Applications</b>	<b>CSU applications required</b> (4 free with waiver) <b>UC and private college applications recommended</b>	<a href="http://admission.universityofcalifornia.edu/how-to-apply/apply-online/index.html">http://admission.universityofcalifornia.edu/how-to-apply/apply-online/index.html</a>	<a href="https://secure.csumentor.edu/">https://secure.csumentor.edu/</a>	Websites vary by college/university



# Graduation Eligibility Review

Student Name: \_\_\_\_\_

Date of Review: \_\_\_\_\_

- GPA: 2.5 or better → 245 Credits
- 40 Service Hours with Documentation

- Passed CAHSEE ELA Date: \_\_\_\_\_
- Passed CAHSEE Math Date: \_\_\_\_\_

Subject	Course	Requirement Fulfilled	Requirement NOT Fulfilled	Requirement In Progress	Comment
<b>Social Science</b> 3 years ["A"--2 years]	US History				
	World History				
	Economics				
	Government				
<b>English</b> 4 years ["B"—4 years]	9 <sup>th</sup>				
	10 <sup>th</sup>				
	11 <sup>th</sup>				
	12 <sup>th</sup>				
<b>Mathematics</b> 4 years ["C"—3 years]	Algebra 1				
	Algebra 2				
	Geometry				
	Trigonometry				
<b>Laboratory Science</b> 3 years ["D"—2 years]	Biology				
	Chemistry				
	Physics				
<b>Foreign Language</b> 2 years ["E"—2 years]	Year 1				
	Year 2				
<b>Visual Perf. Arts</b> 1 year ["F"—1 year]	Drama/Art/Music				
<b>College Prep Elect.</b> 2 Years ["G"—1 year]	Col. Prep Year 1				
	Col. Prep Year 2				
<b>Career Pathway</b> 2 years + <b>Engineering</b>	CP Year 1				
	CP Year 2				
	Engineering				
<b>Physical Ed</b> 2 years	PE Year 1				
	PE Year 2				
<b>Health/Life Skills</b> 1 semester	Health				

Based on a thorough review of records, this student is:

- Eligible for Graduation (Pending that the student passes all of his/her classes this 2<sup>nd</sup> semester).
- Not Eligible for Graduation (Please see Ms. Birnbryer immediately for assistance).



### Parent & Student Graduation Eligibility Understanding

- My child and I have read and reviewed the graduation eligibility document and are aware of the requirements he/she needs to fulfill in order to graduate.
- I am aware that I need to meet with an administrator regarding my child's ineligibility. Please contact me to schedule a meeting: Best day, time of day, and phone number to contact me:

Parent Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Grade Point Average Scale

*New Designs Charter School has a no "D" policy in order to adhere to the UC/CSU A-G requirements.*

A+/A/A- 4 points

B+/B/B- 3 points

C+/C/C- 2 points

F 0 points

## *Academics and Middle Academy Promotion Requirements*

### *8<sup>th</sup> Grade Promotion Requirements*

#### **Promotion To The Next Grade Level**

In order to be promoted to the next grade level, students must earn passing grades with no more than 2 F's in core academic classes (English, social studies, math, and science) during the second semester. If a student receives 2 F's in core academic classes during the second semester, at least one of those classes must have been passed the first semester. Otherwise, retention guidelines will apply. Please see below.

*All components of the 8<sup>th</sup> grade projects must be completed before being promoted to high school.*

#### **Retention**

- A. If a student fails during the first and second semester 2 or more core academic classes (English, social studies, math, and science), then he/she will be retained.

Example: If Bob fails English A and Algebra A (first semester), then passes English B and Algebra B (second semester), then he will move on to the next grade level. However, if Bob fails English A and Algebra A, and English B and Algebra B, he will be retained and required to repeat the same grade level.

- B. If a student fails 3 or more core academic classes (English, social studies, math, and science) the second semester, then he/she will be retained and required to repeat the same grade level.

Example: If Bob passes all classes the first semester, then fails 3 or more core academic classes the second semester, he will be retained and required to repeat the same grade level.

#### **12<sup>th</sup> Grade Graduation**

In order to graduate from high school, students must pass 3 years of social science, 4 years of English, 4 years of math, 3 years of lab science, 2 years of a foreign language, 1 year of visual performing arts, 2 years of college prep electives, 3 years of career pathway classes, 2 years of physical education, and 1 semester of health; earn 245 credits; earn a 2.5 or higher grade point average; show proof of 40 service hours; and apply to college.





*Retention may be recommended based on other conditions.  
ALL failed high school courses must be repeated for "C" or better.*

**New Designs Charter School-Watts  
Promotion and Retention Guidelines**

**Student and Parent Agreement**

I have read and understand the New Designs Charter School-Watts promotion and retention guidelines. By signing, I agree to those attached. If I have any questions, I understand I am free to call the school at 323-418-0600.

Please check here if you would like to meet with the counselor to discuss the guidelines further



## *Overview of NDCS-Watts Expectations Grades 6-12*

Our teachers expect each student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day. The following expectations clearly explain how students should approach their studies.

### *Absences*

Each student is responsible for contacting his/her teacher to receive assignments for classes they have missed, or follow classroom procedures for obtaining the missed assignment. In case of a prolonged absence, a student's parent should contact the office for assistance.

### *Classroom Attire*

Learning deserves an environment of respect and freedom from distraction. All students are required to be in compliance with the dress guidelines during class time each day.

### *Classroom Conduct*

Students are expected to be on time for each class and should not miss any class except in the case of illness or other serious reason. Students are also expected to participate in all class activities as directed by the classroom teacher. Further, they are expected to assist in maintaining order by refraining from disruptive conduct.

### *Homework*

Homework assignments are practice work designed to reinforce concepts taught in class and are assigned by the teacher for completion at home. These practice assignments could be a combination of written, reading, study, and long-term project assignments. All assignments should be neat, complete and on time. Students are expected to complete all assignments in accordance with the student's ability. Any student who habitually does not complete homework/practice assignments on time will be assigned to an academic intervention program.

### *Materials*

Students are required to bring all necessary materials to class. This includes composition books, notebooks, pens, pencils, binder paper, backpack or book bag, and any other materials required by the teacher in a particular class. Each grade level will provide more specific guidelines for materials at the start of the year.

## *Grading*

NDCS-Watts holds high expectations for student performance and college readiness. Course grades are determined by the quality of student products, standards-based unit quizzes and assessments, benchmark assessments, and, at times, high-stakes testing results. Students are expected to pass all A-G required coursework with a grade of "C" or better. Anything less than a 70% is considered an "F." Teachers and Advisors will work closely with students to help them create goals and strategies to stay on track for both graduation and college acceptance.



Please refer to this grade scale for clarification:

A+ 98-100	A 93-97	A- 90-92
B+ 88-89	B 83-87	B- 80-82
C+ 78-79	C 73-77	C- 70-72

F 69% or below
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### **NDCS-Watts Academic Honesty Policy**

NDCS-Watts fosters the culture of honesty, trust, and the pursuit of academic excellence. Students will be responsible citizens who respect the rights of others. Any form of academic dishonesty such as plagiarism or cheating undermines the integrity of the academic program and its teachers, violates the rights of others, and is therefore subject to disciplinary action. This Ethical Contract is intended to protect the culture of honesty, trust, and the pursuit of academic excellence.

### **Plagiarism**

Plagiarism is academic dishonesty; the taking of another person's work or ideas and presenting them as your own without giving proper credit to the source of the work or ideas. Students must acknowledge the original author or source using the recommended style in each course. Examples of plagiarism include, but are not limited to the following:

- Cutting and pasting from the internet or texts
- Taking words/content from others without giving credit
- Purchasing pre-written essays or papers

### **Cheating**

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Each student is expected to do his or her own work. All work submitted by students should be a true reflection of their best effort and ability. Examples of cheating that are unacceptable at NDCS-Watts include, but are not limited to the following:

- Copying another student's homework
- Using notes on tests or quizzes
- Getting copies of tests or quizzes without teacher permission
- Plagiarism
- Copying or allowing another student to copy from tests, quizzes, homework
- Unauthorized communication with any other person during an exam
- Stealing or destroying the work of another student



### ***Infractions and Consequences***

1<sup>st</sup> Offense: “F” assigned on assignment/test with no opportunities for make-up. Teacher notifies parent. Consequences assigned. Incident reported to Dean of Students in the form of a referral. Notice entered on Focus to the student’s file. All teachers on student’s schedule are notified.

2<sup>nd</sup> Offense: “F” assigned on assignment/test with no opportunities for make-up. Teacher holds conference with parent. Dean of Students/Assistant Principal then may assign further consequences.

3<sup>rd</sup> Offense: Further consequences, including a mandatory parent conference with Dean of Students/Assistant Principal, in addition to a 5-day suspension from NDCS-Watts with possible recommendation for expulsion.

## ***Grade Reporting***

There are eight reporting periods. Although students receive grades at the conclusion of each reporting period, only semester grade reports are recorded on a student’s transcript.

- Five-week progress report
- Ten-week progress report
- Fifteen-week progress report
- **First semester grade report** – *reported on student transcript*
  
- Five-week progress report
- Ten-week progress report
- Fifteen-week progress report
- **Second semester grade report** – *reported on student transcript*

## ***Conferences and Mandatory Tutoring***

At times it may be necessary for a student and their advisor to include a parent in a student-led conference. Students with a letter grade of F on a progress report will be required to participate in after-school tutoring three times a week for a period of five weeks. If a student is successful in improving their grades, they are allowed to check out of after-school tutoring after the Advisor has reviewed his/her grade improvement. If a student fails to improve his/her grade, they will be required to stay in after-school tutoring until further notice. Parent will be notified of any changes in student grades.

***Parent-Teacher Conferences:*** Every 5 week grading period parents may schedule parent conferences to discuss student grades and progress. NDCS-Watts administration and counseling department may schedule parent-teacher intervention conferences for students who receive an “F” grade in any core subject.



## *Grade Book Access (Focus)*

Parents and students may access their student's grade book for each course to keep updated on assignment grades, missing assignments, and the overall grade for that course throughout the semester. Logins will be provided upon request. We encourage parents to give permission for student access. It is important that students take an active role in their own learning process and progress towards their set goals. If you need assistance, please contact the Main Office and our College Counselor.

