

Natomas Charter School

PACT Academy

Student and Parent Handbook



2017-2018

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NCS WELCOME MESSAGE

Welcome to the 2017-2018 school year!

Natomas Charter School (NCS) is proud to have successfully served students in the Natomas/Sacramento region for 25 years. Our school is founded on the belief that we need to continuously reflect, and improve upon our instruction in order to stay relevant to ever-changing student needs. Based on this belief, the NCS has established a variety of innovative educational academies that serves its diverse student populations.

No matter which academy you have enrolled, NCS promises students the opportunity to develop unique interests, uncover hidden talents, experience satisfaction in accomplishments, gain a sense of responsibility, and pursue education as a way of life through educational programs tailored to their own specific needs. The policies outlined in this handbook supports the mission of our school, promotes our inclusive culture and ensures the safety of our students.

We look forward to having you as a part of our community!

Ting Sun, Ph.D.
Executive Director/Co-founder
Natomas Charter School

PACT ACADEMY WELCOME LETTER

Welcome to PACT!

PACT Academy is an academy of Natomas Charter School, a public charter school. Natomas Charter School (NCS) was approved by the Natomas Unified School District Board of Trustees in the spring of 1993 and began operations in the fall of 1993. Natomas Charter School seeks to provide students and parents with expanded choices in the types of educational opportunities that are available within the public school system. PACT Academy was established to provide services to homeschooling families.

Natomas Charter School is currently comprised of five diverse and unique programs. Each program acts as a "school within a school," deploying its own type of innovative instructional delivery system. All five academies are WASC accredited

Pursuing Academic Choices Together (PACT): The K-8th grade PACT Academy provides families with the flexibility of homeschooling along with many of the opportunities found in traditional public schools. Each family will meet with a credentialed teacher adviser to support and guide each student's progress. Many enrichment workshops are also offered on-site for students to participate in. Educational field trips, a resource center, and a computer lab are also some of the many benefits that are available to enhance each student's learning.

The ADA (Average Daily Attendance) funds we receive from the state for your student(s), allows us to purchase curriculum, instructional materials, school supplies, and to pay for services for your use, as well as making it possible for us to offer classes and field trips for your child(ren). ADA is formulated by the number of the days on each LRF, making this piece of your Advising meeting very important!

Parents are an integral part of school operation and support. We invite our families to share ideas, suggestions, knowledge, and talents with the staff, the student body, and with other parents. As homeschoolers, you may feel you are alone in what you are doing. Coming together as a team is a good way of reminding yourselves that you are part of a special group. We welcome you to our community!

**Sincerely,
Tracy Chatters
PACT Academy Coordinator**

NATOMAS CHARTER SCHOOL'S PACT ACADEMY

MISSION AND VISION

Mission Statement

The Mission of Natomas Charter School's PACT Academy is to provide quality education for children in partnership with the home and community by assisting and helping parents in their effort to maximize the lifelong learning potential of their children.

Vision Statement

PACT Academy focuses the Natomas Charter's philosophy of individualized learning by creating unique, handcrafted and individual educational opportunities for each student through home and community. We strive to develop each student's individual potential through a variety of diverse educational opportunities. We will help our families to craft individualized education for each student and develop each student's ability to be a positive, creative and contributing member of the community.

NCS Community Shared Beliefs

- Every student has the right to be valued for who they are and be provided the opportunity to grow.
- Families are partners in the educational process.
- Teachers are architects in the design of authentic learning experiences for students.
- Learning/teaching activities must be relevant to the changing social, economic and political dynamics in which students will live.
- Technologies are powerful tools for maximizing the relational aspects of teaching/learning.
- Social/Emotional learning is in concert with academic learning.
- All NCS community members (Including teachers and staff) are lifelong learners.
- Accountability is the shared ownership of student learning outcomes by all members of the Natomas Charter School community.

NCS Expected Schoolwide Learning Results (ESLRs)

ACADEMIC REASONING

- A. Students are able to proficiently demonstrate academic knowledge and literacy in core subjects.
- B. Students are able to form ideas based on reason, passion, and knowledge and clearly articulate these ideas in a variety of formats.
- C. Students are able to solve complex problems in a variety of ways, using multiple forms of evidence, analysis, counter-arguments, and academic knowledge.
- D. Students are able to make connections across content areas and apply diverse information to integrate knowledge.

SOCIAL EMOTIONAL WELLNESS

- A. Students are able to lead and construct healthy, physically active, and balanced lives .
- B. Students are mindful regarding themselves and others and work to develop common

understandings in various life/work situations.

- C. Students are able to set goal and reach accomplishments through hard work, perseverance, and diligent effort over time.
- D. Students are able to articulate unique interests through creative work and individual expression.

GLOBAL UNDERSTANDING

- A. Students seek to understand other cultures and communities .
- B. Students collaborate effectively in a variety of teams and settings.
- C. Students develop diverse relationships and are active participants in communities to create a positive difference.

