



2013-2014
Student-Parent Handbook

379 South Loma Drive Los Angeles, CA 90017
Casa Loma: (213)413-9183 La Villa Mariposa: (213) 483-6599 www.newnasa.org

Dr. Eric Todd
Principal

Mr. David Martinez
School Coordinator

This Handbook Belongs to:

2013-2014
Faculty and Staff

Principal Dr. Todd
School Coordinator Mr. Martinez
Office Manager (Casa Loma) Mr. Castro
Office Clerk (Casa Loma) Ms. Aldama
Office Clerk (La Villa Mariposa) Mr. Benavides
Campus Aide (Casa Loma) Ms. Moreno

| <u>Grade</u> | <u>Teacher</u> | <u>Teaching Assistant</u> |
|----------------------|----------------|---------------------------|
| Transitional Kinder | Mr. Ramirez | Ms. Jimenez |
| Kindergarten A | Ms. Gutierrez | Ms. Vazquez |
| Kindergarten B | Ms. Jackson | Ms. Garcia |
| First Grade A | Ms. Orona | Ms. Cristal |
| First Grade B | Ms. Ortega | Ms. Velasquez |
| Second Grade A | Ms. Saldana | Ms. Fernandez |
| Second Grade B | Ms. Perez | Ms. Chavez |
| Third Grade A | Ms. Gonzalez | Ms. Marin |
| Third Grade B | Ms. Sanchez | Ms. Marin |
| Fourth Grade A | Ms. Rea | Mr. Reyes |
| Fourth Grade B | Mr. Tapia | Mr. Reyes |
| Fifth Grade A | Ms. Cabrera | Ms. Sanches |
| Fifth Grade B | Ms. Lopez | Ms. Sanches |
| GATE and Art Teacher | Ms. Koehler | |



NEW Academy of Science and Arts (School Wide) DAILY SCHEDULE

| | |
|-------------------------|--------------------------------------------|
| 7:30 am | Campus opens (Breakfast served until 7:50) |
| 8:00 am | School Day begins |
| 9:10 a.m. | Morning Recess TK |
| 9:30 a.m. | Morning Recess, K and 2 |
| 9:50 a.m. | Morning Recess, 1 and 3 |
| 10:10 | Morning Recess, 4 and 5 |
| 10:50 a.m.-11:30 p.m. | Lunch and Recess TK |
| 11:30 a.m. - 12:10 p.m. | Lunch/Recess, K/1, 2/3 |
| 12:10 p.m.- 12:50 p.m. | Lunch/Recess 4/5 |
| 2:45 p.m. | School Day ends- K and TK |
| 3:00 p.m. | After-School Program begins, TK and K |
| 3:05 p.m. | School Day ends, 1-5 |
| 3:15 p.m. | After-School Program begins, 1-5 |

Short Day- 2:05 dismissal for all classes. Every Wednesday is a short day for Staff Development

Half Day- 12:00 noon dismissal for all classes. There is no lunch on half days

Short Days and Half Days are indicated on the school calendar. Additional short days or minimum days may be scheduled during the course of the year. Families will be notified of additionally scheduled days in the Community Bulletin, which goes home every other Friday.

Calendar 2013-2014

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|------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| August | 21 First day of School 30 Minimum Day |
| September | 2 Labor Day. No School |
| October | 9-11 Minimum Day. Parent Conferences. |
| November | 8 Minimum Day 11 Veterans Day. No School 22 Minimum Day 25-29 Thanksgiving Break. No School. |
| December | 20 Minimum Day 23-31 Winter Break |
| January | 1-10 Winter Break 13 School Resumes 17 Minimum Day 20 M.L.K day. No School. 29-30 Minimum Day 29-31 Parent Conferences |
| February | 14 Minimum Day 17 President's Day. No School. |
| March | 12-14 Parent Conferences 13-14 Minimum Day. 28 Minimum Day 31 Cesar Chavez Day. No School. |
| April | 11 Minimum Day 14-21 Spring Break 28-30 CST STAR Testing |
| May | 6-9 Parent Conferences 5-16 CST Testing 23 Minimum Day 26 Memorial Day. No School |
| June | 12 Last Day of School. Minimum Day |



School Mission and Vision Statement

The mission of the NEW Academy of Science & Arts is to create a child-centered environment where students are able to work cooperatively, become self directed, think critically, develop self-esteem and self assurance and have respect for cultural diversity. NEW Academy of Science and Arts has three specific performance objectives: 1) to promote student progress in academic and artistic achievement, with an emphasis in the arts and sciences, 2) to develop social, as well as community ethics and values in the students' character development with parental participation, and 3) to implement the most appropriate curriculum for every child after initial assessment.

