

College Preparatory Public School Fully Accredited by the Western Association of Schools and Colleges

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## **PARENT AND STUDENT HANDBOOK**

### **New Designs Charter Schools**

**6<sup>th</sup>-12<sup>th</sup> Grade College Preparatory Schools**

**2020 –2021**

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New Designs Charter Schools  
**Parent and Student Handbook**

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**FORM/S TO RETURN TO SCHOOL BY AUGUST 21, 2020**

## SCHOOL OF CHOICE PROVISION

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

NDCS accepts and supports students with disabilities and has a Special Education program that serves students with different disabilities including those with 504 Plans. Students living within the attendance area of NDCS who do not desire to attend the charter school may attend another school in the surrounding area. Alternatives to the school for these students living within the NDCS attendance area who opt not to attend this charter will be the same as those offered to all other students currently residing in the district. These students may attend other district schools in accordance with existing enrollment and transfer policies of the district or county of residence.

## NEW DESIGNS CHARTER SCHOOLS: DISCIPLINE POLICY

### Dress Code/Uniform Policy

The New Designs Charter School staff reserves the right to enforce the following policy as well as any other measures that help ensure the safety of our students and staff. The responsibility for student dress rests with the parent and the student. While on campus or at any school sponsored event, students will be dressed and groomed in a manner which will not detract from or interfere with the educational program.

New Designs Charter School desires to keep the school and students free from threats or harmful influence of any groups or gangs that advocate violence, drugs, alcohol, tobacco use or any apparel, jewelry, accessories, trademark, or any other attribute that denotes membership in such a group.

The following represents items **in appropriate for school and/or school sponsored events:**

1. hats or headgear of any sort worn on campus.
2. Clothing or jewelry which suggests vulgarities, obscenities, or which promotes the use of weapons, drugs, alcohol, tobacco or any other illegal activity. (e.g. “Johnny Blaze”, “187”, “4:20”).
3. Inappropriate tops (e.g. sheer blouses, bare midriffs, low-cut tops, off-the-shoulder tops, basketball jerseys without T-shirts, tank tops, halter tops, tube tops, undershirts bra-less outfits or spaghetti strap blouses or dresses).
4. T-shirts, letterman jackets or other clothing or any other support from another school.
5. Symbols, tattoos (**visible tattoos must be covered at all times while on campus or attending school sponsored events**), emblems, or attire which disrupts, distracts, or interferes with the orderly maintenance of the campus (e.g. graffiti on backpacks, notebooks, clothing, etc.).
6. Clothing with holes and/or **frayed edges** (i.e. clothes must be in good repair).
7. Baggy or oversized clothing. clothing must be of the appropriate size (e.g. oversized pants that are stitched at the waist are not acceptable).
8. Pants worn below the waist level. (No sagging of pants, no visible undergarments).
9. Short shorts (e.g. “daisy dukes”)
10. **Skin tight pants or shorts**, which visibly show or exaggerate the panty line. This includes **“skinny jeans”**
11. Any top, skirt or dress made to expose undergarments.

12. Any sweater or jacket that is not **solid** blue, black, white, gray, or brown. **Sweaters or jackets which contain any logo other than the NDCS logo.**
13. Hooded sweatshirts without a zipper or button-down front.
14. Any long-sleeved undershirt that is not plain **WHITE**.

### APPROVED UNIFORMS:

#### Bottoms:

6<sup>th</sup> grade – 8<sup>th</sup> grade: Navy blue  
 9<sup>th</sup> grade – 11<sup>th</sup> grade: Khaki  
 12<sup>th</sup> grade: Black Uniform Pants

\*\*\*Note: Bottoms must be uniform style, jeans or pants that resemble jeans are unacceptable (outside pockets and/or rivets). **Corduroy or cargo pants** are unacceptable.

#### Tops:

6<sup>th</sup> grade – 7<sup>th</sup> grades: White or Powder Blue polo shirt (**Must have school logo**).  
**8<sup>th</sup> grade:** White, button-down, long sleeve or short sleeve **with school logo and navy-blue tie**.  
 9<sup>th</sup> grade – 11<sup>th</sup> grades: High School wears white dress shirts, Cardinal Burgundy vest with school logo and tie that is Cardinal Burgundy and plain.  
**12<sup>th</sup> grade:** White, button-down, long sleeve or short sleeve **with school logo and gold and black tie** (may change for the 2020-2021 school year).

**\*\*Any vests worn by middle school students must be *Navy Blue* and have school logo.**

#### Girl's School Uniform

Shirt - White blouse with Peter Pan collar – Long sleeve or short sleeve **with school logo**  
 Skirt or Skort, Shorts- Pleated front **must be at knees (knee length)**.  
 Pants – Uniform style in the prescribed color  
 Socks or Tights – White smooth opaque and/or cable knit tights

#### Boy's School Uniform

Shirt – White polo (6<sup>th</sup> – 7<sup>th</sup> grades only) or button-down, long sleeve or short sleeve **with school logo (8<sup>th</sup> and 12<sup>th</sup> grade only)**  
 Pants – Uniform style in the prescribed color  
 Socks – White, black, brown, or gray

#### \*\*\*PATHWAY UNIFORMS (High School)

All students enrolled in pathway cohorts are **REQUIRED** to wear the *Cardinal Burgundy* vest with a plain white dress shirt (short or long sleeved) and a **plain *Cardinal Burgundy* tie**. The vest must contain the New Designs logo patch that denotes the specific pathway (**e.g. technology students will have the technology patch; medical students will have the medical patch etc.**)

#### Girl's School Uniform

Skirt, Skirt- prescribed color, pleated front and **must be at knees (knee length)**  
 Pants- prescribed color uniform style pants  
 Shirt - White blouse with Peter Pan collar – Long sleeve or short sleeve **with school logo**  
 Vest- Cardinal Burgundy vest **with NDCS logo denoting pathway**  
 Socks or Tights – white smooth opaque and/or cable knit tights or white, black, brown socks  
 Tie-Cardinal Burgundy tie (plain), navy blue tie (8<sup>th</sup> grade - plain) or cardinal and black (12<sup>th</sup> grade only).  
**\*\*\*Girls in pathway cohorts CANNOT wear shorts. STRICTLY MANDATED!**