ATTENDANCE

******* Regular Attendance is Required by State Law *******

Your daily documentation of educational activities verifies your student's attendance. Please document all work done each day on the Learning Record Form. Be sure to include specific page numbers and book names or the content of the lesson. The average time a student spends is dependant on age and is detailed in the Master Agreement.

Your Educational Adviser will use your documentation to report attendance. Failure to comply with the master agreement may result in the revocation of your contract. Any student who receives a contract revocation will be excluded from any Natomas Charter Academy for one calendar year.

Workshop Attendance:

To maintain workshop privileges students are required to:

- attend classes prepared, ready to learn, and on time. More than one tardy for the quarter may result in a dismissal from that class or workshop.
- use time between classes productively and appropriately. (reading, working on assignments, eating lunch)
- stay current on all paperwork, homeschooling assignments, and Adviser meeting requirements.
- Notify the teacher in advance if the student will miss class for a field trip or illness. Three unexcused absences (for year-long) or one unexcused absence for a semester or quarter class, may result in dismissal from that class. Students who miss the first workshop of any quarter, without notifying the teacher, may be dropped and replaced with a student from the waitlist.

Workshop Registration Information:

Workshop registration takes place twice a year, in the fall and spring for the following semester. Families will register for classes and workshops in their Adviser meeting. In order to register with first priority, families must have a completed intent to return form (for May), as well as be consistently meeting the requirements of the Master Agreement. Students will rank workshops in order of preference. Available workshop spaces will be filled two weeks before class begins. Please see your Educational Adviser or check our website for a list of classes and additional sign-up information.

ACADEMIC RESPONSIBILITIES AND HOMESCHOOLING DOCUMENTS

LEARNING RECORD FORM: The Learning Record Form (LRF) and student work samples are due at the scheduled meeting time. ***If a meeting is missed, the paperwork is due the next school day, without exception.***

- According to the Master Agreement, the LRF is to be completed and turned in to the Educational Adviser at the scheduled appointment time dated for a 2 to 3 week learning period, depending on your Master Agreement.
- Daily attendance is located on the right side of the LRF. Circle or highlight the days to match the start and end dates of the learning period on the form. Weekends, holidays and school vacation days cannot be marked as school days.
- Signatures and dates at the bottom of the form will be signed at the meeting with your Adviser. Do not sign in advance.
- You may choose to document work directly on the LRF **or** you may document daily work in an agenda type format.
- Documentation is to include the title lesson, chapter, or pages, or details about the concept or topic covered.
- Natomas Charter School is nonsectarian in its programs, admissions policies, employment practices, and all other operations. Therefore, it is important to note that assignments recorded on the LRF must reflect learning activities that are non-discriminatory and appropriate for a public school. Further, curriculum of a religious nature cannot be accounted in the PACT LRF for attendance purposes or work samples.
- A copy of the LRF may be obtained on our website (pact.natomascharter.org).
- If using agenda pages, write, "See attached pages" on both sides of the LRF and please make copies of the days indicated on the LRF before the Adviser meeting.

STUDENT WORK SAMPLES: Bring a wide variety of all subjects and work samples to your advising meeting each time. All work samples must have a parent notation or grade mark. Parents are required to correct student work *before* the advising meeting and provide regular feedback to the student. Your adviser will choose four work samples that show student progress.

ATTENDANCE DOCUMENTATION FOR LEARNING RECORDS: A well-documented Learning Record Form is an important component of your student's school file and how attendance and funding is assessed. It is up to you, as the parent-teacher, to make sure that all student paperwork is kept up-to-date.

EDUCATIONAL ADVISER MEETINGS

Educational Advisers will be available for appointments at the Resource Center and/or over the phone to encourage, support, and collaborate with you to:

- identify student needs
- set goals for student success
- plan and order curriculum
- select materials
- monitor educational progress
- address any concerns you may have

Educational Advisers will not dictate the curriculum, but will, instead, make recommendations and assist the parent-teacher to the best of their ability. They will collect the required paperwork and work samples and will be glad to assist you in this area of accountability. Talk to your Educational Adviser regarding any needs or concerns you may have.

MASTER AGREEMENT: Each year, students and parents who choose to enroll in PACT Academy are required to sign a Master Agreement that covers the policies of the academy and outlines the expectations for school year. All requisite signatures must be made on the Master Agreement before a student can be considered officially enrolled in the academy. This Master Agreement also serves as the parent/student contract to the school, ensuring that the student will work to the best of his/her ability and adhere to academy policies and that parents are committed to supporting the student's educational process and are held accountable to Natomas Charter School. Please note that students may be enrolled in **one** public school in California. If your situation changes, you must notify the PACT office immediately. If we are notified by another public school or the state that your student is dually enrolled, s/he will immediately be disenrolled from PACT.

ADVISER MEETINGS: Each family is required to meet with the Educational Adviser to discuss and monitor student progress on assignments, student learning, and to receive assistance in planning future curricula. The date and time of the Adviser meetings can be designed to fit into your overall schedule but must be scheduled in advance. Regular attendance at these appointments, as well as attendance at any required classes or special education services are mandatory to stay enrolled in PACT. Therefore, students and parents must do the following:

- Attend all scheduled Adviser meetings.
- Turn in Learning Record Forms (LRF) at each scheduled meeting with work samples for each subject area.
- Participate in all standardized testing (i-Ready, CAASPP etc.).

