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A MESSAGE FROM OUR CEO

Welcome to the 2017-2018 school year.

At Camino Nuevo Charter Academy, we believe that all students can learn and achieve their goals when held to high standards, exposed to rigorous and relevant learning experiences, and when given targeted intervention and support in a nurturing environment with caring adults and advocates.

As we enter this new year, Camino Nuevo continues to demonstrate excellence. We are extremely proud of our graduates who are earning college degrees from some of the finest institutions of higher learning as well as those who are pursuing fulfilling careers in a variety of fields.

Our school leaders, teachers, and support staff remain committed to ensuring that all students receive a high-quality college preparatory education. We are also committed to working with you to support your child in various ways.

The purpose of this family handbook is to inform you about our policies and procedures as we work together to help your child reach his or her goals. I strongly encourage you to take time to read through these policies and procedures and discuss them as a family. I also invite you to participate in your child’s school. Throughout the year, you will have numerous opportunities to volunteer in the classroom and at special events and to be an advocate for your child.

I look forward to working together as partners in helping your child achieve high levels of success and joy in our schools. Thank you for choosing Camino Nuevo Charter Academy as the school for your child. Together we create opportunities to transform our community.

Ana F. Ponce
Chief Executive Officer
ABOUT CAMINO NUEVO CHARTER ACADEMY

Who We Are
Camino Nuevo Charter Academy (CNCA) is a community of high-performing public schools that utilizes a comprehensive approach to prepare students from preschool through high school for success in college and in life. We integrate academic rigor, community, family, and wellness to empower students to thrive in a culturally connected and changing world.

Our Mission
Camino Nuevo Charter Academy’s (CNCA) mission is to educate students in a college preparatory program to be literate, critical thinkers and independent problem solvers who are agents of social justice with sensitivity towards the world around them.

Anchors
- **Excellence**: We take responsibility for our students and staff achieving consistently outstanding results.
- **Equity**: We recognize and value the individuality and experiences of all students and respond to their unique academic, emotional, psychological, and social needs.
- **Community**: We are rooted in our community’s richness and in the cultural and environmental context where our students and families live.
- **Innovation**: We continuously learn, are curious, and implement new ideas, perspectives, and evidence-based methods in our work.
- **Joy**: We build and maintain positive relationships that foster happiness and fulfillment among students, staff and families.

HISTORY

Camino Nuevo Charter Academy was co-founded in August 2000 by Paul Cummins, Philip Lance, and Pueblo Nuevo Development, a nonprofit community development corporation in the MacArthur Park neighborhood west of downtown Los Angeles. In 1992, Pueblo Nuevo Development began working with residents of the community to find ways to address the severe economic and social needs in the area. Over the past 10 years, several organizations and businesses grew out of this effort, including a thrift store, a worker-owned janitorial company, a non-profit community development corporation, school-based community clinic and Camino Nuevo Charter Academy. As a result of these efforts, children and families from the greater MacArthur Park area have improved access to economic and educational opportunities that allow them to lead healthier, more prosperous lives.
SCHOOL INFORMATION AND PROCEDURES

School Day
Dalzell Lance Campus
8:00 AM – 3:15 PM Regular Day
8:00 AM – 1:25 PM Short Day
8:00 AM – 1:25 PM Minimum Day

Miramar Campus
8:00 AM – 3:25 PM Regular Day
8:00 AM – 1:20 PM Short Day
8:00 AM – 1:20 PM Minimum Day

School Office Hours
Regular office hours are from 7:30 am – 4:00 pm Monday – Friday unless otherwise posted.

After-School Program Hours
Dalzell Lance
3:25PM-6:25PM Regular
1:35PM-3:35PM Short Day
1:35PM-3:35PM Minimum Day

Miramar
3:35PM-6:35PM Regular
1:30PM-3:30PM Short Day
1:30PM-3:30PM Minimum Day

School Calendar
The school calendar is included as Attachment A. CNCA’s calendar includes 193 instructional days for grades 9 through 12. Please take time to review the holidays and shortened/minimum days.

School Accountability Report Card (SARC)
California public & nonpublic, nonsectarian schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources & demographics.
To view the SARC for each campus, please visit www.caminonuevo.org > choose a Campus> Academics > School Accountability Report Card. A copy may also be requested in the main office of every school.

Enrollment
Families of new students are required to attend an enrollment orientation and complete the following steps and documents:
Families provide the following documents:
1. Age verification document for student
2. Parent photo ID (Government Issued ID)
3. Proof of Immunization
4. Individual Education Plan (if applicable)
5. Pupil Accounting Report/Letter of Transfer
6. Transcripts (HS Only)
7. State Test Scores (HS only)

The school will provide the following for the family to complete:

1. CNCA Enrollment Form
2. Request for PowerSchool Parent Access
3. CNCA RUP (Internet Permission)
4. Parent Education Level Questionnaire
5. CNCA Migrant Education Program Family Questionnaire
6. Media Release
7. Oral Health Assessment
8. Parent Compact (Parent Student Pledge)
9. CNCA Emergency Card
10. CNCA Volunteer Application
11. LACDC Counseling Consent Form
12. Emergency Counseling Consent Form
13. Sex Ed Consent Form (Grades 9-12)
14. Contact Directory Release Form
15. Meal Application Packet (collected after July 1)
16. FERPA Release Form

Attend an enrollment orientation.

Families of returning students are required to complete the following steps and documents:
- CNCA Re-Enrollment Form
- CNCA Emergency Card
- Family/Guardian Acknowledgement Form
- Meal Application Packet (collected after July 1)
- Proof of Immunization (for applicable grades)

**Student Records**

**Confidentiality of Records**

CNCA will adhere to all procedures related to confidentiality and privacy of records. In the event that a student enters CNCA upon transfer from an existing district school, the student’s cumulative records will be requested from the respective district. Upon exit from CNCA, the student’s cumulative records will be forwarded to the district of attendance upon request.
Emergency Cards
Every family/guardian must fill out a new emergency card or confirm the information on the existing emergency sheet every school year before classes begin. These must be turned into the main office. Please fill out a new emergency card immediately at any point during the year if any of the following information changes:
- Home address
- Home, cell, work telephone numbers
- Doctor’s phone number
- People who are authorized to be contacted in case of an emergency
- Telephone numbers of people to be contacted in case of an emergency
- People authorized to pick up your student from school

Arrival
Please make sure that your student enters the school grounds safely. Remind your student not to visit neighborhood businesses on their way to school, to remain in supervised areas, and not to run in hallways. Upon entering the school building, students are under the supervision of school staff and therefore may not leave campus unless escorted by authorized school staff.

Dismissal
At dismissal time, students may be picked up by a family member or other authorized party, stay for the after school program, or travel home independently. Students are expected to depart from campus within 15 minutes of dismissal. After dismissal, students may remain on campus only during the time that they are engaged in an authorized/supervised afterschool activity in which they are enrolled. For permission to remain on campus for any other reason, students and families should go to the main office during business hours.

Early Release from School
In case of an emergency during the school day, your student will only be released into the custody of those people who you have previously identified on the emergency card. Proof of identity may be required. Those NOT identified on the emergency card can only pick up a student if the parent or guardian has provided a handwritten and signed note to the school notifying the school of this person’s identity and proof of identification.

Leaving the School during the Day
Students may not leave school grounds once they arrive at school, unless they are leaving to attend an internship or with written parent/guardian permission. If you must pick your student up early for an appointment during the day, please send a note to the office in advance. When picking up students early, the parent/guardian or authorized adult will be asked to complete an early dismissal form and the office will notify the teacher to send the student to the office for departure. Families/guardians may not enter the classroom before the class has been dismissed without prior approval from the teacher or the main office.

Custodial Arrangements
Families/Guardians shall provide complete information regarding the custodial care and visitation rights of their student(s). Upon request, the parent/guardian(s) shall furnish to the Principal a copy of any relevant court order so as to ensure the safety and welfare of the respective student. The parent/guardian(s) shall have a continuing duty to apprise the school of any changes in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child.
Shortened Days
For various purposes, shortened days are scheduled throughout the school year, please refer to the 2017-2018 academic calendar in order to determine which days students will be released early from school. Additional shortened days may be scheduled. Families will be notified of these days through the parent/family meetings and monthly bulletins.

Minimum Days
Minimum days are scheduled throughout the year. Please refer to the school calendar which has all minimum days identified. A reminder notice or call will be provided the week before a scheduled minimum day.

Attendance Procedures
Attendance is a critical component of your student’s success at Camino Nuevo. Daily and consistent attendance ensures key learning experiences and information are not missed. However, if an absence occurs for any reason, the school must be notified on the day of the absence; a note of verification of absence must be sent after the absence, and all class work and homework missed must be made up by a date agreed upon with the teacher. It is the responsibility of the student and family to ask teachers (at an appropriate time) for assignments on the day of the student’s return to school. Absence notes must be turned in within 10 calendar days of the absence and no notes will be accepted after the last day of the calendar month in which the absence occurred.

Excused Absences
California E.C. 48205 provides that a student shall be excused from school when the absence is due to:
- Illness
- Quarantine under direction of a county or city health officer.
- Medical, dental, optometric or chiropractic services.
- Attending the funeral of an immediate family member e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student (one day within the state, three days outside the state)
- Jury duty
- Illness or medical treatment of a child of whom the student is the custodial parent
- Attending the student’s naturalization ceremony to become a United States citizen
- Justifiable Personal Reasons is when the pupil’s absence has been requested in writing by the parent and approved by the principal or designee. Absences that fall into this category include, but are not limited to:
  - Mental Health Day Treatment
  - Appearance in court
  - Attendance at a funeral service
  - Observance of religious holiday or ceremony
  - Attendance at a religious retreat (shall not exceed 4 hours per semester)
  - Revoked suspension through appeal’s procedure
  - Attendance at an employment conference
  - “Take Our Daughters and Sons to Work Day”
Parent/Guardian Notes

Once the student returns to school, a note from their parent/guardian must be turned in to the main office. Any student who is absent for medical, dental or other professional services must, in addition, present a note to the school office directly from the respective provider’s office. The school is required to keep on file a note signed by a parent/guardian for every student absence. The note must be legible and written in ink. A valid note should contain:

- Full name of the student
- Date(s) or time of absence
- Specific reason for absence
- Telephone numbers where both parents/guardians may be reached (home and work)
- Signature of parent or guardian

Unexcused Absences

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Limits to unexcused absences are assigned according to grade level. If a student exceeds the limit of unexcused absences for his or her grade level, the student may be referred to the School Attendance Review Board (SARB). Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within ten school days upon the return to school will result in an unexcused absence, conversely, if required documentation is provided within ten days then the unexcused absence will be changed to an excused absence.

Unexcused absences include: vacations, personal services, local non-school event, program or sporting activity.

If the parent does not turn in a valid note to excuse the absence, Office staff and teachers may provide students returning from an absence with an Absence Verification Form and request to have their parent complete, sign, and return the form to the school.

Absence Procedures

If a student is absent:

- Parents or guardians must call the school and leave a message. Failure to do so may be considered a truancy.
- Upon return to school, parents/students must provide a note of verification of absence. A note from a doctor, court, or dentist must be attached to the parent/guardian letter for the absence to be considered excused.
- The parent/guardian note should contain:
  - Student’s full name and grade
  - Date(s) of absence(s) and reason
  - Signature

Student Attendance Review Board (SARB and SART)

Research indicates that regular school attendance is imperative in promoting student success at school. At each CNCA school a Student Attendance Review Team (SART) addresses chronic student attendance and truancy problems. The SART meets with students and families to collaborative identify persistent attendance issues, and develop solutions to resolve these issues. The SART may include administrators, teachers, counselors, and/or student services staff; these meetings may also be called attendance SSTs. If meetings and interventions with the SART team fail to improve chronic student attendance concerns, the student and family may be referred for a SARB hearing (Student Attendance Review Board). SARB is a panel that may include the SARB Coordinator,
social/mental health services, school police officer or LAPD Officer, community agency representatives, and a referring school site representative.

Tardy Procedures
Students must be present in class by 8 am, the start of the school day, and the start of each subsequent class period. Students who arrive late will be considered tardy and must report to the office to receive a tardy pass before entering the classroom. Students who are more than 30 minutes tardy will be marked truant for that period. Consequences for being tardy include loss of Kickboard score points and lunch or after school reflection.

Truancy
Education Code 48260 states that any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a verifiable excuse three full days in a school year or tardy or absent for more than any 30-minute period during the school day without a verifiable excuse on three occasions in one school year, or any combination thereof, is a truant and shall be referred to the school-based SART (Student Attendance Review Team) and/or referred to the SARB (Student Attendance Review Board).

Absences not cleared by a parent/guardian, arriving to school more than 30 minutes late to class or school, and leaving campus without permission may all be considered truancies. Please see the section on Attendance Policy. The following consequences may occur as a result of truancy:

- Family/Guardian written/phone notification
- Family/Guardian attendance at an attendance and tardy workshop
- Family/Guardian attendance at an individual parent/teacher/administrator conference
- Referral to the Student Attendance Review Team/Student Attendance Review Board
- Referral to law enforcement or other local service agencies

Meal Program and Applications
Parents and guardians are advised that Camino Nuevo Charter Academy participates in the National School Lunch Program (NSLP). Per NSLP guidelines, eligible students may receive free or reduced price break, lunch, snack, and/or supper. If your student has dietary restrictions such as food allergies or being vegetarian, please communicate this to the office and office staff can provide you with the appropriate forms to fill out.