### **Boy's School Uniform**

Shirt - White, button-down, long sleeve or short sleeve **with school logo**

Pants – prescribed color uniform style pants

Vest- Cardinal Burgundy vest with NDCS logo denoting pathway

Socks – White, black, brown

Tie- Cardinal Burgundy tie (plain), navy blue (8<sup>th</sup> grade - plain) or cardinal and black (12<sup>th</sup> grade only)

**\*\*\*Ties that are any color other than PLAIN CARDINAL BURGUNDY or NAVY BLUE or for seniors CARDINAL AND GOLD are unacceptable. STRICTLY PROHIBITED!**

### **Shoes:**

Plain black, brown, gray or white sneakers only. **Multi-colored shoes are strictly prohibited.**

**\*\*Shoes that will be approved are as follows: Vans (solid white, black, brown, or black with white sole). Converse (Chuck Taylor) (solid white, black, brown, or black with white sole). Nike (solid white, black, or brown). Shoe strings must also be the same color as the shoes, e.g. black shoes...black strings, white shoes...white strings.**

**\*\*\*Note:** Any other brand of shoe not mentioned that comes in solid white, black, or brown will also be accepted. White shoes with black stripes or black shoes with white stripes, etc. **ARE PROHIBITED.**

**\*\*\*\*Any excuses, including but not limited to, “my shoes are dirty,” “these are all I had,” or “I left them at my sister, brother, cousin or friend’s home” are unacceptable.**

### **PHYSICAL EDUCATION (P.E.) UNIFORMS**

- All students participating in physical education classes must be in complete school P.E. uniforms purchased in the student store with the school logo present.

### **INAPPROPRIATE ATTIRE and ITEMS:**

- Hats, beanies, visors
- Other head gear of any sort, (Headbands, hairnets, bandannas, ladies scarves and combs in hair)
- Hooded Sweat shirts (With Exception of official NDCS sweater)
- Facial Piercings of any sort (tongue, lip, nose, eyebrow, etc.)
- Earrings for boys
- Earrings that are larger than a quarter
- Earrings containing the long, sharp, pointed back (This could pose a safety issue)
- Designer belt buckles and multicolored belts
- Designs cut into hair, including Mohawks
- Braids (young men)
- Oddly colored hair (i.e. blue, purple, pink, green, etc.) If hair is dyed in any non-traditional color it **MUST NOT BE VISIBLE**
- Wallet chains
- Colored socks
- Half jackets
- **Denim Jackets**
- Colored shoe strings
- Open toe shoes or shoes with visible/exposed heel
- **Visible Tattoos of any sort**
- Backless or strapped shoes
- Any long-sleeved undershirt that is not **WHITE**
- Chains or necklaces that are not tucked inside shirt (This could pose a safety issue)

***Please Note: If a student comes to school without the prescribed uniform, his/her parent is notified and the student changes into the proper uniform. Additionally, the student will be issued a Uniform Citation indicating the infraction prior to attending classes.***

### **Lunch Tickets**

- Students will receive one set of lunch tickets for each month.. Students are expected to take responsibility in ensuring that it is safe from getting lost, stolen, or misplaced.
- All students must have identification to receive their tickets.
- All lunch tickets will be distributed by the Business Office ONLY!!!

**Students who fail to present their lunch ticket is expected to see an administrative staff.**

### ***STANDARD DISCIPLINARY PROCEDURES***

New Designs Charter School has developed a discipline policy to help students understand what is expected of them and the consequences which follow the violation of these rules. Students are required to respond positively to staff requests to follow the school's discipline policy which has been established to guarantee the right of all students to an education in a safe and orderly environment. A positive school climate derives from an understanding among members of the school community that statements and actions which degrade others will not be tolerated (CA Ed. Code 32051).

A standard procedure for dealing with violations of the school's discipline policy has been developed to ensure fairness to students, faculty, and staff. (Please see attached Restorative Justice tiered alternative for suspension for student policy infractions.

### **Tardiness**

All students reporting to school 10 minutes late or later will be assigned afterschool detention to be served on the same day that the student reported to school late. At the 20 minute late mark students are expected to meet with the Dean of students prior to entering into the class that they are 20 or more minutes late to on arrival. Detention is served from 3:45pm until 4:45 pm **WEDNESDAY AND FRIDAY ONLY.** In the event that a student cannot serve detention on the scheduled day, detention will then be assigned for the following SCHEDULED day.

**\*\*Detention for tardiness will be excused ONLY if students provide an official note coming directly from the desk of a doctor's or dentist's office. Family emergencies such as hospital visits and the passing of a family member are also acceptable excuses.**

### **Tardy sweeps**

Tardy sweeps will be conducted at various times during a school day. Students are expected to be in class on time for every period of instruction. Parents will be contacted to serve as a courtesy for scheduling pick-up arrangements. Detention is served for tardy sweeps at the above-mentioned times. In the event that a student cannot serve detention on the scheduled day, detention will then be assigned for the following school day. If at any time a student fails to attend a detention without notifying the Dean prior to the absence that student will be issued an In-School suspension.

## **Detention Assignment Guidelines and Limitations**

### **Detention assignment:**

1. May NOT include corporal punishment or student ridicule
2. May not exceed 15 minutes if assigned same-day and without communication with parent
3. Must be preceded by communication with parent at least 24 hours in advance if the session exceeds 15 minutes in duration
4. Should include activities that will help the student to avoid making the same unacceptable decisions in the future
5. Should be assigned fairly and consistently, and reasonable fit the behavior
6. If assignment includes campus beautification, precautions should be made to ensure student health maintenance including use of sanitary gloves and restriction from areas which may introduce the student to BBP's

## **Computer Policy/Internet Use**

Misuse of computers or Internet Access will lead to disciplinary action (e.g. changing computer settings, going to inappropriate Internet sites).