The vision of NEW Academy of Science & Arts is to create a child centered, creative, safe, healthy environment for children. A place that honors family values and provides a safe environment where children are allowed to fail without fear, and view fear as another opportunity for learning; and gives children exposure to multiple situations in a variety of environments in order that they acquire confidence, self respect and respect for others. The school will be a catalyst for reinforcing positive values in the community; a place that is an integral part of the community; an extension of the community; an investment in the community; and a model for innovative learning with an emphasis in the arts and sciences, which teaches every child to be an educated, productive citizen of the world.

Behavior Expectations

It is essential to have a safe, positive atmosphere in which students can perform at their best. Therefore it is important for students to know the boundaries for their behavior at school.

Below are the guidelines for student's behavior at NEW Academy of Science and Arts. If inappropriate behavior should occur, the disciplinary action taken should follow school policy and the state law.

Expected Student Behavior

- Students are expected to:
1. Come to school prepared and on time (8:00 a.m.) with school uniform
 2. Behave in a manner conducive to a positive learning environment
 3. Respect the rights of others, and adhere to the Pillars of Character
 4. Follow all health, safety, and conduct rules as provided to them

Inappropriate Student Behavior

1. *Tardiness*
2. *Failure to bring school uniform*
3. *Defiance of authority/disruption of school activities*
4. *Disorderly conduct*
5. *Dress appearance which causes disruption*
6. *Profanity, obscene acts*
7. *Forgery/cheating*
8. *Theft/ burglary/ possession of stolen property*
9. *Smoking/ possession of tobacco*
10. *Destruction of property*
11. *Fighting*
12. *Gambling*
13. *Physical assault battery*
14. *Alcohol/ Drugs/ paraphernalia/ look-alikes*
15. *All Weapons*
16. *Extortion/robbery*
17. *Explosive device, including fireworks*
18. *Hazing*
19. *Leaving school without permission*
20. *Sexual harassment*

Possible consequences for inappropriate student behavior

1. *Counseling with student*
 2. *Conferencing with parents*
- Suspension-the school principal has the right to suspend a student for a period of up to five consecutive school days for each offense. In cases of this type, an informal conference between the principal or his/her*

- designee, the student, and any other appropriate persons will be conducted. A teacher may also suspend a student from class*
3. *Expulsion- the school principal has the right and in some cases, is required to recommend to the school board that a student be expelled (expulsion). In cases of this type, an administrative hearing panel shall be selected to hear the case to allow for students due process. The parent shall be notified in writing of the time and place of the hearing and the charges on which the expulsion action is based. Following the hearing a recommendation is made to the Board of Education*

By Law the following actions are causes for suspension and/or expulsion

- a. Caused, attempted to cause, or threatened physical injury;*
- b. Possessed, sold, or furnished dangerous weapons;*
- c. Possessed, sold, furnished, or under the influence of controlled substance, alcoholic beverage, or intoxicant;*
- d. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant;*
- e. Committed robbery or extortion;*
- f. Caused or attempted to cause damage to school or private property;*
- g. Stole or attempted to steal school or private property;*
- h. Possessed or used tobacco*
- i. Committed an obscene act or engaged in habitual profanity or vulgarity;*
- j. Possessed, offered, arranged, or negotiated to sell drug paraphernalia;*
- k. Disrupted school activities or defied authority of teachers, administrators or other school personnel;*
- l. Knowingly received stolen school property or private property;*
- m. Possessed an imitation firearm;*
- n. Committed or attempted to commit a sexual assault or committed sexual battery;*
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or 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;*
- p. Committed unwelcome sexual advances, request for sexual advances, request for sexual favors and/or other verbal or physical conduct constituting sexual harassment as prohibited by law (EC 48900.2)*
- q. Caused, attempted to cause, threatened to cause or participated in an act of hate violence (EC 48900.3);*
- r. Engaged in harassment, threats or intimidation against a pupil or group of pupils creating a hostile educational environment (EC 48900.4)*



General Rules for All Students

1. Arrive by 8:00 am in full uniform daily.
2. Walk in the hallways quietly and in an orderly manner at all times with or without teacher's presence
3. NO playing around in the classrooms and office areas. Playing is restricted to the playgrounds.
4. No student will be allowed to leave the school premises during regular school hours without the proper authorization from the office
5. All trash and waste paper are to be placed in trash barrels.
6. Students should show pride in their school by not marking on or damaging any school property (i.e. books, walls, desks, etc.). Damage to school property is a violation of the law.
7. No student is to be in the classroom unless a supervising adult is present.
8. Loitering or playing in the restrooms, halls, or unassigned areas is not acceptable.
9. Students are to be respectful to all adults on the school campus.
10. Students are not allowed to sell anything on school campus. This includes but is not limited to: stickers, food, Avon, toys, etc.