We encourage all families to submit a meal application after July 1 of every school year, regardless of family income. Per the California Education Code Section 49557(a): “Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.” Applications are available and eligibility is determined using the California Department of Education guidelines. After processing the form, parents/guardians will be informed if their child is eligible for free, reduced, or full priced meals. If students are required to pay for their meals, payment must be arranged with the school site.

If there are any changes to the family income during the school year that may affect the student’s meal program status, a new meal application must be completed and submitted. Meal applications are available in the main office.
Visiting the School
Families/Guardians are encouraged to make regular visits and volunteer at CNCA. In order to monitor traffic and promote safety at the school, it is necessary that all school visitors, including parents/guardians, sign in at the main office and wear a visitor’s badge issued by the main office or other designated person. Visitors under the age of 18 must have an adult with them or must have written authorization to be on CNCA school grounds from a parent and site administrator.

Visitors failing to register in the main office may be identified as trespassing. All visitors are expected to interact and behave with CNCA community members in a way that promotes and demonstrates collaboration and respect; visitors who disrupt the school environment may be asked and required to leave campus immediately and/or be given a withdrawal of consent for up to 14 days as indicated in the California Penal Code 626.4, 626.7, and 626.8.

For information on how to volunteer at CNCA please refer to the Volunteer Policy.

Standardized Testing
In the spring semester, CNCA administers the California Assessment of Student Performance and Progress (CAASPP). The CAASPP system was established on January 2014 replacing the Standardized Testing Reporting (STAR) program. The primary purpose of the CAASPP assessment system is to assist teachers, administrators, and pupils and their parents by promoting high-quality teaching and learning through the use of a variety of assessment approaches and item types. http://www.cde.ca.gov/ta/tg/ca/.

CAASPP is comprised of the following assessments:

Computer-based Smarter Balanced summative assessment for English–language arts (ELA) and mathematics in grades 3-8 and grade 11. Additional details about this test can be found at http://www.smarterbalanced.org/.

California Alternative Assessments (CAAs) for ELA, mathematics in grades 2-11 and science, available for grades five and eight and one grade in high school are administered to students who meet CAAs requirements.


You can help ensure your student’s success on both of these important assessments. Please support your child in the following ways:

- Make sure they are on time and present every day of testing
- Encourage them to try their best, take their time, and work carefully
- Set early bed times to ensure plenty of sleep each night
- Provide a nutritional breakfast each morning
- Limit TV, computer, cell phones, and video games during testing

School-Wide Assessment
Students are assessed in all content areas multiple times throughout the year. Teachers regularly collect assessment data in order to target each student’s individual needs. The results from these assessments, as well as teachers’ observations of student progress, are synthesized into mid-semester progress reports, which are distributed in November and April. Final semester report cards are distributed in February and June.
California English Language Development Test (CELDT)

State law requires school districts to assess the English language development of all English Learners (ELs) and of new enrollees in California public schools who may be ELs in order to determine each student’s level of English proficiency in listening, speaking, reading and writing.

The CELDT must be administered to new enrollees with a home language other than English, unless they have been assessed at another California Public School. Students who have previously been identified as being English Learners must also be administered the CELDT annually to determine annual English language development progress until the EL student has been reclassified.

The CELDT will be administered for the purpose of initial identification only from July 1, 2017 to June 30, 2018.

To find more information about the CELDT, please contact your student’s teachers or contact the school office. Additional information is posted on the internet at: http://www.cde.ca.gov/ta/tg/el/.

Field Trips

Learning is a natural process that transcends the walls of a classroom. As part of CNCA’s rigorous academic program, extracurricular real-world, hands-on experiences outside of the classroom complement theoretical foundations laid inside the classroom. Experiential learning activities help students connect learning at school to a variety of social and cultural experiences outside of school, as well as expand their career exploration. Finding new and innovative approaches to engage students who struggle in the traditional classroom or lack access to these afterschool opportunities is key to CNCA’s mission to educate students in a college preparatory program to be literate, critical thinkers, and independent problem solvers who are agents of social justice with sensitivity toward the world around them. We believe that afterschool and summer programs provide learning opportunities that take students beyond their current experience and expand their perspective, build their social capital and increase their knowledge of the larger global community.

Additionally, the experiential learning process has the potential to help students discover passions early on that will guide their educational and career paths. Whether it is a field trip to an art museum, seeing then taking part in a modern dance performance, completing a day of service project, or visiting City Hall and encouraging the community to register to vote, learning by experience happens across disciplines and helps develop students’ social consciousness.

Incorporating experiential learning at CNCA means we purposefully engage with students in a direct experience and focused reflection in order to increase knowledge, develop skills, and clarify values. Each CNCA student has at least four experiential learning opportunities that provide a non-traditional educational activity, a structured time for reflecting on acquired knowledge, and additional time to apply learning to everyday life.

Experiential Learning Opportunity

Field trips are an important way to complement your student’s learning. They offer an opportunity to experience something that may be new and exciting. In order to participate in a field trip, all students must have a completed permission slip with a parent/guardian signature in three (3) spaces. Field trip slips without the required signatures will not be valid. Field trip permission slips will be sent home before the trip and must be filled out by a parent or legal guardian. Some recurring trips (i.e. to the park or library) will have one field trip slip for the entire school year. Volunteer chaperones must be approved by the teacher or administrator before the trip, attend a training, be 21 years of age or older, and may not bring other children on the trip. Field trip chaperones are volunteers and must follow respective procedures as mentioned under the Volunteer Policy.
Students serve as ambassadors for our school. A student may be excluded from a field trip for problematic behavior, including discipline incidents, and/or a discretionary decision from the school Principal. Furthermore, any student having been disciplined for theft, drugs, weapons, or misconduct during a previous field trip in the 2017-18 academic year may be required to have a parent/guardian chaperone for every field trip until the end of the school year.

In addition, all staff and chaperones are responsible for ensuring student, staff, and chaperones abide by all school policies and procedures including Education Code from the trip's beginning to end. Staff and chaperones are required to immediately communicate any violation of these policies to the school leader and/or administrator of the trip.

Expectations for overnight field trips are: all overnight field trips will require one site administrator to attend, students and staff will be held accountable for violations of school and organizational policies, and the Education Code from the trip's beginning to the end. A pupil shall be permitted to use facilities and accommodations consistent with their gender identity irrespective of the gender listed on the pupil’s records. Accommodations for overnight trips will be discussed with parents/guardians prior to the trip date.

**Text Books/School Materials**

Students will be issued books and materials necessary for classroom instruction. These books are the responsibility of the student to whom they were issued. Students should cover the issued textbooks and write their names in the designated areas. Damaged or lost books including books from the school library must be replaced by students and families. Unpaid textbook replacement fees may result in a student’s loss of privileges to participate in extracurricular activities and school-sponsored events. The school may also hold a student’s records until fees have been cleared.

**LGBTQ & Social Studies Curriculum**

The California Board of Education unanimously approved a history and social studies curriculum that includes prominent LGBT figures and milestones—from the Stonewall riots of 1969 to the legalization of same-sex marriage in 2015—for public school students. Education Code Section 60040 directs governing boards to only adopt instructional materials that “accurately portray the cultural and racial diversity of our society.” That section already included a number of groups, and was amended by Senate Bill 48, “The LGBT History Bill” (which does apply to charter schools), to include all of those in Section 51204.5: “a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups, to the economic, political and social development of California and the United States of America, with particular emphasis on portraying the role of these groups in contemporary society.”

As a reminder Senate Bill 48 prohibits charter and alternative schools from engaging in discrimination per Section 235 of the Education Code.

**Technology**

All students with access to the CNCA Internet Network must adhere to school rules for Internet use. All students using the CNCA Network or CNCA electronic and computing devices will be required to complete a technology agreement to be signed by the student’s parent/guardian. CNCA Network access is a privilege. Any behavior that is not acceptable may result in the loss of this privilege through the end of the school year. In using the CNCA’s Network, students will:

- Be respectful of the rights, the ideas, the information, and the privacy of others
Neither send nor receive information that is not related to schoolwork, or that can be hurtful or harmful to others

Report to teachers any websites or persons that demonstrate inappropriate use of on-line services

CNCA schools are compliant with the Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l). A copy of our Internet Safety Policy is available upon request. We certify that technology protection measures have been in place since date of certification. The authority responsible for administration of the school has provided public notice and has held a public hearing that addressed a proposed Technology Protection Measure and Internet Safety Policy.

School Electronics and Email Use
During school’s enrollment Student/Parents must sign and abide by the Technology User Agreement found on the Camino Nuevo Charter Academy website. Camino Nuevo purchases computers and electronic resources for all students who attend the school. These electronics are an expensive resource, any student found maliciously damaging (tagging, scratching, pulling off keys, stealing or breaking) any of our equipment will be subject to disciplinary action including but not limited to suspension, expulsion and payment for said resource.

Unacceptable uses of school electronic resources include, but are not limited to, the following:

- Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
- Illegal Activities – Users may not use the school’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. Camino Nuevo Charter Academy and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
- Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc).

Non-School-Related Use – Camino Nuevo Charter Academy’s computers, electronic devices, networks and internet services are provided for purposes related to educational programs. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user’s responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.

Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or Camino Nuevo Charter Academy’s Technology Department.
Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from Camino Nuevo Charter Academy’s Technology Department.

Personal Electronics and Non-School Related Property
Personal electronic devices including but not limited to: cell phones, MP3 players, tablets, portable video game systems, and headphones may not be used during schools hours without permission. If electronic devices are misused, the device(s) may be confiscated and locked up until the end of the day under teacher discretion. Property not related to the school’s programs (e.g. iPods, CDs, card collections, portable sound systems, etc.) may not be brought to school. If you are not sure, please ask. Such items as referenced here but not limited to those listed may be confiscated. The school does not assume any responsibility for lost or stolen items.

Emergency Preparedness Drills
The school has developed a school emergency plan which is designated to ensure the safety of your student(s) and all of the staff. The school implements regular emergency drills to ensure that all members of the school community know the plan. Teachers will review emergency preparedness procedures with the students during the first month of school.

In case of an emergency during the school day, your student will only be released into the custody of those people who you have previously identified on the emergency card. Proof of identity may be required. Those NOT identified on the emergency card can only pick up a student if the parent or guardian has sent a hand written and signed note or verification via phone call to the school notifying the school of this person’s identity and proof of identification is provided.

No Pets on Campus
For health and safety reasons, pets aside from service animals are not allowed on campus (unless prior arrangements have been made with the classroom teacher or administration and permission has been granted). Classroom pets are allowed under the direct supervision of the classroom teacher.

Lost and Found
Anything left or found unattended will be considered a lost item. Any items found on campus will be taken to the Lost and Found. The Lost and Found will be cleaned out every two weeks. Items not claimed will be donated or discarded. All items brought to school should be clearly labeled with the student’s name.

Substitute Teachers
In the event that a teacher is absent, every effort will be made to secure a substitute teacher for the day. If a substitute teacher is not available, students will be assigned to other classrooms for the day.
Birthdays
If you would like to celebrate a student’s birthday during school, please contact the school’s main office in advance to make arrangements. If you are planning to have a birthday party at home, please make arrangements outside of school. Any food items must adhere to the CNCA Wellness Policy guidelines. Copies of the District Wellness Policy are available at the school’s main office.

Student Success Team (SST)
The Student Success Team (SST) will develop an intervention plan for referred students with specific identified needs related to academics behavior. A team of individuals, that at a minimum includes the parent/guardian, teacher, and an administrator (but may also include the student, Student and Family Services Coordinator, Dean of Culture, interventionist, outside support agency representative, or school psychologist if appropriate), meets within three weeks of the referral submission date to discuss the student’s background, strengths, and areas of need. In consideration of the success rate of previous interventions and the academic/behavioral need, the team implements 2-3 research-based, aligned interventions that are aimed towards attainment of the goal. Clear timelines and a delegation of responsibilities are also determined. The School Administrator monitors to ensure fidelity of implementation.

A follow-up SST meeting is held within six weeks. If gradual progress is made SST celebrates data-supported progress and commits to continued progress monitoring as needed. If there is limited progress or no progress made, SST re-convenes to analyze data and modify the SST plan accordingly. Within four weeks, a follow-up SST meeting is held. If gradual progress continues to be made, then SST celebrates data-supported progress and commits to continued progress monitoring as needed. If progress is not made, then an SST Administrator consults with Director of Special Education to consider a referral for a formal special education evaluation.

Special Education and Section 504
Students with identified physical, emotional, learning, or developmental disabilities have the right to placement in the least restrictive environment and may receive special education services according to a written Individualized Education Program (IEP). All Camino Nuevo Charter schools implement a full inclusion special education model called Dynamic Blended Inclusion (DBI). With DBI, students are included with their general education peers to the full extent possible through structures like regular co-planning and co-teaching by general education and special education teachers. This model is a data-based, proactive approach to identifying and addressing the learning strengths and needs of all students through collaboration and differentiated instruction in as inclusive of a manner as possible.

If you have any concerns related to a student’s current or possible disability, please contact the main office and ask to meet with an administrator. If you have a complaint about special education, please see section “DISPUTE RESOLUTION/FILING A FORMAL COMPLAINT” in this handbook. All other questions regarding special education services may be directed to the Director of Special Education at the Home Support Office or to the site Principals.

