



# 2017-2018 Student-Parent Handbook

21425 Cohasset St.  
Canoga Park, CA 91303  
Ph.: (818)710-2640  
Fax: (818)710-2654  
Website: [newacademycanoga.com](http://newacademycanoga.com)

Patricia Gould  
**Principal**

Clara Guerrero, Ed.D.  
**Assistant Principal**

Elizabeth Marenco  
**Director of Operations**

This Handbook Belongs to: \_\_\_\_\_

# 2017-2018 Parent Student Handbook

## Table of Contents

1. Acknowledgement Sign off
2. Student-Parent-Teacher-Administrator Agreement/School Compact
3. Homework Contract
4. Welcome, Mission Statement, Core Values, and School Wide Rules
5. Bell Schedule
6. Calendar
7. NACP Staff by Department
8. General Information
  - i. Student Drop off and Pick Up
  - ii. Breakfast
  - iii. Emergency Student Pick UP
  - iv. Office
  - v. Visitors
  - vi. Appointment with teachers
  - vii. Transferring
  - viii. Toys, IPods, Phones/Electronic Devices
  - ix. Attendance
    - i. California Compulsory Full-Time Education Law
    - ii. Absences-Excused
    - iii. Absences-Unexcused
    - iv. Notification of Truancy Letter
    - v. Religious Released Time Program
    - vi. Truancy
  - x. Student Pick Up
  - xi. Afterschool Program
  - xii. Medication
  - xiii. Emergency Cards
  - xiv. Emergency Dismissal
  - xv. Homework
9. California State Assessments
  - i. California Assessment of Student Performance and Progress (CAASPP)
  - ii. California English Language Development Test (CELDT)
  - iii. English Language Proficiency Assessments for California (ELPAC)
  - iv. Physical Fitness Testing (PFT)
10. English Learners
11. Special Education
12. Internet Use
13. Wellness Policy
14. Meal Times and Scheduling
15. Volunteers
16. School Site Council (SSC)

17. English Learner Advisory Council (ELAC)
18. Coffee with the Principal
19. Support of Foster Youth: Homeless Children or Youth
20. Safe Haven and Sanctuary Sites
21. Safe Place to Learn
22. Harassment/Nondiscrimination Statement
23. Bullying
24. Suicide Prevention
25. School-Wide Expected Behaviors
26. Student Recognition
27. School Wide Books
28. Dress Code Policy
29. Student-Parent-Teacher-Administrator Agreement/School Compact
30. Homework Contract
31. Responsible Use Policy (RUP)
32. Parent Concern Process
33. Annual Notification of the Uniform Complaint Procedures (UCP)
34. Title IX
35. Parent Involvement Policy Summary
36. Family Educational Rights and Privacy Act (FERPA)
  - i. Guidance for Parents
  - ii. Directory Information

Dear Parents and Students:

Welcome to N.E.W. Academy Canoga Park! It is our desire to provide an exemplary elementary experience for your child. N.E.W. Academy is known for its commitment to student success and its fine teaching staff.

This student-parent handbook is intended to present our school expectations as well as other school information necessary for the success of your child. Parents are encouraged to read the handbook and support the school in its efforts to maintain a quality learning environment. Upon reading the handbook, your signature is required on the form provided. Please detach it and return it to your child's teacher no later than **Thursday, August 31, 2017**.

We look forward to an exciting school year!

Sincerely,  
Patricia Gould  
Principal



## School Mission Statement and Core Values

The mission of N.E.W Academy Canoga Park is to create an exciting, standards-driven learning environment where students use their talents to contribute positively to the community.

### The Core Values of N.E.W. Academy Canoga Park are:

- Children learn in different ways on different days
- Everyone is deserving of the highest respect
- Doing extra makes a difference
- Everyone is responsible for individual choices

## School Wide Rules

- ❖ Keep hands, feet, and objects to yourself
- ❖ Listen and follow directions
- ❖ Be respectful towards peers, adults, and your environment
- ❖ Be prepared and ready to work

**N.E.W. Academy Canoga Park  
(School Wide) DAILY SCHEDULE**

**Bell Schedule**

7:00-7:45	Breakfast Served
7:55	School Day begins
9:10 - 9:30	TK Recess
9:35 - 9:55	Recess K-2
10:00 -10:20	Recess 3-5
11:00 -11:40	1 <sup>st</sup> grade lunch
11:15-11:55	TK/K lunch
11:40 -12:20	2 <sup>nd</sup> and 3 <sup>rd</sup> grade lunch
12:20 -1:00	4 <sup>th</sup> and 5 <sup>th</sup> grade lunch
2:25 K-1	Dismissal
2:40 3-5	Dismissal

**Professional Development Tuesdays**

TK-1 dismisses at 1:25

2-5 dismisses at 1:40

**Minimum Day Schedule**

TK-1 dismisses at 1:00pm

2-5 dismisses at 1:15

# N.E.W. Academy Canoga Park | 2017-2018 CALENDAR

## Daily Bell Schedule

7:55 – Line up Bell  
 9:10 – 9:30 TK recess  
 9:35-9:55 recess K-2<sup>nd</sup> recess  
 10:00-10:20 3<sup>rd</sup>-5<sup>th</sup> recess  
 11:00-11:40 1<sup>st</sup> grade lunch  
 11:15-11:55 TK & K lunch  
 11:40- 12:20 2<sup>nd</sup> & 3<sup>rd</sup> grade lunch  
 12:20-1:00 4<sup>th</sup> & 5<sup>th</sup> grade lunch

## Regular Dismissal

TK-1<sup>st</sup> dismisses at 2:25  
 2<sup>nd</sup>-5<sup>th</sup> dismisses at 2:40

## Tuesday's Dismissal

TK-1<sup>st</sup> dismisses at 1:25  
 2<sup>nd</sup>-5<sup>th</sup> dismisses at 1:40

## Minimum Day Dismissal

TK-1<sup>st</sup> dismisses at 1:00pm  
 2<sup>nd</sup>-5<sup>th</sup> dismisses at 1:15

- 1-5 Winter Break
- 8 Classes Resume
- 12 Minimum Day
- 15 M.L. King Day
- 26 EOGP
- 29-31 Parent Conferences A

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 7-11 PD Week
- 14 Parent Orientation
- 16 Classes Begin
- 16 Minimum Day
- 24 Back to School Night

- 1-2 Parent Conferences A
- 1-2 Minimum Day
- 16 Minimum Day
- 19 Presidents' Day

FEBRUARY 2018						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1-4 Labor Day
- 21 Minimum Day
- 29 EOGP

- 9 EOGP
- 12-16 Parent Conferences AR
- 23 Minimum Day
- 26-30 Spring Break

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2-6 Parent Conferences A
- 5-6 Minimum Day

- 2 No Classes
- 27 EOGP

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 10 Veterans Day
- 17 Minimum Day
- 17 EOGP
- 20-24 Thanksgiving Break
- 27-30 Parent Conferences AR

- 1-4 Parent Conferences A
- 3-4 Minimum Day
- 25 Minimum Day
- 28 Memorial's Day

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 15 Minimum Day
- 18-29 Winter Break

- 7 Minimum Day/Last Day

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

△ minimum day- día mínimo

■ no school- no clases

EOGP = End of Grading Period

## N.E.W Academy Canoga Park Employees 2017-2018

### Admin:

Patricia Gould	Principal
Clara Guerrero	Assistant Principal
Elizabeth Marengo	Director of Operations

### Office:

Sean Alob	Test/Data Coord.
Saqib Bahadar	IT Helpdesk
Landy Esqueda	Accounting Asst.
Susana Madrigal (Susie)	Office Asst.
Kelly Spector	Librarian
Arturo Vazquez	Office Asst.