When on the Internet, the student will:

1. ...be polite and refrain from harassing behavior/activity
2. ...use appropriate language. The use of inappropriate language is strictly forbidden.
3. ...restrict use to only those activities which are considered legal. Any illegal activity will constitute immediate cause for suspension and expulsion.
4. ... use the internet in such a way as to not interrupt or disrupt the network for other users.  
(Rephrase # 4)
5. ...treat all information and communication retrieved over the net as private property.
- 6... *students cannot access any sites that are forbidden by their teacher or the school. i.e. Myspace.com and Facebook.*

Internet vandalism is defined as a malicious attempt to alter or destroy data gathered over the net by another user. This includes, but is not limited to, the creation and/or uploading of viruses. It will be cause for suspension or expulsion if any student is caught violating the provisions of this policy.

## **Personal Electronic Devices**

Possession and use of personal electronic devices on school campus, at school-sponsored activities and while under the supervision and control of school employees is permitted under circumstances described herein.

Use of electronic devices during the school day and during Extended Learning Academy. These devices include and are not restricted to cell phones, cameras, camcorders, I-pods, and other portable music players.

The use of cell phones is restricted to after school (**OFF OF SCHOOL GROUNDS**).

**CELL PHONES ARE TO REMAIN IN STUDENTS' PERSONAL BELONGINGS. IF THE CELL PHONE IS SEEN OR HEARD BY ANY FACULTY OR STAFF, IT WILL BE CONFISCATED FOR 14 DAYS AND THE PARENT WILL HAVE TO PICK UP THE PHONE FROM THE ADMINISTRATOR'S OFFICE. REPEATED UNAUTHORIZED USE WILL RESULT IN FURTHER DISCIPLINARY ACTION.**

**Only parents will be allowed to retrieve the personal electronic devices AFTER THE 14 DAY PERIOD once they are confiscated. STRICTLY MANDATED!!! !!**

\*\*\*We understand that the cell phone has a bill that must be paid monthly and we also understand that parents travel and will need to contact their children via cell phone so it is for these reasons that we ask parents to keep the cell phones at home or to instruct the students to turn them off and leave them in their belongings at all times while on campus. Again, there will be **NO EXCEPTIONS** to the cell phone rules.

**New Designs Charter School assumes non-liable for the loss, theft or misuse of any personal electronic device by another person.**

### **Suspension/Expulsion Policy**

Students who violate the school rules are subject, but not limited to the alternative justice to suspension with the habitual practice of behavior violations imminently resulting in suspension or expulsion:

#### **Alternatives to Suspension:**

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

Suspension from school means the removal of a pupil from ongoing instruction for a period of one to five days (California Ed. Code #48925 and California Ed. Code #48911). Expulsion means the removal of a student from the immediate or general supervision of school personnel for up to two semesters (California Ed. Code #48925). Students shall be suspended or expelled when other means of correction fail or when the student's presence is likely to be dangerous or disruptive to others. Students may be subject to a "period" suspension by a single teacher for a period of two days California Ed. Code or Administrators have the choice of levying an on-site or an at-home suspension. According to California Ed. Code #48900, students may be suspended or expelled for the following reasons:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Without authorization, possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, furnished, or was under the influence of a controlled substance, alcohol, or intoxicant.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance, alcohol, or other intoxicant, and then sold, delivered, or furnished something else instead, and represented it as a controlled substance, alcohol, or intoxicant.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school or
- g. Stole or attempted to steal school or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, and chew packs.
- i. Committed an obscene act.
- j. Unlawfully possessed, offered, arranged, or negotiated to sell drug paraphernalia.
- k. Disrupted school activities or defied the authority of school personnel.



- l. Knowingly received stolen school or private property.
- m. Possessed an imitation firearm. An “imitation firearm” is replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Sexual harassment (#48900.2)
- o. Caused, threatened to cause, or participated in an act of hate violence (#48900.3)
- p. Creating an intimidating or hostile educational environment (#48900.4)

**It is up to the discretion of the teacher whether to provide makeup work for a suspended student. (EC48913)**

**1. Possession, use and/or sale of any controlled substance.**

**“Look-alike” drug, alcoholic beverage or intoxicant of any kind. EC 48900C**

1st Offense = 5-day suspension and referral to the Board for expulsion, parent conference, police notification, and possible citation.

**2. Possession, sale, or trade of drug paraphernalia. EC 48900J**

1st Offense = 3-5 day suspension and parent notification.

2<sup>nd</sup> & Additional Offences=5-day suspension and recommendation for expulsion.

**3. Possession of ANY gun, knife, pepper stray, explosive or other dangerous object at school activity. EC 48900B**

1st Offense = Due to the seriousness of this offense, and the requirements of the CA Ed. Code 48900, Penal Section 245 and 626.9, the infraction of this rule may result in suspension and/or expulsion. The Los Angeles Police Department will be notified and a citation may be issued.

**4. Possession of any replica or “look alike” weapon.**

1st Offense = 1-5 day suspension. Possible recommendation for expulsion and possible citation.

2nd Offense =3-5 day suspension, referral to appropriate program, possible recommendation for expulsion and possible citation.

**5. Fighting or inciting a fight. EC 48900A PC 415.5**

1st Offense =1-5 day suspension and parent conference and possible citation and, recommendation for expulsion.

2nd Offense = 3-5 day suspension, parent conference and possible referral for expulsion and possible citation.

3rd & Additional Offenses = 5 day suspension, referral for expulsion and possible citation.

**6. Under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind. EC 48900C**

1st Offense = 5-day suspension and referral to the Board for expulsion, parent conference, police notification, and possible citation.

**7. Assault and/or battery. PC 240, 243.2**

1st Offense =3-5 day suspension, parent conference, possible police notification and recommendation for expulsion and possible citation.