Missed appointments or coming to appointments with inadequate work or Learning Record Forms and work samples could result in:

1st TIME: First Warning will be given. A warning letter will be sent home, work samples must be turned in to the office in 24 hours and a meeting will be rescheduled.

2nd TIME: Second Warning will be given. A second warning letter will be sent home and a meeting with administration will be held.

3rd TIME: Student contract will be revoked. This results in dismissal from the academy for lack of compliance with the Master Agreement.

If an Adviser meeting is rescheduled, all work samples and LRFs are due to the Adviser the next school day or the student(s) will be marked absent for the entire learning period. **Missing a learning period**

results in truancy being reported to your school district's Superintendent and truancy office and may result in dismissal from the Academy.

At the end of each Adviser meeting, confirm the next meeting date and time. Reschedule appointments only in the case of illness or an emergency. Parents and students are required to attend a rescheduled meeting to review work samples and LRFs submitted by the deadline.

NATOMAS CHARTER SCHOOL (NCS) INTER-ACADEMY CLASSES

Enrollment in Inter-Academy Classes (grades 6+)

Students enrolled in the PACT Academy may be allowed to take a maximum of two (2) courses/classes at NCS PFAA, if space is available* and the student is meeting all PACT requirements. Parents are solely responsible for transportation to and from and for keeping up to date on the student's performance in the course.

Attendance in the on-site, inter-academy classes is mandatory, and absences will affect the student's overall grade and/or enrollment status in the course. **If a student misses 6 classes in any semester, for any reason, he/she may be dropped from the course.**

** NCS programs reserve the right to drop inter-program enrollments should classes become impacted and/or oversubscribed.*

PARENT PARTICIPATION HOURS

Natomas Charter School was created as a means of providing parents and students with an expanded choices in the types of educational opportunities available. The school is founded on the belief that active parental involvement in the school's program is a key component to student success. Because the charter's mission is to provide unique learning opportunities to its students, the school needs committed parents who are willing to assist the staff and faculty in making this happen.

To this end, the PACT Academy asks that all families contribute to our established school wide goal of 1800 parent contribution hours for the 2017-2018 school year (an average participation of 10 hours per family).

Parents' active participation is one of the main ingredients that makes our academy successful. The parent commitment can be fulfilled in many fun and enjoyable ways. Hours can be completed one at a time or in larger increments for a single event or fundraiser. The following is a sample of the many ways parents can contribute to our schoolwide goal:

Participation in School Events: Fall Harvest Festival, Scholastic Book Fair, Student Exhibition and Open House

Attendance at Academy Evening Activities: Parent University Nights, Guest Speakers

Donations to the School: tissue boxes, water, snack foods, items in the weekly email request list

Participation in School-Community Events: Big Day of Giving, Candidates Forums, etc...

At Home Projects: Assist teachers and advisers at home with projects on request

Parent Contribution Hours will be tallied and recorded at the end of each month on a school online parent hours tracking system and parent association coordinators will assist parents in documenting and tracking their hours.

All families who have kept their volunteer commitment and are in compliance with the Master Agreement, will receive first priority in class registration options each May.

GENERAL POLICIES

SUPERVISION: 5TH GRADE AND BELOW: Students in K-5th grade must be directly supervised on campus at all times, by a parent or designated guardian. Parents may drop students off for class five minutes early, but must return and remain on campus anytime a student is not in class. Siblings and non-PACT students must remain with the parent or guardian at all times and shall not be left unattended anywhere on campus. Parents must closely supervise all children in the parking lot and outdoors. Children may not climb outside structures or play in the parking lot.

Students must remain in the waiting area in the PACT Resource Center while waiting to be picked up and may not exit the building or wait outside for a ride. Parents who are habitually late picking up Kindergarten through 5th grade students will be required to meet with the Academy Coordinator and may lose class or workshop privileges for the remainder of the quarter.

SUPERVISION: 6TH-8TH GRADE Enjoy the privilege of remaining on campus for a period of no longer than TWO hours daily outside of assigned classes, to work on their daily educational goals. 6th – 8th grade students may also use 30 minutes of this time for their lunch and may eat in the family lounge area or in the multipurpose room on Middle School Lunch days. Students should come to campus with coursework to complete. If students are not able to follow expectations, the privilege will be revoked.

PHOTOCOPY ACCESS: PACT follows copyright laws and expect parents to abide by them as well. Please note, due to budgetary limitations, we will not photocopy full curriculum for you. You may borrow a full curriculum, make a photocopy at your expense, and return the curriculum when indicated to do so. Parents **may not** photocopy personal information or anything that is not directly related to the education of PACT students.

TRANSFERRING SCHOOLS: If you know that you will be transferring from Natomas Charter School PACT Academy, notify your Educational Adviser and the office as far in advance as possible. You will be asked to complete a Student Transfer Information Form with your Educational Adviser, submit paperwork up to drop date (otherwise student will be reported to the State Attendance Review Board as truant) and return all books, curriculum, videos, etc. at that time. Do NOT enroll your student in another school before notifying PACT, as this will result in a delay of your student's transfer and may result in truancy.