## *Extended Learning Academy*

Extended Learning Academy happens before and after school, extended learning academy is one of our intervention programs to help students improve their academic skills. This program helps them with homework and tutoring.

## *ASB*

NDCS-Watts ASB is comprised of elected officers who work with parents, teachers, and administration on behalf of the student body. The council is committed to embracing and promoting leadership in the school through a range of committees whose purpose is to serve the needs of the NDCS-Watts community. ASB is dedicated to developing leadership skills, enhancing college-ready scholars. In addition, ASB provides students with opportunities to become leaders through coordinating events, peer tutoring, working in the Student Store, fundraising, and mentoring. By working with other students, ASB encourages and evolves new, empowered leaders who will continue to develop NDCS-Watts future scholars, leaders, and activists.

As representatives of the student body advocate for the students' well-being through advising the administration in matters concerning student privilege, behavior policies, and academic classes. The Council provides the opportunity for personal growth, leadership development, and school and community involvement.

## *Student Food Program*

NDCS-Watts offers a free nutritional breakfast, lunch and dinner five days per week to all students that qualify. Research shows students who eat a balanced meal are better able to concentrate, learn and ultimately perform better on assessments. Nutrition offers a grain, fruit juice and milk. Lunch is catered and the menu varies month to month. Lunch usually consists of a hot entrée along with a possible side option of bread, salad, fruit or fruit juice, and milk. We are a closed campus to outside foods. Please do not send food with your student or have food delivered. We are happy to accommodate special diets due to medical or religious concerns with accompanying documentation.



## *College Center*

NDCS-Watts has successfully implemented a college program that aids students in receiving access to the resources they need throughout the college application process. The College Counselor continues to build professional relationships with college admission counselors throughout the United States. These connections prove useful in providing the guidance our students need as they explore their college choices, especially for those who are ready and willing to make the college goal a reality for our students.

In the College Center, our college program curriculum has been designed as a component of our Advisory course. The focus on college preparedness increases as students move from their freshman year to their senior year and includes test preparation, essay writing and review, researching college choices, and preparing a common application.

In addition, the college center helps high school students with planning for their junior summer college resume builder. Students can additionally choose to take advantage of an opportunity to take college courses as high school students on college campuses, or take part in numerous summer program internships provided through many business and community partnerships. Our college center serves students, parents, faculty and staff as a resource for college, scholarships, and financial aid information.

### **In the College Center you will find:**

- College catalogs
- A-G requirements
- College contact information
- Applications
- Testing materials for SAT and ACT
- Scholarship opportunities
- Financial aid materials
- Career and vocational information

### **The College Center provides:**

- 9-12 College visits
- Test preparation
- Scholarships
- Classroom presentations
- Spring break college tours
- Study abroad opportunities
- College application workshops
- College representative visits

## *NDCS-Watts Core Values & Principles*

Creating a place where no student infringes on the right of another student to learn is of the utmost importance. Ensuring that the physical environment for our students remains safe, clean, and that the learning environment remains undisrupted is also a priority. Each member of the NDCS-Watts community has a responsibility for adhering to a set of rules and a code of conduct.

### *Attendance*

Classroom attendance is essential to the learning process as is required by the CALIFORNIA EDUCATION CODE. At NDCS-Watts, we believe that student success is directly related with consistent and punctual attendance in class and school related events. Students with good attendance records generally achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school.



California law states that every student shall attend school punctually and regularly and conform to the regulations of the school. It is ACRPS policy that students attend class regularly; that work missed because of school related activities or illness must be promptly made-up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible.

**NDCS-Watts students must attend school every day and arrive on time to all classes at all times.**

All students will be in attendance daily at 7:50 a.m. Please call school before 8:00 a.m. if your student will not be attending due to illness. Additionally, all students are expected to be in their seats, ready to learn, **before** the tardy bell rings for each period.

ALL absences must be verified. Written notes used for verification of a tardy or absence must include the student's full name and grade, as well as a contact phone number.

Students with 10 unverified absences in one semester or 15 in the past twelve months will be referred to the Student Attendance Review Team (SART). Regardless of whether an absence is verified, unverified, excused, or unexcused, parents or guardians **must always notify the school of the student's absence.** All absences must be cleared in the Main Office before 8:00 a.m.

Please note that students who are absent 10 or more times from class are in danger of receiving an F grade and will likely need to repeat the course in summer school or at another time outside of the regular school day. A parent conference to discuss class progress is required.

**Verifiable Absences**

Reason for absence	Type of Verification
Illness	Signed doctor's note
Exclusion from school (suspension)	Signature from a school administrator
Medical/dental appointment	Signed doctor's note
Quarantine of home	Written verification from Health Department
Funeral <i>(Death of a member of the immediate family)</i>	<i>*Time allowed: one day within the state; three days outside of California</i>
Other justifiable personal reasons <i>(Appearance in court, attendance at a funeral service, observance of a holiday or religious ceremony, etc.)</i>	Verified by attendance clerk and approved by a school administrator

**Tardy Policies**

A student is considered tardy when he/she:

- Outside the classroom without a signed school pass when class begins.
- Comes from off campus and does not arrive at class before class begins.



For a tardy to be considered “excused,” there must be written documentation of a doctor/dentist appointment, immigration appointment, driver’s license appointment, or appearance in court. Students must have an appointment card or a note written on the doctor’s/dentist’s stationery stating the date and time of the appointment. Parent phone call for tardy explanation may suffice depending on situation. Students with 3 or more tardies are subject to a parent phone call.

## **Truancy**

Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse, or who is tardy for more than 30 minutes is considered “truant.” When parent conferences and all other efforts to prevent truancy fail, a referral is made to the Student Attendance Review Team and subsequently to the District Attorney’s Office. The student and parent or guardians may be subject to prosecution for an infraction or misdemeanor.

### **Truancy Reporting Procedures:**

Day of first and second unexcused absence: Call home to the parent/guardian by Principal or designee. The student’s classroom teacher may also call home.

Day of third and fourth unexcused absence: Call home to the parent/guardian by Principal or designee upon each of the third and fourth unexcused absences. In addition, the student’s classroom teacher may also call home and/or the School may send the parent an e-mail notification. Send “Truancy Letter #1” generated by Focus upon reaching three (3) unexcused absences in a school year, the parent/guardian. This letter must be signed by the parent/guardian and returned to the school.

Day of seventh unexcused absence: Send “Truancy Letter #2 – Conference Request,” generated by Focus to parent/guardian upon reaching seven (7) unexcused absences. Schedule a parent/guardian conference to review the student’s records and develop an intervention plan/contract. School may conduct a home visit.

Day ten of unexcused absence: Send Habitual Truancy Re-classification Letter #3,” generated by Focus, upon reaching ten (10) unexcused absences. Refer the student to School Student Success Team (SST) and the School Attendance Review Team (SART). Send the parent/guardian request to attend an evening assembly for parents/guardians of chronically absent students.

Within two weeks of Letter #3 being mailed: Student and Parent asked to attend school SART meeting. School will present evidence of truanancies and outreach efforts. SART panel will recommend support services and/or consequences.

## ***School Hours/Bell Schedule***

NDCS-Watts is open from 7:30am- 6:00pm throughout the school year. Please call to schedule an appointment if you would like to speak to any staff member, including teachers, counselor, or an administrator.

The school day begins at 8:00am daily and students are dismissed at 3:45pm on Monday, Tuesday, Thursday, and Friday. Wednesdays vary as a full day or as an early dismissal days; students leave at 1:45pm at an early dismissal day to allow for teacher professional development meetings. Please note that NDCS-Watts is a closed campus and students are not permitted to leave except for pre-arranged appointments and a parent/guardian sign-out.





## *Student Dress Code*

### **NDCS-Watts Uniform Policy**

Because student attire affects the learning environment, our dress code policy aims to minimize distractions in order to focus students on academics rather than appearance. NDCS-Watts relies upon the good judgment of both students and families with respect to appearance and cleanliness. The following uniform requirements apply to all NDCS-Watts students.

Uniform items, including pants, must be no smaller/larger than one size of the students' regular clothing size

Sweaters, sweatshirts, and jackets may have zippers or not, but they must be solid black, gray, navy blue or white in color without logos. Middle School students must wear school-approved polo White or Powder Blue shirts underneath approved OUTERWEAR. **If OUTERWEAR includes a hoodie, this must be kept down off head at all times (NO EXCEPTIONS). If hoodie becomes an issue on campus with teachers and staff having to manage the expectation then hoodies will become a prohibited item.**

College logos and other NDCS-WATTS school-related logos are permitted on **specific free dress days**.

**PLEASE SEE APPENDIX ITEM #1 – EARNING FREE DRESS**

### **THE UNIFORM POLICY High School & Middle School**

#### **Middle School:**

- *Grades 6/7:*
  - Light Blue/White Polo Shirt **with school logo**
  - **Navy Blue** color uniform pants, shorts or skorts (**Must be Uniform Style** pants/shorts)
  - **Solid black shoes, black/white mixed shoes (ONLY). Shoestrings must be black or white (ONLY)**
  - Black or brown belt
- *8<sup>th</sup> Grade:*
  - White Oxford Shirt (Long or short sleeve) **with school logo**
  - Navy Blue color, uniform pants, shorts or skorts (**Must be Uniform Style** pants/shorts)
  - Navy or black tie
  - **Solid black shoes, black/white mixed shoes (ONLY). Shoestrings must be black or white (ONLY)**
  - Black or brown belt
  - Vest is optional



## High School:

- *9<sup>th</sup>-11<sup>th</sup> Grade:*
  - White Oxford Shirt (Long or short sleeve **ONLY**)
  - Khaki color uniform pants (**Must be Uniform Style** pants/shorts)
  - Navy vest **with school logo**
  - Solid navy or solid black tie or bow tie
  - **Solid black shoes, black/white mixed shoes (ONLY)**. Shoestrings must be black or white (**ONLY**)
  - Black or brown belt
- *12<sup>th</sup> Grade:*
  - White Oxford Shirt (Long or short sleeve **ONLY**) **with school logo**
  - Black uniform pants (**Must be Uniform Style** pants/shorts)
  - Black tie
  - **Solid black shoes, black/white mixed shoes (ONLY)**. Shoestrings must be black or white (**ONLY**)
  - Black or brown belt
  - Vest is optional