### Custodial:

Adriana Burgana
Oscar Morales
Jose Vazquez
Ramiro Vazquez

### Cafeteria:

Maria Rojas de Perez (Lola)
Judith Vega

### Instructional Assistants:

Colleen Bauder
Jeannine Brumfield
Candy Escobedo
Claudia Garcia
Christina Gutierrez
Johanna Lua
Dagmar Masoumi
Alexandra Navarro (Alex)
Maria Nunez (Teresa)
Teri Olson
Stephanie Orellana
Yoscelin Perez
Katherine Pun (Kate)
Nancy Sander
Jovana Smolovic

### Playground/Traffic:

Cristina Espinoza
Juan Garcia
Linda Giacopuzzi
Gloria Perez de Hernandez

### Teachers by grade level:

Brenda Coronado	K
Hadas Peters	K
Gladys De La Torre	DK
Jaimie Potts	TK
Odett Guzman	D1 <sup>st</sup>
Analisa Diosdado	1 <sup>st</sup>
Jimena Rodriguez	1 <sup>st</sup>
Emily Diaz	1 <sup>st</sup>
Martha Rojas	2 <sup>nd</sup>
Liz De Leon	2 <sup>nd</sup>
Laura Contreras	D2 <sup>nd</sup>
Gina Brady	2 <sup>nd</sup>
Joann Reeve	3 <sup>rd</sup>
Kati Yates	3 <sup>rd</sup>
Elizabeth Rodriguez	D3 <sup>rd</sup>
Julie Herrmann	3 <sup>rd</sup>
Cynthia Guirola	4 <sup>th</sup>
Jacqueline Tafoya	4 <sup>th</sup>
Valerie Greenan	4 <sup>th</sup>
Abra Barrett	5 <sup>th</sup>
Kenneth Han	5 <sup>th</sup>
Jirusha Lopez	5 <sup>th</sup>
Genein Letford	Music
	RSP

### LA's BEST:

Michele Diggs (SC)
Jasmine Villarreal (PS)
J'Rdin Bethea-Walker
Katie Campbell
Brianna Guzman
Porscha Howard
Viridiana Martinez
Delia Odar
Jacqueline Portillo
Victor Sanchez
Gonzalo Valdez

# General Information

## **Student Drop Off and Pick Up**

Safety is a primary concern at NACP. All parents are to follow the guidelines while picking up or dropping off children before and after school. Parents are asked to be patient and respectful to the staff members monitoring traffic and to follow their directions.

For parents participating in the car drop off system:

1. Pull up vehicles into the drop off/pick up area on Cohasset in a calm, orderly fashion
2. Children are NOT to cross the street alone to be dropped off or picked up
3. **Do not double park or drop off students in the middle of the street**
4. Load only in loading zone. You will be asked to move if otherwise

If for any reason, parents prefer not to participate in the drop off/pick up system at the front gate, parents must legally park elsewhere and have their students safely use crosswalks to enter the school:

1. Kindergarten parents must sign out their child in the front gate with teacher.
2. All other parents must wait outside the gate for their children at dismissal.
3. Parents must pick up their children on time (2:25 for TK – 1<sup>st</sup> and 2:40 for 2<sup>nd</sup> – 5<sup>th</sup> on regular school days). Parents are responsible for adhering to early release time.
4. Students will only be permitted to walk home with written permission from a legal guardian.
5. Students will only be released to individuals on the emergency card or with written permission.

Gates open at 7:00 a.m. Children may not be left unattended in front of the school before the gate opens.

## **Breakfast**

All students may eat breakfast from 7:00-7:45. All Kindergarten and Transitional Kindergarten students will have breakfast with their classmates at 8:00 a.m.

Students are allowed to bring a healthy snack and eat it during recess or lunch. In order to promote healthy eating, soda, sports drinks, chips/ Takis, cookies, candy/gum, and fast food are NOT appropriate and may be taken away from the students and returned at the end of day.

## **Emergency Student Pick-Up**

If an emergency makes it necessary to take your child from the classroom, an approved adult must come in the office, wait in the office for the student and sign the “Student Leaving Log.” The student will only be allowed to leave the school premises during regular school hours with the proper authorization from the office and will only be released to an adult 18 years of age or older, who is listed on the school emergency card with the proper identification.



### **Office**

The office hours are 7:30 AM-3:30 PM Monday through Friday. When requesting documents from the office, please complete a written request 24 hours in advance.

### **Visitors**

Parents are encouraged to make regular visits and volunteer. In order to monitor traffic and promote safety at the school, it is necessary that all school visitors, including parents, sign in and wear a visitor's badge issued by the main office. Visitors under the age of 18 must have an adult with them or must have written documentation to be on school grounds from a parent or site administrator. For information on how to volunteer please refer to the Volunteer Policy.

### **Appointments with teachers**

If you need to speak to your child's teacher, please call the office, notify the teacher in writing or make an appointment.

### **Transferring**

When you know you will be moving out of the school's attendance area, please request your transfer form and complete all required documentation from the school office at least one week in advance. Your child has to be checked out and cleared with the teacher prior to receiving a transfer slip.

### **Toys, iPods, phones / Electronic Devices**

Radios, video games, electronic games/devices, phones, or iPods are NOT permitted at school at any time. Although students are allowed to carry cell phones on campus, they must be kept out of plain sight. They must also be kept in the "off" position. Any phone that rings, "chirps", uses musical ring tones, is used or shown to another student during the instructional day (including lunch period), creates a distraction in the classroom, or is used as a video recording device, will be confiscated by school personnel and given to the administrative staff.

The parent must go to school to pick-up any electronic device or toy. NEW Academy Canoga Park is not responsible for lost and/or stolen cell phones, radios, video games, electronic devices or games, phones, iPods or personal items brought to school.