RETENTION POLICY: Natomas Charter School's PACT Academy is committed to the success of each student. PACT has adopted and follows an SST policy to establish and implement student support and intervention strategies in a timely manner. Despite the implementation of such strategies, it may also be necessary to retain a student in the current grade level for the following school year. Students will be identified for retention using criteria objectively based on their inability to meet the minimum California state grade-level standards for promotion in English Language Arts, reading, and mathematics for grades two through eight. A complete copy of the "Natomas Charter School PACT Academy Retention Policy" may be requested from the front desk.

ACCOMMODATIONS: If a student has a condition that inhibits his/her ability to learn, contact Tracy Chatters, PACT Academy Coordinator, to schedule an evaluation meeting.

TOILETING: Natomas Charter School PACT admits all age-eligible students to its Kindergarten programs. If your student is not toilet-trained, you must be available during the school day to come and address your child's toileting needs as appropriate.

LUNCH POLICY: All PACT students may bring a lunch to eat in the designated lunch area. PACT students may also order lunch online from the NCS cafeteria. Lunches must be pre-ordered one week in advance and will be delivered to PACT by 11:30am daily. They may also purchase lunch in the MPR on the main campus at 4600 Blackrock Drive.

PARENT VISITATION TO CLASSROOMS: Natomas Charter School has an "open door" policy and welcomes parents to visit classrooms. We do require, however, that you set up the visit with the administration or teacher at least 48 hours in advance if you wish to go into your student's classroom to observe or assist in a class, unless otherwise requested by teacher. Parents should make alternate arrangements for siblings of any age.

VISITORS: Any non-NCS, school-aged student who wishes to visit the Natomas Charter School main campus or PACT during the school day must be pre-approved at least 48 hours in advance by the Student Services Director or Academy Coordinator. The non-NCS student must have a signed note from a parent or guardian. **This does not include siblings/family members of PACT students.**

PACT EMERGENCY PROCEDURES: There may come a time when you come to campus when an emergency situation (or a drill) is in progress. Please be aware of your surroundings whenever you come on campus and look for the sign on the door that signals an emergency or drill in progress.

For example: If you come on campus when a Lock Down drill is in progress, you will notice that the windows will be covered and doors will be locked. Please immediately return to your vehicle and leave campus. Do not drop off students in this circumstance.

If you arrive on campus during an evacuation drill, you may notice an empty building and classrooms with students, teachers, and staff gathered across the street from the building. All PACT students and family members who arrive on campus when an evacuation drill is in progress should report to the group and stay there until the all clear signal is issued.

Please discuss these procedures with your student so that he/she knows what to do in an emergency.

GENERAL MAINTENANCE: Students are expected to keep ALL school property (including furniture, books, and supplies as well as hallways, restrooms, lunch, and garden/lawn areas) as neat and clean as possible. As a courtesy to others and in respect for the environment, students should not waste paper or water or dispose of litter inappropriately. Restitution must be made to NCS for any damage to property loaned to or used by a student during the school year before a student's records are released.

AFTER-SCHOOL HOURS: All classes and workshops at PACT end at 3pm and students may not remain on campus after 3:30pm, at any time. Parents must make prior arrangements to pick up students on time. Parents who do not pick up a student by 3:30pm, will receive a warning letter and habitually late families may lose on-campus privileges.

MEDICINE: Any prescription medication must be checked in at the office and accompanied by a school medication form signed by the parent and the doctor. Over the counter medication, such as Tylenol, cough medicine, etc. must be kept in the school office with a signed medication form (parent signature only required for over the counter medications).

STUDENT FEES: In accordance with the California Constitution and Education code Section 49011 (A), "a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity." The Board of Directors of Natomas Charter School (NCS) recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them.

As necessary, the Board may approve fees, deposits, and other charges that are specifically authorized by law. For such authorized fees, deposits, and charges, Natomas Charter School shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

Nothing in this policy limits a parent/guardian's or student's right to voluntarily contribute time or items of value to our schools. This policy is subject to Natomas Unified School District's uniform complaint procedure. If fees are charged in error, NCS will reimburse the fee to all affected pupils, parents or guardians.

No student or parent/guardian will be required to request a fee waiver.

No student or parent/guardian will be offered a two-tier educational activity with a minimal opportunity for free and a second, higher opportunity for a fee.

No student will be offered or denied the opportunity to participate in educational activities based on whether his or her parent/guardian contributed money, goods, or services to NCS.

FIELD TRIP PROCEDURES

Information for each Learning through Experience field trip is easily accessible on our website.

Procedure for signing-up for a field trip:

- Read the information posted on the PACT field trip website and the weekly email.
- Fill out a PACT Student Field Trip Registration Form for each desired field trip and be sure to include parent/guardian signature.
- Sign your names on the signup sheet at the front desk and pay any associated field trip fees. Complete chaperone/sibling payment envelope and enclose payment.