Character Counts!

NEW Academy is a Character Counts! school. We teach all students about the importance of building good character using the Six Pillars of **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship**. We expect that all students follow these Six Pillars at all times. In the event that student behavior is not consistent with these values, students will be given a reflection sheet by a NEW Academy staff member. This will allow students the opportunity to reflect upon their actions and think about ways to improve their behavior. If a student's behavior does not improve as a result of completing reflection forms, he or she will then be referred to the administration for further disciplinary action. Parents/guardians will be informed verbally and in writing from administration regarding the disciplinary steps to be taken.

Cell Phones

We understand the need for a cell phone in case of an emergency. Students are permitted to bring a cell phone to school and have it on before and after school hours. Cell phones should be off and kept in the child's backpack at all times. If an emergency does occur, students will be allowed to use their cell phone. If a cell phone is seen by any staff member, it will be taken away and given to the office for an adult to pick up at the end of the school day. NASA will not be held responsible for any missing or stolen cell phone.

Electronics and toys

No electronics or toys are permitted during school hours. This includes but is not limited to: PSP's, DS, Ipod's, Gameboy's, etc. If an electronic device or toy is seen by any staff member, it will be taken away and given to the office for an adult to pick up at the end of the school day. NASA will not be held responsible for any missing or stolen electronic device or toy.

Playground Equipment Rules

NASA will not be held responsible for any missing or stolen balls.

- Softballs, footballs, kickballs, and soccer balls are to be used in the grass area.
- Only footballs, kickballs and soccer balls are to be kicked.



Cafeteria Behavior

1. All students will enter the cafeteria quietly and orderly.
2. Students will be responsible for keeping an appropriate voice level at all times.
3. Students will be expected to eat their lunch quietly and in an orderly manner.
4. Students will not drop, throw, trade, or give away any food.
5. Students in all grades will raise their hands to be excused from their tables.
6. Each student will be responsible for keeping his/her eating area clean.
7. Students will respect and obey the teaching assistants.

Failure to follow cafeteria rules or use common courtesy to others will result in cleaning, assigned seating, removal of cafeteria privileges or removal from the cafeteria.

The cafeteria is considered a “restaurant” area and students are expected to display good manners and appropriate voice level, as they would in a public place, or at their home dining area.

ASSEMBLIES

Assemblies are scheduled to supplement the instructional program. Students are expected to maintain orderly conduct at all assemblies. Each teacher will accompany their class to the assembly and sit with the students as a class. Students unable to follow these guidelines will be sent out of the assembly.



ATTENDANCE

Children in attendance any part of the school day are counted as present the entire day. If your child must miss school because of family business, a family trip, or any other unexcused reason, have them come to school (even if for a short period of time).

If you must take your child out of school for reasons other than the student's illness or doctor or dental appointments, notify the office at least three days in advance.

Always send a written excuse to the school when a child returns from an absence. Please call the office if a child is absent for more than two days and give reasons for the absence. In case of illness, we must know the specific nature of the illness (e.g. cold, flu, chicken pox, etc.).

Types of absences

1. Excused: Absence for proper causes as listed in the state educational code including child's illness, medical, dental or optometric appointments, the child's attendance at a family member's funeral or the quarantine of the family by health officials.
2. Truancy: Absence which is an intentional and planned violation of state attendance laws.

Classroom Visits

We encourage parents to communicate with teachers and the office as well as volunteer in the classroom. To protect your child, however, all visitors must sign in at the office and pick up a visitor pass. No one will be allowed in a classroom without a visitor's pass. Classroom instruction time cannot be spent conferencing. If you need to speak to your child's teacher, please call the office or notify the teacher in writing if you wish to make an appointment.