### **Attendance**

In compliance to Los Angeles County and the State of California, N.E.W. Academy Canoga Park shall implement Attendance Policy as follows:

#### **California Compulsory Full-Time Education Law**

Education Code Section 48200 states that each person between the ages of 6 and 18 years of age not exempted under the provisions of Chapter 2 or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the

school day by the governing board of the school district which the residency of either the parent or legal guardian is located and each parent, guardian or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

#### Los Angeles County, Code of Ordinances, Chapter 13.57 - DAYTIME RESTRICTIONS FOR MINORS

A. It is unlawful for any minor under the age of 18, who is subject to compulsory education or to compulsory continuation education, to be “absent from school and found in a public place,” as defined in subsection B of this section, unless the minor has one of the valid excuses specified in Section 13.57.020.

B. For purposes of this chapter, a minor is “absent from school and found in a public place” if said minor is found idling, wandering, strolling, playing, or aimlessly driving or riding about in or upon any public street, avenue, highway, road, curb area, alley, park, playground, or other public ground, public place of public building, place of amusement or eating place, vacant lot or unsupervised place, or any place open to the public during the hours of 8:30 a.m. and 1:30 p.m. of the same day on days when said minor’s school is in session. [Ord. 96-0009 § 1 (part), 1996]

In 2012, LAUSD Pupil Services, the Los Angeles School Police Department and the City of Los Angeles Economic and Workforce Development Department partnered to initiate the Truancy Diversion Program in order to support students that are found in violation of the Daytime Curfew Law. Students who are found outside of school grounds by Los Angeles School Police Officers no longer receive truancy citations. Currently, these students who violate the Daytime Curfew Law receive a Truancy Diversion Referral which requires the student to meet with a Pupil Services and Attendance (PSA) Counselor at one of the Youth Source Centers located throughout the City of Los Angeles. The PSA Counselor meets with the student and parent to conduct an educational assessment and identify areas of need with respect to academic, attendance and behavior. The PSA Counselor then provides appropriate referrals to services in the community and collaborates with staff from the student's school of attendance to coordinate and plan for ongoing support.

Every student is expected to attend school on a daily basis, unless there is valid justification for the absence [Education Code 48200]. Please send your child to school daily unless absence is truly unavoidable. Examples of UNEXCUSED absences include:

- Running errands for family
- Babysitting
- Vacations or trips
- Weather Conditions
- Transportation problems

School attendance is vital to student achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. Schools are required to update attendance data and records during the current school year. Corrections and updates to attendance data and records are not allowed after the school year has closed. It is the parent's/guardian's responsibility to provide documentation to verify absence within ten (10) days after the student returns to school in order to prevent absences from being recorded as

noncompliant. Upon learning from a parent/guardian the reason(s) for a student's absence, the following staff may verify the validity of an absence excuse (CA Code of Regulations, Title 5, Section 421):

- A school or public health nurse
- An attendance supervisor (e.g., PSA Counselor)
- A physician
- A principal
- A teacher
- Any other qualified employee of a school district assigned to make such verification.

School-site staff authorized to verify absence excuses may, when presented facts that call into question the authenticity of the excuse, request additional information in support of the absence excuse, and/or may refuse to excuse the absence (CA Code of Regulations, Title 5, Section 306).

### **ABSENCES - EXCUSED**

Excused Absences: California E.C. 48205 provides that a student shall be excused from school when the absence is due to:

- Illness or injury of pupil
- Quarantine
- 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
- 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:
  - a. Active military duty in combat zone (immediate family member; maximum three days)
  - b. Appearance in court
  - c. Attendance at a funeral service (extended days)
  - d. Attendance at a religious retreat (shall not exceed four hours per semester)
  - e. Entertainment industry (no more than five consecutive days or a maximum of five absences per school year)
  - f. Medical exclusion or exemption
  - g. Observance of religious or cultural holiday, ceremony, or secular historical remembrance
  - h. Religious instruction (attend a minimum school day no more than four days per school month)
  - i. Revoked suspension through appeals procedure
  - j. Participation in not-for-profit performing arts organization (maximum five days per school year)
  - k. Pre-arranged mental health services (Mental Health Day Treatment)
  - l. Take Your Daughters and Sons to Work Day®

Upon receiving appropriate verification that an absence occurred due to one of the reasons listed above, the school will consider the absence to be excused. A pupil absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

### **ABSENCES – UNEXCUSED**

Any absence for reasons other than those listed as EXCUSED ABSENCES are unexcused. N.E.W. Academy Canoga Park is required by law to seek an explanation from the parent/guardian (a written note or verbal justification) regarding all absences within ten (10) days. The student may be classified as chronically absent or truant (refer to Truancy section) and this could be grounds for referral to the Student Attendance Review Board (SARB) and to the City or District Attorney's Office.

### **NOTIFICATION OF TRUANCY LETTER**

An automated truancy letter will be mailed to notify parents/guardians of students between the ages of 6 and 18 years when their child has accumulated three or more unexcused absences, early leaves and/or tardies of 30 minutes or more in the school year for which a valid excuse was not provided. Absences that meet this criterion will be counted toward truancy classification. If you feel this is an error, please contact the school from which the letter was generated. Corrections and updates to attendance data and records are not allowed after the school year has closed.

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises with prior approval by the school principal [Education Code Section 46014]. Additionally, students may be absent to attend a religious retreat [Education Code Section 48205(a) (7)], not to exceed four hours per semester. Such absences are considered excused absences, and pupils are responsible for making up missed work.

### **RELIGIOUS RELEASED TIME PROGRAM**

Pupils, with the written consent of their parents/guardians, may be excused from school in order to receive moral and religious instruction away from school property under the following conditions, pursuant to Board Rule 2125 and Education Code Section 46014:

- The school is participating in the Religious Release Time Program.
- Each pupil shall be released for no more than 40 minutes, once during the school week.
- No pupil shall be excused from school for such purposes on more than four days per school month.
- Each pupil shall attend school at least the minimum school day for his or her grade.
- The time of day for the release shall be determined by the principal, and be at the same time in the school day each week for any one classroom to avoid repeated classroom interruptions.

## TRUANCY

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school and/or tardy in excess of thirty (30) minutes on three (3) occasions in one school year without valid excuse or any combination thereof, is considered to be a truant under the law [Education Code 48260 (a)]. Upon a pupil's initial classification as a truant, N.E.W. Academy Canoga Park shall utilize the Notification of Truancy Letter to notify the pupil's parent/guardian [Education Code 48260.5], by mail or other reasonable means of the following:

- The pupil is truant.
- That the parent or guardian is obligated to compel the attendance of the pupil at school.
- That parents or guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution.
- That alternative educational programs are available in the District.
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- That the pupil may be subject to prosecution.
- That the pupil may be subject to suspension, restriction or delay of the pupil's driving privilege.
- That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Any pupil is deemed a *habitual truant* who has been reported as a truant three (3) or more times per school year and an appropriate district officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil himself/herself [Education Code 48262].