Transgender Bathrooms
State laws required that all public schools, including charter public schools, allow students to use restrooms and locker rooms "consistent with their gender identity." The Department of Education emphasizes that requiring transgender students to use same-sex facilities violates Title IX, the 1972 law that prohibits discrimination based on sex. It is important to note that in the State of California, AB 1266: Pupil rights: sex-segregated school programs and activities, has prohibited discrimination in schools on the basis of transgender since 2013.
SCHOOL POLICIES

Recognition and Awards
Awards and individual recognition may be provided to students throughout the year for academic and nonacademic achievements.

Character Reports/Score Points
It is important that students, families, and schools have indicators of student progress and interactions on a regular basis. Teachers and staff at Camino Nuevo schools utilize Kickboard, Dean’s List, or other platforms to record positive and negative behavior interactions and expressions of school values such as responsibility. At the beginning of the year, please look for communication from your site regarding the frequency of this reporting and how you can access the information. Points gained or loss may be tied to school rewards such as free dress, special privileges, or reflections on behavior. We encourage praise and at-home consequences in response to student interactions at school. This data is used to tell us how students are doing individually, in groups, and school-wide. Encouraging and promoting positive behavior is vital for student success. You may ask the main office or the Dean of Culture if you are not receiving this information or if you have any questions or concerns.

Admissions Policy
Admission to Camino Nuevo Charter Academy (CNCA) is open to any resident of the state of California. CNCA will not charge students tuition and does not discriminate against any student on the basis of ethnicity, national origin, gender or disability. If the number of students applying for admission exceeds openings available, entrance will be determined by a public random drawing without consideration to a student’s special education eligibility or Individualized Education Program (IEP).

In order to participate in the lottery a family must fill out the enrollment interest form and receive a duplicate copy. It is the families’ responsibility to contact us if any information on their waitlist slip changes.

Lottery System
- The lottery will be held on a designated date each year for CNCA schools.
- The date will be advertised in advance at all CNCA schools and on the CNCA website.
- Only open seats will be filled.
- Names of students on our waiting list will be entered into the lottery.
- All students entered into the lottery will be assigned a lottery number.
- Families selected in the lottery will be notified by phone call and/or letter. Notified families must confirm intent to enroll by the campus deadline specified in the acceptance letter. Families that do not respond will be withdrawn from the list.

Homeless and Unaccompanied Minor Students Policy
The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a person between the ages of 6 to 18 who lacks a fixed, regular, and adequate nighttime residence and may:
- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live doubled-up with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be a migratory or abandoned, runaway, or pushed out youth that qualifies as homeless because he/she is living in circumstances described above.

Students are identified through self-identification and reporting via the enrollment form during the application process and school personnel recommendations.

A homeless student has the right to attend either the school that the student was last enrolled or the school of residence. The school will ensure that transportation is provided, at the request of the parent, guardian or homeless youth, to and from the school of origin, if the student is eligible. Eligible students and families will be provided with tokens or a pass from the local public transit agency.

The law requires the immediate enrollment of homeless students. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the school to request all necessary documents from the previous school, and refer parents/guardians to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring, preschool, before and after school services and any other services needed.

Unaccompanied youth have these same rights. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school’s decision.

**Discipline Policy**

At CNCA we believe that by demonstrating respect for each other, we can create a safe, caring, and cooperative environment that promotes learning and celebrates the uniqueness of all individuals. CNCA believes that all students have the right to learn. No student has the right to behave in ways that infringe upon the rights of others. We recognize the primary role of parents/guardians and families as the first and best teachers of their children. We also recognize the partnership that needs to exist between home and school. Our discipline policy is designed to encourage students to learn and demonstrate acceptable behaviors because student behavior is a key component of school culture and sets the foundation for academic achievement.

We expect all students to conduct themselves in a respectful manner toward teachers/staff, classmates, and the property of others. Students will be treated and spoken to respectfully and with care. With a focus on community building, it is our goal that every student possesses or gains a clear understanding of how their actions may affect others. While our larger goal is to discourage misbehavior pre-emptively, when it occurs, we use missteps as opportunities for learning and reflection. Schools have developed behavior expectations, procedures, and policies that are consistent with a positive and restorative discipline model in which we use both kindness and firmness to co-create relationships that include both care and accountability.

Systematic positive praise, reinforcement of desired behaviors, and community building structures are coupled with fair and equitable consequences for students who do not adhere to schoolwide expectations.
CNCA’s approach to discipline includes strategies such as teaching school rules, developing social-emotional skills, reinforcing appropriate school behavior, using effective classroom management, implementing positive behavior support strategies, and tracking discipline data to ensure that rules and consequences are being applied fairly to all students.

**Classroom Expectations**

CNCA teachers develop classroom management plans appropriate for the age and grade level that they teach in order to help students understand and integrate school and classroom rules and agreements into their daily activities. To set up a positive and well-structured classroom, there are three types of language related to behavior management that we ask all staff to utilize when responding to misbehavior: 1) Positive reinforcement, 2) Reminding students of expectations and community agreements, 3) Redirecting misbehavior. The classroom management system and behavior plan will be communicated to and discussed with the students and families in the first weeks of school. Please discuss behavior expectations with your student and feel free to contact their teacher at any time.

**Responses to Misbehavior and Student Discipline Policy**

CNCA’s ultimate priority is to maintain the physical and emotional safety of all members of the community. Teachers take a proactive approach: setting clear expectations, reinforcing positive behavior, redirecting misbehavior, and teaching conflict resolution skills. In response to misbehavior that infringes on the safety of our community, we aim to have a discipline system focused on being restorative rather than one with punitive consequences.

When behavior is disruptive, disrespectful and/or unsafe, students should expect a consequence or response from teachers/administration. School consequences for misbehavior may include but are not limited to: loss of privileges, a one-on-one student meeting, parent/guardian contact, behavior incident report, parent/guardian conference, in/out of school suspension, intervention service referrals, and/or a behavior SST. Schools may also hold restorative circles or conferences to resolve discipline concerns. These conferences may include administrators, teachers, students, parents/guardians, and others who have a vested interest in the school community. The aim of these conferences is to identify harms, needs, and obligations to repair harm done toward people, property, and the institution.

Serious misbehavior is met with consequences such as in-school or out-of-school suspension and/or expulsion. Parents/guardians shall notified prior to suspensions and are asked to come to school for an informal suspension conference, which may include the Principal, Assistant Principal, Dean of Culture, teacher and student. At the suspension conference, an individual behavior plan may be developed for the student.

At all times the law ultimately guides and helps to dictate what CNCA schools do to ensure a safe/orderly environment for all members of the CNCA community. Please note that in the case of any discrepancies between the CNCA Student & Family Handbook and the individual school charter, the charter petition language supersedes in determining school policy. An updated copy of each school site’s LAUSD authorized Charter Agreement can be accessed via the individual school webpage online or by requesting a copy from the main office. Please take time to discuss the discipline portion of CNCA’s Student & Family Handbook with your student the school administration with any questions or concerns you may have.

**Student Suspension and Expulsion**

CNCA has developed student suspension and expulsion procedures in accordance with all applicable laws protecting the constitutional and statutory rights of students generally (i.e. right to due process), and of students with exceptional needs and other protected classes of students. Practices and considerations for student suspension and expulsion can be found in the section below; ultimately, the school site Principal and/or
their designee (Dean of Culture, Assistant Principal, etc.) has discretion over student discipline procedures including student suspension and recommendations for expulsion.

Students who present a real or alleged threat to health and safety of others including but not limited to verbally or physically aggressive behavior may be immediately suspended and later recommended for expulsion by the Principal and/or their designee.

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

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the campus
- During or while going to or coming from a school-sponsored activity

The school administration may implement alternative consequences to suspension as appropriate. If a parent/guardian would like to appeal a student’s suspension, the suspension appeal form is available in the main office. A conference with the Principal will be held to determine whether or not the suspension will be upheld and kept on the student’s records.

**Mandatory Recommendation to Expel**
The principal will immediately suspend and recommend a student’s expulsion if he or she determines that the student committed any of the following acts (CA Education Code Section 48915):

- Possessing, selling, or furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance as listed in the Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code.
- Committing or attempting to commit a sexual assault or committing a sexual battery as defined in subdivision (n) of EC 48900 or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- Possession of an explosive.

All recommendations for expulsions must be reviewed by the CEO.

**Offenses Subject to Limited Principal Discretion to Recommend Expulsion**
The principal will recommend a student’s expulsion if he or she determines that the student committed one or more of the following acts unless the principal or CEO determines that the expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- Causing serious physical injury to another person, except in self-defense.
- Possession of a knife or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in the Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
- Robbery or extortion.
- Assault or battery upon any school employee as defined in Penal Code Sections 240 and 242.

All recommendations for expulsion must be reviewed by the CEO.

**Offenses Subject to Broad Principal Discretion to Suspend or Recommend Expulsion**
The principal has maximum discretion to recommend or not recommend suspension and expulsion when he or she determines that a student has committed any of the following offenses specified in the CA Ed Code Section 48900:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material represented as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, e-cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code
- Disrupted school activities (school-wide activities; issued only by an administrator).
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit sexual harassment
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing.
- Engaged in the act of bullying, including, but not limited to, bullying committed by means of electronic act; engaged in an act of “cyber sexual bullying”
- Creating a false profile for the purposes of having one or more of the effects listed above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- Aided or abetted the infliction or attempted infliction of physical injury to another person.
- Committed sexual harassment (applicable to grades 4 through 12 only)
- Caused, attempted to cause, threatened to cause, or participated in the act of hate violence (applicable to grades 4 through 12 only).
• Intentionally engaged in harassment, threats, or intimidation directed against school district personnel or pupils (applicable to grades 4 through 12 only).
• Made terrorist threats against school officials, school property, or both.

**Discipline and Counseling Procedures for Governing Use, Possession, Being Under the Influence of a Controlled Substance**

**Controlled Substance Policy**

Unlawfully possessing, using, selling, being under the influence of or otherwise furnishing to others a controlled substance or alcoholic beverage, or intoxicant of any kind, at any school activity or on any school district or adjacent property, is considered to be a threat to the educational process. The school reserves the right to ask students to submit to a search if there is suspicion of intoxication, or controlled substance/paraphernalia possession, distribute or sale.

**First Offense:**

If the principal or designee determines, in the presence of evidence, that the student unlawfully possessed, used, sold, was under the influence of, or otherwise furnished to others a controlled substance, or alcoholic beverage, or intoxicant of any kind, the following steps may be taken:

1. The student may be suspended for a maximum of five days.
2. The Los Angeles Police Department may be notified.
3. The student may be placed on probation for a period of 10 weeks. The terms of probation include loss of privileges from participating in the following: all sports, dramatic, choral or musical performances, dances, cheer-leading, graduation and awards ceremonies.
4. The student may be referred to complete substance abuse counseling in a program offered by Camino Nuevo or in an approved program with an outside agency or therapist.
5. The student may be required to complete community service hours that will be verified by the school or an approved agency or organization.

If the student does not complete and provide documentation for 3-5 above, he/she will remain on probation with loss of privileges until all are completed. If the student fails to complete all of the above by the last day of the semester in which the 10-week probation was scheduled to end, the student may be recommended for expulsion or an opportunity transfer upon review of rehabilitation efforts. At the end of that semester, the student will be allowed to return to Camino Nuevo provided they have completed the provisions listed in 3-5 above.

**Second Offense:**

If the principal or designee determines for a second time within high school (Grades 9-12), that the student unlawfully possessed, used, was under the influence of or otherwise furnished to others a controlled substance, or alcoholic beverage, or intoxicant of any kind, the following steps may be taken:

1. The student may be suspended for a maximum of five days.
2. The principal may recommend that the student be expelled unless it is determined that expulsion is inappropriate under the particular circumstances of the case. During the period when the student is awaiting the expulsion hearing, classwork, homework and applicable assignments will be provided to the student to complete during their suspension from school.
3. The Los Angeles Police Department may be notified.

**Discipline Procedures for Providers of Controlled Substances or Alcoholic Beverage, or Intoxicant of Any Kind to Others**
In cases where the principal or CEO determines that the student sold or provided a controlled substance or alcoholic beverage, or intoxicant of any kind, to others, the following steps may be taken:

1. The student may be suspended for a maximum of five days.
2. The Los Angeles Police Department may be notified.
3. The principal shall inform the CEO or designee of the incident and actions taken.
4. The principal or designee may recommend that the student be expelled from school, unless the principal finds, and so reports to the CEO or designee in writing, that expulsion is inappropriate under the particular circumstances of the case.
5. Each principal will ensure that all CNCA high school students are explicitly informed of the provisions of the policy of controlled substances through assemblies, presentations and/or direct instruction in the appropriate classes.

Legal Reference:
EDUCATION CODE- 44049 Known or suspected alcohol or controlled substance abuse by student 51262 Use of anabolic steroids; legislative finding and declaration CALIFORNIA CONSTITUTION Article 9, Section 5 Common school system

ACADEMIC POLICIES
Report Cards and Grades
The Camino Nuevo Charter Academy academic year is divided into two 20-week semesters. Families will get a report card at the end of each semester and progress reports at the end of the first and third quarters of the year. Report cards may be mailed home or given directly to students or families/guardians during family conferences. If you need a copy of your student’s progress report or report card, please visit the main office.