2nd Offense =5 day suspension, referral to appropriate program, recommendation for expulsion, and police involvement and possible citation.

**8. Profanity/obscene or vulgar acts or gestures. EC 489001**

1st Offense =\*\* **Alternative means of correction or suspension.**

2nd Offense = 1-5 day suspension, parent conference, and possible referral for expulsion.

3rd & Additional Offences =3-5 day suspension and possible referral for expulsion.

\*\* **“Alternative means of correction” Please see restorative justice tiered alternative to suspension.**

During a student’s suspension, he/she is not to be on this or any other campus nor attend any school sponsored events or school activities and is remanded to the custody of the parent. Failure to adhere to these regulations will result in additional disciplinary action.

**PUBLIC DISPLAY OF AFFECTION**

Public display of affection (PDA) is unacceptable. **Hugging, holding hands, kissing, sitting on laps, and any other form of physical contact constitutes PDA.** Students violating the “PDA” regulation are subject to disciplinary measures. This regulation is in effect on school grounds and at all school activities. Students caught in any area of the campus or at a school event engaging in any type of sexual activity and/or lewd/obscene conduct (PDA) will be subject to immediate placement under a **“Final Contract”**, suspension and/or expulsion.

**9. Inappropriate public display of affection.**

1st Offense =\*\* **Alternative means of correction or suspension.**

2nd Offense =Parent conference and/or suspension.

3rd & Additional Offenses =Possible 3-5 day suspension.

**10. False fire alarm/fire setting. EC 48900K, PC 148.4**

1st Offense =3-5 day suspension, parent conference, notification of Fire Marshall, restitution and possible citation, possible recommendation for expulsion.

2nd Offense =5 day suspension, referral to appropriate program, notification of Fire Marshall, recommendation of expulsion and possible citation.

**11. Violation of closed campus policy. EC 48900K**

1st Offense =Detention or Saturday work/study, parent contact, and possible citation.

2nd Offense =Saturday work/study, 1-3 day suspension, and citation.

3rd & Additional Offense =Possible 3-5 day suspension and citation.

**12. Theft, attempted theft, or possession of stolen school or personal property. EC 48900J, EC 48900L**

1st Offense =\*\* **Alternative means of correction or suspension**, possible referral for expulsion, and/or police involvement and possible citation.

2nd Offense =3-5 day suspension, restitution, possible referral for expulsion, and/or police involvement and possible citation.

3rd Offense =5 day suspension, possible referral for expulsion, and/or police involvement and possible citation.

**13. Vandalism, graffiti, destruction of school or private property.**

1st Offense =\*\* **Alternative means of correction or suspension.** Possible suspension, restitution, police involvement, and referral for expulsion and possible citation.

2nd Offense =3-5 day suspension, restitution, possible police involvement and/or referral for expulsion and possible citation.

3rd or Additional Offenses =5 day suspension, restitution, possible police involvement and recommendation for expulsion and possible citation.

**14. Possession or use of any tobacco products. EC 48900H**

1st Offense = 1-3 day suspension and parent notification and possible recommendation for expulsion.

2nd Offense = 5-day suspension, parent conference, possible recommendation for expulsion, and possible citation.

**15. Harassment or slurs against race, religion, ethnicity, gender, or disability. EC 32051, EC 48911, EC 48912**

1st Offense =\*\* **Alternative means of correction or suspension**, and possible citation.

2nd Offense =3-5 day suspension, parent conference, and possible referral for expulsion or 6 alternative program and possible citation.

3rd & Additional Offenses =5 day suspension and possible referral for expulsion, and possible citation.

**16. Willful disobedience/disruption of school activities. EC 48900K**

1st Offense = 1-5 days suspension and parent conference and possible citation. Alternative means of correction and possible citation.

2nd Offense =1-5 days suspension and parent conference and possible citation.

3rd & Additional Offenses =5 day suspension and parent conference, recommendation for expulsion and possible citation.

**17. Gambling**

1st Offense =\*\* **Alternative means of correction or suspension**, parent conference.

2nd Offense =1-3 day suspension and parent notification.

3rd & Additional Offenses =3-5 day suspension, recommendation for expulsion and parent conference.

**18. Forging or altering school correspondence, passes, or parent notes.**

1st Offense =\*\* **Alternative means of correction or suspension**, parent notification.

2nd Offense =1-3 day suspension and parent notification.

3rd & Additional Offenses =3-5 day suspension and parent conference.

**19. Cheating/Plagiarism**

1st Offense =Student receives "0" on assignment and alternative means of correction to be based on the degree of the offense. All offenses will be logged on the student's file.

2nd Offense = Student receives "0" on assignment, possible "F" for current grading period. 1-3 day suspension and possible drop/fail from class.

3rd & Additional Offense =3-5 day suspension, recommendation for expulsion and student is dropped from class and receives no credit.

**20. Violation of Dress Code**

1st Offense =\*\* **Alternative means of correction including parent notification and uniform citation** Warning and change required.

2nd Offense = Parent contact, uniform citation and article of clothing may be confiscated and returned to parent only depending on infraction.

3rd & Additional Offenses =1 day suspension, **article of clothing may be confiscated and returned at the end of the school year.** Subsequent violations will be considered defiance of authority.

**21. Possession of any object or materials that have no reasonable or appropriate connection to the school curriculum, e.g. cigarette lighter, matches, any adult publications and/or sexually suggestive pictures, permanent markers, etching tools and spray paint.**

1st Offense = Confiscation, 1-3 day suspension

2nd Offense= Confiscation, 3-5 day suspension and parent notification.

3rd Offense= Confiscation, 3-5 suspension, and recommendation for expulsion.

**22. Possession of unauthorized articles/items, e.g., CD players, beepers, skateboards, cellular phones, laser pointers, water balloons, water guns, ipod, mp3's and the like. EC 5511512**

1st Offense = Item confiscated. Possible 1-3 day suspension.