## JOGGERS AND CARGO PANTS ARE UNACCEPTABLE FOR ANY GRADE LEVEL

### Pants, shorts, and skirts must be worn at waist and at appropriate length and fit. See below:

- Pants must be hemmed or cuffed not stapled, tacked to the back of the shoe and may not be tied at the front of the shoe with shoelace, rubber bands, etc.
- Shorts and skirts must be no more than 3 inches above the knee, front and back
- Shoes must be flat, **closed-toed** and appropriate for physical activity

### The following clothing items are expressly *prohibited* for all students at all times, including free dress days:

- Leggings/Yoga pants
- Jeggings (leggings of jean material)
- Tights worn as pants
- Jeans **\*\*Clean and un-torn jeans are allowed on free dress days only (must earn Free Dress)**
- Inappropriately tight and/or short clothing
- Low-rise and/or hip-hugger pants
- Sagging pants
- Open-toed shoes
- Head/hair accessories such as hats, hair rags, do-rags, hairnets, bandanas and beanies are not to be worn at any time on campus. Baseball Caps, or hoods
- **Oddly colored hair or braids (Blonde, purple, red, green, blue, gray, burgundy, turquoise or other) that is not the student's natural hair color is strictly prohibited.**
- No clothing may be worn inside out
- Any clothing that does not properly cover the body



- Any clothing that may be construed as having gang –affiliation (colored shoelaces, initialed belt buckles, cut-out belts, “sagging”/oversized clothing, etc.)
- Any attire that may be a distraction will be confiscated. Distracting attire includes but is not limited to accessories, such as extra clothing pieces and excessive and/or large pieces of jewelry.
- **Headphones are not to be worn on campus.**

### Physical Education Uniform

All students taking physical education courses are **required** to “dress” for physical education. A changing area with separate areas for males and females is available. The physical education uniform required at NDCS-Watts is:

- White PE shirt
- Blue PE shorts with school logo
- Tennis shoes

*The physical education uniform is only to be worn during the P.E. class. Students will be required to change back into the school uniform when the class ends each day.*

### Out of Uniform Consequences

Students who are not in proper uniform will receive the following:

- 1<sup>st</sup> Violation- Support Room after school until 4pm—Teleparent message sent home
- 2<sup>nd</sup> Violation- Phone call home, Campus Beautification
- 3<sup>rd</sup> Violation- Parent Conference
- 4<sup>th</sup> Violation- In-School Suspension

Parents will be contacted immediately when their student is not adhering to the uniform policy described above. If a student is out of uniform, parents will be asked to bring the student a change of clothes before the student may return to class. Students are expected to be responsible for coming to school in uniform and to check their own attire.

Students who are not in compliance with the uniform policy will be dealt with on an individual basis with the Dean of Students.

All students whose attire is in violation of Dress Code policy may face disciplinary action and are not permitted to return to class until they have changed.

### Free Dress Guidelines

1. All students in free dress must display their dated free dress wristband for the entire school day.
2. Male and female students are permitted to wear casual pants, including clean and un-torn jeans.
3. Male and female students are permitted to wear T-shirts, sweatshirts or other casual shirts/blouses provided they are modest and do not make reference to drugs, alcoholic beverages, taverns, offensive activities or hard rock concerts, etc.
4. Bare midriffs and clothing that is sexually suggestive or fails to conceal undergarments (such as bras and bra straps), back, abdomen, and cleavage will not be allowed. This includes, but is not



limited to, halter tops, short shorts/skirts, bathing suits, tank tops, low-cut tops/dresses, or muscle shirts.

5. Gang attire of any kind will not be allowed. This includes gang-related clothing, solid colors of red or blue clothing or accessories, including but not limited to bandanas, or other symbols, emblems, or insignia are prohibited. Gang-related web belts with or without punched out metal buckles are prohibited. Dangerous clothing accessories are prohibited (i.e., spiked jewelry, studded collars, studded belts).
6. Female students may wear casual slacks, shorts, or skirts that fall no more than three inches above the knee with appropriate blouses.
7. Sandals are not permitted for either male or female students.
8. Neither male nor female students are permitted to wear caps or hats. Hats are not to be worn during school time.

### **Head Covering Policy**

The following rules regarding hats on campus must be observed:

- Hats and head covering must be removed in all buildings/classrooms. Bandanas, scarves, skull/wave caps, and ski masks are not permitted on campus.
- Sports caps are not allowed anywhere on campus.
- Hairnets, shower caps, hair rags, or other grooming items are not allowed.

### **Students may wear head coverings required in observance of their religion.**

Students who violate NDCS-Watts head covering policy will have the item(s) confiscated and may be subject to the following progressive disciplinary procedures:

- 1st Offense: Confiscation of hat by staff member. Return of hat to Parent at the end of their school day (depending on when the hat was confiscated).
- 2nd Offense: Confiscation of hat and mandatory parent conference regarding NDCS-Watts hat policy and 2 hours of community service is required prior to parent conference.
- 3rd Offense: Progressive discipline plan – may include detention and/or suspension

## ***Discipline Policy***

NDCS-Watts implements a comprehensive student discipline policy. This policy is not discriminatory, arbitrary, or capricious, and follows due process. The discipline policy is adapted as needed for a student with special needs as determined by the provisions under Individuals with Disabilities Education Act (IDEA).

The discipline policy is reviewed with students and parents upon admission to the school and signing of the Parent Overview Contract. By signing the Parent Overview Contract, you are acknowledging understanding of and your responsibility to the standards set forth in the discipline policy. The discipline policy will define student responsibilities, unacceptable behavior, and consequences for noncompliance.



## Code of Conduct

As members of a community, students should remember that their behavior and actions, on and off campus, reflect on the reputation of NDCS-Watts. We expect that students will develop a deep commitment for the well-being of the school and exhibit a conscientious, moral attitude about self, others and the community as a whole. The following traits exemplify an upstanding NDCS-Watts student:

- **Respect of others** – All students must show respect for fellow students, volunteer parents and other workers, faculty, staff, after-school staff, and the administration.
- **Respect of personal and school property** – All students must keep their personal property in order. They must keep school classrooms, bathrooms, hallways, and lunchrooms clean and neat, in addition to taking special care of textbooks and other school materials entrusted to their care.
- **Cooperation** – All students should work collaboratively to meet the vision and mission of NDCS-Watts and to respect the rights of all community members.
- **Honesty** – All students should create an atmosphere of honesty and trust with all member of our community.
- **Responsibility** – All students should assume responsibility for their own actions and as they progress and grow in maturity, students should take on increased responsibility for the community life.

## Unacceptable Behaviors

- Excessive talking unrelated to instruction
- Classroom disturbance
- Eating in class
- Horseplay/pushing/throwing/running/yelling
- Bringing Ipods, radio beepers, video games, etc.
- Cheating
- Inappropriate use of technology
- Use, possession or sale of alcohol, tobacco or a controlled substance
- Fighting
- Possession of a knife, gun, explosive or other dangerous objects
- Destruction of school property
- Theft
- Failure to follow school staff member directives
- Public Display of Affection: Students are to act professionally with dignity and self-respect within our learning community. Students should understand what constitutes appropriate contact, such as a quick hug, handshake, or hand holding while on school grounds.



**Students who violate the school rules are subject, but not limited to:**

- Verbal Warning
- Loss of privileges (e.g. detention)
- A notice to parents
- Student Contract
- Conference with student/parent
- Suspension or expulsion

Any student who engages in repeated violations of behavior will be required to attend a meeting with the Dean of Students and student’s parent. The school will prepare a specific, written remediation agreement outlining future student conduct expectations, timelines, and consequences for failure to meet the expectations.

**Discipline: Regular vs. Severe Referrals**

<i>Regular Referral</i>	<i>Severe Referral</i>
<p><b>Warnings teachers will give before sending student down with a referral:</b></p> <ol style="list-style-type: none"> <li>1. Changed student seating/grouping</li> <li>2. Conference with student</li> <li>3. Lunch or afterschool detention assigned</li> <li>4. Consulted previous year’s teachers or other teachers student currently has to identify any behavior patterns</li> <li>5. Consulted advisory teacher</li> <li>6. Parent phone call/email home</li> <li>7. Parent-Teacher conference</li> <li>8. Parents asked to come to class with student</li> <li>9. Consulted Resource Teacher</li> <li>10. Consulted counselors, Dean of Students, or Assistant Principal</li> </ol>	<p><b>Immediate Referral &amp; Road to Suspension</b></p> <ol style="list-style-type: none"> <li>1. Fighting (harmful to self/others)</li> <li>2. Possession/use of Drugs or Alcohol</li> <li>3. Possession/use of weapons</li> <li>4. Sexual harassment/assault</li> <li>5. Vandalism and Graffiti</li> <li>6. Arson/Attempted Arson</li> <li>7. Theft</li> <li>8. Defiance—Profanity/Vulgarity against teacher or other students</li> </ol>

**Discipline: Hierarchy of Consequences**

<i>Regular Referral</i>	<i>Severe Referral</i>
<p><b>What happens with a REGULAR REFERRAL</b></p> <ol style="list-style-type: none"> <li>1. Administrators/counselors will review your academic and behavior history</li> <li>2. In school suspension for the rest of the period for the student</li> <li>3. Student will fill out incident report of offense</li> <li>4. Administrator-Student Conference</li> <li>5. Office contacts parents</li> <li>6. All teachers contacted via email, informed</li> <li>7. <i>Student Support Meeting</i> planned and</li> </ol>	<p><b>What happens with a SEVERE REFERRAL</b></p> <ol style="list-style-type: none"> <li>1. Administrators/counselors will review your academic and behavior history</li> <li>2. In school or out of school suspension assigned according to severity of offense</li> <li>3. Student will fill out incident report/reflection of offense</li> <li>4. Administrator-Student Conference</li> <li>5. Parent conference that same day—<i>parents will sign student out</i></li> </ol>



<p>Behavior/Intervention Plan initiated with all stakeholders—student, teachers, parents, administrators, counselors, campus police, others</p> <p>8. Teacher will follow up with student, administrators, counselors, and inform parents about progress</p> <p>9. Incident log on PowerSchool</p> <p>10. Request parent(s) to shadow student</p> <p>11. Excluded from attending school events</p>	<p>6. All teachers contacted, informed about referral/suspension, and asked to comment on behavior</p> <p>7. <i>Student Support Meeting</i> planned and Behavior/Intervention Plan initiated with all stakeholders—student, teachers, parents, administrators, counselors, campus police, others.</p> <p>8. Teacher will follow up with student, administrators, counselors, and inform parents about progress</p> <p>9. Incident log on PowerSchool</p> <p>10. Request parent(s) to shadow student</p> <p>11. Excluded from attending school events</p>
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\*\*\*Disclaimer: Administrators reserve the right to adapt or modify consequences as needed pursuant to the Discipline Matrix.