Any pupil who is deemed a habitual truant or is irregular in attendance in school or is habitually insubordinate or disorderly during attendance at school may be referred to a School Attendance Review Board (SARB). The SARB Representative will send a notice to parents/guardians, informing them of the date, time and location of the SARB Hearing. The notice shall indicate that the pupil and parents or guardians of the pupil will be required to meet with the School Attendance Review Board (SARB) [Education Code 48263].

In the event that any parent, guardian, student, or other person continually and willfully fails to respond to directives of the SARB or services provided, the School Attendance Review Board may contact the PSA counselor or district attorney to notify the parents or guardians of each pupil concerned, that they may be subject to prosecution [Education Code 48263.5].

N.E.W. Academy Canoga Park partners with the Los Angeles County Office of the District Attorney and the Los Angeles Office of the City Attorney to provide support to truant students and their families.

### **Student Pick-Up**

Student safety is the highest priority of NEW Academy Canoga Park. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

For that reason, we are concerned about students who are left after dismissal time. The school is not, and cannot be, staffed to provide supervision for students in these situations; hiring extra personnel to supervise is beyond our financial resources. In addition, children can feel confused and apprehensive when they are not picked up on time.

When children are not picked up within 10 minutes after school is dismissed, the child's parent or guardian will receive a letter each time this occurs. If a third incident occurs within 30 days, the parent or guardian will be invited to conference with the Principal.

### **Afterschool Program**

NEW Academy contracts with the LA's Best Afterschool Program. LA's Best provides safe and healthy activities for students from 3-6 PM. Activities include sports, clubs, homework time, and a healthy snack. LA's Best holds the same School-Wide Behavior Expectations for afterschool as it does during school.

### **Medication**

If your child needs to take medication during the school day, the nurse, or other such persons designated by administration, shall assist him/her in taking the medication. The following statements are required before such assistance is given and where there are changes to medication.

- A written statement from the student's physician detailing the method, amount and time schedules or the taking of the medication. The physician's statement and the pharmacy label must match.
- A written statement from the student's parent/guardian requesting the district to assist the student in taking the prescribed medication (California Education Code, section 49423)
- All medication including over the counter medications (e.g. cough drops, Tylenol, etc.) must be properly labeled pharmaceutical containers which includes: name and phone number of pharmacy, student's name, name of physician and dosage of medication to be given every school year, the medication authorizations must be renewed and any changes in medication must be accompanied with a new form signed by both the parent/guardian and the physician.

On or before the last day of school, parents should pick up any unused medication. No medication will be given to the student to transport home. All uncollected medication will be properly disposed.

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 students)
- 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

No medication can be kept with the child including any over the counter medication such as cough drops, Tylenol or Motrin. Parents are welcome to administer medication during recess and lunch in the office.

### **Emergency Cards**

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. 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.
- Allergies or Medications

### **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 will be released at the close of the regular school day if they are walkers and it is determined safe for them to leave the school grounds. Students may be released prior to the end of the school day to an adult 18 years of age or older, which is listed on the school emergency card with the proper identification. Every adult picking up 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 gate. 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. It is important that the information on your child's emergency card is current.

### **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 must be completed by students to demonstrate their independent ability. Please see your child's teacher for any questions or points of clarification.

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, 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. If a student consistently does not bring in their homework, a conference will be held with the parent and teacher and/or a school administrator.

### **CALIFORNIA STATE ASSESSMENTS**

#### **CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)**

The California Assessment of Student Performance and Progress, or CAASPP is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career. The CAASPP assessment system encompasses the following assessments:



- Smarter Balanced Summative Assessments for mathematics and English Language Arts (ELA) in grades three through five.
- California Science Tests (CAST) for Science in grade five.
- California Alternate Assessment (CAA) for grades three through five for eligible students in English Language Arts and mathematics.
- Standards-based Tests in Spanish (STS) for grades two through five for eligible students in Reading/Language Arts.

Following spring 2016 CAASPP testing, individual student score reports will be sent home to parents. Student score reports will include an overall score and a description of the student's achievement level for ELA and mathematics. Score reports for students in grades 5 will include results of the Science test.

As the parent or guardian, you have the option of excusing your child from any part of the CAASPP program. If you would like to excuse your child from the test, you must submit your request in writing to the school. Please let the school know as soon as possible so the school can make alternative arrangements for your child.

Testing calendar may be found at [www.newacademycanoga.com](http://www.newacademycanoga.com).

Additional information is posted on the internet at <http://www.cde.ca.gov/ta/tg/ca/>.

## **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 in the District 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 is administered to students who are already identified as English Learners in the fall semester between July 1 and October 31. For new enrollees who have a home language other than English, the CELDT must be administered within 30 days of enrollment in a California public school.

Additional information is posted on the internet at: <http://www.cde.ca.gov/ta/tg/el/>.

NACP offers two instructional program options for parents of English Learners. The goals of the programs are to either develop bilingual/biliteracy skills, dual language skills, or English Proficiency.

## **ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS FOR CALIFORNIA (ELPAC)**

State and federal law require that local educational agencies administer a state test of English language proficiency (ELP) to eligible students in kindergarten through grade twelve. The California Department of Education (CDE) is transitioning from the CELDT to the ELPAC as the state ELP assessment by 2018. The ELPAC will be aligned with the 2012 California English Language Development Standards. It will be comprised of two separate ELP assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of ELP.

Additional information is posted on the internet at: <http://www.cde.ca.gov/ta/tg/ep/>.

## **PHYSICAL FITNESS TESTING (PFT)**

The physical fitness test (PFT) for students in California schools is the FITNESSGRAM®. The main goal of the test is to help students in starting life-long habits of regular physical activity.

Local educational agency school students in grade five are required to take the fitness test. The test has six parts that show a level of fitness that offer a degree of defense against diseases that come from inactivity. The test results can be used by students, teachers, and parents.

The PFT provides information that can be used by (1) students to assess and plan personal fitness programs; (2) teachers to design the curriculum for physical education programs; and (3) parents and guardians to understand their children's fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California students. By law (*EC* Section 60800), all LEAs in California are required to administer the PFT annually to all students in grades five, seven, and nine.

Additional information is posted on the internet at: <http://www.cde.ca.gov/ta/tg/pf/>.