Incomplete and Fail Policy
- Grades of Incomplete will not be issued automatically. “Incomplete” (I) grades are issued under extreme circumstances that must have prior approval from the school site Assistant Principal, Counselor and respective course teacher.
- A student who receives an Incomplete must demonstrate grade-level proficiency within 30 days of receiving the Incomplete. If the student does not complete coursework and does not successfully pass the class within 30 days of receiving the initial Incomplete, the grade will become an F.
- A student who demonstrates grade-level proficiency for an Incomplete may receive a passing grade of a B or a C. A student may not receive a passing grade of an A for an Incomplete.

Intervention and Credit Recovery
- Students with fails in A-G classes must retake those courses to meet minimum graduation requirements. Fails will stay on students’ historical transcripts and be included in their GPA, along with the grade for the repeated credit. Students with a history of incompletes or fails will be carefully placed in classes that meet their current and historical credit needs.
- Students with current I’s and F’s are required to attend service learning, academic and college trips and may not stay back to get caught up on work.

Student Athlete Academic Policy
• Athletes must have a current term GPA of 2.5 and all grades of “C” or better. Students with a GPA lower than a 2.5 or an “F” in any course are not allowed to participate in practices or games until they meet GPA and grade requirements.

Senior Activity Academic Policy
• Seniors who are not passing their current senior classes may not be eligible to participate in senior activities (i.e. fieldtrips, fun days, etc.).

Retention Policy
• Students with 2 or more I’s or F’s in their A-G courses at the end of the spring semester of summer school might repeat the grade.
• Students with 20 or more absences or excessive tardies may be retained.
• Other decisions about retention will be based on an individual basis, based on each student’s credit readiness for the following year.

Retention/Promotion Appeal Policy
The parent/guardian may disagree with the retention or promotion determination. If the parent/guardian disagrees, they are entitled to an appeal meeting. Upon request for information, the principal/designee shall explain the appeal process and provide the parent(s)/guardian(s) with a form to request a site-level appeal.

Letter Grades
Camino Nuevo uses a grading system called “standards based grading,” where grades are given based on students’ proficiency on core standards for each class. This grading system uses a 4-point scale.

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<thead>
<tr>
<th>4-Point Scale</th>
<th>Proficiency Level</th>
<th>Approximate Letter Grade Equivalency</th>
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<tbody>
<tr>
<td>4</td>
<td>Advanced</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>Proficient</td>
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</tr>
<tr>
<td>2</td>
<td>Basic</td>
<td>C</td>
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<tr>
<td>1</td>
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Scores & Letter Grades

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<th>SCORE</th>
<th>iConnect Letter Grade</th>
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<tr>
<td>Proficient</td>
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<td>B</td>
</tr>
<tr>
<td>Basic</td>
<td>400-499 = C</td>
<td>C</td>
</tr>
<tr>
<td>Below Basic</td>
<td>Under 400 = F</td>
<td>F</td>
</tr>
</tbody>
</table>

Academic Integrity Policy
As a community of scholars and in support of lifelong learning, it is the expectation of Camino Nuevo Charter Academy that all students produce and furnish their own academic work. “Work” is defined as any assignment, task, homework, quiz, test, standardized assessment, or project submitted via hard copy, electronically, or
otherwise. Alleged academic dishonesty of any kind will be reviewed and consequences will be developed by the teacher(s) of the course and/or an administrator at the school site.

In order to avoid academic misconduct or dishonesty, students should refrain from the following actions and behaviors: copying the work of another student, allowing others to copy from their work, plagiarizing (using the work of another without providing a reference or crediting work to the originating party), joking about cheating, falsifying/forging information, and/or misrepresenting the parties who performed academic work.

In cases where a student has been found responsible for academic misconduct, consequences may include (but are not limited to): a failing grade on the assignment, a proctored opportunity to re-do the academic work, a failing grade in the course, educational projects, or other corrective or restorative consequences as determined by the teacher and administration.

Curricular Requirements
CNCA aims to educate all students, so they are prepared to attend a four-year college or university after high school. Upon graduation all Camino Nuevo students will have met acceptance requirements for both the 10 University of California system campuses (schools such as UCLA, UC San Diego, UC Irvine, etc.) and the 23 California State University system campuses (schools such as Cal State Long Beach, Cal State LA, CSU San Luis Obispo etc.). Per CNCA’s mission and vision, all high school students will demonstrate college readiness by applying to a college or university during their senior year, even if they do not plan to attend college after graduation.

Additionally, students are expected to fulfill campus requirements, which include, but are not limited to four years of iConnect (our student advising program) as well as exercises and extracurricular activities such as internships, service learning, and a senior project. In the graduation plan noted below, some students may take classes at a different grade level than the one identified on the table. Camino Nuevo is aware that no two students are the same and actual requirements will depend on each student’s needs.

Culmination Policy/Senior Contract
Families and senior students will be expected to sign a contract indicating that they understand that in order to graduate, senior students must:

- Meet all A-G requirements with grades of C or better.
- Have a Kickboard Score of 600 or better (or behavior equivalent) as of the Monday before graduation.
- No incidents involving drugs, alcohol, theft, fighting, vandalism or harassment as a senior.
- Each high school will outline specific culmination requirements in the senior contract. This contract will be available to all senior at the beginning of the school year and/or when a senior enrolls at either high school. A copy of the contract is available in the main office.

A diploma will be issued for any student meeting the first requirement. All requirements are necessary for a student to participate in the graduation ceremony or to attend Grad Night or any other senior event; participation in all culmination activities is at the discretion of the site Principal.

MIRAMAR CAMPUS

<table>
<thead>
<tr>
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<th>S1</th>
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**DALZELL LANCE CAMPUS**

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<td>• Sociology</td>
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**Harassment, Discrimination and Bullying Policy**

CNCA is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. CNCA believes that all students and employees have a right to a safe, equitable and harassment-free school environment. As a school, we have an obligation to promote mutual respect, tolerance and acceptance. CNCA prohibits any acts of discrimination, harassment, and bullying on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology and through other electronic means, consistent with this policy. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.
What is “bullying”?
“Bullying” is defined as any severe or pervasive physical or verbal act or conduct including communications made in writing or by means of an electronic act, and including one or more acts committed by a student group or group of students that constitute sexual harassment, hate violence or creates an intimidating or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following (CA Education Code Section 48900):

- Placing a reasonable pupil or pupils in fear or harm to that pupil’s or those pupils’ person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by CNCA.

Cyberbullying
Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation.

Reporting an Act of Bullying
CNCA expects all students and/or staff to immediately report incidents of bullying to the Principal. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. To ensure bullying does not occur on school campuses, CNCA will provide staff training in bullying prevention and cultivate acceptance and understanding in all students and staff in order to build each school’s capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Student Bullying Code of Conduct
The Student Bullying Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the student or the parent/guardian of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian of the student should contact the Principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Intervention and Investigation
The procedures for intervening in bullying behavior include, but are not limited to the following:

- All staff, students and their families/guardians will receive a summary of this policy prohibiting bullying.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
• Staff members are expected to immediately intervene when they see a bullying incident occur.
• People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.
• After an investigation, the school will implement consequences based on CNCA’s discipline policy.

Standards-Based Promotion Policy
CNCA has developed a standards-based promotion policy in accordance with Assembly Bill 1626 (AB 1626), Ed. Code 48070.5(1)(d). Students in grades K-12 are required to meet minimum identified criteria in order to be promoted to the next grade. This policy mandates retention for students not meeting identified criteria unless the regular classroom teacher recommends promotion on the Justification for Promotion form or the summer school teacher recommends promotion at the end of summer school/intersession. Also included are the criteria for retention and mandatory summer school/intersession/intervention program.

Multiple measures must be used to determine promotion in all grades. These multiple measures include teacher progress report, grades, performance assignment scores, attendance, and teacher judgment.

In addition, this policy provides for early and systematic parent/guardian notification when students are at risk of not meeting promotion standards. The policy states that an appeal process must be implemented when parents/guardians disagree with the promotion determination of a student. A complete copy of the policy is available upon request.

Homework Policy
CNCA believes that the purpose of homework is to help students deepen their understanding of concepts learned in school and/or sharpen skills which require repeated practice in order to master. Teachers have different systems for tracking homework, so families/guardians should feel free to contact the teacher for additional information. Teachers may provide a copy of their classroom homework policy for your information. Expect homework to be assigned on a daily basis. However, it is important to note that homework will not always be graded by the child’s teacher. Grading homework for accuracy is not aligned with two of the main purposes of homework: to provide repeated practice and to instill college preparatory study habits. Please ask your student’s teacher(s) for more information about his/her homework grading policy.

Concerns
• If a family/guardian notices that a student’s homework is consistently too difficult, please let the teacher know. Homework should be challenging, but not impossible to complete.
• If the family/guardian is unable to assist the student with homework, he/she should seek out alternative support for the student through after school or tutorial programs.
• If there is a problem with having the appropriate supplies at home, the parent/guardian should contact the student’s teacher. All homework should be complete, neat and on time.

School Uniform Policy
Why does Camino Nuevo Charter Academy have uniforms?

The mission of Camino Nuevo Charter Academy is to educate students in a college-preparatory program to be literate, critical thinkers, and independent problem solvers who are agents of social justice with sensitivity toward the world around them. Part of this education is helping all CNCA students to make a good impression. Our top reasons for asking our students to wear uniforms are:

• There are many other schools in the area where our schools are located. For safety reasons, we want to be able to identify our students at a glance.
The clothing we wear indicates our purpose. When we go to the beach, we wear swimming suits. When we go to a wedding, we put on our best clothes. At CNCA, we dress for learning.

School uniforms put the focus on learning, not fashion. Uniforms can also reduce bullying and teasing. Please support our mission by taking our uniform seriously and wearing it with pride.

Uniform items should be no larger/smaller than one size of the student’s clothing size.

The CNCA high school uniform is:
- Light heather grey CNCA polo shirt
- Black bottoms – pants, shorts, skirts, skorts, or jumpers (bottoms must be of appropriate length, no more than 3 inches above the knee)
- No baseball caps, or hats of any kind. Beanies may be permitted during inclement weather only.
- Only closed-toe footwear with flat rubber soles.
- Any attire that may be a distraction may be confiscated. Distracting attire may include but is not limited to accessories such as belts not in the belt loops, extra clothing pieces, and excessive or large pieces of jewelry. School site personnel retain the discretion to decide what is considered distracting attire.
- If your student participates in physical education, he/she should wear the CNCA physical education uniform, or a plain white t-shirt and dark heather grey athletic pants or shorts without pockets.

Out of uniform consequences may include:
1st offense – Verbal warning
2nd offense – Parent/Guardian phone call
3rd offense – Parent/Guardian meeting

Uniform Quick Reference Guide

A student may also be loaned a school-issued uniform if they arrive to school out of uniform. All school issued uniform attire must be washed and returned to the school site. Upon the return of school-issued uniforms, students will be given their “free dress” items back.

Free and Professional Dress Days
As a reward for positive behavior and attendance, schools may identify “free dress days.” Prior to free dress days, students and families will be notified of their eligibility to participate. If student(s) come to school in free dress when they are not supposed to they will need to 1) call home to have someone bring a uniform to school 2) change into a school issued uniform. In order to maintain a safe learning environment, the following attire is not acceptable on free dress days.

We encourage students to express their individuality and personal style while following all CNCA dress code policies on free and professional dress days.

Prohibited Free Dress Attire
- Clothing that displays inappropriate language, images, humor, or other graphics
- Clothing items that are too tight or loose (beyond one size above the student’s clothing size)
- Tights/leggings may not be worn as pants
- Any attire that may be affiliated with a gang, clique, or street crew
- Shoulders must be covered with sleeves, tank tops are not permitted

Hats and caps are prohibited unless otherwise specified e.g “hat day”. If a student is required to wear a hat or cap, a physician’s note must be submitted to the main office.
Frequently Asked Questions

What outerwear is acceptable?
The CNCA uniform only includes the shirt and the bottoms. CNCA does not require official outerwear. Any sweater/jacket/coat without writing or a logo is acceptable.

There is a CNCA logo pullover hoodie and zip hoodie available, but students are not required to wear it.

Does the polo shirt have to bear the CNCA logo?
No. Polo shirts without the CNCA logo are acceptable, as long as they are the right color. Each school site has uniform samples in the main office to compare the color.

Where can I buy the CNCA uniform?
CNCA has three official vendors for uniforms. Please note, each vendor sets their own price for each item and has their own return and exchange policy and vendors may still carry the old CNCA uniform (yellow polo shirts and dark green bottoms) as well as uniforms for other nearby schools. Make sure to use only the current CNCA uniform outlined in this document. CNCA cannot guarantee uniforms.

<table>
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<tr>
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<th>Black Bottoms</th>
<th>P.E. Pants or Shorts</th>
<th>P.E. Shirt</th>
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Uniform Vendors

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<tr>
<td>El Caminito</td>
<td>1725 West 7th St., Los Angeles, CA 90017 Tel: (213) 448-0994</td>
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<tr>
<td>Broadway Army Store</td>
<td>217 W 4th St., Los Angeles, CA 90013 Tel: (213) 617-8495</td>
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<tr>
<td>La Cigüeña</td>
<td>2042 W. Venice Blvd. Los Angeles, CA 90018 Tel: (213) 272 – 2469</td>
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What is the return or exchange policy?
Each CNCA vendor creates their own policy on returns and exchanges. Please confirm what the policy is with the vendor before you purchase items. Items cannot be exchanged between vendors. CNCA does not interfere with uniform vendor policies.