### Major Infractions

Major infractions will result in parent conferences and suspension, and/or expulsion from NDCS-Watts. In situations where the law is violated, students are subject to possible arrest. Due to the severity of the infraction, the combination of rules broken or the repeated nature of the offense, the Severe Clause will be enforced at the discretion of the principal or her/his designee. The Severe Clause supersedes all of the consequences as listed in the discipline policy. In this case, the student will be suspended and referred to a District Level placement.

### DISCIPLINE MATRIX

BEHAVIOR/PROBLEM	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<p><b>WILLFUL DEFIANCE CAUSING A MAJOR CAMPUS OR CLASS DISRUPTION:</b> Any willful major act of insubordination, verbal or non-verbal, that causes a major campus disruption or severely distracts from or interrupts the educational environment, or any administrative, disciplinary, or other activity sponsored or approved by the District. (Penal code Sec. 148.1) (E.C. 48900, sub-section k)</p>	<p>Parent Conference</p> <p>Referral 3-5 day suspension Placed on behavioral contract</p>	<p>Suspension to expulsion</p>	<p>N/A</p>



<p><b>INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM:</b> Any willful act of a minor but annoying nature, verbal or non-verbal, that disrupts the educational process, distracts from the educational environment, or interrupts any administrative, disciplinary, or other activity sponsored or approved by the district.(E.C. 48900, sub-section k). The following consequences are also applicable to students who violate our NO GUM Policy.</p>	<p>Phone call home Referral placed on file Detention</p>	<p>In school suspension Parent Call</p>	<p>Parent conference Behavioral Contract Suspension pending to expulsion</p>
<p><b>WILLFUL DEFIANCE OR DISOBEDIENCE:</b> A willful act, verbal or non-verbal, that demonstrates deliberate resistance or refusal to object a reasonable request or directive issued by a school district employee. (E.C. 48900, sub-section k)</p>	<p>Phone call home Referral Detention</p>	<p>In school-suspension Referral Parent Call</p>	<p>Parent conference Behavioral Contract Suspension pending to expulsion</p>
<p><b>POSSESSING OR USE OF ANY ELECTRONIC SIGNALING DEVICE:</b> Students may possess electronic signaling devices on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. HOWEVER, TENN TECH is NOT responsible for lost, stolen, or misplaced iPods and/or any electronic device (cell phone). Electronic signaling devices and iPods shall be turned off during instructional time and not be visible. (E.C. 48901.5)</p>	<p>1 day confiscation – Returned to student Parent Call</p>	<p>Parent Conference Confiscated until parent pick up Electronic contract</p>	<p>Confiscated for remaining of school year</p>





<p><b>DRESS CODE VIOLATION:</b> Any dress, grooming, or appearance, which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals shall be prohibited. (E.C. 48900, sub-section k) (E.C. 35161, 35183, 35291.5, 35294.1; C.A.C. Title 5, Section 302)</p>	<p>Verbal Warning Parent notified Alternate Clothing or removal of prohibited item</p>	<p>Detention Parent Contact In school suspension/ Alternate Clothing or removal of prohibited item</p>	<p>Detention Parent Conference Behavioral Contract/ Suspension</p>
<p><b>LOITERING ON OR ABOUT ANY PART OF CAMPUS:</b>(E.C. 48900, sub-section k) (Penal Code 653G and 627) <b>Note:</b> A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official.</p>	<p>Warning Parent Contacted</p>	<p>3 day suspension Parent conference</p>	<p>5 day suspension Parent Conference</p>
<p><b>GAMBLING AND WAGERING,</b> or habitually being present where gambling and wagering are taking place. (E.C. 48900, sub-section k)</p>	<p>Warning Confiscation Detention Parent Contact</p>	<p>3 day suspension Parent conference Referral</p>	<p>5 day suspension Parent conference Referral</p>
<p><b>BEING IN PARKING LOT, ALLEY OR OUT OF BOUNDS</b> without proper authorization. (E.C. 48900, sub-section k) <b>Note:</b> This includes but is not limited to the store(s) across the street.</p>	<p>Confiscation of item/s Parent Contact</p>	<p>Confiscation of item Detention Behavioral Contract Parent contact</p>	<p>Confiscation of item/s Suspension Parent conference</p>
<p><b>CHEATING/PLAGIARISM</b>(E.C. 48900, sub-section k) see <i>Academic Honesty Policy on page 11</i></p>	<p>NP on assignment Parent Contact 10 Service hours</p>	<p>NP on assignment Parent Conference/ Cheating Contract 20 service hours</p>	<p>Parent Conference Suspension pending expulsion</p>
<p><b>TAMPERING WITH PROPERTY OF THE SCHOOL</b> or belongings of any other person. (E.C. 48900, sub-section k and t)</p>	<p>Parent Contact Detention</p>	<p>Parent Conference 3 day suspension/ Behavioral Contract</p>	<p>Parent Conference Suspension pending expulsion</p>



<b>FAILING TO IDENTIFY ONESELF</b> or giving false information to school personnel. (E.C. 48900, sub-section k)	Warning Detention Parent Contact	Parent Conference 3 Day suspension/ Behavioral Contract	Parent Conference Suspension pending expulsion
<b>POSSESSING OR USING TOBACCO</b> (or any products containing tobacco or nicotine products). (E.C. 48900, sub-section h)	Parent Conference 1 day suspension	Parent Conference 2 day suspension/ Behavioral Contract	Parent Conference Suspension pending expulsion
<b>VIOLATING THE USE OF TECHNOLOGY, NETWORK, AND ELECTRONIC INFORMATION POLICY</b> (E.C. 48900, sub-section k and t)	Loss of network / computer use Parent Contact	Loss of network / computer use 3 Day Suspension/ Behavioral Contract Parent Conference	Parent Conference Suspension pending expulsion
<b>FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE, PASSES, OR RE-ADMIT SLIPS</b> (E.C. 48900, sub-section k)	Warning Detention Parent Contact	Parent Conference 3 Day suspension Behavioral Contract	Parent Conference Suspension pending expulsion
<b>POSSESSING ANY OBJECTS</b> of a dangerous nature, including but not limited to, laser pointers and spiked accessories <b>ON CAMPUS</b> . (E.C. 48900 sub-section b)	Parent Conference 1 day suspension	Parent Conference 2 Day suspension Behavioral Contract	Parent Conference Suspension pending expulsion
<b>USE OF RACIAL/ETHNIC SLURS</b> either verbally or in writing. (E.C. 48900, sub-section k)	1-3 day suspension Parent Conference	3-5 day suspension Behavioral Contract Parent Conference	Parent Conference Suspension pending Expulsion
<b>COMMITTING AN OBSCENE ACT OR ENGAGING IN HABITUAL PROFANITY OR VULGARITY</b> either verbally or in writing. (E.C. 48900, sub-section i)	1-3 day suspension Parent Conference	3-5 day suspension Behavioral Contract Parent Conference	Parent Conference Suspension pending Expulsion
<b>KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY</b> (E.C. 48900 sub-section l and t) <b>Note:</b> Stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.	1-3 day suspension Parent Conference	3-5 day suspension Behavioral Contract Parent Conference	Parent Conference Suspension pending Expulsion
<b>STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE</b>	1-3 day suspension Parent Conference Behavioral Contract	Parent Conference Suspension pending Expulsion	N/A



<p><b>PROPERTY OR EXTORTION</b> (E.C. 48900 sub-section g and t) <b>Note:</b> Stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.</p>	<p>Pay for merchandise or value of damage</p>	<p>Pay for merchandise or value of damage</p>	
<p><b>ENGAGING IN OR HAVING ANY PART IN HAZING/BULLYING</b> or committing any act that injures, degrades, or disgraces any other person attending school. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence. (E.C. Sec. 32050-52) (E.C. Sec. 33032.5) (E.C. 48900, sub-section a and/or k and q) (E.C. 48900.3)</p>	<p>1-3 day suspension Parent Conference</p>	<p>1-3 day suspension Parent Conference Behavioral Contract</p>	<p>Parent Conference Suspension pending Expulsion</p>
<p><b>THREATENING, INTIMIDATING, MENACING OR HARASSING (INCLUDING SEXUAL HARASSMENT) ANY OTHER PERSON</b> (E.C. 48900 sub-section a and /or k) (E.C. 48900.2) (E.C. 48900.4) Possible removal from campus or separation of student.</p>	<p>1-3 day suspension Parent Conference Behavioral Contract</p>	<p>Parent Conference Suspension pending Expulsion</p>	<p>N/A</p>
<p><b>CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY</b>-cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code Sec. 594) (E.C. 48900, sub-section f and t)</p>	<p>1 day suspension Parent Conference Pay for merchandise or value of damage</p>	<p>Suspension pending Expulsion Parent Conference Pay for merchandise or value of damage</p>	<p>N/A</p>
<p><b>CAUSING, ATTEMPTING, OR THREATENING TO CAUSE PHYSICAL INJURY OR WILLFULLY USING FORCE OR VIOLENCE UPON ANOTHER PERSON.</b>(E.C. 48900, sub-sections (a) (1), (a) (2), and s) An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered self-defense.</p>	<p>1-5 day suspension depending on severity Parent Conference Behavioral Contract</p>	<p>Suspension pending Expulsion Parent Conference</p>	<p>N/A</p>