UNIFORMS

It is required for all NASA students to follow the dress code. The uniform consists of a burgundy polo and navy blue pants, shorts, or skirts. Sweatpants, jeans, and oversized pants are not permitted. Shorts and dresses must be knee length. Skirts and dresses must be worn with shorts underneath. Any long sleeve shirts worn underneath uniform shirts must be navy blue or burgundy. Open-toed shoes, flip-flops, and slippers are not permitted. Any jewelry that can be determined to be unsafe or a distraction to the learning process is not permitted. Make-up, body markings, nail polish, and nail tips are not permitted. Male students are not allowed to wear any body piercings, including ear piercings.

EMERGENCY CARDS

Please inform the office **immediately** of any of the following changes which would affect use of the emergency card:

- Telephone numbers at home or work
- Additional emergency contact persons
- If your child goes to a baby-sitter after school, be sure you include that person's name, address and phone number on the emergency card.

As part of our disaster preparedness plan, we ask that you complete all necessary Emergency Cards. Copies are kept in the offices as well as in the classrooms.

EMERGENCY DISMISSAL

When a disaster happens, every parent wants to be sure their child is safe and being cared for or supervised. The following procedures are designed to get this information to you or return your child to you as soon as possible.

In case of a disaster, do not telephone the school. The telephone will be used for emergency communication only.

Do not enter the school grounds. Follow the procedures below for picking up your child.

When a disaster occurs, the school principal, or his/her designee will determine if, when and how the students will be released.

- Students may be released prior to the end of the school day to adult age relatives or any adult that is on the student's emergency card. Every adult picking a student up will be asked to sign a statement giving their name, the student's name, and their relationship to the student, such as parent, uncle, etc.
- Students will be released from the campus from the front gates of respective campuses. (Casa Loma and Villa Mariposa). When reaching the gate, report to the person on duty to check out your child. He/She will send for your child. If the disaster event blocks the fence opening, the school will follow the above procedure but will release from another area.

Students will not be released at the end of the regular school day if the destruction is so great that it is deemed unsafe to dismiss them to walk. They will be cared for at the school facility until parents can be reunited with them. **If for any reason the students need to evacuate the building, our next place of reunion would be the Rampart Police Station located at 1401 West 6th Street, Los Angeles CA 90017.**

FIELD TRIPS

Field trips are planned to enhance classroom activities and to serve as an educational purpose. Parents will be notified of each field trip. A signed permission slip will be needed in order for the student to attend. The school has the authority to prohibit student attendance on a field trip if a student has: 1) poor classroom self-control, 2) has been disobedient on previous field trips or 3) poor work habits.

FOOD FOR CLASSROOMS

If you send food to school to be distributed to students, it must be purchased commercially and brought directly to the school in sealed packages. We can not allow homemade food items to be served at school. This is California state law (EC. #27604) which was enacted for the protection of all students.

HOMEWORK

Homework serves as an important purpose in each student's school life. It is a means of reviewing and reinforcing the lessons taught within the school. Homework is a way to help each student become more self reliant, work independently, improve the skills already taught, and complete assigned projects.

Homework assignments may include a specific assignment, class work needing completion, review for a test, a project or research paper or home reading. Not all assignments involve paper and pencil or a book. To provide good learning opportunities and to promote educational growth, homework should be: 1) meaningful to the student, 2) appropriate to the student, class, and subject, and 3) reasonable in quantity and quality.

The daily amount of time required for homework may vary depending on the assignment, maturity, ability and individual needs of the students as well as that of the activity. Most assignments will take between 30-60 minutes daily. On occasion when no homework is assigned, students should read for a minimum of 20-30 minutes. (Younger children can be read to by their parents).

It is the student's responsibility to: 1) keep accurate records of assignments (grades 3-5), 2) have the necessary materials, 3) apply and practice skills learned in class, 4) strive for the best quality of work of which he/she is capable, and 5) complete and turn in the assignment on time. Parents can support the school by: 1) encouraging daily study, 2) providing proper conditions for home study, and 3) checking assignments each evening for neatness, accuracy and completion.

TEXTBOOKS

Students are responsible for their textbooks and are required to pay for books which are damaged, lost, or stolen. Students are also responsible for damage to or loss of school property. Parents are liable for willful damage to school property. Students who have fines for missing books or other property may not be allowed to take part in year-end activities until all charges have been cleared. The school is not responsible for any loss or damage to student's personal materials.

LOST AND FOUND

We make every effort to return articles which have been lost to the children. A lack of identification makes this impossible in some cases. Coats, lunch pails, etc. should be labeled with the child's name. This will aid greatly in returning articles to the rightful owner. Little children find it difficult to identify their own things. Parents may check the lost and found rack and box in front of the respective campus where the child lost the article.