2nd Offense= 1-3 day suspension, parent notification, item confiscated for the remainder of the year.

3rd Offense = 3-5 day suspension, item confiscated for the remainder of school year, and parent conference.

**23. Upbraiding, insulting, or abusing teachers or other school personnel. EC 44811, EC 44812.**

1st Offense = Alternative means of correction depending upon severity and possible 5- day suspension and possible citation.

2nd Offense = 3-5 day suspension, parent conference, and possible recommendation for expulsion.

3rd Offense = 5-day suspension, parent conference, recommendation for expulsion and possible citation.

**24. Throwing food/liquid or encouraging others to throw food/liquid.**

1st Offense = Students participating in food fights are subject to immediate suspension and may face recommendation for expulsion.

**25. No "Gang" related action/activities, (e.g. flashing/ throwing signs, tattoos, graffiti on backpacks, and the like).**

1st Offense = 1-5 day suspension and parent conference.

2nd Offense= 3-5 day suspension, parent conference, and possible recommendation for expulsion.

3rd & Additional Offenses = 5-day suspension, possible referral to alternative program, referral for expulsion, and possible citation.

**26. Failure to properly dispose of trash may result in disciplinary Action, including:**

1st Offense = Cleanup Duty, and After School Detention

2nd or Additional Offenses = Further disciplinary action through alternative means of correction.

**27. No facial piercings for girls/boys, no earrings for boys.**

1st Offense = Student removes piercing and parent is notified.

2nd Offense = Student removes piercing, parent is notified, alternative means of correction, and possible 1-3 day suspension.

3rd Offense = Student removes piercing, parent is notified, alternative means of correction, and possible 1-5 day suspension.

**28. Ditching (On campus or Leaving campus**

1<sup>st</sup> Offense= 1-2 day In School suspension, parent notification.

\*\*Any offenses that occur after the first offense will lead to an extended number of days spent serving an In School suspension up to 5 days per offense.

Please refer to the attached Restorative Justice Tiered Alternative to Suspension.

## **Nondiscrimination Statement**

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

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

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

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

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

## **Sexual Harassment Policy**

California Education Code Section 212.5 and Title 5 of the California Code of Regulations, Section 4916, define sexual harassment as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by an individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment (also known as "hostile environment").
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Pursuant to Title 5, California Code of Regulations, Section 4910(k) “Gender,” Section 4910(v) “Sex,” and Section 4910(w) “Sexual orientation,” are defined as follows:

- Gender shall mean a person’s actual sex or perceived sex and includes a person’s perceived identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person’s sex at birth.
- Sex shall mean the biological condition or quality of being a female or male human being.
- Sexual orientation shall mean actual or perceived heterosexuality, homosexuality, or bisexuality.

Examples of Conduct Which May Result in Sexual Harassment:

Sexual harassment may include, but is not necessarily limited to, the following:

- Verbal—unwelcome conduct such as the use of suggestive, derogatory, or vulgar comments; the use of sexual innuendo or slurs; making unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance.
- Visual—unwelcome conduct such as the display of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; the use of graffiti and/or computer-generated images of a sexual nature; and/or the use of obscene gestures or leering.
- Physical—unwelcome conduct such as unwanted touching, pinching, kissing, patting, or hugging; the blocking of normal movement; stalking; assault; and/or physical interference with work or study directed at an individual because of the individual’s sex, sexual orientation, or gender.
- Threats, demands, or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and/or offers of benefits in return for sexual favors.

**Confidentiality and Non-Retaliation:** Sexual harassment complaints shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit distribution of information to those persons who need to know within the confines of the New Designs’ reporting procedures and investigative process.

The New Designs will not tolerate retaliation against anyone for filing a complaint or participating in the complaint investigation process. These confidentiality and non-retaliation requirements extend to all parties involved.

## NEW DESIGNS CHARTER SCHOOLS EXTENDED LEARNING ACADEMY POLICIES AND PROCEDURES

Our mission for the EXTENDED LEARNING ACADEMY is to provide a safe and enjoyable learning environment for our students. The Extended Learning Academy provides enrichment activities in the core subjects, test preparation, and innovative and rigorous course offerings in a well-supervised, structured setting. To ensure our success, please read the following guidelines carefully.

**\*\* Participation in the Extended learning Academy is MANDATORY. Therefore, all students must be enrolled in either 8<sup>th</sup> or 9<sup>th</sup> Period and must maintain attendance in Saturday School. \*\***

**Before School:** Zero Period 7:00am-7:50am

**After School:** 8<sup>th</sup> Period 3:45pm-5:00pm  
9<sup>th</sup> Period 5:15pm-6:45pm

**Saturday School:** 8am-12 Noon

It is imperative that children will be picked up on time at 6:45pm weekdays and 12noon.Saturdays. Students will not be able to leave during the course of instruction. Repeated offenses, such as early pick-ups, behavioral problems, and late pick-up may result in your child or children being withdrawn from the being withdrawn after-school program.

- ❖ In order to minimize disruption to the classroom environment and student learning, all students enrolled in the Extended Learning Academy are required to stay for the full length of their classes.
- ❖ Students are expected to remain on campus unless with a parent or their written permission. Any student who leaves the campus without permission will provide reason to school to dishonor readmission to the program.
  - ❖ To ensure student safety and security, a **parent or caregiver MUST** sign out a child before leaving the Extended Learning Academy. For children to be permitted to leave campus, Parents and caregivers should notify the front office ASAP at (213) 765-9084 of any pickup routines.
  - ❖ The Extended Learning Academy sessions are cancelled during school vacation and holiday periods, or teacher in service days (minimum days.)
  - ❖ Attendance is closely monitored and checked against the school absentee list. It is the student's responsibility to remain in the assigned class during the entire duration of the program.
  - ❖ Once a student is registered in a particular class they must stay in that course for the remainder of that semester. "Class jumping" is strictly discouraged.