Attendance & Cancellation Policy

- When a family signs up for a field trip, their tickets are purchased ahead of time by the school; thus, it is very important that students and chaperones attend. We make field trips a priority at PACT and want to ensure that as many students as possible get to attend the field trips.
- When a student and/or chaperone cannot attend the field trip, the family is responsible for calling the PACT office to cancel at least 48 hours in advance.
- Refunds will only be available when a family cancels with a minimum of 48 hours or more notice, **AND** the family's spot can be filled off the waitlist.
- When a student and/or chaperone signs up but is a no-show for two field trips, then they will not be allowed on any more field trips for the remainder of the academic school year. Privileges will be reset at the start of the next school year.

Chaperone, Spouse, and Sibling Fees

- Please note that PACT **cannot** make change. For any fees, exact payment is required.
- Many field trips require a chaperone fee at a group rate. If space is available, families may bring additional chaperones at the set fee.
- Non-PACT siblings may be able to attend some field trips at the student rate, depending on the location's rules and availability of space.
- At times, only one form of payment may be indicated on the information flier.
- To make a chaperone/sibling payment, pay the exact payment amount.

Additional Required Form for carpools:

- A completed Volunteer Personal Automobile Use Form will be required per year for each driver who would like to transport additional students or participate in carpools to field trip destinations. (Included in the registration packet at the beginning of the year and kept on file at the front desk).
- Each driver must provide PACT with updated information throughout the school year.

Before the Field Trip:

- If scheduled, attendance at all pre or post field trip classes/meetings are required for attendance on the day of the field trip. This is primarily for overnight field trips and those related directly to workshops.
- Check your email and KOURT Facebook page by 7:00 a.m. the morning of the field trip for any last minute changes that may occur. You will receive an email message from the trip coordinator,

- if a trip must be cancelled due to inclement weather or other unforeseen circumstances.
- For cancellations, contact the field trip coordinator by calling her voicemail or sending her an email immediately.

Please remember that students and parent volunteers must follow the Code of Conduct and Parent/Guardian/Volunteer Responsibilities.

CODE OF CONDUCT

Every student, kindergarten through high school, has the right to be educated in a safe, respectful and welcoming environment. Every adult serving students on campus has the right to teach and work in an atmosphere free from disruption and obstacles that impede student learning and safety. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

Natomas Charter School takes seriously its commitment to maintaining a culture of support along side high academic and behavioral expectations for all students and adults involved with the school. This commitment is confirmed in the three-way compact signed by students, parents and the school upon a student's admission.

Our shared community beliefs consist of the following:

- Every student has the right to be valued for who they are and be provided the opportunity to grow.
- Families are partners in the educational process.
- Teachers are architects in the design of authentic learning experiences for students.
- Learning/teaching activities must be relevant to the changing social, economic and political dynamics in which students will live.
- Technologies are powerful tools for maximizing the relational aspects of teaching/learning.
- Social/Emotional learning is in concert with academic learning.
- All NCS community members (Including teachers and staff) are lifelong learners.
- Accountability is the shared ownership of student learning outcomes by all members of the Natomas Charter School community.

In order to maintain a positive, safe, and engaging school climate that adheres to these beliefs and that maximizes learning for all, the following policies are established to minimize disruption to the educational environment of PACT Academy.

Expectations for Behavior and Good Citizenship

All students of the PACT Academy are expected to come to school ready to maximize their learning time through the following:

1. **SAFETY:** Students are expected to maintain a clean and safe campus that is free of litter, hazards, controlled substances, and violence. Students avoid physical and verbal conflicts including bullying and harassment.

2. **RESPECT:** Students are expected to treat people fairly, acknowledging each person's right to be different. Students do not take or destroy private and public property and they follow the laws, rules, and school authority.

3. **RESPONSIBILITY:** Students take responsibility for their actions by choosing how they respond to others. They come to school regularly, on time, ready to learn and create a positive school environment.

Before consequences are given, students are supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. PACT Academy utilizes a progressive discipline process.

Level of Intervention

- **Level 1:** Level 1 Interventions involve incidents that are infractions of classroom rules or school expectations (see chart below). These are usually addressed by a teacher or other school staff personnel and may include the following: reminder of school rules/expectations, seat change, apology, think sheet, time out from activity, counseling referral, teacher/student conference, parent and adviser conference, or parent shadow.
- **Level 2:** Level 2 Interventions involve repeated (3-4 incidents) infractions of classroom rules or school policies and/or first time major incident (see chart below). These are usually addressed by a school administrator and/or a student success team and may include the following as appropriate: reminder of school rules/expectations, phone conversation with parent, removal from extracurricular activities, community service, drug/alcohol assessment, restitution, parent shadowing, self-reflection activity, referral to peer mediation/peer circle, administrator/parent/student conference, targeted behavior support plan/contract, detention, behavior intervention.
- **Level 3:** Level 3 Interventions involve repeated (2-3 incidents) Level 2 incidents (see chart below). These are usually addressed by a school administrator, the student support services director and may include the following: administrator/parent/student conference, in-school suspension, out of school suspension, student success team referral, removal from extracurricular activities, community service, drug/alcohol assessment, restitution, referral to community resource, targeted behavior support plan/contract, detention, behavior intervention.