SCHOOL WIDE HEALTH PLAN

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the licensed California health care provider to attend school, including any recommendations regarding physical activity. A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage) casts, splints, crutches, cane, walker, or a wheelchair must have a licensed California health care provider's written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility and safety. An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to 5 days; thereafter, a written request is needed from the student's health care provider.

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by the school district, the state Department of Health and Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations. Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis (—pink eye); skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis (—whooping cough). Exclusion may occur immediately or at the end of the school day, depending on the disease. Readmission to school is based on condition and appropriate treatment.

Any student excluded from school with flu-like symptoms and/or a fever of 100 degrees or greater must be free from symptoms and fever for at least 24 hours, without the use of fever-reducing medication before returning to school (REF- 4832.0). An effort will be made to notify parents/guardians about school exposure to chickenpox, head lice, or other communicable disease that. New students will not be enrolled unless a written immunization record, provided by a health care provider or the health department, is pose a risk to students.

MEDICATION

If a child is taking medication that is prescribed to be taken during school hours, parent and physician signatures are required on the schools medication forms which are available in the front office.

- The medication must be kept in the school office (medication can never be kept with the student).
- Medication must be in original container properly labeled by the pharmacy.
- This form must be renewed at the beginning of each school year and whenever the prescription changes.

PARENT INVOLVEMENT

Volunteer Hours

There is a requirement of 20 school service hours that must be completed by all families of students at NASA. This year the school will be offering many volunteer opportunities for families. Please refer to the calendar for those service hour opportunities. Parents must inform the office 3 days in advance if they desire to volunteer at the school so that proper arrangement can be made.

Ways to Volunteer

- Set up/ clean up of events
- End of the month celebrations
- Fundraising
- Reading with students
- Classroom tutoring
- Parent Workshops
- Assisting Teachers
- Breakfast duty
- Lunch Duty

STUDENTS ON GROUNDS

Gates to the school open at 7:30 a.m. Supervision is provided for students 30 minutes prior to the start of the school day. Please do not leave children unattended in front of the school before 7:30 a.m.

BREAKFAST AND LUNCH

Breakfast will **ONLY** be served from 7:30-7:50 **NO EXCEPTIONS**. All families are required to fill out a free and reduced meal application in order to receive free and reduced meals. If an application is not filled out, students will be required to pay the full price of \$3.00 for lunch and \$1.75 for breakfast. If you need assistance filling out the application we will gladly assist you in the office.

SNACK

Students have two recess times where they can eat daily. If the child wishes to eat a snack, it must be brought from home. Please send a small healthy treat for your child every day. **Please note, NASA will not be accepting home food throughout the day. If you decide for your child to eat home food, it is very important to send your child with home food in the morning.** If utensils are needed to serve them, please send these along as well. Some snack ideas are: cheese and crackers, fruit, graham crackers, etc. We try to encourage parents to send in treats that have some nutritional value for the children. Please note that the nutrition break should not be a substitute for breakfast. This should be eaten at home, prior to arriving at school, or at school from 7:30 a.m. - 7:50 a.m.

INTERNET USE

Students will all have access to the Internet during technology time. Students will be supervised while on the computer and will not be allowed to view any inappropriate material on the computer. All parents must sign a technology permission form for students to be able to access the Internet (found in application).

TELEPHONE

Parent calls are for emergency purposes only. Make arrangements with your child ahead of time about rainy day plans, minimum day plans, etc. Such calls are not considered emergencies. Calls to teachers will be returned to you in a timely manner.

TRANSFERRING

When you know you will be moving out of the school's attendance area, please request your transfer Form from the school office at least 1 day in advance. Your child has to be checked out and cleared with the teacher prior to receiving a transfer slip.

HARASSMENT

Harassment of any kind will not be tolerated at NEW Academy of Science and Arts. Harassment includes inappropriate speech, written communication, or physical contact. All students and families are welcome at NASA regardless of cultural background, gender, or other characteristics that may be unique in some way. All students are expected to follow the six pillars which are: Caring, Respect, Trustworthiness, Fairness, Responsibility and Citizenship.

WITHDRAWING CHILDREN DURING THE SCHOOL DAY

Teachers are not permitted to release children without permission from the office. We must make sure the child is released to his/her parent or guardian. If an emergency makes it necessary to take your child from the classroom you must come to the office and sign the "Early Release Log." You will be asked to wait for the child in the office. If you are not known by the office staff you will be asked to provide identification.