<p><b>HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING</b> for the purpose of preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (E.C. 48900, sub-section o)</p>	<p>1-3 day suspension Parent Conference</p>	<p>1-3 day suspension Parent Conference Behavioral Contract</p>	<p>Parent Conference Suspension pending Expulsion</p>
<p><b>ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT, FIRE-SETTING OR ATTEMPTED FIRE-SETTING.</b> (Penal Code Sec. 447 and 455, 148.4) (E.C. 48900, sub-section k)</p>	<p>3 Day suspension Police/Fire Report Behavioral Contract</p>	<p>5 Day Suspension Recommendation of Expulsion Police Report/ Citation</p>	<p>N/A</p>
<p><b>UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA</b>, as defined in Section 11014.5 of the Health and Safety Code. (E.C. 48900, sub-section j)</p>	<p>5 Day suspension/ Pending expulsion Parent Conference Police Report/ Possible Arrest Proof of enrollment: rehabilitation / awareness program</p>	<p>N/A</p>	<p>N/A</p>
<p><b>UNLAWFUL POSSESSION, USING, OR BEING UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE</b> an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of marijuana or any controlled substance (as defined in Section 11053 of the Health and Safety Code). (E.C. 48915 and E.C. 48900, sub-section c).</p>	<p>Parent Conference 1 Day Suspension Proof of enrollment: rehabilitation / awareness program</p>	<p>Parent Conference Suspension pending Expulsion</p>	<p>N/A</p>
<p><b>COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL</b>(Penal Code Sec. 240, 242) (E.C. 48915 and E.C. 48900, sub-section a, E.C. 44014)</p>	<p>5 Day suspension pending Expulsion File Police Report</p>	<p>N/A</p>	<p>N/A</p>



<p><b>POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT</b> of no reasonable use to the pupil on school grounds or at a school related activity off school grounds unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (E.C. 48915 and 48900, sub-section b)</p>	<p>5 Day suspension pending Expulsion File Police Report</p>	<p>N/A</p>	<p>N/A</p>
<p><b>FURNISHED OR SOLD ANY CONTROLLED SUBSTANCE</b> (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48915 and E.C. 48900, sub-section c, 48900 sub-section p)</p>	<p>5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program</p>	<p>N/A</p>	<p>N/A</p>
<p><b>OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE</b> defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-alikes or in lieu substances. (E.C. 48900, sub-section d)</p>	<p>5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program</p>	<p>N/A</p>	<p>N/A</p>
<p><b>COMMITTED A TERRORISTIC THREAT</b> including, but not limited to, a bomb threat. (E.C. 48900.7) This includes any threatening statement, written or oral, which threatens death, great bodily injury or property damage in excess of \$1,000, even if there is no intent of actually carrying it out.</p>	<p>5 Day suspension pending Expulsion Notification of Law Enforcement</p>	<p>N/A</p>	<p>N/A</p>



## *Cell Phones and Personal Electronics Policy*

California State law permits students to have cell phones in their possession while on school campus; however, this law also gives school districts and school sites the flexibility to determine their school's usage policy. The policy below clarifies NDCS-Watts cell phone and personal electronics (I-pods, CD players, MP3 players, etc.) usage policy and consequences.

The use of any electronic device is prohibited on campus, while attending school-sponsored activities, or while under the supervision and control of NDCS-Watts staff members. The only exception to this law (California Education Code # 48901.5) is for students who use such a device because it is prescribed by a licensed physician or surgeon for reasons essential to the students' health. **We are NOT responsible for lost or stolen items.** In the event of theft or loss of student cell phones while on campus, the parents should file a police report with the local Sheriff's station so that an investigation by school staff does not interfere with school activities and class time.

- Students may NOT call on their personal phones for a parent/guardian pick-up during the instructional day for any reason other than a school emergency as determined by administration. Students who do not follow this rule will have their phones confiscated.
- Parents who need to contact their child during the day must call the main office.
- Cell phones are permitted on campus; however, student use of cell phones or personal electronic devices is restricted. Cell phones and personal electronics are not to be used by students during instructional hours.
- Students cannot use cell phones or personal electronics on campus between 8:00 am and 3:45 pm, this will also include all of the Extended Academy days and Saturday School. This includes not using cell phones or personal electronics during passing periods and during lunch.

### *Consequences for Inappropriate Cell Phone or Personal Electronics Use*

**If any NDCS staff member determines a cell phone, CD player, iPod, etc., is in use during school hours, the following discipline will be implemented:**

**1<sup>st</sup> Offense:** WARNING by the teacher/staff member.

**2<sup>nd</sup> Offense:** Confiscation of device by staff member. Staff member gives the cell phone or electronic device to the Dean. Device will be returned to parent/guardian.

**3<sup>rd</sup> Offense:** Confiscation of device. Device will be returned to parent of guardian after the phone is confiscated and kept at the Dean's office for 2 weeks.

**Additional offenses will be handled through a discipline plan and contract between parent/student/site. Failure to give the device to school personnel when requested will result in confiscating the device for a longer period of time.**

**PLEASE DO NOT BRING CELL PHONES TO SCHOOL IF YOU CANNOT COMPLY WITH THE RULES.**



# Suspensions and Expulsions

BUL-3819  
August 21, 2007

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Student Health and Human Services

ATTACHMENT E

## MATRIX FOR STUDENT EXPULSION RECOMMENDATIONS: E.C. SECTIONS 48900 AND 48915 (State Law: Applicable to School Principals)

Category I† Student Offenses with <b>Almost No</b> Principal Discretion	Category II†* Student Offenses with <b>Limited</b> Principal Discretion	Category III* Student Offenses with <b>Greatest</b> Principal Discretion
Principal <b>must immediately</b> suspend and recommend expulsion when any of the following occur <b>at school or at a school activity off campus.</b>	Principal <b>must</b> recommend expulsion when any of the following occur <b>at school or at a school activity off campus</b> <b>UNLESS</b> he or she determines that expulsion is inappropriate.	Principal <b>may</b> recommend expulsion when any of the following occur at any time, including, but not limited to, while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity.
1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)	1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2)	1. Caused, attempted to cause, or threatened to cause physical injury to another person. <b>(Unless, in the case of "caused," injury is serious.</b> [See II.1.]). E.C. 48900(a)(1)/(2); 48915(b) 2. First offense of possession of marijuana of not more than one ounce, or possession of alcohol. E.C. 48900(c); 48915(b) 3. Offered, arranged, or negotiated to sell a controlled substance, alcohol, or any other intoxicant and then sold or delivered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	2. Possession of any knife or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	3. Unlawful possession of any controlled substance, except for the first offense of less than an ounce of marijuana. E.C. 48915(a)(3); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. Disrupted school activities or willfully defied the valid authority of school personnel. E.C. 48900(k); 48915(e) 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in Section 48900(n)). E.C. 48915(c)(4); 48900(n)	4. Robbery or extortion. E.C. 48915(a)(4); 48900(e)	12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e) 13. Committed sexual harassment. E.C. 48900.2**; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e) 15. Made terroristic threats against school officials or school property, or both. E.C. 48900.7; 48915(e)
5. Possession of an explosive (as defined in section 921 of Title 18 of the U.S. Code). E.C. 48915(c)(5); 48900(b)	5. Assault or battery (as defined in Penal Code sections 240 and 242) upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and (2)	16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b) 17. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. <b>Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus.</b> E.C. 48915(b) 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e)

\* For Categories II and III, the school must provide evidence of one or both of the following: 1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct, 2) Due to the nature of the act, the student's presence causes a continuing danger to the physical safety of the pupil or others.  
\*\* Grades 4 through 12 inclusive.

Revised 07/07

## Process for Suspension/Expulsion

### Informal Conference

Suspension will be preceded by an informal conference conducted by the administrative staff, with the student and the student's parent. The conference may be omitted if the administrative staff determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the student is suspended without a conference, the parent will be notified of the suspension, a request for a conference will be made and conducted as soon as possible.

### Notice to Parents

At the time of suspension, a school employee will make a reasonable effort to contact the parent by telephone or in person to be followed up with a written notification. This notice will state the specific offense committed by the student. In addition, the notice may also state the date and time the student may return to school. If the school officials wish to ask the parent to confer regarding matters pertinent to the suspension, the notice may note that the parents are required to respond to this request without delay and that student violations of school rules can result in student expulsion from the school.



### Length of Suspension

The length of suspension for students may not exceed a period of 10 continuous days unless an administrative recommendation has been made and agreed to by the student's parent. If a student is recommended for a period of suspension exceeding 10 continuous days, a second conference will be scheduled with the parent to discuss the progress of the suspension upon the completion of the 10th day of suspension. All reasonable arrangements will be made to provide the student with classroom material and current assignments to be completed at home during the length of the suspension.

### **The following procedures will be followed for all in school suspension:**

1. Students who receive *in school suspension (ISS)* will immediately report to the room assigned for the ISS.
2. Students are expected to remain seated, quiet, awake, and working on assignments throughout the day. Sleeping is prohibited. No physical contact of any kind between students is allowed.
3. Students who are tardy, absent, or who do not complete the daily work for any reason will be assigned additional time in ISS.
4. ISS assignment log will be delivered to all teachers so that the students knows exactly what assignments they are to complete for the day. (One ISS assignment log for each teacher). Students are expected to complete each day's assignment for every class according to directions given. The ISS supervisor will check that work is completed accurately and acceptably. Students will be required to turn in the work to their teacher.
5. Students placed in ISS will be excluded from participation in all extra-curricular activities, including assemblies, advisory activities, sports practices/games or any other activity during and after school. This will continue until the suspension period is completed.
6. Students in ISS will not go out to lunch with the rest of the school. A scheduled lunch period will be provided before or immediately after regular lunch. During this time, students will also be allowed restroom breaks. Students will eat and take their lunch break at the cafeteria eating area under the ISS supervisor and return back to the ISS room to continue working on assignments.
7. No additional food or drinks allowed in the ISS room (except for bottled water).
8. Respect to others must be shown at all times. No foul language, disruptive behavior or physical contact between students is allowed at any time.
9. Students who should have an assignment that requires the use of the computer will obey the policies set forth for appropriate computer use. Students are not allowed to listen to music. *Items will be confiscated.*
10. All regular school rules apply as set forth in the Discipline Guidelines outlined in the Parent-Student Handbook.