What if I cannot afford a CNCA uniform?
If you cannot afford a CNCA uniform for your student, please talk to the school site’s office manager. Some CNCA sites offer uniform vouchers, or have donated uniforms to offer.
Are there any exceptions?

- School spirit themed days, some holidays, or other specific school days announced by the campus in advance.
- Classes or individual students, groups, or clubs may be allowed Free Dress Day as a reward.
- High school graduation ceremonies.
- School-sponsored events where professional dress is required.

Professional Dress Examples:
Suit with pants or suit with long skirt
Dress Shirt or Blouse
Matching Tie (Optional)

Schoolwide Student Support Plan

Why? The goal of the student support plan is to establish a positive culture and individualized behavioral supports needed for all students to achieve both social and academic success.

Camino Nuevo High School Code of Conduct
Please adhere to the Code of Conduct at all times:

- I will treat everyone with courtesy and respect.
- I will treat personnel and school property with respect.
- I will help create and maintain a positive and safe environment.
- I will come to school prepared for learning.
- I will act responsibly and accept consequences for my actions.
- I will help everyone in this school feel capable, connected, and valued.
- I will connect and contribute to the community and world around me.
- I will honor the character pillars and strive to make my community a safe, healthy learning environment for all.

*California Education Code will be enforced. Consequences for negative behavior choices may include:
Verbal warning  Behavior Contract  Suspension
Teacher-student conference  Community Service  Expulsion
Reflection Time  Home visit  Loss of minimum days
Parent/Guardian phone  Classroom suspension  Redemption contract
call/Meeting  In-school suspension  Parent/Guardian shadow

Public displays of affection will be addressed by the school site administrators and staff.

Reflection or Service Hours
- An administrator or teacher may assign lunchtime/after school reflection or service hours to students who do not meet schoolwide expectations.
• Afterschool reflection and service assignments vary between 30 minutes and one hour depending on the discipline concern. Families will be notified at least 24 hours before a student is assigned after school reflection time.

Loss of Special Event Day Privileges
Kickboard, Dean’s List, or other platforms are tools that we use to document and communicate student interactions on campus; students have opportunities to gain and lose points throughout the day based on demonstration of our core values or lack thereof. School administrators may use student scores to determine special event day privileges. Please be sure to check your student’s score report regularly. Failure to meet and demonstrate school-wide expectations may result in the revocation of privileges.

The Camino Nuevo Way: Continuum of Care
At Camino Nuevo Charter Academy, we focus on addressing students’ comprehensive needs ensuring that each student is healthy, supported, engaged and challenged--setting the stage for comprehensive and long-term student success. The Continuum of Care (COC) supports early childhood education, high quality K-12 college pathways, college completion support, and authentic parent/family engagement.

We cultivate student success through the following strategies: Families as Partners in Education (see description below), Experiential Learning (EXL) and Integrated Support Services (ISS). CNCA focuses its experiential learning opportunities in five areas: civic engagement, arts & culture, exposure to the world, college readiness, and health & wellness. Each of the five EXL strands are addressed in concert to develop students’ social-emotional and cultural capital; build critical thinking skills; and empower students to succeed in college and career as outlined in the paragraph below.

In an effort to support the shared aspirations of the community and desire for each student to thrive and succeed in life, Camino Nuevo provides students with supports that ensure basic health, human and social needs are met. Comprehensive services include: case management, mental health counseling, parent leadership development, health education and social services referral.

At Camino Nuevo, we value the strengths and gifts that diverse families contribute and believe that learning must be relevant and contextual. Families as Partners engages the whole family in the learning process as integral partners to support the students’ social, emotional, and intellectual development.

Family Involvement: Families as Partners Program
Our goal is to create the strongest possible partnership between home and school in order to increase student achievement and success. At Camino Nuevo, parents/guardians are our most important partners in the road to student success. We strongly believe that students will find greater levels of academic success when their home and school share similar values about learning, develop a positive relationship and work together to build a strong partnership.

To ensure the development of authentic and productive relationships with parents/guardians, Camino Nuevo offers a variety of opportunities for families to be involved in the academic life of students both in the classroom and at the school level. We further demonstrate our commitment to forging genuine partnerships with all families by offering high-quality family services, including a comprehensive family workshop program and health case management for families in need.

Student and Family Services
Each CNCA school offers coordinated support services for students and families as well as meaningful ways for parents/guardians to get involved in the school community. Workshops and training sessions are offered to
build on the capacity of our families. Parents/Guardians are involved in leadership positions through their active participation in the Site Based Council, ELAC/DELAC, Wellness Committee and/or the School Culture Planning Committee receive targeted trainings to empower and motivate them to seek personal and professional growth opportunities for themselves while advocating for a quality education and life for their students.

**Integrated Support Services: Suicide Prevention Policy**  
(BP 5141.52 adopted by the CNCA Governing Board on June 13, 2017)

Protecting the health and well-being of all our students is of utmost importance to CNCA. Suicide is the second leading cause of death among 10-24 year-olds (behind accidents) in the United States (CDC 2016). This alarming statistic leads us to create and implement a policy to help staff feel more confident in intervening with a student they believe to be at risk. Studies have also shown that LGBT youth are up to four times more likely to attempt suicide than their non-LGBTQ peers.

*Assembly Bill 2246 requires the governing board or body of a local educational agency, as defined, that serves pupils in grades 7 to 12, inclusive, to, before the beginning of the 2017–18 school year, adopt a policy on pupil suicide prevention, as specified, that specifically addresses the needs of high-risk groups.*

In response to these needs, the CNCA 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 and/or during i-connect, community circles, council sessions, etc.

2. Each 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:

   - **TeenLine:** Teens helping teens 6 PM to 10 PM; Didi Hirsch Community Mental Health Center covers during all other hours.  
     (310) 855-4673 or Text TEEN to 839863  
     [www.teenlineonline.org](http://www.teenlineonline.org)
   - **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)

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.

For a more detailed review of this policy, please ask your Student & Family Services Coordinator for a copy of the full suicide prevention policy. A copy is also available on our website [www.caminonuevo.org > Community > Board Policies](http://www.caminonuevo.org).
Covered California
AB2706 requires schools to inform families about health care coverage options and enrollment assistance. By law, most people are now required to have health insurance or pay a penalty when they file their taxes. Through Covered California, a program from the state of California, qualified legal residents of California and their families can compare health insurance plans and enroll in the one that works best for their needs and budget. Financial assistance is available to qualifying individuals and families to help them pay for health insurance premiums. This means the federal government may pay a portion of the health insurance premium. Individuals and families may also qualify for Medi-Cal benefits. Families can visit CoveredCA.com to learn more, compare health insurance plans, choose the one that best fits your needs and enroll online. For free, confidential, in-person help, in your area, visit www.CoveredCA.com/get-help/local or call (800) 300-1506.

The open-enrollment period to enroll in Covered California health insurance plans happens once a year. Once the open-enrollment period closes, you may enroll in a Covered California health plan only if you have a qualifying life event that makes you eligible to apply. Some examples of qualifying life events are: losing your health coverage, getting married, moving outside your plan’s coverage area, having a baby and turning 26. To see if you qualify, visit www.coveredca.com/individuals-and-families/getting-covered/special-enrollment. To enroll during this time, you must apply within 60 days of your qualifying life event. For more information and to find free, confidential, in-person help in your area, visit www.CoveredCA.com/get-help/local or call (800) 300-1506.

Undocumented and non-citizen or permanent-resident parents/guardians should not fear that applying on behalf of their children or dependents, who may be eligible for health coverage, will result in deportation or other immigration-related actions. For more clarification, read the Immigrations and Customs Enforcement memo on health enrollment and immigration at www.ice.gov/doclib/ero-outreach/pdf/ice-aca-memo.pdf in English and www.ice.gov/espanol/factsheets/aca-memoSP in Spanish; or your contact your Student and Family Services Coordinator and/or Parent Liaison. See Attachment D.

School, Family, and Student Pledge
The School, Family, and Student Pledge Review Form (Attachment B) is a set of shared commitments signed at the beginning of each school year by the student and the family. The goal of the Pledge is to create the strongest possible partnership between home, school, and student in order to increase academic achievement and success.

Pledge components include ensuring your student is supplied with materials; homework/projects are completed and on time; families are responsive to teacher contacts and school recommendations; books are read at home; tardies and absences are minimized; the school behavior/codes of conduct are understood; and parents/families participate in service hours, attend conferences, workshops and school activities.

As part of the School, Family, and Student Pledge, parents/guardians are encouraged to complete 15 hours of volunteer service per family, per site. Attendance at workshops and school activities will count towards hours of volunteer service, however donations are not equivalent to volunteer hours. Another way to meet the volunteer service hours pledge is to attend an educational community event (i.e. book fair, college fair), by completing city college classes, taking your student to the public library or by enrolling in other community-based education programs. A maximum of six hours of educational community events will count towards the 15 hour volunteer service pledge.

Five Ways You Can Make a Difference
As a parent/guardian you are your student’s first teacher. Even while your student is in school, you still teach important lessons every day. Research shows that when families and schools work together, students do better.
Here are some suggestions from the Parent Institute on ways you can make a difference in your student’s education. They don’t cost money. They don’t require training. All they need is you.

1. Read to your student every day. Long after students learn to read for themselves, they love this special time with you. Kids who are read to are the kids who want to read on their own.

2. Join your school’s parent/guardian organization. When families and schools work together schools improve.

3. Volunteer. The more help parents/guardians give teachers, the more time teachers can spend with students. Work full-time? There are still ways to help. Ask your student’s teacher what you can do.

4. Let your students know school is important. Ask about their homework. Attend school events. Talk about how you use what you learned in school in your daily life.

5. Recognize your student’s special gifts. Each student has special talents. Perhaps the most important thing you can do is help your student see how he or she is special. That boosts confidence and sets the stage for learning.

**Ways to Participate**

**Become a School Instructional Volunteer**

Throughout the school year opportunities will arise for you to volunteer in your student’s classroom, in the school, and for special events. CNCA strongly encourages your involvement as a volunteer in the life of our school and welcomes your participation as a volunteer. We ask that you follow certain policies and guidelines as a school volunteer as outlined in the following section “School Volunteer Policy.”

**Participate in School Governance or Special Committees**

Each school site has several leadership committees that families can join. Some of them are:

**English Learner Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC):** Each campus with 21 or more English learners’ students has this committee. The committee is responsible for advising the principal and staff on programs and services for English learners. In addition, ELAC assists the school in the development of the school's needs assessment, and brainstorm ways to make families/guardians aware of the importance of regular school attendance. Each ELAC has the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).

**Site Based Council (SBC)** serves as an advisory council to the school site principals. Election of parent representatives and other community members are held each school year by the third week in September. Nomination forms for parent/guardian and community members shall be distributed at each school site and sent home to families. New members and alternates shall be installed by the October meeting. The committee is responsible for reviewing policies and the LCAP goals (i.e. School Safety Plan, share resources available to support students & families, the Parent Involvement Policy, Spring and Winter Consolidated Applications, LCAP goals and the Retention and Culmination policy).

**School Wellness Committee (SWC) and District Wellness Committee** is essentially an advisory group concerned with the health and well-being of students and staff. This group typically has 6-12 members and could include school staff, students, family members, and/or community members. The School Level Wellness Committee establishes and implements goals, programs and activities to meet the health and wellness needs of the school community. Each SWC has the opportunity to elect at least one member to the District Wellness Committee. The District Level Wellness Committee focus on policy and the common mission of district policies and programs.
School Culture Planning Committee (SCPC): In the past, SCPC members have been involved in the planning, promotion and support of organization wide annual events such as the Ronus Cup. At the site level, this committee is responsible for fundraising activities and school events to promote a positive school culture.

Participate in Family Workshops
Various family workshops and school special events and activities will be held during the school year. Attendance to workshops and school activities will count towards your hours of volunteer service.

Afterschool Program
Camino Nuevo partners with Youth Policy Institute (YPI) and ARC to provide students with rich afterschool experiences and academic support.

Afterschool Program Operational Requirements
Afterschool Program grantees (CNCA) are required to operate programs a minimum of 15 hours per week and at least until 6 p.m., beginning immediately upon conclusion of the regular school day. Programs must plan to operate every regular school day during the regular school year.

Afterschool Program Attendance
It is a grant requirement that elementary school pupils participate in the full day of the program every day and that pupils in middle school attend a minimum of nine hours a week and three days a week to accomplish program goals. Priority for enrollment of pupils in middle school shall be given to pupils who attend daily.

According to the California Department of Education (CDE) Expanded Learning Division Section 8483(a)(1): Every afterschool component of a program established pursuant to this article shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day. Every after school component of the program shall establish a policy regarding reasonable early daily release of pupils from the program.

Education code allows the grantee to develop a policy for the reasonable late arrival and early daily release of pupils from before and afterschool core programs based on local needs. However, the use of the late arrival and early release policies should be the exception and not the rule.

Personal Growth Opportunities
Throughout the year the school may offer educational opportunities solely for the continuing education of parents/guardians and families. Such opportunities may include classes on parenting, health topics, open communication, job training, domestic violence, and ESL.