Example of Infractions	
Level 1 Incidents	Level 2 Incidents
Disrespect to other students, tardy to class, classroom disruption, consistent off-task behavior, refusal to follow instructions or engage in learning activity, dress code violations, insults, minor damage to school or other's property, inappropriate use of personal devices, including cell phones and other electronic devices, on campus.	Defiance/disrespect to staff, physical or verbal aggression, bullying, forgery, theft, damage to school property, discriminatory remarks, consistent bullying or intimidation, fighting, plagiarism/cheating, forgery/theft, harassment, sexual harassment, truancy, violation of the NCS Acceptable Use Policy, bringing controlled substances to school, bringing firearms/weapons to school, repeated profanity/vulgar language, minor/major incidents motivated by motivated by racial, sexual, religious or other prejudice

Violations of California Law

Natomas Charter School's Code of Conduct and behavior policies take into consideration California Code section 48900 *et seq.* Therefore, the following behaviors can result in immediate suspension on the first offense and/or a contract revocation from from Natomas Charter School. Moreover, Students who present an immediate threat to the health and safety of others may be suspended by Natomas Charter School, and/or be expelled by the NCS Board of Directors upon recommendation by the NCS Executive Director in accordance with the policies and procedures prescribed by the Natomas Charter School Board of Directors.

California Law Violations
1. CAUSING OR THREATENING TO CAUSE SERIOUS PHYSICAL INJURY TO ANOTHER PERSON, EXCEPT IN SELF-DEFENSE. 2. POSSESSION OF ANY FIREARM, KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT OF NO REASONABLE USE TO THE STUDENT AT SCHOOL OR AT A SCHOOL ACTIVITY OFF SCHOOL GROUNDS. 3. UNLAWFUL POSSESSION OR SALE OF ANY CONTROLLED SUBSTANCE LISTED IN CHAPTER 2 (COMMENCING WITH SECTION 11053) OF DIVISION 10 OF THE HEALTH AND SAFETY CODE. 4. ROBBERY OR EXTORTION.

CELL PHONE POLICY: Cell phones must be turned to **silent** at all times. If a student is found to be using a cell phone during class without teacher permission the phone will be confiscated.

- 1st offense Student can pick up cell phone after school from teacher
- 2nd offense Parent/Guardian must pick up cell phone from office
- 3rd offense Student is unable to have cell phone on campus for a week

If a student has more than 3 cell phone violations additional disciplinary consequences may be given based on the Code of Conduct.

Cell phones may be used before school, during lunch, and after school.

TECHNOLOGY-RELATED DISRUPTION AND/OR HARASSMENT:

***1st offense for electronic related disruptions (including instagram or other social media type pages):**

Social media educational activity and/or suspension from school and/or Contract Revocation depending upon severity of the offense.

RESPONSIBILITIES OF CITIZENSHIP

All Natomas Charter School students have signed a contract committing themselves to becoming responsible citizens of the school. Responsible NCS community members:

- RESPECT & ENCOURAGE OTHERS AT ALL TIMES. (No put-downs, keep your hands to yourself, allow others their “personal space,” etc.)
- COME TO CLASS WITH REQUIRED MATERIALS PREPARED TO LEARN.
- KEEP FOOD AND DRINK IN APPROPRIATE AREAS.
- ARRIVE TO CLASS PROMPT & READY TO BEGIN CLASS WITH THE TEACHER.
- DO NOT ENGAGE IN ROUGH HOUSING, FIGHTING/CONFRONTATION, PLAY FIGHTING, OR VULGAR LANGUAGE.
- DO NOT CAUSE DISRUPTION OF OTHER ACTIVITIES OR CLASSES.

PARENT/GUARDIAN/VOLUNTEER RESPONSIBILITIES

At NCS, Parents/Guardians are instrumental in supporting the school’s efforts to maintain a welcoming school climate. We work in partnership to uphold behavior expectations. When behavioral expectations are not met, the parent is expected to work with their child to improve behavior by:

1. Supporting the implementation of the school’s behavior expectations.
2. Being familiar with and review NCS Student Behavioral Expectations and school rules with their children.
3. Reinforcing positive behavior and acknowledge their children for demonstrating appropriate conduct.
4. If misconduct escalates, parent/caregiver will cooperate with the school as a collaborative partner to address student’s needs.
5. Sending the student to school prepared for work--with books, pencil, homework, and appropriate dress.
6. Insuring that the student attends school regularly and is on time.
7. Encouraging respect for the school and the learning process; providing a healthy environment

with adequate nutrition, and rest.

8. Taking corrective action when requested by the teacher, coordinator, director, or other school staff.

While on campus or participating in school events and field trips, parents and volunteers are expected to:

1. Encourage all students to participate to the best of their abilities.
2. Keep information and observations about students or families confidential. Share only with teacher or administrator, if you are concerned about student safety.
3. Seek staff intervention in any discipline or safety issue immediately.
4. Directly supervise your assigned group or students at all times.
5. Maintain appropriate boundaries and relationships with all students.