## **English Learners**

New Academy shall identify potential English Learners (ELs) in a timely manner in accordance with all applicable legal requirements. The school will provide all English Learners with an effective English language acquisition program that also affords meaningful and equitable access to the academic core curriculum. Instructional plans for ELs must be (1) based on sound educational theory; (2) adequately supported with trained teachers and appropriate materials

and resources; and (3) periodically evaluated to make sure the program is successful and modified when needed.

NEW Academy shall reclassify English Learners in accordance with federal and state requirements. The school shall provide parent outreach services and meaningfully inform parents with limited English proficiency of important information.

### **Special Education**

NEW Academy has a special education program that follows the policies and procedures of the Modified Consent Decree. Parents with questions or concerns need contact the assistant principal.

### **Internet Use**

Students may 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 the Responsible Use Policy (RUP) for students.

### **Wellness Policy**

NEW Academy Canoga Park is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating. Therefore, it is the policy that:

- Our campus will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Our campus will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program [including suppers]).
- Our campus will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical wellness, and will establish linkages between health education and school meal programs, and with related community services.

NEW Academy Canoga Park will engage students and parents through taste-tests of new entrees and surveys in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, campuses will share information about the nutritional content of meals with parents and students. Such information will be made available on menus, the campus website, on cafeteria menu boards, placards, or other point-of-purchase materials.

*A hard copy of the entire Wellness policy may be requested at each school*

## Meal Times and Scheduling:

- We will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- Lunch will be scheduled between 11 a.m. and 1 p.m.
- We will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- We will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- We will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).

## School Volunteers

We welcome and encourage parents/guardians and other members of the community to share their time, knowledge, and abilities with our students. Volunteers are valuable resource that can be used to enrich the educational program and strengthen our school's relationship with homes. The presence of volunteers in the classroom and on the school grounds also enhances supervision of students and contributes to school safety.

Volunteers must inform the office and/or teacher at least 3 days in advance if they desire to volunteer at the school so that proper arrangements can be made.

A volunteer for a single event that takes place for the duration of one day only does not need to submit an application but must be checked by a school administrator against the California Megan's Law online database at <http://www.meganslaw.ca.gov>.

If the parent plans on volunteering for more than 3 consecutive days, parent must fill out an application to apply to become a certified volunteer. The school principal or designee must confirm and verify that the volunteer has met all the requirements, including:

1. Application
2. Signed Volunteer Commitment Form
3. Megan's Law clearance
4. Tuberculosis test clearance
5. Fingerprinting (when applicable)

School volunteers are required to sign in at the school office upon entering the campus and sign out when they exit the campus. Schools must require volunteers to leave their volunteer badges at school.

No person may provide volunteer service until all necessary clearances are verified by the school principal or designee, the volunteer has signed an application, Volunteer Commitment Form, and a volunteer badge is issued by the front office.

This year the school will be offering many volunteer opportunities for families.

Ways to volunteer:

- Assist in the Library
- Assist in the Classrooms
- Assist with Custodial or Gardening help
- Assist with Clerical or office help
- Assist with Valet student service
- Assist with Supervision before or after school
- Volunteer during events, field trips, or other functions
- Assist during school meetings or attend any parent monthly meeting

Volunteers may donate useful items like:

- Tissue boxes
- Pencils
- Crayons
- Uniform clothes
- Classroom project supplies
- Hand sanitizers

### **School Site Council (SSC)**

The school site council is a group of teachers, parents, classified employees, and students (at the high school level) that works with the principal to develop, review and evaluate school improvement programs and school budgets. The members of the site council are generally elected by their peers. The school will have elections in early September and begin SSC meetings in October. Over the course of a year, a typical council might consider the goals of the school and then work with the principal to evaluate the school's progress toward those goals. In this evaluations, the council might consider school test scores, attendance, and discipline records, parent surveys, and input from students.

### **English Learner Advisory Council (ELAC)**

The ELAC shall be responsible for advising the principal and staff on programs and services for English Learners and the School Site Council on the development of the Single Plan for Student Achievement (SPSA).

The ELAC shall assist the school in the development of:

- The school's needs Assessment.
- The school's annual language census.
- Ways to make parents aware of the importance of regular school attendance

The members of the site council are generally elected by their peers. The school will have elections in early September and begin SSC meetings in October.

### **Coffee with the Principal**

Coffee with the Principal are meetings held once a month in the gymnasium. The principal will share information regarding the school's programs, changes, discipline, parent involvement, and opportunities for parents to be involved. The agenda will also have special guests from the community providing parents resources, training, information, or legal counseling.

### **Support of Foster Youth: Homeless Children or Youth**

The Governing Board of N.E.W. Academy Schools ensures that homeless students are provided equal access to the same free, appropriate public education provided to other children and youth. The McKinney- Vento Homeless Assistance Act, part of No Child Left Behind, mandates that all local educational agencies, such as school districts, independent charter schools, private schools and county offices of education, designate an appropriate staff person as the liaison for homeless children/youth. This policy addresses the rights of children and youth experiencing homelessness to a free and appropriate public education. N.E.W. Academy Schools are responsible for ensuring the identification, enrollment, attendance, and academic success of students who are homeless.

#### **GUIDELINES:**

**As a parent you are guaranteed enrollment in school by the federal McKinney-Vento Act and California state law if you live:**

- In a shelter (family, domestic violence, or youth shelter or transitional living program)
- In a motel, hotel, or weekly rate housing
- In a house or apartment with more than one family because of economic hardship or loss
- In an abandoned building, in a car, at a campground, or on the street
- In temporary foster care or with an adult who is not your parent or guardian
- In substandard housing (without electricity, water, or heat)
- With friends or family because you are a runaway or an unaccompanied youth

#### **Parents may:**

- Participate fully in all school activities and programs for which you are eligible. Including the After School Education and Safety (ASES) Program. (AB1567)
- Participate fully in all school activities and programs for which you are eligible.
- Continue to attend the school in which you were last enrolled even if you have moved away from that school's attendance zone or district.
- Receive transportation from your current residence back to your school of origin. Qualify automatically for child nutrition programs (free and reduced-price lunches and other school food programs).
- Contact the school liaison to resolve any disputes that arise during the enrollment process.

## **Parents' responsibilities are to:**

- Make sure your child attends school regularly and completes homework and projects on time.
- Attend parent/teacher conferences, Back-to-School Nights, and other school-related activities.
- Stay informed of school rules, regulations, and activities.
- Participate in school advisory/decision-making activities.

*A hard copy of the entire policy may be requested at each school*

## **Safe Haven and Sanctuary Sites**

N.E.W. Academy Schools are committed to providing a safe, welcoming, and inclusive learning environment for all students and their families. N.E.W. Academy Schools Governing Board members dedicate all schools and facilities as safe havens and sanctuary sites for students, families and the community.