**Students must be off school property by 7PM daily. Parents will be charged a fee of \$1 per minute for any time that students are on campus after 7PM.**

## **Expectations**

Students will:

- ❖ Be on time for the start of the program
- ❖ Follow instructions by teachers and staff
- ❖ Come prepared to work
- ❖ Show respect for others and their property
- ❖ Remain in the assigned area on campus during the entire duration of the program Leaving the campus for any reason without getting permission from the staff will provide school the reason to dishonor students' readmittance to the program

## **Consequences**

In order for the After-School program to be successful and benefit all students involved, the following discipline policy will be enforced. Students and parents need to be aware of the consequences for failing to follow the rules and procedures.

**1<sup>st</sup> offense \*** - verbal warning to student and discipline letter sent home for parent signature.

**2<sup>nd</sup> offense \*** - Discipline letter sent home for parent signature

**3<sup>rd</sup> offense \*** - parent notification of permanent removal of the student from the After-School program.

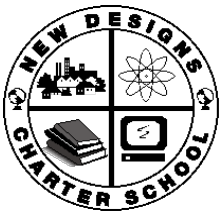
\* Student may return to the program ONLY when the discipline form issued by the school is signed by parent/guardian.

\*\*It is the program coordinator's discretion to supersede the consequences procedure at any time.

Behavior, depending on its seriousness will be reported to the Assistant Principal.

The same expectations and discipline policies which apply during the school day remain during Academy hours. You will receive a discipline notice to sign any time unacceptable behavior occurs. After three discipline notice infractions, your child may be withdrawn from the Extended Learning Academy for the remainder of the school year, and a meeting with the parent will be required to accept your child (ren) the following year. For additional information about the Extended Learning Academy Program, please contact Mr. Gaddiel Accquah, Extended Learning Academy Coordinator, at (213) 765-9084.





## *Parent Complaint Procedure*

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

### **Procedure**

Compliance Officer: The individual responsible for receiving and investigating complaints and ensuring the School's compliance with the law is the Director of Human Resources, Mr. Edward Frimpong.

### **Notifications**

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

### **Filing of Complaints**

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

### **Investigation**

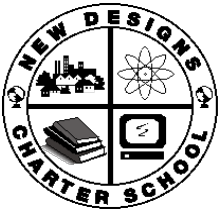
The Compliance Officer may informally discuss with the complainant the possibility of using mediation to resolve the complaint. If mediation is agreed upon, the Compliance Officer shall make all arrangements for this process. If mediation does not resolve the complaint, the Compliance Officer shall proceed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

### **Response**

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

### **Appeal**

If a complainant is dissatisfied with the School's decision, **he/she may appeal in writing to the New Designs Charter School Board of Directors**. The appeal must be in writing, it must state the reason for the appeal, and it must include a copy of the original complaint and the School's Decision.



## *Parent Involvement Policy*

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

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

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

NDCS believes:

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

### **Helping Your Child Succeed**

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

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

**Volunteering**

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

**Possible Volunteer Opportunities to Support the School**

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

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

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

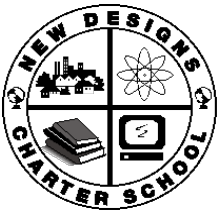
**How to Volunteer**

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

**Leadership Opportunities for Parents**

Leadership opportunities for parents include participation in the following committees:

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



## *Health and Safety Services*

### **Procedures**

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

### **Illness and Discomfort**

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

### **Accidents or Injuries On-site**

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

### **Non-Prescription Drug Policy**

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

### **Prescription Drug Policy**

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

## SUICIDE PREVENTION POLICY

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

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

### **NDCS Visitor Management Policy and Procedures**

1. A VISITOR is considered any person attempting to enter campus who is not currently a student or employee of NDCSUP (with exception of members of the School's Board). Visitors may include parents of students, vendors, neighbors, and other potential stakeholders of NDCS.
2. All visitors will be prompted to present a current CA identification card. Other acceptable forms of identification include valid passports, driver's licenses, etc. The ID card should be presented to the appropriate guard for entry into the NDCSUP Visitor's Log.
3. Visitors under the age of 18 will not be permitted on campus without an accompanied adult. All visitors are limited to staff restrooms if it becomes necessary. Exceptions to this policy may be made by Principal, Assistant Principal, or CMO officer.
4. All visitors will be directed to check in at the site's Main Office for answers to questions, appointment scheduling, in-person visits, completion of work orders, and other appropriate arrangements.
5. Visitors are restricted to the Main Office and Lobby, unless approved to visit other areas of campus by an Administrator, Plant Manager, or CMO officer. All visitors allowed to visit areas of campus other than the Main Office will be issued and wear a Visitor's Pass and return this pass upon exit of campus.
6. Visitors will be held to appropriate behavior standards while on campus. Visitors participating in disrespectful, inappropriate, belligerent, and/or illegal behavior will be directed to leave campus immediately, and LAPD may be contacted to intervene if necessary. Visitors may be restricted from future visits to campus if deemed too dangerous by Administration.
7. Unless approved by an Administrator, visitors may not speak with any students except for their own children.
8. Visitors are only allowed on campus during regular hours of operation, specifically Monday – Friday 7:00am to 7:00pm, and Saturday School Saturdays from 8:00am to 12:00pm. Visits to campus outside of these hours must be arranged by special requests to Administration or CMO.
9. Visitors are expected to exit campus IMMEDIATELY after Main Office/Administration/CMO business is concluded.

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

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

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

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

### **Verbal Harassment**

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

### **Physical Harassment**

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

### **Visual Harassment**

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

### **Sexual Harassment**

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

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

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

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

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

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

**Complaint filing and investigation procedures**

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

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



# NDCS School Climate Bill of Rights

New Designs Charter School (NDCS) is committed to providing safe and healthy school environments that support all students in every aspect of their well-being. NDCS students, staff and parents/guardians value fair and consistent guidelines for implementing and developing a culture of discipline based on positive behavior interventions and away from punitive approaches that infringe on instructional time.