Families are encouraged to attend the following events:
- Summer Orientation
- College Counselor Meeting
- Small Group Teacher Workshop
- College Trip
- Workshops: Technology, Communication, Grading
- Family-Teacher Conference (i.e. IEP, SST, Other)
- “Cafecito” or Coffee with the Leadership Team
- Leadership Committees: Site Based Council, ELAC/DELAC, Wellness Committee and/or School Culture Planning Committee,
Fall Family Night
Spring Celebration
Teacher Appreciation Events
College Classes

School Volunteer Policy
In order to become an instructional volunteer, you must follow these procedures:

- Arrange with the classroom teacher the dates and times you will be in the classroom.
- Have a current volunteer application on file.
- Before entering the classroom, you must sign in with the office, display your identification tag at all times, and wait until the classroom teacher gives you instructions.
- Have a current TB test on file (no more than two years old). Volunteers must have written documentation of tuberculosis clearance on file at the school prior to beginning an assignment.
- Fingerprinting by the Department of Justice (DOJ) is required for mentors, one-on-one tutors and non-employee volunteer coaches.

Volunteer Guidelines
Classroom and student work is always confidential. Please do not discuss student concerns with anyone except the teacher or principal. Keep in mind the following expectations when volunteering at CNCA:

- Try not to compare students within the classroom.
- Since there are as many methods as there are teachers, please do not compare different methods of teaching. There is no defined best way to teach.
- Work positively for the good of the school.
- Constructive criticism should be directed only to the supervising teacher or school administrator.
- When you are volunteering in the classroom, please remember that you are doing so under the direction of the teacher.
- Ask questions! If something is unclear, please ask for clarification. If you have any questions about volunteer policies and procedures please contact the parent liaison.

Prohibition of Weapons Policy
The Federal Gun Free Safe Schools Act and California Law prohibits the possession of firearms on school campuses. Students, families, and teachers are forbidden to have weapons or look-alike weapons on campus. Possession of a firearm, whether loaded or unloaded, (including pellet-type guns) or other weapons such as pocket knives can carry severe disciplinary action up to permanent removal from CNCA. "Possession" includes, but it is not limited to storage in lockers, purses, backpack, and/or automobiles.

Smoke-Free Environment Policy
The sale or use of tobacco products in any form is prohibited in school buildings at all times all year. The sale or use of tobacco products in any form is prohibited on school grounds and within 50 feet from school grounds at any time.
HEALTH AND WELLNESS RELATED POLICIES

CNCA Wellness Policy
CNCA recognizes that good nutrition and optimal physical fitness correlate with learning readiness, academic achievement, decreased discipline problems and improved emotional wellbeing. CNCA has implemented a Wellness Policy to promote healthy habits for all of the CNCA community. Copies of the Wellness Policy are distributed annually and are available at any time in the school’s main office. The full wellness policy contains guidelines for what foods may be brought onto any CNCA campus according to the USDA’s Smart Snacks guidelines.

District Wellness Committee (DWC)
CNCA has a district wellness committee (hereto referred to as the DWC) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”). The DWC uses feedback and information from the School Wellness Committees for this process.

School Wellness Committee (SWC)
Each CNCA campus has a School Wellness Committee (SWC) that convenes to review school-level wellness issues. The SWC provides site-level feedback to the DWC. If you wish to participate in the School Wellness Committee, please contact the school main office.

When to Keep Your Student Home
If your student exhibits any of the following symptoms, please keep your student home.
- A fever of 101 or higher
- Vomiting
- Loose bowel movements
- Pain
- Difficulty breathing
- Runny nose with thick yellow or green discharge
- Open or draining sores
- Severe coughing
- Rash or hives
- Pink eye or conjunctivitis
- Lice, ringworm or other contagious conditions

The determination to send a student home will be made using the “keep home” criteria. Parents or legal guardians will be notified by telephone of the nature of the illness and will be asked to pick up their student.

If your student becomes seriously injured at school, you will be contacted and the school will administer emergency first aid and complete an accident report for you to share with your student’s physician. Other injuries will be communicated via an incident/accident report that will be sent home with the student at the end of the school day.

Hygiene
It is very important that your students come to school healthy and clean. This means that they brush their teeth every day and bathe on a regular basis. With older students body odor can become an issue with body and
hormone changes, please teach and remind secondary students of positive hygiene habits. Your students are very active, and we live in a warm environment, please do not hesitate to provide antiperspirant/deodorant for your student. When students come to school unclean, others notice. This can lead to teasing and avoidance by other students. Please do everything possible so that your student can have positive social relationships.

**Sleep**

It is very important for your student to get the appropriate amount of sleep. Students are growing and need to be well rested before they come to school. When a student is going through a growth spurt, they require more sleep than normal. Kindergarten through 12th grade students generally require anywhere from 8 to 12 hours of sleep nightly. Young adults require at least eight hours of sleep each night. Please help your student get the right amount of sleep so that they arrive to school each day ready to be their best selves!

**Illness**

If your student is ill, please call and inform the office on the day of the absence. For your own student’s safety and the protection of others please do not send him/her to school sick. If your student complains of feeling sick at school, depending on the severity, you may be contacted to pick your student from school. If at all possible try to get a copy of the homework your student missed during his/her absence.

**Immunizations**

California school law (AB 354) requires that all students be up to date on their immunizations in order to attend school. The following are the immunization requirements organized by age:

<table>
<thead>
<tr>
<th>Age 4-6 Years (These immunization requirements also apply to students entering transitional kindergarten)</th>
<th>Age 7-17 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT) — 5 doses (4 doses OK if one was given on or after 4th birthday)</td>
<td>Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, Tdap, or Td) — 4 doses (3 doses OK if last dose was given on or after 2nd birthday)</td>
</tr>
<tr>
<td>Polio (OPV or IPV) — 4 doses (3 doses OK if one was given on or after 4th birthday)</td>
<td>Polio (OPV or IPV) — 4 doses (3 doses OK if one was given on or after 2nd birthday)</td>
</tr>
<tr>
<td>Hepatitis B — 3 doses</td>
<td>Measles, Mumps, and Rubella (MMR) — 1 dose 2 doses required at 7th grade</td>
</tr>
<tr>
<td>Measles, Mumps, and Rubella (MMR) — 2 doses (Both given on or after 1st birthday)</td>
<td>Varicella (chickenpox) (Admission at ages 7-12 years need 1 dose; ages 13-17 years need 2 doses)</td>
</tr>
<tr>
<td>Varicella (Chickenpox) — 1 dose</td>
<td>Tetanus, Diphtheria, and Pertussis (Tdap) — 1 dose at 7th grade or out-of-state transfer admission at 8th–12th grades (1 dose on or after the 7th birthday)</td>
</tr>
</tbody>
</table>

All California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents/Guardians must show their student’s Immunization Record as proof of immunization.

If you do not have health insurance or a regular health care provider, visit [http://www.ph.lacounty.gov/ip/I2clinicsclinics.htm](http://www.ph.lacounty.gov/ip/I2clinicsclinics.htm) or dial the Los Angeles County Information Line at 2-1-1 for referrals to no-cost or low-cost vaccine providers.
Please note that this requirement applies to ALL California schools. Our school requires proof of vaccination on or before June 15th of every year.

Immunization Exemption Law (SB277)
Starting in 2016, exemptions for religious or other personal beliefs will no longer be an option for the vaccines that are currently required for entry into school or childcare in California. Parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine.
Students will no longer be required to have immunizations for entry if they attend a home-based private school or an independent study program and do not receive classroom-based instruction.

Students who have an individualized education program (IEP) should continue to receive all necessary services identified in their IEP regardless of their vaccination status. However, parents or guardians must continue to provide immunization records for these students to their schools, and schools must continue to maintain and report records of immunizations that have been received for these students.

A student who is homeless or in foster care, when transferring into a new school, may be admitted immediately if the student arrives without immunization records.

SB 277 provides for a limited grandfathering of students who submit a personal belief exemption affidavit to the school prior to January 1, 2016 to continue attending public or private school after July 1st, 2016 until they enroll in the next “grade span.” The three grade spans are defined as birth to preschool, kindergarten to sixth grade, and grades 7 through 12.

SB 277 still allows for a medical exemption and defines a medical exemption as follows: “If the parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the requirements of Chapter 1 (commencing with Section 120325, but excluding Section 120380) and Sections 120400, 120405, 120410, and 120415 to the extent indicated by the physician's statement.”

The language of Senate Bill 277 (Pan, 2015) is available at:
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB277

Sports Physical Examination
Each student in grades 9 through 12 planning to participate in school athletics must pass a comprehensive physical examination by a licensed health provider. Written proof of a physical examination provided by a physician or the health department must be presented to the school office and/or designated school administrator.

Health Screenings in Schools
Hearing screening is mandated in tenth/eleventh grade and upon first school entry (California Code of Regulations, Title 17, Section 2952 (c)(1)) . Hearing screening in California public schools must be conducted by a credentialed audiometrist.

Health Education
Schools must provide students in grades 9 through 12 with HIV/AIDS-prevention education at least once in high school. HIV/AIDS-prevention education, whether taught by school district personnel or outside consultants must meet the requirements of Section 51933 and must accurately reflect the latest information and
recommendations from the United States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences.

**California Comprehensive Sexual Health & HIV/AIDS Prevention Act**

New legislation has been enacted that will change Comprehensive Sexual Health Education and HIV/AIDS Prevention Education. The new laws go into effect January 1, 2016. The California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, California Education Code (EC) sections 51930-51939 has two primary purposes:

1) To provide a pupil with the knowledge and skills necessary to protect his or her sexual and reproductive health from unintended pregnancy and STDs;

2) To encourage a pupil to develop healthy attitudes concerning adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family.

These sections of the EC address both comprehensive sexual health education and HIV/AIDS prevention education. The law requires that HIV/AIDS prevention education is taught once in middle school and once in high school, and states that if comprehensive sexual health education is taught, the local educational agency (LEA) must abide by all tenets of EC 51933. The Local Education Agency may not pick and choose topics.

"Comprehensive sexual health education" means education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases (EC 51931).

"HIV/AIDS prevention education" means instruction on the nature of HIV/AIDS, methods of transmission, strategies to reduce the risk of human immunodeficiency virus (HIV) infection, and social and public health issues related to HIV/AIDS (EC 51931).

**Other Health Education Requirements:**

Erin’s Law: Sexual Abuse and Molestation Prevention

Erin’s Law is named after childhood sexual assault survivor, author, speaker and activist Erin Merryn, who is the founder and President of Erin’s Law, which is registered with the State of Illinois and the IRS as a 501 (c)(4) non-profit social welfare organization. After Erin introduced the legislation in her home state of Illinois, the bill was named “Erin’s Law” after her by legislators and it has caught on nationwide.

“Erin’s Law” requires that all public schools in each state implement a prevention-oriented child sexual abuse program which teaches:

Students in grades preK – 12th grade, age-appropriate techniques to recognize child sexual abuse and tell a trusted adult

School personnel all about child sexual abuse

Parents & guardians the warning signs of child sexual abuse, plus needed assistance, referral or resource information to support sexually abused children and their families

Please contact your campus for specific information about school assemblies.

**Health and Medical Conditions**

The school office and designated administrator must be notified if a student with a medical or health condition requires accommodations at school in order to participate in the educational program. The school administrator will arrange to meet with the parent/guardian and necessary school staff to develop an accommodation plan for the student’s medical condition. Students with diabetes, severe asthma and allergies should have an accommodation plan at the school.
Allergies
Please alert us to any allergies your student may have and provide medication (if necessary) to prevent a serious allergic reaction. This includes allergies to plants, animals, foods, medicines and other substances.

Communicable Diseases
Communicable disease inspections will be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met.

Other Illnesses
A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a physician’s written permission to attend school and must comply with any safety procedures required by the school administration. A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.
An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A parent/guardian’s written request for an excuse will be accepted for up to five days: thereafter, a written request is needed from the student’s health care provider. A current Emergency Information card must be on file at the school so that parents/guardians can be notified promptly in case of accident or illness involving their student.

Medications at School
Students may not carry or use medication on campus without written consent. A student who needs to take medication during school hours must have a statement to this effect on file at the school signed and prescribed by a California licensed medical doctor and also signed by the parent/legal guardian. Parents/guardians may obtain a “REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS” form in the main office.
Any students with the following health concerns must bring a doctor’s note: food allergies, asthma, diabetes and seizures. Self-administration of medications may be permissible by special arrangement with the school administrator. The required forms are available from the school office or administrator. School personnel do not administer, prescribe or give advice regarding any kind of medication. If a student is taking medication, it is in his/her best interest to arrange a schedule so that a parent or legal guardian can administer the medication.

Treatment of School-Related Injuries
It is the policy of the school to treat minor injuries (scrapes, paper cuts, bumps, etc.) with ice packs, cold compresses, or adhesive bandages as needed. Parents/guardians will be notified about minor injuries at the discretion of the administration. When confronted with more serious injuries/illnesses, school staff will contact parents/guardians, and, if required, transport the student to the nearest hospital emergency department or call 911. It is the responsibility of the parents/guardians to update school medical and emergency information. Please see the CNCA Emergency Card for more information about emergency, medical treatment for students.