### Recommendations for Expulsion

Students will be recommended for expulsion if the administrative staff finds that at least one of the following findings may be substantiated:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others
- Possessing, selling or furnishing a firearm





### Expulsion Hearing

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing will be held within 30 days after the administrative staff determines that the student committed an act subject to expulsion. The hearing may be presided over by the Executive Director or an administrative hearing panel appointed by the Executive Director or Principal.

Written notice of the hearing will be forwarded to the student and the student's parent at least 10 calendar days before the date of the hearing. This notice will include:

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based.
3. A copy of the school's disciplinary rules that relate to the alleged violation.
4. The opportunity for the student or the student's parent to appear in person at the hearing.
5. Parent has a right to be represented by an attorney.
6. Parent has a right to bring witness, written statements, written documents

Written notice to expel a student will be sent by the administrative staff to the parent of any student who is expelled. This notice will include the following:

1. The specific offense committed by the student for any of the acts listed above in "Reasons for Suspension and/or Expulsion."
2. Notice of the student's or parent's obligation to inform any new district in which the student seeks to enroll of the student's status with the school

### Appeal of Suspension or Expulsion

The suspension or expulsion of a student will be at the discretion of the school administrative staff (or the administrative staff designee). Parents will be notified in advance to enactment of the suspension or expulsion and can appeal a student's suspension or expulsion. A suspension appeal will be heard by the administrative staff, and upon consideration, the administrative staff's decision is final. An expulsion may be appealed within five working days. The student will be considered suspended until a meeting is convened to hear the appeal (within ten working days) at which time the student's parent must attend to present their appeal. A fair and impartial panel of representatives assigned by the CEO hears the appeal. The decision of the panel of representatives will be final.

In the event of a decision to expel a student, the school will work cooperatively with the district of residence, county, and/or private schools to assist with the appropriate educational placement of the student who has been expelled. Any incident of violent and/or serious student behavior will be communicated to the district/school to which the student matriculates.

### Readmission Plan

The decision to readmit a student shall be at the sole discretion of the school's governance and the student, parent/guardian, or representative, to determine whether the student poses a threat to others or will be disruptive to the school environment. The student's admission or readmission is also contingent upon the capacity of the school at the time the student seeks admission or readmission.



## *Health Services*

### Procedures

Students in need of health services during class time must obtain a Health Referral from their teacher. A student must then report directly to the Office where a staff member will determine the student's needs and take appropriate action.

### Illness and Discomfort

Students who feel ill during the school day are dismissed from class to the office. Parents are immediately notified and first aid is provided. If necessary, students can wait in the office until a parent arrives. Major injuries and pain will result in an immediate 911 and parent phone call.

### Accidents or Injuries On-site

911 and parents are contacted immediately if a student is injured during the school day. Students are supervised at all times on campus during class time, passing period, and lunch breaks. Witnesses of the injury will be asked to fill out an Incident Report.

### Non-Prescription Drug Policy

School employees may NOT distribute any non-prescription medication. Students may NOT carry, consume, or distribute any non-prescription medication for pain relief (or for any other reason) to anyone.

### Prescription Drug Policy

Students may NOT carry or distribute any prescription medication for any other reason. If a student has been directed by a physician to consume prescribed medication, it must be submitted to the office, in order to be logged-in and secured. All medication must be in its original packaging, labeled with the student's name, physician's contact information, and accompanied by administration fact sheet.

## *Personal Property*

**Students will be solely responsible for bringing items to school and must watch their belongings carefully. The school is not responsible for any loss or damage to personal items.**

### Cell Phones and Electronics

Please see "Cell Phones and Personal Electronic Policies" under Discipline Policy.

### Transportation

Students may ride a skateboard or bicycle to school. Upon arriving to campus, students must store their skateboard or bicycle in a designated storage area. Students may not ride their skateboard or bike during the school day or on school grounds. Students who do not adhere to these conditions will have their skateboard/bicycle confiscated. Only the parent/guardian may retrieve the confiscated item.

**\*\*\*The school is not responsible for any loss or damage to equipment.**



## *Lost and Found*

NDCS-Watts is not responsible for any lost or stolen items kept in student backpacks whether they are school issued textbooks and other materials, or personal items including electronic devices and modes of transportation. Students are encouraged not to leave any of their belongings unattended for any period of time.

Any items of value found should be returned to the main office or Dean of Students. Other found items can be claimed from the Lost and Found. Unclaimed items will be donated to a local charity at the end of each quarter. Please check immediately if you have lost an item.

## *School Activities*

### *Field Trips*

Students may participate in field trips throughout the school year. These trips are a part of the interdisciplinary curriculum and may include walking trips or chartered bus transportation. Participation is required as these are important learning experiences. Only excused absences are permitted. Field Trip Forms will be sent home at least one week prior to the planned trip.

### *Dances and School Sponsored Events*

Dress for most school-sponsored social events outside of the regular instructional day must adhere to the “free-dress policy.” Students who are not dressed appropriately will not be allowed to participate in the activity. Students must remain inside or within specified areas once they have arrived. Once a student leaves the event, the student cannot return. Parents are expected to pick up their student immediately following the end of the event. Parents are also invited to help chaperone school events such as dances and parties. Students are expected to follow school rules at all school-sponsored events.

### ***DANCING:***

All dancing should be done with dignity and self-respect. This includes, but is not limited to: MOSHING, SLAM, BODY/CROWD SURFING and BUMP/GRIND. Any chaperone seeing any of the above will ask the student(s) to call home and he/she will be removed from the dance. If you are removed from the dance, you will not be allowed to attend the next scheduled dance.

### ***ADDITIONAL ITEMS:***

Glow Sticks are not allowed at any dance. Students with glow sticks will be asked to dispose of them. Dances are for dancing and not running around the school facilities. Chaperones should not have to address this issue.

*Disclaimer:* Students may be prevented from participating in school activities if there is an existing school debt or disciplinary concern.



## *Parent Engagement*

Parent involvement is a critical component for effective schooling and student achievement. Active and consistent parent engagement with regards to their student's education generally leads to higher levels of student academic achievement. Every other Friday of the month we will have "Coffee With the Principal" Starting at 8:30am-9:30am. Parents please feel free to attend and look at the newsletter for updates on times and dates.

### **Parent/Student/Staff School Agreement**

NDCS-Watts believes students achieve higher levels of success when administrators, teachers, staff, and parents work in collaboration with each other. Your time, talent, and enthusiasm are an integral part of the day-to-day functioning of the school and the overall academic development of your child. As stated in the Parent/Student/Staff School Agreement, each accepts responsibility for the preparation of each student. This document is part of each student's enrollment packet and is explained to all new families at the beginning of the school year. Continuing parents and students will sign the agreement at the beginning of each new school year.

NDCS-Watts believes:

- Parents are needed to take active and meaningful roles ensuring the success of the school.
- Parents must be actively engaged in their child's education and responsible for supporting their child's learning at home.
- Parents must support the goals of the school through their voice and through volunteering or coming to parent meetings or Coffee with the Principal.

### **Helping Your Child Succeed**

Effective and consistent parent participation leads to student success. The following suggestions are to help your child's academic success:

1. Encourage your student to be an active and responsible learner who completes and turns in assignments and homework when they are due and seeks assistance when needed.
2. Ensure that your student arrives to school on time each day and supports school policies such as discipline, safety, proper school attire, textbook care, etc.
3. Monitor your student's overall progress on a regular basis. Do not wait until progress reports and report cards are issued to find out how your student is doing in school.
4. If your student is struggling with their schoolwork or needs help, speak with his/her advisor and/or teachers and ensure that your student attends tutoring.
5. Help your student establish a regular time and place to study and to complete their homework and school projects.
6. Talk to your student about what is happening at school and what they are learning.
7. Attend all scheduled parent/teacher conferences, school activities and parent educational workshops.
8. Support your student's school by volunteering.



## Volunteering

Parent volunteering is a great way to supporting the school and by supporting your child academically.

### Possible Volunteer Opportunities to Support the School

- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Leadership activities such as serving as the parent representative for your child's advisory class, participation in the parent advisory committee, school board of directors, or participating in other school committees

### Possible Volunteer Opportunities to Support your Child Academically:

- Parent workshop participation
- Classroom visits
- Classroom support
- Tutoring support
- Serving as a parent mentor

## How to Volunteer

Feel free to call the school at the beginning of the school year or any time thereafter to volunteer. If you need more information, please contact the Main Office.

### Leadership Opportunities for Parents

Leadership opportunities for parents include participation in the following committees:

- Advisory Committee
- Welcome Week Committee
- Communications Committee/Parent Representative for your child's advisory class
- Teacher Appreciation Committee.
- College Committee
- ELAC
- School Beautification Committee
- Recruitment Committee

## *NDCS-Watts Family Educational Rights and Privacy Act Policy*

NDCS-Watts complies with the Family Educational Rights and Privacy Act ("FERPA"), a federal law that was enacted in order to protect students' education records at all schools that receive funds under a program of the United States Department of Education.



### **Rights of the Student or Parent**

FERPA gives a student's parents certain rights over the student's education records until the student reaches the age of 18 or attends a school beyond the high school level. At that time, the rights are transferred from the parents to the eligible student. These rights enable the eligible student or parents to:

\*Inspect and review student's education records maintained by the school. If the student and parents are unable to review the records at the school, they may request copies from the school (and may be charged a fee for them.)

\*Request that a school correct the student's records if they believe that they are incorrect or misleading. If the school chooses not to update the student's records, the student or parent has the right to a formal hearing. If, after the hearing, the school still decides not to modify the student's records, the parent of school can include a statement in the records which contests the information.

### **When NDCS-Watts Does Not Need Written Consent**

Generally, the school must have written permission from the parent or student before releasing any information from the student's records. Schools can, however, disclose the student's records without the student or parent's consent to any of the following parties or under any of the following conditions:

- \*School officials with legitimate educational interest
- \*Other schools to which the student is transferring
- \*Specified officials for audit or evaluation
- \*Appropriate parties in connection with the student's financial aid
- \*Organizations that are conducting studies for, or on behalf of, the school

### **Disclosure of Directory Information**

The school does not need consent to disclose "directory" information, such as the student's name, address, telephone number, date of birth, place of birth, honors and awards, and dates of attendance. It must, however, tell parents and the student about the directory information and give them a reasonable amount of time to request that the directory information not be disclosed.