N.E.W. Academy Schools are also committed to protecting the rights of immigrant students and their families through policies that prohibit information-sharing with local law enforcement and federal immigration authorities<sup>1</sup> to the fullest extent possible under the law.

N.E.W. Academy Schools shall not adopt or implement policies, practices, or procedures that exclude students from school based on their or their parents' or guardians' actual or perceived immigration status. Furthermore, N.E.W. Academy School personnel shall treat all students equitably in the receipt of all school services, including, but not limited to, the free and reduced meal program, transportation, and educational instruction.

The specific provisions of this policy, which limit N.E.W. Academy School's participation in immigration enforcement to the maximum extent permitted by law, are necessary to fulfill N.E.W. Academy School's obligation to provide all students, regardless of their immigration status, equal access to education.

## **Safe Place to Learn Act**

NEW Academy shall comply with all applicable requirements of the Safe Place to Learn Act, Ed. Code section 234. It is the policy of the State of California and NEW Academy to continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state and NEW Academy to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities.

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<sup>1</sup> "Federal immigration authorities" means any officer, employee, or person otherwise paid by or acting as an agent of United States Immigration and Customs Enforcement ("ICE") or any division thereof, or any other officer, employee, or person otherwise paid by or acting as an agent of the United States Department of Homeland Security ("DHS") who is charged with the enforcement of civil immigration law.

### **Harassment/ Nondiscrimination Statement**

NEW Academy Canoga Park is committed to providing a working and learning environment that is free from discrimination and harassment based on an individual's sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other condition protected by federal, state or local law, ordinance or regulation. Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by NEW Academy Canoga Park. Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending student or employee. Harassing conduct can take many forms, including verbal acts, graphic and written statements, or conduct that is physically threatening or humiliating. All students and families are welcome at NACP regardless of cultural background, gender, or other characteristics that may be unique in some way. All students are expected to honor the core values which include: "Children learn in different ways on different days" and "Everyone is deserving of the highest respect".

### **Bullying**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment.

To the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

### **Suicide Prevention** (language for family & students)

Protecting the health and well-being of all our students is of utmost importance to N.E.W. Academy Elementary Charter Schools. 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.

### ***AB 2246: Suicide Prevention Policies in Schools***

***This bill would require 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 this needs, the school board has adopted a suicide prevention policy which will help to protect all students through the following steps:



1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes and/or during ic-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 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 call the front office at your school and ask for a copy of N.E.W. ACADEMY SCHOOL's full suicide prevention policy.

### **School-Wide Expected Behaviors**

At NACP we strive for a positive environment where good behavior is the norm. NACP is guided by its Core Values and its four School Wide Rules.

NACP expectations are communicated to students and families. The tone is set for positive behavior with an Expectations Assembly at the beginning of the year. After the winter break, another assembly is held to remind the students of our Core Values and Expected Behaviors.

NACP also implements a School-Wide Expected Behavior Matrix for all settings at the school. The school uses three tiered misconduct levels to ensure that consequences are reasonable and appropriate.

In addition, the *SecondSTEP* program is taught throughout the school year. This ensures students have the skills and strategies they need for Social and Academic Success.

Students at NACP are monitored during recess and lunch by playground supervisors daily. The school also has a Playground Handbook that communicates game rules and behavior expectations to all students, teachers, and yard supervisors. Playground assistants communicate safety concerns with administration via walkie talkies.

Since students are made aware of the rules and an equal balance of empathy and natural/logical consequences replace punishment whenever possible, the following type of disciplinary actions may occur, but are not limited to:

1. Problem solving assignments
2. Reflection
3. Apologies
4. Time in alternative classroom
5. Parent notification/Conference
6. Loss of privileges
7. Assign a contribution plan
8. Counseling
9. Contracts
  - a. Homework
  - b. Behavior
10. Referral to Student Success Team (SST)
11. In school, Home Suspension, and/or Expulsion if deemed necessary according to Educational Code (i.e., Gun Free Schools Act) and the Discipline Foundation Policy of LAUSD. In no situation will any student be allowed to threaten the health, safety, and welfare of fellow students and /or staff members.

### **Student Recognition**

NACP recognizes student achievement in many ways:

1. Success Assemblies:
  - a. Transitional Kindergarten, Kindergarten, and first grade present Certificates of Achievement to students every month.
  - b. Students in grades 2<sup>nd</sup>-5<sup>th</sup> receive certificates of achievement three times a year.
2. Students are recognized for learning their multiplication facts, moving up reading levels, and for reclassifying as English Proficient.

### School Wide Books

Our library and classrooms have many wonderful books. Your child will be responsible for returning books and not damaging them. Your child may borrow books from the library when they come with their class each week. When library books are returned, your child may check out a new book for a total of one book checked out to them at a time.

Please encourage your child to enjoy our library resources in the following ways:

1. Help your child to develop a love of reading by spending time with the TV off and enjoy reading together and/or discussing their library book.
2. Remind your child to have clean hands when reading books, use a paper-type bookmark, and turn the pages carefully.
3. Remind your child to return their library book on their library day.
4. Help your child to find a safe place to keep their book that is protected from pets and small children.

*\* There will be a note sent home with the following content if an item is lost or damaged beyond repair. Your child will not be allowed to borrow another book until it is returned or paid for.*

## **Reminder/ Recordatorio**

To the parents of: \_\_\_\_\_

This notice is a reminder that your payment for the \_\_\_\_\_ is due \_\_\_\_\_. Your prompt attention to this matter would be greatly appreciated. If you have any questions, please contact our office as soon as possible.

Item

Date:

If your payment for the amount of \_\_\_\_\_ is not received by \_\_\_\_\_ your child will not participate in the following activities.

Dollar Amount

Date:

Principal Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

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

## Dress Code Policy

<b>Clothing</b>	<b>Color</b>	<b>Description</b>	
<b>Pants</b>	Khaki	No sagging pants	Appropriately fitted at the waist and at the leg inseam and/or crotch area may be worn (no sagging).
<b>Shorts</b>		Between 1 inch above and 1 inch below knee	
<b>Skorts, Skirts</b>	Khaki	No shorter than one inch above the knee	Appropriate undergarments and biker shorts are required
<b>Girl Capris</b>	Khaki		
<b>Shirts</b>	Baby blue	Shirts must be appropriately fitted at the shoulders.	
<b>Blouses</b>	Baby blue	All blouses and shirts should be properly buttoned.	
<b>Undergarments</b>	Appropriate clean undergarments that provide proper cover shall be worn.		
<b>Polo Shirts</b>	Baby blue		
<b>Shoes</b>	Black high tops, vans, black shoes, tennis shoes	Footwear must be appropriate for school activities. For example; Physical Education or outdoor play	
<b>Leggings</b>	White, black, dark blue (solid)		
<b>Long sleeve undershirt</b>	White or dark blue		
<b>Zippered hoodies, Sweaters</b>	Dark blue or light blue		
<b>Performances</b>			
Special dress and grooming standards may be required for public performances, even though the attire is not provided, so long as they are reasonable and appropriate. School groups will be expected to meet participation requirements of outside organizations when the school participates in such sponsored events.			