Physical Fitness Test
State law required schools to administer the Physical Fitness Test (PFT) annually to all students in grade 9. The state-designated PFT is the FITNESSGRAM. It is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical health. Teachers are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. Students are tested between February and May. Parents/guardians should see that their students participate in a regular program of physical activity and nutrition. The complete test measures student performance in the following areas:
• Aerobic capacity
• Body composition
• Muscular strength, endurance and flexibility
• Chronic Conditions

For your student’s safety, the school must be aware of any special needs your student may have, such as asthma, allergies, or any other persistent medical conditions. You are required to notify the office and your student’s teacher.

Responding to Emergencies
In the event that there is an emergency, parents/guardians should remember that schools are among some of the safest buildings in the community. By law, California public schools are built to a higher standard, called the Field Act; therefore, schools will generally not sustain the same damage as residential or commercial buildings. Schools also have extensive Fire Life Safety Systems that include fire alarms and sprinkler systems designed to protect students and staff. In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area, usually the playground or parking lot.

During an emergency, parents/guardians who want to pick up their students may be asked to go to the Reunion Gate located on the school’s perimeter. Please remember that students will only be released to a person whose name is listed on the student’s Emergency Card, unless another person can be authorized by the custodial parent/guardian and verified by the school. Parents/Guardians must make sure that the Emergency Card is current and correct. Please notify your child’s school anytime the emergency contact information changes.

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when the campus must be protected, parents/guardians will not be able to pick up their students until the school campus is declared to be safe by the Police, Sheriff’s Department, or other official city or county agency. Parents/guardians need to understand that the students are being sheltered in a secure place for their safety and will be released only when it is safe to do so.

Integrated Pest Management (IPM) Policy
This policy outlines a widely accepted approach to pest management that results in effective suppression of pests while minimizing human health and environmental hazards.

CNCA shall provide written notification with specified information on pesticides to all school staff and parents/guardians if any are applied. A 24-hour advance notification will be sent to parents/guardians prior to any pest treatment.

Home/School Communication
It is important that the communication between your home and the school is a continuous process. To stay informed of all meetings and events, please check the monthly calendar on a regular basis. A monthly calendar and/or bulletin will be sent to you. CNCA regularly provides important notices, correspondence and fliers. If you are not receiving communication from the school please contact the main office.

You can contact a teacher by:
• Calling the school and leaving a message on the voicemail system and the teacher will return your call
• Making an appointment.
• Writing a note
• Attending “office hours.” When available, teachers will meet with families on a first-come, first-served basis.

If you need to speak to an administrator please call the school office. If someone is not available to speak to you immediately, please leave a message and someone will return your call. If you need to speak to someone about an issue that may take more than five minutes, please make an appointment with the appropriate person. This is the best way that you will get undivided attention.

If you need to communicate with your student during school call the office and leave a message for your student. That message will be given to your student. A student will only be called to the phone if it is an emergency. Please make all carpool or after school pick up arrangements with your student before the start of the school day.

**Family Teacher Conferences**

Formal and informal conferences are one way that you as the parent/guardian can stay informed of the progress of your student. You may set up an appointment to meet with a teacher whenever you feel it is necessary. Mandatory formal conferences will take place at least twice a year. These usually take place after the first quarter, the end of the first semester and the third quarter grading period. Family/Teacher conferences will be held on shortened days and minimum days. If you cannot attend your scheduled family conference, contact the teacher(s) and reschedule.

In order to get the most out of a formal conference, you should be on time and may want to:

• Have questions prepared
• Take a moment to write down questions and concerns that you wish to discuss at the conference.
• Take notes during the meeting
• Share any relevant information
• If there are some stressful factors in your student’s life, you may wish to mention them at the conference. It is helpful for a teacher to know what may be influencing a student’s attitude, behavior, or performance.
• Don’t compare one student with another and try to think of each one of your students as their own person.

**Dispute Resolution / Filing a Formal Complaint / UCP**

CNCA is committed to resolving concerns and complaints in a manner in which all parties feel respectfully heard and understood. If you have a concern regarding any aspect of the school’s program including the performance of an employee, please speak with or write to the program supervisor. If an issue is not resolved, CNCA offers the following procedures and a Formal Complaint Form for all members of our community to use when filing a formal complaint. In all cases, CNCA prohibits retaliation against complainants. CNCA will attempt to keep information about complainants confidential, except where it is necessary or appropriate to disclose it or investigate a situation that has occurred.

CNCA has the discretion to not investigate anonymous complaints. If you believe you have a complaint that relates to sexual harassment, discrimination, or an unlawful situation is not addressed in a manner that you are satisfied with, direct the concern in the same manner to the Principal or Assistant Principal. You may leave a written message in the main office or complete a Formal Complaint Form which is available in the main office.

**Procedures for Addressing Concerns**

If the complaint involves a person, please contact that staff member to set up a mutually agreeable time to discuss the complaint in a productive, solution-oriented manner. If it is a general concern, not involving a specific person, please address your concern to the school’s office manager.
If your concern is still unresolved, please contact the principal or administrative designee to set up a mutually agreed upon time. Complaints resolved at this level do not need to proceed further in the process.

If after speaking with the principal, your concern remains unresolved, please use the Formal Complain Form to detail your formal complaint in writing. For these written complaints, the principal or designee shall consider all the facts and arrive at a resolution of the complaint.

If the complainant is dissatisfied with the resolution arrived at by the principal or designee or if the complaint is with the principal, the complainant may direct their complaint in writing to the CEO. The CEO will determine if the matter can be handled at the CEO/Principal level – or – if the issue needs to be taken to the CNCA Board of Directors Grievance Committee.

In this case, the CEO will work with the Board Chair or a designated board committee to make determinations about how to resolve the matter. If needed, the CEO will meet with the complainant to discuss the facts and circumstances of which the complaint is based to help solve the problem. The determinations of the CNCA Board of Directors Grievance Committee are final.

The Uniform Complaint Procedure (UCP) is only used for complaints or allegations of noncompliance involving nondiscrimination protections. These include a complaint regarding the violation of specific federal and state programs that use categorical funds such as After School Education and Safety, Child Care and Development, Consolidated Categorical Aid, Foster Youth Services, Local Control Funding Formula and Local Control Accountability Plans, Migrant Education, Nutrition Services – USDA Civil Rights, School Facilities, Special Education, Tobacco-Use Prevention Education, and Unlawful Pupil Fees. UCP complaints are filed with the district superintendent or their designee. A Williams Complaint, another type of UCP complaint, regards instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or assignment and may be filed anonymously. Williams Complaints are filed with the principal, or their designee, of the school in which the complaint arises. Schools have complaint forms available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

Complaints must first be filed at the local level. Complainants who are not satisfied with a local UCP decision, may file an Appeal with the State Superintendent of Public Instruction (SSPI).

Uniform Complaint Procedures (UCP) – Please see Section “Board Policies” for Policy BP 1312.3

Mandated Reporting
In California, certain professionals are considered “child care custodians,” and they are required to report suspected child abuse and/or neglect. California Penal Code Section 11166 requires any student care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. Under this law, CNCA employees are mandated reporters who will follow appropriate steps to report any such possible neglect or abuse. Mandated reporters are required to follow the law, and the failure to do so can subject the reporter to liability. Suspected child abuse reports are confidential as to the identity of the employee making such a report. CNCA also has an obligation to cooperate and participate in any process that is triggered by the Department of Child and Family Services, law enforcement agency or peace officer to assure the safety of our children.
LEGAL DISCLAIMERS
The information contained in the CNCA Family Handbook is provided for informational purposes only. Information may be changed or updated without notice. This handbook is subject to all applicable laws and in all cases where there is a discrepancy between the handbook and the charter, the charter petition language supersedes the handbook.

CNCA expressly disclaims all liability with respect to actions taken based on any content in this handbook. CNCA assumes no responsibility for errors or omissions in this handbook or other documents that are referenced in this handbook. CNCA does not discriminate on the basis of race, color, national origin, gender, disability, religion, or sexual orientation.

CNCA BOARD POLICIES

Nondiscrimination in CNCA Programs and Activities (BP 0410)
Adopted by the CNCA Governing Board on June 13, 2017
CNCA is committed to equal opportunity for all individuals in education. CNCA programs and activities shall be free from discrimination based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other characteristics contained in the definition of hate crimes in Penal Code section 422.55 or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all CNCA activities.

Annually, the CEO or designee shall review its programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing CNCA programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier. The CEO or designee shall report his/her findings and recommendations to the Board after each review.

The CEO or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about CNCA’s policy on nondiscrimination and related complaint procedures. Such notifications shall be included in handbooks, job announcements, applications and other recruitment materials distributed to these groups.

CNCA’s nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school’s students speak a single primary language other than English, those materials shall be translated into that other language.

For a copy of the full policy please visit www.caminonuevo.org > Community > Board Policies or request a copy at the school’s main office.

Nondiscrimination-Harassment Policy (BP 5145.3)
Adopted by the CNCA Governing Board on June 13, 2017
The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in CNCA’s academic and other educational support programs, services, and activities. The Board prohibits, at any CNCA school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student’s actual or perceived race or ethnicity, color, ancestry, national origin,
nationality, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics The unlawful discrimination, harassment, intimidation, and bullying of any student applies to all acts related to school activity or school attendance within a school under the jurisdiction of the CEO of the Camino Nuevo Charter Academy. CNCA requires that school personnel take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation or bullying.

For a copy of the full policy please visit [www.caminonuevo.org](http://www.caminonuevo.org) > Community > Board Policies or request a copy at the school’s main office.

**Student Sexual Harassment (BP 5145.7)**

*Adopted by the CNCA Governing Board on June 13, 2017*

The CNCA Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

A student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action, including suspension and/or expulsion. The conduct must be based on sex and would be considered by a reasonable person of the same gender as the victim to be so severe or pervasive as to have a negative impact on the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. In imposing such discipline, the entire circumstances of the incident(s) shall be taken into account, including but are not limited to:

1. Age and maturity of the victim and the perpetrator. In evaluating the maturity of the victim and the perpetrator, their emotional, social and physical development shall be considered
2. Severity of the harassing conduct.
3. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.)
4. Prior complaints against the perpetrator.

The CEO or designee shall ensure that all CNCA students receive age-appropriate instruction and information on sexual harassment.

For a copy of the full policy please visit [www.caminonuevo.org](http://www.caminonuevo.org) > Community > Board Policies or request a copy at the school’s main office.

**Uniform Complaint Procedures (UCP) (BP 1312.3)**

*Adopted by the CNCA Governing Board on June 13, 2017*

This document contains guidelines and instructions about how to file, investigate and resolve a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by Camino Nuevo Charter Academy (CNCA) of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees and our Local Control and Accountability Plan (LCAP).
If staff is made aware of unlawful discrimination they are required to take immediate steps to intervene when safe to do so or when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

**What is a Uniform Complaint?**
This document presents information about how CNCA processes UCP complaints concerning particular programs or activities for which we receive state or federal funding. A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or noncompliance with the requirements of our Local Control and Accountability Plan (LCAP). A complainant is any individual, including a person’s duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees or noncompliance with the requirements of our LCAP. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

CNCA will investigate all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code §200 and 220 and Government Code §11135, including any actual or perceived characteristics set forth in Penal Code §422.55, to include actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by CNCA, which is directly funded by, or that receives benefits from any state financial assistance.

For a copy of the full policy please visit [www.caminonuevo.org](http://www.caminonuevo.org) > Community > Board Policies or request a copy at the school’s main office.

**Married / Parenting / Pregnant Students (BP 5146)**
*Adopted by the CNCA Governing Board on June 13, 2017*

Married, pregnant and parenting students shall have the same educational opportunities as all students.

For school-related purposes, married students under the age of 18 are emancipated minors and have all the rights and privileges of a student who is 18, even if the marriage has been dissolved.

The CNCA Board believes that pregnancy and parenting should not be a barrier to education or a reason for dropping out of school. Pregnancy and parenting increase the need to cope with adult responsibilities and to prepare for an economically self-sufficient future.

CNCA does not deny any student any educational program or activity solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom and treats these in the same manner and under the same policies as any other temporary disability.

The instructional program for pregnant students shall be determined on a case by case basis appropriate to the student’s individual needs. The student may continue attending school in the regular classroom setting, may attend a separate program established for pregnant students, or may pursue a home instruction, independent study or alternative education program. CNCA shall coordinate scheduling so that students may attend their regular classes for part of the day and specialized classes for the remainder. When selecting the program, the
student shall be encouraged to consult with her spouse or parent/guardian, her physician, and appropriate CNCA medical and educational advisors. Pregnant/parenting students who voluntarily participate in alternate programs will receive educational programs, activities and courses equal to the regular program.

For a copy of the full policy please visit www.caminonuevo.org > Community > Board Policies or request a copy at the school’s main office.

**Extracurricular and Co-curricular Activities (BP 6145)**
*Adopted by the CNCA Governing Board on June 13, 2017*

The CNCA Board recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. CNCA shall encourage and support student participation in extra/co-curricular activities without compromising the integrity and purpose of the educational program.

Extracurricular activities have all of the following characteristics:

1. The program is supervised or financed by CNCA.
2. Students participating in the program represent CNCA.
3. Students exercise some degree of freedom in either the selection, planning, or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, and do not take place during classroom time.

Co-curricular activities are programs that may be associated with the curriculum in a regular classroom.

For a copy of the full policy please visit www.caminonuevo.org > Community > Board Policies or request a copy at the school’s main office.