BEHAVIORAL PROBATION

A student will be placed on Behavioral Probation for 90 school days once he/she accumulates three (3) suspension days. The student will be suspended from extra-curricular activities until he/she is off Behavior Probation. **If a student receives one or more suspension days while he/she is on Behavior Probation, the Charter School may revoke that student's contract and his/her privilege to attend this school.**

STUDENT ACCEPTABLE USE POLICY

Network & Online Resources

1. The use of Natomas Charter School's Network is to promote the exchange of information to further education and research and is consistent with the mission of Natomas Charter School.
2. The network is not for private or commercial business use, financial gain, political, or religious purposes.
3. Any use of the network for illegal activity is prohibited.
4. Any use of the network that results in the violation of copyright laws is prohibited.
5. Any use of the network for purposes other than those set by faculty members is prohibited, including online games, chat (instant messaging), or browsing the Internet for any purpose other than school related.
6. Use of the network to access obscene, pornographic, hateful, or otherwise inappropriate material is prohibited.
7. Sending material likely to be offensive or objectionable to recipients is prohibited.
8. Using programs that harass network users or infiltrate a computing system and/or damage the software components is prohibited. (Including, but not limited to any type of hacking software).
9. Students need to make the most efficient use of network resources to minimize interference with others.
10. Any use of the network to access online resources must conform to the "Acceptable Use Policy."
11. NCS reserves the right to review any material stored on any system provided by the school (including online services, such as Google Apps for Education, Schoology, or related products)

and to edit or remove any material. Students should not have any expectation of privacy in their activities while using NCS equipment or systems.

12. Personal wireless devices including laptops or tablets may be connected to the network only through the NCS Guest network with prior approval from a teacher, administrator, or the NCS Technology Department. At any time this network may be turned off for network security reasons.

Security

1. Students will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. Students will use only your assigned account and will not share your account with anyone or leave the account open or unattended.
3. You will keep all accounts and passwords confidential and not accessible to others.
4. You are responsible for making backup copies of the documents critical to you.

Hardware

1. All pieces of technology must be returned to their original state before a student is excused to leave the classroom or complete the activity.
2. Students must notify their teacher or the Instructional Technology Coordinator immediately if damage is discovered or caused to any piece of technology, including computers, printers, cameras, scanners, etc.
3. Any defacing or damage to a piece of technology may result in restitution, the loss of NCS technology privileges, or revoked student contract.
4. Students must closely follow classroom procedures when using technology, and must remain on the assigned task.
5. Students may never use technology without the knowledge and approval of a faculty or staff member.

Software

1. Students are responsible to take precautions to prevent viruses on your own equipment and on Natomas Charter School's equipment.
2. The illegal installation of copyrighted software or files for use on school computers is prohibited.
3. Please contact the school's Instructional Technology Coordinator to install any software on school computers.

DIGITAL CITIZENSHIP POLICY

I understand that being a student at Natomas Charter School means that I will be a responsible digital citizen at all times.

1. I understand that technology is a tool to help me in my education, and I will use it responsibly.
2. I will respect others in all of my digital communications.
3. I will not bully, harass, or insult other people.
4. I will not give out any private information online that jeopardizes my safety and security.
5. I will respect the intellectual property rights of others and give credit to the authors.
6. I will remind my fellow students of their online responsibilities if I see them making poor

decisions.

Violation of any condition of use described herein, will be cause for disciplinary action, and removal of a student's privilege to use technology at Natomas Charter School.

Major violations of the *Acceptable Use Policy*, such as the willful tampering or destruction of other students' files, folders or digital products, or the use of school computers to access or distribute obscene or objectionable materials, will result in the immediate loss of all school computer privileges and appropriate disciplinary actions including possible revocation of student contract.

NOTE: Interpretation, application, and modification of this *Acceptable Use Policy* are within the sole discretion of Natomas Charter School. Any questions or issues regarding this policy should be directed to Natomas Charter School's Instructional Technology and Assessment Director. Any modifications to the *Acceptable Use Policy* will be posted on the Natomas Charter School website with email notifications sent to families and students.

DRESS CODE

The purpose of Natomas Charter School's (NCS) dress code is to create a positive learning environment, ensure an appropriate standard of grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and support academic performance. NCS's culture of respect and professionalism requires that students come to school with the appearance, demeanor and attitude that demonstrates their readiness to learn.

Parents and students are responsible for making sure that the dress and grooming of a student on any NCS campus are clean and neat. Any clothing, accessory, or general appearance that interferes with, disrupts, or has the potential to interfere with or disrupt the educational environment is unacceptable. NCS also prohibits any clothing, accessory, or appearance that does the following: (1) violates the dress code requirements below; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others.