## **Student-Parent-Teacher-Administrator Agreement/ School Compact Partners in Learning**

### **Student Pledge**

I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- ❖ I will arrive on time to be in class (by 7:55 a.m.), following my school dress code, ready to learn
- ❖ I will become a responsible learner by listening in class and asking questions when I do not understand
- ❖ I will use good manners and be respectful with adults and all children in school
- ❖ I will share what I did in school with my parents
- ❖ I will deliver school papers to my parents the day they are sent home
- ❖ I will know my assignments and bring home the right materials each day
- ❖ I will work with my parents and follow a daily homework schedule
- ❖ I will practice, model and exemplify the Core Values

### **Parent Pledge**

I realize that my child's school years are very important. I understand that I am the significant role-model in my child's life, and my actions participation and support promote my child's educational achievement and attitude. Therefore, I agree to carry out the following responsibilities:

- ❖ I will provide the organization that allows my student to arrive on time to be in class (by 7:55 a.m.) with school dress code
- ❖ I will ensure that there is clear communication between my child, my child's teacher and myself
- ❖ I will review and discuss homework assignments and school events with my child each day
- ❖ I will provide a consistent, quiet time and place for my child to complete homework and practice the arts (drama, visual, music, and dance)
- ❖ I will encourage my child to engage in shared reading/math activities and music practice in accordance to the school wide homework policy
- ❖ I will contact my child's teacher with any questions or concerns at the appropriate time
- ❖ I will attend parent conferences, open house and other school events and programs
- ❖ I will promote and support the Core Values

### **Teacher and Administrator Pledge**

We understand the importance of the school experience to every student and our position as educators and role models. Therefore, we agree to carry out the following responsibilities to the best of our ability.

- ❖ We will provide a safe, positive and healthy learning environment for your child
- ❖ We will teach concepts in accordance with the Common Core Standards and NEW Academy's Instructional Program
- ❖ We will address the individual needs of your child through on-going assessment and goal setting
- ❖ We will select appropriate instructional strategies and materials to meet the needs of your child
- ❖ We will provide on-going communication regarding your child's progress and achievement through conferences report cards, and other forms of communication
- ❖ We will notify parents of any problems and/or specific concerns through conferences, notes, phone calls or progress reports.
- ❖ We will teach, exemplify and model the Core Values

## N.E.W. Academy Canoga Park Homework Contract

### Teachers shall:

- a. Set clear standards and expectations for the quality of work based on the needs of students.
- b. Create an effective system for communicating homework guidelines for parents and students.
- c. Review homework and provide timely and appropriate feedback regarding the completion of assignments as a step toward mastery of standards.
- d. Coordinate projects so that all students have access to research and resource materials including textbooks and digital tools such as flash drives, electronic textbooks and websites.
- e. Assign homework that is academically challenging and developmentally appropriate to the student's level of competence.
- f. Design quality homework, which is relevant to the curriculum and/or tied to mastery.
- g. Allow for varied learning styles by including choices in types of assignments when possible.
- h. Provide students with a reasonable estimate of the amount of time necessary to complete each homework assignment.
- i. Provide specific written explanation, rubric or model, of long term assignments so that the requirements, expectations and timelines are clearly understood by the students.
- j. Provide students the opportunity to ask questions to clarify assignments before leaving class.
- k. Be considerate when assigning homework due the day after a religious holiday and district assigned school breaks and weekends.
- l. Ensure that students receive feedback on each assignment so that students comprehend their level of understanding of the learning.
- m. Create an effective mechanism or system to communicate homework assignments. If appropriate and accessible place homework assignments on the teacher's website for further clarification.
- n. Modifications for RSP students will be addressed through the IEP.

### Students shall:

- a. Understand that homework is part of classroom requirement.
- b. Ask questions to clarify homework assignments before leaving class.
- c. Complete and submit homework assignments by the due date.
- d. Complete all assignments honestly in accordance with the teacher's directions.

### Parents shall:

- a. Provide a suitable environment for homework.
- b. Remind students that homework is their responsibility.
- c. Guide or assist in homework when unusual difficulties arise but never do the homework for their child.
- d. Encourage students to ask their teacher(s) clarifying questions concerning their homework.
- e. Communicate with the teacher(s).
- f. Monitor activities so that sufficient time is provided for homework.
- g. Prohibit cheating, plagiarism and any other dishonest practices in the completion of homework.

## **Responsible Use Policy (RUP) Information for Students and Families**

### **Purpose**

The purpose of the N.E.W. Academy School's Responsible Use Policy ("RUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of N.E.W. Academy School's technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the N.E.W. Academy School's (the "network") regardless of the physical location of the user. The RUP applies even when the N.E.W. Academy School's -provided equipment (laptops, tablets, etc.) is used off N.E.W. Academy School's property. Additionally, the RUP applies when non- N.E.W. Academy School's devices access the N.E.W. Academy School's network.

The N.E.W. Academy School's uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The N.E.W. Academy Schools can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of N.E.W. Academy School's equipment, network, and/or Internet access or files, including email.

The N.E.W. Academy Schools will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to N.E.W. Academy School's applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

### **Consequences for Irresponsible Use**

Misuse of the N.E.W. Academy School's devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The N.E.W. Academy Schools will attempt to tailor any disciplinary action to the specific issues related to each violation.

### **Disclaimer**

The N.E.W. Academy Schools makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or N.E.W. Academy School's accounts.

Users are responsible for any charges incurred while using N.E.W. Academy School's devices and/or network. The N.E.W. Academy Schools also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the N.E.W. Academy Schools, its affiliates, or employees. Students under the age of 18 should only access the N.E.W. Academy School's network accounts

outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

### **Summary:**

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What the N.E.W. Academy School's community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

### **Parent Concern Process**

**This complaint procedure is adopted to provide a uniform system of complaint processing:**

- NEW Academy Schools work hard to provide a positive school environment. NEW Academy encourages all stakeholders to discuss their concerns and complaints with the appropriate persons through an informal conference. Concerns should be expressed as soon as possible. Most, if not all, concerns can be resolved informally through communication, teacher-parent conferences, phone calls, e-mails, etc. However, if there is a concern that cannot be resolved, the complainant can submit a formal written complaint. (See Below.)
- If a complaint cannot be resolved informally, the complainant completes a Level 1 Form and submits it to the designated compliance person. The compliance person is usually the assistant principal, or any administrator will accept the form.
- If the complaint is not resolved within the timeframe, the parent can appeal and fill out a Level 2 Form. Level 2 is a formal meeting with the school principal.
- If not resolved within the timeframe, the parent can appeal and fill out a Level 3 form. Level 3 requests the Executive Director review the case.
- If still not resolved within the timeframe, the parent can appeal and fill out a Level 4 form which would go to the Board of Directors.
- If a complaint cannot be resolved by Level 4, the parent can fill out a Level 5 form and appeal to the CDE.