### **Annual Notification of Rights**

Each year, NDCS notifies students and parents of their rights under FERPA. This notification may come in the form of a letter or in the parent/student handbook.

## ***NDCS-Watts Notice for Directory Information***

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires NDCS-Watts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with District procedures.



The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications.

Examples include: the annual yearbook; Graduation programs; and Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories— names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want NDCS-Watts to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by December 1, 2015. The school has designated the following information as directory information:

- \* Student's name
- \* Address
- \* Telephone listing
- \* Electronic mail address
- \* Photograph
- \* Date and place of birth
- \* Dates of attendance
- \* Grade level
- \* Participation in officially recognized activities and sports
- \* Degrees, honors, and awards received
- \* The most recent educational agency or institution attended
- \* Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

### ***Nondiscrimination Statement***

NDCS-Watts is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. NDCS-Watts prohibits discrimination and harassment based on an individual's age, ancestry, color, disability (mental or physical), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by NDCS-Watts. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or and conduct that is threatening or humiliating.



This nondiscrimination policy covers admission or access to, or treatment or employment in, all NDCS-Watts programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in NDCS-Watts programs or activities.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in other NDCS-Watts policies that are available in all schools and offices. It is the intent of NDCS-Watts that all such policies be reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. NDCS-Watts prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

For information, assistance or to file a complaint related to discrimination or harassment based on student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact the CEO or Principal.

## ***NDCS***

### ***Student Non-Harassment Policy***

NDCS-Watts is committed to providing a learning environment that is free from harassment of any kind. Harassment of any student by another student, employee, or teacher is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school hours or during school related activities. It includes, but is not limited to, any or all of the following:

#### ***Verbal Harassment***

Any written or verbal language or physical gesture directed at a teacher or a student that is insolent, demeaning, abusive, or implicitly or explicitly implies a threat of bodily harm is totally unacceptable and shall be deemed harassment and will be dealt with as such.

#### ***Physical Harassment***

Unwanted physical touching, contact, assault deliberately impeding or blocking movements, or any intimidating interference with normal work or movement.

#### ***Visual Harassment***

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures.





### **Sexual Harassment**

Includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile or offensive educational environment.

### **It is the responsibility of NDCS-Watts to:**

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

### **It is the responsibility of the student to:**

1. Conduct herself/himself in a manner, which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

### **Complaint filing and investigation procedures**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion or termination.



5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

## ***Parent Complaint Procedure***

NDCS-Watts is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The School shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs. NDCS-Watts encourages the early, informal resolution of complaints whenever possible.

### **Procedure**

Compliance Officer: The individual responsible for receiving and investigating complaints and ensuring the School's compliance with the law is:

Dr. Yaw

### **Notifications**

The School shall notify its students, parents and other interested parties of these procedures and the person responsible for processing complaints.

### **Filing of Complaints**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the School. A person or group of individuals, who allege that he/she or they have personally suffered unlawful discrimination, may file complaints alleging unlawful discrimination. Discrimination complaints must be filed no later than six months from the date of the alleged discrimination or when the complainant first obtained knowledge of the facts of the discrimination. If someone is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, School staff shall help him/her to file the complaint. Civil law remedies may be available in addition to this procedure.

### **Investigation**

The Compliance Officer may informally discuss with the complainant the possibility of using mediation to resolve the complaint. If mediation is agreed upon, the Compliance Officer shall make all arrangements for this process. If mediation does not resolve the complaint, the Compliance Officer shall proceed with his investigation of the complaint.

### **Response**

The Compliance Officer shall send the complainant a written report of the investigation findings, corrective action, if any, and a rationale for the findings within 60 days of receiving the complaint.

### **Appeal**

If a complainant is dissatisfied with the School's decision, he/she may appeal in writing to the California Dept. of Education within 15 days of receiving the School's decision. The appeal must be in writing, it must state the reason for the appeal, and it must include a copy of the original complaint and the School's decision.



## *Technology and Internet Use Policy*

### Computer Acceptable Use Policy

This agreement is made effective upon receipt of computer, between NDCS-Watts, the student using or receiving laptop/computer and his/her parent(s) or legal guardian. The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials for use while the Student is enrolled at NDCS-Watts, hereby agree as follows:

#### **1. Equipment**

1.1 Ownership: NDCS-Watts retains sole right of ownership of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, NDCS-Watts administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: The actual equipment provided varies from class to class. Efforts are made to keep all laptop configurations the same within each class. NDCS-Watts will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, NDCS-Watts maintains the same agreement in effect for any substitute.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any data stored on the Computer. It is the sole responsibility of the Student to backup all data as necessary. NDCS-Watts does not accept responsibility for loss of any such data.

#### **2. Damage or Loss of Equipment**

2.1 Warranty for Equipment Defects: Warranty covers only damage to the computer caused by manufacturer's defects. Families incur no additional charges for repairs covered by warranty.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student/Parent will be billed the full amount of the cost of repair or replacement.

2.3 Gross Negligence: NDCS-Watts also reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include, for example:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines on proper use).



2.4 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent will be billed the full cost of replacement. (Note: Families may pursue their own insurance. One commonly used insurance application is LoJack: see [www.lojackforlaptops.com](http://www.lojackforlaptops.com))

2.5 Actions Required in the Event of Damage or Loss: If the Computer is damaged or lost, the Student must report the problem immediately to administration.

2.6 Technical Support and Repair: NDCS-Watts does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

### **3 Legal and Ethical Use Policies**

3.1 Monitoring: NDCS-Watts will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with NDCS-Watts Legal and Ethical Use Policies.

3.2 Legal and Ethical Use: All aspects of NDCS-Watts Computer Use Policy (see Handbook, *Computer Use Policy*) remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Rules:** The installation or use of any Internet-based file-sharing tools is explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools must seek prior approval from the Principal.

#### **Computer Use and Conduct Policy**

The primary goal of NDCS-Watts available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires the School to set priorities for use. Academic work for courses always takes priority over any other use of the technology. The following is a list of rules and guidelines, which govern the use of NDCS-Watts technology and Network Resources.

*Network Resources* refers to all aspects of NDCS-Watts owned or leased equipment, including computers, printers, scanners, as well as email, Internet services, and all other technology-related equipment and services. These rules apply to any use of NDCS-Watts network resources whether this use access occurs on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit; NDCS-Watts will not tolerate harassment of any kind.
- to download, stream or listen to Internet-based music, video or large image files not required for school work, as this slows the performance of the network for all users.
- to alter, add or delete any files that affect the configuration of a school computer;
- to conduct any commercial business;
- to conduct any illegal activity or to violate any copyright laws;



- to access the data or account of another user; note that altering files of another user is considered vandalism;
- to install any software or “apps” onto NDCS-Watts computers;
- to copy NDCS-Watts school software as copying school owned software programs is considered theft.

In addition, students may not:

- give out their home address or phone number to anyone on the Internet; this protects users from becoming potential victims of those with criminal intent;
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”

### **Responsibility for Property**

Students are responsible for maintaining a working Computer at all times. The Student shall use reasonable care to be sure that the Computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone
- Not using equipment in an unsafe environment.

If the Computer is confiscated, the Student will receive a warning before getting the Computer back. If the Computer is confiscated a second time, the Student may be required to get a Parent signature acknowledging financial responsibility before getting the Computer back. **Unattended equipment, if stolen – even at school – will be the student’s responsibility.**

### **Discipline**

Any student who violates any rules related to technology use will be subject to disciplinary action. The minimum consequence will be a phone call home. Students who violate the file sharing rules (set out in the section above entitled Legal and Ethical Use Policies, part 3.3) will also have their hard drives restored to the original settings. Serious or repeated violations will result in further disciplinary action.

### **Legal Issues and Jurisdiction**

Because NDCS-Watts owns and operates the equipment and software that compose our network resources, the School is obligated to try to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of NDCS-Watts network resources is subject to the rules stated in this policy.

We may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. The School administration reserves the right, if needed, and at its discretion, to access remotely, open, examine, and/or delete electronic files that violate this Acceptable Use Policy.



## Disclaimer

NDCS-Watts does not have control of the information on the Internet or information in incoming emails. The School uses a network filter to help maintain a safe environment. Additionally, the School may choose to block sites that are a distraction from the academic environment or unnecessarily consume network resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of NDCS-Watts. While NDCS-Watts intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may stumble upon less desirable content in their quest for knowledge. At NDCS-Watts, we expect students to obey the Acceptable Use Policy when using the Internet and school-wide resources. Students found in deliberate violation of the policy will be disciplined.

In addition, NDCS-Watts account holders take full responsibility for their access to NDCS-Watts Network Resources and the Internet. NDCS-Watts makes no warranties with respect to school Network Resources and does not take responsibility for:

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to School Network Resources or the Internet; or
- any consequences of service interruptions.

## Acceptable Uses of the Computer or the User

The account provided by NDCS-Watts should be used only for educational or professional purposes. If a user is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher or supervisor.

## Unacceptable Uses of the Computer or Internet

The following uses of the account provided by NDCS-Watts are unacceptable:

- Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
  1. Selling or purchasing any illegal substance;
  2. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
  3. Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority
- Uses that involve obtaining and or using anonymous email sites.
- Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
  1. Deleting, copying, modifying, or forging other users' e-mails, files, or data;
  2. Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;



3. Damaging computer equipment, files, data or the network;
  4. Using profane, abusive, or impolite language;
  5. Disguising one's identity, impersonating other users, or sending anonymous e-mail messages;
  6. Threatening, harassing, or making defamatory or false statements about others;
  7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  8. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
  9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
  10. Using a computer to pursue "hacking," internal or external, or attempting to access information that is protected by privacy laws.
- Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
    1. Using other users' account passwords or identifiers;
    2. Disclosing one's account password to other users or allowing other users to use one's accounts;
    3. Getting unauthorized access into other users' accounts or other computer networks; or
    4. Interfering with other users' ability to access their accounts.
  - Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
    1. Selling or buying anything over the Internet for personal financial gain; or
    2. Using the Internet for advertising, promotion, or financial gain; or
    3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

### **Internet Safety**

In compliance with the Children's Internet Protection Act ("CIPA"), NDCS-Watts will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors less than 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that NDCS-Watts determine which words or concepts are objectionable.] However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

- In compliance with CIPA, NDCS-Watts will implement a mechanism to monitor all minors' on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to the violation of this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board, local educational agency or other related authority. NDCS-Watts reserves the right to monitor other users' online activities, and to access review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.
- If a student under the age of eighteen accesses his/her NDCS-Watts account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the Account or Internet at



all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or district if they desire more detailed information about the software.

- Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.
- Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting.
- Account users will abide by all NDCS-Watts security policies.

### **Privacy Policy**

The Technology Manager and administration has the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of NDCS-Watts. Account users do not have any right to or expectation of privacy regarding such materials.

### **Penalties for Improper Use of Technology and NDCS Accounts**

The use of the Technology and/or Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion from NDCS-Watts, or criminal prosecution by government authorities. NDCS –Watts will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

### **DISCLAIMER**

- NDCS-Watts makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. NDCS-Watts also denies any responsibility for the accuracy or quality of the information obtained through the Account.
- Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and should not be affiliated with NDCS-Watts.
- Account users are responsible for any losses sustained by NDCS-Watts, resulting from the Account users' intentional misuse of the Accounts.



## SUICIDE PREVENTION POLICY

Protecting the health and well-being of all students is of utmost importance to New Designs Charter School-Watts. Our school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. The school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
  - The National Suicide Prevention Lifeline - 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - The Trevor Lifeline - 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)
  - Suicide Prevention Crisis Line (877) 727-4747 - a 24-hour crisis line for individuals who are contemplating, threatening, or attempting suicide, including their family and friends.
  - Los Angeles County Department of Mental Health ACCESS (800) 854-7771 - collaborates with Crisis Counseling & Intervention Services for the administration and coordination of all mental health and law enforcement mobile response services in the event of a critical incident, including Psychiatric Mobile Response Teams (PMRT) and School Threat Assessment Response Teams (START). These teams respond to schools, offices, and homes.
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the school's full suicide prevention policy.

## POLÍTICA DE PREVENCIÓN DE SUICIDIOS

Proteger la salud y el bienestar de todos los estudiantes es de suma importancia para New Designs Charter School-Watts. Nuestro Consejo escolar ha adoptado una política de prevención del suicidio que ayudará a proteger a todos los estudiantes a través de los siguientes pasos:

1. Los estudiantes aprenderán a reconocer y responder a las señales de advertencia de suicidio en amigos, usar habilidades de afrontamiento, usar sistemas de apoyo y buscar ayuda para ellos y sus amigos. Esto ocurrirá en todas las clases de salud.
2. La escuela designará a un coordinador de prevención de suicidios para que sirva como punto de contacto para los estudiantes en crisis y para derivar a los estudiantes a los recursos apropiados.
3. Cuando un estudiante es identificado como en riesgo, será evaluado por un profesional de salud mental empleado en la escuela que trabajará con él y lo ayudará a conectarlo con los recursos locales apropiados.
4. Los estudiantes tendrán acceso a recursos nacionales con los que pueden contactar para obtener apoyo adicional, como:
  - El National Suicide Prevention Lifeline - 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - The Trevor Lifeline - 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)
  - Suicide Prevention Crisis Line (877) 727-4747 - una línea de crisis las 24 horas para personas que están contemplando, amenazando o intentando suicidarse, incluso sus familiares y amigos.
  - Departamento de Salud Mental del Condado de Los Angeles ACCESS (800) 854-7771 - colabora con Servicios de Consejería e Intervención en Crisis para la administración y coordinación de todos los servicios de respuesta móvil de salud mental y aplicación de la ley en caso de un incidente crítico, incluyendo respuesta móvil psiquiátrica Equipos (PMRT) y Equipos de respuesta de evaluación de amenazas escolares (START). Estos equipos responden a escuelas, oficinas y hogares.
5. Se espera que todos los estudiantes ayuden a crear una cultura escolar de respeto y apoyo en la que los estudiantes se sientan cómodos buscando ayuda para ellos o para sus amigos. Se alienta a los estudiantes a informar a cualquier miembro del personal si ellos, o un amigo, se sienten suicidas o necesitan ayuda.
6. Los estudiantes también deben saber que debido a la naturaleza de vida o muerte de estos asuntos, la confidencialidad o las preocupaciones de privacidad son secundarias a la búsqueda de ayuda para los estudiantes en crisis.
7. Para una revisión más detallada de los cambios de política, consulte la política de prevención de suicidio completa de la escuela.



**LAPTOP COMPUTER ACCEPTABLE USE POLICY**  
**Parent/Student Signature Page**

This agreement is made effective upon receipt of computer, between New Designs Charter School (NDCS-Watts), the student receiving a laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”).

Please initial, sign and return this signature page indicating that you have read the Laptop Computer Acceptable Use Policy document and agree to its stated conditions.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Parent Overview Contract

### Receipt and Agreement: Parent/Student Handbook

I ACKNOWLEDGE that I have received a copy of the Los Angeles Leadership Academy 2015-16 Handbook for Students and Parents. I have read and understood the contents of the Handbook, and have been given the opportunity to ask questions I might have about the policies in the Handbook.

I understand that the statements contained in the Handbook are guidelines for parents and students concerning some of the NDCS-Watts policies and procedures.

I ACKNOWLEDGE that I have read and understood the contents of the FERPA documents included in the Handbook, and have been given the opportunity to ask questions I might have.

I understand that the FERPA documents include: Privacy Act Notification, Notice for Directory Information, Parent Complaint Procedure, Student Non-Harassment Policy, and Family Educational Right and Privacy Act Policy.

I have read and do agree, by signing below, to abide by all of the NDCS-Watts policies and procedures outlined in the Handbook.

#### NDCS-Watts Staff agrees to:

- Send regular correspondence to parents, informing of activities, events, and meetings.
- Provide a parent friendly classroom and school environment, where parents are encouraged to visit and fully participate in the education of their child.
- Schedule parent conferences for the parent(s) to attend.
- Provide regular homework opportunities that each student will be able to successfully complete independently or with parental assistance.
- Ensure that each student receives the rigorous curricular standards for each grade level as set by the California Department of Education.
- Enforce a fair a consistent discipline plan that includes both rewards and consequences and to provide students the skills to resolve conflicts as they occur.
- Provide all students a safe and orderly environment for optimal learning.

#### NDCS-Watts Students agree to:

- Act in a respectful manner.
- Work hard and encourage classmates to do their best work.
- Take responsibility to right any wrongs done to others.

- Complete homework on time and to the best of your ability.
- Older students perform as positive role models for younger students.

#### NDCS-Watts Parents agree to:

- See that your child arrives to school on time everyday and stays the entire day.
- Provide a consistent time and place for your child to do homework nightly and check to see that it is finished. *Please contact the teacher the following day if any directions are not clear.*
- Inform the school/teacher if you child has special medical or educational needs that may require special case.
- Update the school office if there are any changes to the emergency card information. *This card contains names and phone numbers of individuals that will be contacted in an emergency or allowed to pick up the child from school.*
- Attend all parent conferences.
- Attend Back to School Night, Open House Night, and all meetings specific to your child's education program.
- Teach your child to treat all adults and classmates with respect.

*I/We agree to abide by the agreements stated above.*

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Name

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date



# Appendices

## NDCS-Watts COMMUNITY SERVICE VERIFICATION FORM

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Community Service Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_

Agency Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Site Manager: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Starting date of service at agency: \_\_\_\_\_ End Date: \_\_\_\_\_

### LOG ENTRIES

Date	Brief description of job/activity	Hours Completed	Signature of Supervisor
<b>Total Hours Served</b>			

*\*\*\*For each signature per activity, the supervisor certifies that the activity being signed off is a true statement of performance and hours worked.*



**NDCS-Watts  
COMMUNITY SERVICE VERIFICATION FORM**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Community Service Agency:  
\_\_\_\_\_

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_

Agency Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Site Manager: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Starting date of service at agency: \_\_\_\_\_ End Date: \_\_\_\_\_

LOG ENTRIES

Date	Brief description of job/activity	Hours Completed	Signature of Supervisor

**Total Hours Served**

*\*\*\*For each signature per activity, the supervisor certifies that the activity being signed off is a true statement of performance and hours worked.*



**MANDATORY TUTORING CONTRACT**

Date: \_\_\_\_\_

Name of student: Resource Student? ( ) Yes ( ) No

Conference with: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

**The Student has been placed in "Mandatory Tutoring" for the following reason(s):**

**Student is currently:**  Failing in the following highlighted courses:

Monday	Tuesday	Wednesday	Thursday	Friday

**TUTORING ATTENDANCE POLICY:** Please contact the main office when your student will be absent from a tutoring session for an excused reason.

**-First Unexcused Absence:** Referral sent home for parent signature and after-school detention.

**-Second Unexcused Absence:** Referral sent home for parent signature and **In-School Suspension until completion of parent conference with counselor.**

**-Third Unexcused Absence:** Referral sent home for parent signature and **In-School Suspension until completion of parent conference with administration. Possible Out-Of-School Suspension or further disciplinary actions.**

**Plan of Action**

In order to be removed from "MANDATORY TUTORING" student will (Check all that apply):

- Receive a grade of "C" or better in all courses during: \_\_ Fall Semester \_\_ Spring Semester \_\_ Summer School
- Attend Independent Studies
- Attend credit recovery classed offered through continuation school/ adult school
- Attend mandatory tutoring sessions for the classes that I am currently failing
- Progressively show improvement on progress report (e.g. 5<sup>TH</sup>, 10<sup>TH</sup> week progress report card) leading to final report card
- Has received 2 or more Fails in previous semester

I, \_\_\_\_\_ (student), understand the reasons as to why I have been placed in "MANDATORY TUTORING" and I also understand that I must follow the Plan of Action provided to me. I further understand that failure to meet or adhere to any conditions as stated under the Plan of Action will result in my voluntary withdrawal from Los Angeles Leadership Academy. My tutoring contract will be valid until \_\_\_\_\_.

**SIGNATURES:**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Teacher/ Administrator/ Counselor

\_\_\_\_\_  
Teacher/ Administrator