**Competitive Athletics (BP 6145.2)**
*Pending board approval September 12, 2017*

The CNCA Board recognizes that athletic programs constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students’ interests and abilities and shall be varied in scope to attract wide participation.

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

The CNCA athletic programs shall be free from discrimination and discriminatory practices prohibited by state and federal law. Equipment, supplies, game and practice schedules, budgets, coaching travel allowances, facilities, publicity, support services and tutoring offered to teams are to be equivalent between male and female teams.

The CNCA Chief Executive Officer or designee shall ensure that equivalent athletic opportunities are provided for males and females be proportionate to their respective enrollments.
For a copy of the full policy please visit www.caminonuevo.org > Community > Board Policies or request a copy at the school’s main office.

**Student Organizations (BP 6145.5)**

*Adopted by the CNCA Governing Board on June 13, 2017*

Student organizations have an important place in the educational program because, when properly organized and operated, they:

1. Extend and reinforce the instructional program.
2. Give students practice in democratic self-government.
3. Build student morale and a spirit of positive support for the school.
4. Honor outstanding student achievement.
5. Provide wholesome social and recreational activities.

Student clubs may be recognized as authorized school organizations if they are organized at the school, sponsored by school personnel, composed completely of current student body members, hold the majority of their meetings at school and have a democratic plan for the selection of members. Organizational activities shall not conflict with the authority and responsibilities of school officials.

Clubs shall not be sponsored by any political organization. Membership must be open to all students. All student clubs will have equal access to facilities and a fair opportunity to meet.

All clubs are directly under the control of school authorities. Each club must be approved by the principal and a faculty advisor must attend each meeting or activity.

Off campus clubs or organizations not directly under the control of school authorities may not conduct activities on campus without the advance written approval of the CEO, or designee, nor may the name of the school be used without such permission.

For a copy of the full policy please visit www.caminonuevo.org > Community > Board Policies or request a copy at the school’s main office.
# Final 2017-18 School Calendar High Schools

**ATTACHMENT A: SCHOOL CALENDAR**

**Key:**
- Regular Instructional Day
- Regular Instructional Day
- Minimum Day
- Staff Development (In-service, pupil free day)
- Holiday
- Shortened Days
- New Teacher
- Appeak day
- Pupil /Teacher Free Day

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<th>Month</th>
<th># of Instructional Days</th>
<th>Total Inst. Days</th>
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<td>13</td>
<td>124</td>
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<td>Aug</td>
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<tr>
<th>Month</th>
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<th>Other:</th>
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<td>4th of July Observed Day</td>
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<tr>
<td>Aug</td>
<td>Labor Day</td>
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<td>Sep</td>
<td>Veterans’ Day</td>
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<td>Oct</td>
<td>Thanksgiving Break</td>
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<td>Nov</td>
<td>Winter Break</td>
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<td>Dec</td>
<td>New Year’s Day</td>
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<tr>
<td>Jan</td>
<td>Martin Luther King Jr. Day</td>
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<tr>
<td>Feb</td>
<td>Presidents Day</td>
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<td>Mar</td>
<td>Spring Break</td>
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<td>Apr</td>
<td>Memorial Day</td>
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<td>May</td>
<td>Success Conference</td>
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<tr>
<td>Jun</td>
<td>HK Retreat</td>
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| Q1:        | 4/1/2017-5/20/2017           |        |
| Q2:        | 5/21/2017-6/15/2017          |        |
| Q3:        | 6/16/2017-8/14/2017          |        |
| Q4:        | 8/15/2017-1/19/2018          |        |

**Notes:**
- # of Instructional Days:
- Total Inst. Days:
- Final 2017-18 School Calendar High Schools

**Total:**
- 140
- 39
- 11
- 10
- 200
ATTACHMENT B: SCHOOL PARENT STUDENT PLEDGE REVIEW FORM, GRADES K-12TH

The Family Pledge Review Form is connected to Camino Nuevo Charter Academy’s School, Parent, & Student Pledge, which is a set of shared commitments signed at the beginning of each school year by the student and the family. The goal of the Pledge and Review Form is to create the strongest possible partnership between home, school, and student in order to increase academic achievement and success.

**Student Name:** ___________  **Teacher:** ___________  **Grade:** _________

**Family Pledge Review Form for** ____________________ – ____________________

<table>
<thead>
<tr>
<th><strong>School Home Connection: Families as Partners</strong></th>
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<tr>
<td><strong>School Attendance &amp; Conduct</strong></td>
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<tr>
<td>Number of unexcused absences</td>
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<tr>
<td>Number of unexcused tardies</td>
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<tr>
<td>Number of behavioral referrals</td>
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<tr>
<td>Number of suspension days</td>
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<td><strong>Parent Engagement</strong></td>
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<tr>
<td>Number of volunteer service</td>
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<td>Attended 2 workshops</td>
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<tr>
<td>Attended 2 school activities</td>
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<tr>
<td>Attended 2 parent/teacher conferences</td>
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<td><strong>School Recommendations</strong></td>
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<td>□ Need for glasses</td>
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<tr>
<td>□ Tutoring/Intervention</td>
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<td>□ Mental health counseling</td>
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<tr>
<td>□ Mentoring program</td>
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<tr>
<td>□ Dental check-up</td>
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<tr>
<td>□ School uniform</td>
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<tr>
<td>□ Other (i.e. EXL Opportunity, transportation)</td>
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<td><strong>Overall Parent Engagement Level (1-5)</strong></td>
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Information Compiled by: ____________________________  Date: ___________
## Guidelines for the Family Review Form Follow-up

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<tbody>
<tr>
<td><strong>School Attendance &amp; Conduct</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of unexcused absences:</td>
<td>0-2</td>
<td>Front office staff collects and files a note from the parent stating the reason(s) for the absence. Dean enters referral information into PowerSchool behavior log screen.</td>
</tr>
<tr>
<td>Number of behavioral referrals:</td>
<td>0-2</td>
<td></td>
</tr>
<tr>
<td><strong>Parent Engagement: Families as Partners</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 15 hours of volunteer service</td>
<td>15+</td>
<td>Continue working closely with these families to thank and appreciate their continuous support. Encourage continuous participation in leadership positions (i.e. train other parents) in decision making committees and advocacy efforts. Explore mentoring opportunities with new families.</td>
</tr>
<tr>
<td>Attended 2 workshops</td>
<td>2+</td>
<td></td>
</tr>
<tr>
<td>Attended 2 school activities</td>
<td>2+</td>
<td></td>
</tr>
<tr>
<td>Attended 2 parent/teacher conferences</td>
<td>2+</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL 4 Engagement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>School Attendance &amp; Conduct</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of unexcused absences:</td>
<td>3</td>
<td>Refer to your SARB Manager/Owner to send notification of Truancy letter and collaborate with your Dean of Culture to provide incentives that support good behavior. Dean enters referral information into PowerSchool behavior log screen.</td>
</tr>
<tr>
<td>Number of behavioral referrals:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Parent Engagement: Families as Partners</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 15 hours of volunteer service</td>
<td>15</td>
<td>Continue working closely with these families to thank and appreciate their continuous support. Encourage participation in leadership positions (i.e. train other parents) in decision making committees and advocacy efforts.</td>
</tr>
<tr>
<td>Attended 2 workshops</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Attended 2 school activities</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Attended 2 parent/teacher conferences</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL 3 Involvement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>School Attendance &amp; Conduct</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of unexcused absences:</td>
<td>6</td>
<td>Follow-up with your SARB Manager/Owner to send notification of Truancy workshop letter and collaborate with your Dean of Culture and the family to provide interventions to stabilize behavior. Dean enters referral information into PowerSchool behavior log screen.</td>
</tr>
<tr>
<td>Number of behavioral referrals:</td>
<td>4-6</td>
<td></td>
</tr>
<tr>
<td><strong>Parent Engagement: Families as Partners</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 15 hours of volunteer service</td>
<td>12-14</td>
<td>Provide general to encourage completion of hours (15+) and assure attendance to at least 1 more workshop and 1 more school activity.</td>
</tr>
<tr>
<td>Attended 2 workshops</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Attended 2 school activities</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Attended 2 parent/teacher conferences</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>LEVEL 2 Participation</td>
<td>School Attendance &amp; Conduct</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>Number of unexcused absences:</td>
<td>7-9</td>
</tr>
<tr>
<td></td>
<td>Number of behavioral referrals:</td>
<td>7+</td>
</tr>
<tr>
<td></td>
<td>Parent Engagement: Families as Partners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed 15 hours of volunteer service</td>
<td>8-11</td>
</tr>
<tr>
<td></td>
<td>Attended 2 workshops</td>
<td>0-1</td>
</tr>
<tr>
<td></td>
<td>Attended 2 school activities</td>
<td>0-1</td>
</tr>
<tr>
<td></td>
<td>Attended 2 parent/teacher conferences</td>
<td>0-1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL 1 Collaboration</th>
<th>School Attendance &amp; Conduct</th>
<th>Amount</th>
<th>Follow-up Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of unexcused absences:</td>
<td>9+</td>
<td>SARB Manager/Owner provide individualized support (i.e., home visit—refer to SARB procedures) to the family to address their needs; and continue collaborating with your Dean of Culture and the family to provide rigorous interventions to improve behavior. Dean enters referral information into PowerSchool behavior log screen.</td>
</tr>
<tr>
<td></td>
<td>Number of behavioral referrals:</td>
<td>7+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parent Engagement: Families as Partners</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed 15 hours of volunteer service</td>
<td>0-7</td>
<td>Follow-up in person to address barriers to involvement. Create goals for the family. Partner with a “veteran” family. Encourage family to move to the next level of participation.</td>
</tr>
<tr>
<td></td>
<td>Attended 2 workshops</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attended 2 school activities</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attended 2 parent/teacher conferences</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>DEFINITION</th>
<th>PROPOSED GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambassador</td>
<td>Represents your school and is instrumental in expanding the reach of your school in the community and among other families.</td>
<td>5%</td>
</tr>
<tr>
<td>Engagement</td>
<td>Joins leadership committees to plan school events, attends workshops and volunteers time.</td>
<td>5%-10%</td>
</tr>
<tr>
<td>Involvement</td>
<td>Gets involved in the execution of school events, attends workshops and often volunteers time</td>
<td>40%-60%</td>
</tr>
<tr>
<td>Participation</td>
<td>Attends some school events and/or conferences and not too often volunteers on site</td>
<td>30% - 35%</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Contributes to school and/or classroom events but rarely volunteers time</td>
<td>5%-10%</td>
</tr>
</tbody>
</table>
ATTACHMENT E: NON-DISCRIMINATION STATEMENT
Camino Nuevo Charter Academy (CNCA) prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

Camino Nuevo Charter Academy requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

Questions or complaints of alleged discrimination, harassment, intimidation and bullying, equity or Title IX equity and compliance concerns should be directed to: Margarita Domingo, Vice President of Human Resources, 3435 W Temple St. Los Angeles, CA 90026 Phone: (213) 417-3410

ATTACHMENT F: USDA NON-DISCRIMINATORY STATEMENT
Last Published: 11/19/2015

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider, employer, and lender.
ATTACHMENT G: CNCA FORMAL COMPLAINT FORM

Date/Fecha: ___________ Site/Plantel: ____________________________

From/De Parte de: ________________________________________________

(parent or legal guardian name/nombre de padre/madre/encargado)

Student name(s)/Nombre del Estudiante/s: __________________________

Grade/Grado: ____________________ Telephone/Teléfono: ________________

Please check the box that appropriately refers to your complaint:

Por favor marque la naturaleza de su queja:

□ Special Education Program □ Early Child Development Program
   Programa de Educación Especial   Programa de Educación Temprana

□ Volunteer/Parent Program □ Instruction/Classroom Issue
   Programa de Voluntarios/Padres   Situación en el salón de clase/instrucción

□ Administration Issue □ After School Program
   Asunto Administrativo   Programa de Después de la Escuela

□ Other/Otro asunto: ____________________________________________

Briefly describe your concern (include date, times, places, type of complaint, and if there were any witnesses) /Describa brevemente su preocupación (incluya fechas, hora, lugar, tipo de queja, y si hubo testigos):

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Signature/Firma Date/Fecha
Dear Parent/Guardian:

Education Code 48980 (a) states that School Boards are required by law to notify parents/guardians of their rights to services and programs offered by their district school/schools. Parents/Guardians must sign a notification form and return it to their student’s schools acknowledging that they have been informed of their rights.

Please read the Family Handbook and return the signed form below to your school. Your signature does not constitute consent to take part in any particular program.

------------------------------------------------------------
Tear-Off
------------------------------------------------------------

Camino Nuevo Charter Academy

RECEIPT OF ANNUAL NOTIFICATION OF PARENT/GUARDIAN-STUDENT HANDBOOK
2017-2018 STUDENT & FAMILY HANDBOOK

I acknowledge, with my signature below, the receipt of the required annual notification of parent/guardian/student rights on behalf of my student.

Please PRINT the name, birth date and grade of your student.

STUDENT’S NAME(s):

<table>
<thead>
<tr>
<th>Last Name/First Name</th>
<th>Birthdate</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Parent/Guardian:

__________________________________________

Signature of Student (Grades 9-12):

__________________________________________

Signature of Student (Grades 9-12):

__________________________________________

Signature of Student (Grades 9-12):