**The responsibilities of N.E.W. Academy Canoga Park / N.E.W. Academy Science and Arts are:**

- It is the responsibility of the schools to notify all stakeholders about complaint policies and procedures.
- The school must conduct an investigation within 60 days.
- The school is responsible to provide parents with all forms and provide assistance if needed, i.e., primary language.
- Complaints need to be reported to the compliance officer within 6 months of the incident. The compliance officer is the assistant principal.
- If a complaint is not resolved, the parent has 15 days to appeal to the next level.



## **Annual Notification of the Uniform Complaint Procedures (UCP)**

### **For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties.**

The *N.E.W. Academy Canoga Park* and *N.E.W. Academy Science and Arts* has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 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 the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- After School Education and Safety
- Discrimination, Harassment, Intimidation, and Bullying
- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- Special Education

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Complaints other than issues relating to pupil fees must be filed in writing with the following administrator designated to receive complaints:

Name or title: Patricia Gould, Principal  
Unit or office: N.E.W. Academy Canoga Park  
Address: 21425 Cohasset St., Canoga Park, CA 91303  
Phone: 818 710-2640 E-mail address: [pgould@nacpdolphins.org](mailto:pgould@nacpdolphins.org)

Name or title: Dr. Eric Todd, Principal  
Unit or office: N.E.W. Academy Science and Arts  
Address: 379 S. Loma Dr., Los Angeles, CA 90017

Phone: (213) 413-9183 Email address: [todd@newnasa.org](mailto:todd@newnasa.org)

A pupil fees complaint is filed with the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance person at each school is responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the decision of complaints regarding specific programs, pupil fees and the Local Control and Accountability Plan (LCAP) to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision.

The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of the NEW Academy UCP compliant policies and procedures is available free of charge.

### **Title IX (SB 1375) - Sex Based Nondiscrimination Statute**

Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived sex, sexual orientation, gender, or gender identity or expression.

Title IX of the Educational Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in education. Title IX prohibits discrimination, harassment, exclusion, denial, limitation or separation based on sex or gender. Title IX applies to both male and female students in any educational institution receiving federal funding.

California Education Code Sections 200 through 282 and N.E.W. Academy Schools Board Policy prohibits discrimination on the basis of sex, sexual orientation or gender. Title IX requires that every school district or institution have a Title IX/Bullying Complaint Manager to whom concerns or complaints regarding sex discrimination can be made.

### **Complaint Process**

Students or parents/guardians should report their written Title IX complaint to the school administrator or Title IX/Bullying Complaint Manager within six months from the date the alleged incident occurred or first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying that is based on sex. Complainants have a right to a timely and informal resolution at the school site accordance with the N.E.W. Academy Schools Uniform Complaint Procedures (UCP).

## **Title I Parent Involvement Policy Summary**

N.E.W. Academy Canoga Park will involve parents in the joint development of the N.E.W. Academy Canoga Park's Program Improvement Plan by inviting parents of Title I students to participate in Title I Parent Study Groups. N.E.W. Academy Canoga Park will also invite parents to participate in special training to support their understanding of N.E.W. Academy Canoga Park's Program Improvement Plan and the Single Plan for Student Achievement (SPSA).

2. N.E.W. Academy Canoga Park will implement effective parent involvement activities to improve student academic achievement and school performance. Training will be in the following areas:

- School Goals for Parent Engagement aligned with LCAP
- Capacity-building programs Partnership Action Teams
- School Volunteer Program

3. N.E.W. Academy Canoga Park will build the schools' and parents' capacity for strong parental involvement by providing the training and tools necessary for schools to operate effective parent engagement programs from TK – 5<sup>th</sup> grade. N.E.W. Academy Canoga Park will support school capacity-building initiatives through the following:

Training for parents on academic initiatives  
Parent and Family Center Improvement Program  
Training for school staff on how to support parent engagement

4. N.E.W. Academy Canoga Park will coordinate and integrate the parental involvement strategies described in this policy with parental involvement strategies under other programs, including those managed by other NEW departments and or/units:

- Multilingual and Multicultural Education Division of Education
- Early Childhood Education Federal and State Education Programs
- Information Technology Division Office of the Chief Operating Officer
- Office of Data and Accountability
- Los Angeles County of Education

5. N.E.W. Academy Canoga Park will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of Title I schools, including identifying barriers to greater parent participation in Title I activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). N.E.W. Academy Canoga Park will use the findings of such evaluation to design strategies for more effective parental involvement and to revise as needed, N.E.W. Academy Canoga Park's Title I Parent Involvement Policy. N.E.W. Academy Canoga Park will utilize Title I Parent Study Groups to examine the effectiveness of the parent engagement strategies and programs on student achievement at Title I schools.

6. N.E.W. Academy Canoga Park will involve parents in the activities of Title I schools, will ensure schools communicate effectively with parents, welcome them as partners, and provide opportunities to help them support their children's learning and achievement. N.E.W. Academy Canoga Park will ensure that parents are knowledgeable about student and school performance data, their rights and responsibilities, including their right to choose a school for their children, and how to support their children's education.

*This is a summary of the N.E.W. Academy Canoga Park's Title I Parent Involvement Policy passed in December of 2012.  
A hard copy of the entire policy may be requested at each school*

## **The Family Educational Rights and Privacy Act (FERPA)**

### **Guidance for Parents**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day N.E.W. Academy Schools receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the N.E.W. Academy Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**ASSISTANCE:** For assistance or further information, please contact the school

N.E.W. Academy Canoga Park  
21425 Cohasset St.  
Canoga Park, CA 91303  
(818) 710-2640

N.E.W. Academy Science & Arts  
379 Loma Dr.  
Los Angeles, CA 90017  
(213) 413-9183

*A hard copy of the entire FERPA policy may be requested at each school*

### **Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that NEW Academy Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, NEW Academy Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the NEW Academy Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. <sup>2</sup>

If you do not want NEW Academy Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the NEW Academy Schools in writing by October 2017.

NEW Academy Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

<b>Student’s name</b>	<b>Address</b>	<b>Telephone listing</b>
<b>Photograph</b>	<b>Date and place of birth</b>	<b>Weight and height</b>
<b>Grade level</b>	<b>Electronic mail address</b>	<b>Student ID number or user ID or other unique personal identifier</b>