New Designs Charter School is committed to providing students a vigorous education that promotes opportunities to select college or career paths that will lead them to becoming productive members of society. All New Designs Charter School students will attend schools with climates that focus on safety, teaching and learning interpersonal relationships, and the institutional environment that influence student learning and well-being. These positive school climates will offer:

## **School-Wide Positive Behavior Intervention and Support (SWPBIS)**

NDCS will implement alternatives to suspension that will be supported by the positive behavior interventions in the Los Angeles Unified School District Discipline Foundation Policy. NDCS realizes that appropriate prevention and intervention approaches provide accountability and reconciliation through understanding the impact of the discipline incident and repairing the harm caused through a shared decision-making process.

### **• Alternatives to suspension and positive behavior interventions and supports**

Alternatives to suspension strategies will be utilized for all students and in a consistent and age-appropriate manner prior to any suspensions except those limited offenses where suspension is required under California Education Code §48915(c). As of 2013, no student will be suspended or expelled for a “willful defiance” (48900(k) offense).

### **• Restorative Justice (RJ) approaches that resolve student interpersonal conflict**

Beginning in 2015-2016 schools will have begun to develop Restorative Justice (RJ) approaches, when appropriate, that resolve school disciplinary incidents by having personnel trained in restorative strategies and all parties involved willingly come together, identify the harm that was caused, and develop an agreement on how to restore harmony. Through the restorative process, the group develops a shared agreement for repairing harm and addressing root causes to prevent future harm. Restorative Justice (RJ) approaches may be used as an intervention consistent with the School-Wide Positive Behavior Intervention and Support (SWPBIS) policy for all school disciplinary incidents unless a recommendation for expulsion is required as under California Education Code Section 48915 or when safety is at risk.

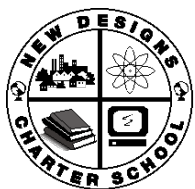
### **• A District SWPBIS Task Force**

The SWPBIS Task Force shall include a teacher, student, administrator and a parent representative as well as members from community organizations (when available) to make recommendations, and will make recommendations for implementing a District-wide culture of positive and Restorative Justice (RJ) approaches to working with students, staff and parents/guardians.

**• Guidelines regarding the roles and responsibilities of School Police Officers on campus** Students have the right to safe and healthy school environments that minimize the involvement of law enforcement, probation and the juvenile and criminal justice system, to the greatest extent possible and when legally feasible.

### **• A system to file a formal complaint if School-Wide Positive Behavior Intervention and Support is not implemented**

Students and parents/guardians have the right to file a formal complaint if SWPBIS is not implemented within 60 days of a request (See Uniform Complaint Policy).



## COLLEGE & CAREER PLANNING

### New Designs Charter School Graduation Requirements

#### **245 Credits (1 semester class = 5 credits)**

- **4 years English** (40 credits)
- **4 years Mathematics** (40 credits)
- **3 years History/Social Science** (30 credits)
  - 1 year Modern World History
  - 1 year United States History
  - 1 semester US Government
  - 1 semester Economics
- **3 years Science** (30 credits)
- **2 years Physical Education** (20 credits)
- **2 years Language Other Than English** (20 credits)
- **1 year Visual/Performing Arts** (10 credits)
- **1 year College-Prep Elective** (10 credits)
- **3 years Career Pathway** (30 credits)
- **1 semester Health/Life Skills** (5 credits)
- **1 semester Engineering (college-level)** (10 credits)

**The following courses meet New Designs Charter School’s graduation requirements, and requirements for admission to the University of California and California State University systems. These courses also carry transferable credit to other high schools for purposes of fulfilling the “a-g” requirements.**

denotes courses that have been approved for extra honors credit: a = 5, b = 4, c = 3

#### **a – History/Social Science – 2 years required**

Two years of history/social science, including one year of World History, Cultures or Geography; and one year of US History or one-half year of US History and one-half year of American Government/Civics.

| Course Title                                      | Transcript Abbreviation(s)                | Category                                    | Honors Type | Course Notes |
|---|---|---|-------------|--------------|
| AP European History <input type="checkbox"/>      | AP Eur Hist                               | World History/Cultures/Historical Geography | AP          |              |
| AP United States History <input type="checkbox"/> | AP United States History<br>AP US History | U.S. History                                | AP          |              |
| AP World History <input type="checkbox"/>         | AP World Hist                             | World History/Cultures/Historical Geography | AP          |              |
| Journey for Justice in America                    | Journey for Just A<br>Journey for Just B  | Civic/American Government                   |             |              |
| U.S. History and Public Health                    | U.S. History and Public Health            | U.S. History                                |             |              |

|                           |                       |   |  |          |
|---------------------------|-----------------------|---|--|----------|
| United States History A/B | US Hist<br>US History | Civics/American Government                  |  |          |
| US Government             | US Government         | Civics/American Government                  |  | Semester |
| World History             | Wld Hist              | World History/Cultures/Historical Geography |  |          |

**b – English – 4 years required**

Four years of college preparatory English and literature required, integrating extensive reading, frequent writing, and practice listening and speaking with different audiences. Students may only use 1 year of ESL/ELD English

| Course Title                             | Transcript Abbreviation(s)                             | Category | Honors Type | Course Notes |
|--|--|----------|-------------|--------------|
| AP English Language & Composition □      | AP Eng Lang<br>A/B<br>AP Engl Lang                     | English  | AP          |              |
| AP English Literature & Composition □    | AP Engl Lit  | English  | AP          |              |
| Applied Medical English                  | MS1: App<br>Medical Eng A<br>MS2: App<br>Medical Eng B | English  |             |              |
| Critical Reading & Writing 9             | CRW 9A/B   | English  |             |              |
| Designing the American Dream: English 11 | DAD 11<br>Designing the American Dream: English 11     | English  |             |              |
| English 10 AB                            | English 10   | English  |             |              |
| English 11                               | Eng 11<br>English 11                                   | English  |             |              |
| English 12                               | English 12   | English  |             |              |
| English 9 A/B                            | English 9  | English  |             |              |
| Integrated Marketing and English         | Finance 10: Int<br>Mkt A<br>Finance 10: Int<br>Mkt B   | English  |             |              |
| Language Takes the Stage                 | Language Takes the Stage<br>Language TS                | English  |             |              |
| Modes of Writing and Argumentation       | Modes of Writing and Argumentation<br>MWA A<br>MWA B   | English  |             |              |