The following provides dress requirements for all students on the NCS campuses:

1. Clothing and shoes are required at all times.
2. All shoes must be of the appropriate size to stay on the feet. Open-toed shoes must have straps. No unstrapped flip flops or slippers are allowed.
3. Clothing must cover all undergarments, waistbands, and bra straps.
4. Clothing must cover midriffs and all personal private parts and can not be see through.
5. Muscle shirts, tube tops, halter tops, strapless and spaghetti strap tops must be covered with an additional layer of clothing that covers the shoulders.
6. Clothing must be worn in a manner and style that is modest and fashionably appropriate in a public school setting (i.e. not a nightclub or a beach)

7. Clothing/accessories may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
8. Clothing/accessories may not depict pornography, nudity or sexual acts. Clothing/accessories also can not depict guns, weapons or depict or promote any type of violence.
9. Clothing/accessories may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
10. Head coverings, including hoods or baseball hats, can only be worn outside of classrooms unless the head covering is associated with a student's religion.
11. Sunglasses may not be worn in classrooms and are to be removed at the request of any school employee.
12. Clothing/accessories must be suitable for all scheduled classroom activities including physical education, science labs, scene shop, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

The dress code requirements above is not all inclusive; administrators may use their discretion. At any time, a staff member or administrator may prohibit a student from wearing certain apparel to school if warranted. If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations will be consistent with discipline policies for similar violations.

HEALTHY SNACKS AND TREATS

Natomas Charter School (NCS) is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Given concerns about allergies and other restrictions on some children's diets, NCS strongly discourages students from sharing their foods or beverages with one another during meal or snack times.

Additionally, NCS requires that parents and students adhere to the following if bringing in birthday treats and/or classroom snacks:

- Foods brought into the school for special events must be purchased in stores and **NOT** be homemade products.
- All items must have a complete ingredients table.
- Students with food allergens should NOT eat any food that contains ingredients they are allergic to or if the food has been exposed to those allergens.
- Birthday or celebratory treats such as cupcakes, cakes, cookies, etc. are not allowed into the classroom or school for sharing until **after** 11:00 or lunch (whichever comes later).
- ***The PACT administrator must provide expressed permission for snacks and treats to be shared, a minimum of 24 hours PRIOR to treats being brought to the school.***

- ***All food and drink at PACT must be kept in the designated eating spaces only. No food or drink is allowed in the library, the Grand Hall, in any classroom space or near any computers/Chromebooks.***

Note: Food brought in for cultural food events and other special events during the school day and events in the evening sponsored by NCS Academies are waived from the above requirements. However, NCS highly encourages students with food allergies to participate by bringing their own food and non-allergenic snacks so that they may attend and participate in the event.

TRANSFER TO ANOTHER NCS ACADEMY

If a student wishes to transfer from any NCS program to another NCS program during the course of the school year, a Student Success Team (SST) meeting may be held with the student, parents/guardians, coordinators of the programs, and the student's current teachers. The purpose of the SST is to determine if the transfer is appropriate and is in the best interest of the student both academically and personally. The final decision for transfer will be determined by the SST team.

APPEAL PROCESS

A parent or student may appeal the revocation of his/her contract within five (5) days of the revocation, by stating, in writing, the reason(s) for the appeal. This information will be presented to an appeals panel comprised of administration, faculty, and/or staff. The appeals board will meet within 30 days of written request for an appeal. (*NOTE: The student **must** be enrolled in another school while waiting for the outcome of the appeal). The parent may present his/her case to the appeals board, with or without the student present. We ask that the presentation be limited to 15 minutes. The appeals board may ask questions and the parent or student may answer those questions at his/her own discretion.

After the student/parent leaves the meeting room, the appeals board will discuss the issue(s) at hand and then take a vote whether or not to uphold the contract revocation. The appeals board may also reverse the decision to revoke the contract, with certain conditions that will need to be met. In this case, a contract will be created, and a parent, student and an administrator will be required to sign the contract before it is officially in place.

The revocation of the contract will remain in effect throughout the appeals process and/or until a decision to reverse the contract revocation has been made by the appeals board, and/or all new contracts, if applicable, are signed by the appropriate parties.

Only one appeal per student will be allowed. In other words, if a student appeals a contract revocation and the decision to revoke the contract is overturned by the appeals board, and later that same student has his/her contract revoked again, then the parent or student will not be allowed to appeal for a second time.

DISPUTE RESOLUTION PROCEDURE

The intent of this dispute resolution process is to:

- resolve disputes within the school pursuant to the school's policies
- minimize the oversight burden on the district and district personnel
- ensure a fair and timely resolution to disputes
- avoid disputes regarding oversight and renewal matters

Disputes arising from within the school:

When a complaint is communicated to the school or an employee of the school, the following is the procedure that should be followed. This may include disputes among and between students, staff, parents, volunteers, advisors, partner organizations, and Natomas Charter School (NCS) Board of Directors.

Procedure:

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

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

UNIFORM COMPLAINT PROCEDURE

Complaints regarding sexual harassment and/or discrimination will follow the guidelines specified in Natomas Charter School's Uniform Complaints Procedure (UCP). Questions regarding the UCP may be directed to Student Support Services Director, Dr. Addie Ellis at aellis@natomascharter.org or (916) 928-5353 (Ext. 1003).