**c – Mathematics – 3 years required, 4 years recommended**

Three years of college preparatory mathematics that includes the topics covered in Elementary Algebra, Advanced Algebra, and two- and three- dimensional Geometry

| Course Title     | Transcript Abbreviation(s) | Category             | Honors Type | Course Notes |
|------------------|----------------------------|----------------------|-------------|--------------|
| Algebra I A/B    | Algebra I                  | Algebra I            |             |              |
| Algebra II A/B   | Algebra II                 | Algebra II           |             |              |
| AP Calculus AB □ | AP Calc AB<br>Calc AB      | Calculus             | AP          |              |
| AP Statistics □  | AP Stat                    | Statistics           | AP          |              |
| Geometry A/B     | Geometry A/B               | Geometry             |             |              |
| Trigonometry     | Trig AB                    | Advanced Mathematics |             |              |

**d – Laboratory Science – 2 years required, 3 years recommended**

Two years of laboratory science are required (three years are strongly recommended), providing fundamental knowledge in two of the following: biology, chemistry, or physics. Interdisciplinary science courses can also fulfill all or part of this requirement

| Course Title               | Transcript Abbreviation(s) | Category                   | Honors Type | Course Notes |
|----------------------------|----------------------------|----------------------------|-------------|--------------|
| AP Biology □               | AP Biology                 | Biology/Life Sciences      | AP          |              |
| AP Environmental Science □ | AP Environ Sci             | Interdisciplinary Sciences | AP          |              |
| Biology                    | Biology                    | Biology/Life Sciences      |             |              |
| Chemistry                  | Chem                       | Chemistry                  |             |              |
| Physics                    | Physic                     | Physics                    |             |              |

**e – Language Other than English – 2 years required, 3 years recommended**

Two years of the same language other than English (three years recommended)

| Course Title                      | Transcript Abbreviation(s) | Category      | Honors Type | Course Notes |
|-----------------------------------|----------------------------|---------------|-------------|--------------|
| AP Spanish Language and Culture □ | AP Spanish A/B             | LOTE Level 4+ | AP          |              |
| Spanish I                         | Spanish I                  | LOTE Level 1  |             |              |
| Spanish II                        | Spanish II                 | LOTE Level 2  |             |              |
| Spanish III                       | Spanish III                | LOTE Level 3  |             |              |

**f – Visual & Performing Arts – 1 year required**

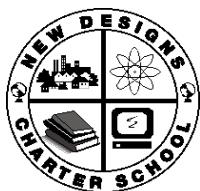
One year required, chosen from one of the following categories: dance, music, theater, or visual arts (e.g. painting, web/graphic design, film/video, inter/multimedia arts)

| Course Title      | Transcript Abbreviation(s) | Category    | Honors Type | Course Notes |
|-------------------|----------------------------|-------------|-------------|--------------|
| Drama             | Drama                      | Theater     |             |              |
| Theater Arts      | Theater A/B                | Theater     |             |              |
| Visual Arts I A/B | Vis Art I                  | Visual Arts |             |              |

**g – College-Preparatory Elective – 1 year required**

One year chosen from the “a-f” courses beyond those used to satisfy the requirements of the “a-f” subjects, or courses that have been approved solely in the elective area

| Course Title                           | Transcript Abbreviation(s)                 | Category               | Honors Type | Course Notes |
|--|--|------------------------|-------------|--------------|
| AP<br>Macroeconomics<br>□              | AP<br>Macroeconomics                       | History/Social Science | AP          | Semester     |
| AP<br>Microeconomics<br>□              | AP<br>Microeconomics                       | History/Social Science | AP          | Semester     |
| Business<br>Statistics                 | Bus Stats<br>Business<br>Statistics        | Mathematics            |             | Semester     |
| Economics                              | Econ                                       | History/Social Science |             | Semester     |
| Foundations of<br>Justice              | Law 2:FoJ A/B<br>Law 2:<br>Foundations A/B | History/Social Science |             |              |
| Introduction to<br>Business<br>Finance | Intro to Business<br>Finance/IBF           | Interdisciplinary      |             |              |



## NEW DESIGNS CHARTER SCHOOLS

### Parent and Student Handbook 2020-2021 Agreement

I acknowledge with my signature below, that I have received and read the contents of New Designs Charter Schools' Parent and Student Handbook 2020-2021. I understand and will comply with the policies, rules and procedures contained therein.

CAMPUS: \_\_\_\_\_

STUDENT NAME: (Please print) \_\_\_\_\_ COHORT \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT NAME: (Please print) \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Please sign and return by August 21, 2020.**

Reconozco con mi firma abajo, que he recibido y leído el contenido del manual de Padres y Alumnos 2020-2021 de New Designs Charter Schools. Entiendo y cumpliré con las políticas, normas y procedimientos contenidos en el mismo.

PLANTEL: \_\_\_\_\_

NOMBRE DEL ESTUDIANTE (en letra de molde) \_\_\_\_\_ GRUPO \_\_\_\_\_

FIRMA DEL ESTUDIANTE \_\_\_\_\_ FECHA \_\_\_\_\_

NOMBRE DEL PADRE \_\_\_\_\_

FIRMA DEL PADRE \_\_\_\_\_ FECHA \_\_\_\_\_

**Favor de firmar y regresar para el 21 de Agosto del 2020.**