

NEW WORLD EDUCATIONAL CENTER CHARTER SCHOOL



STUDENT HANDBOOK 2010-2011

The N.W.E.C. Vision

NWEC will be an interactive, learning environment to provide students with the skills they need to become lifelong learners.

Mission Statement:

Creating lifelong learners within a comfortable, safe, and trusting environment.

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SCHOOL HOURS

School begins promptly at 8:45am for all grades and is dismissed promptly at the following times:

Kindergarten – 5th grades dismissed at 3:20pm.

6th grade – 8th grade dismissed at 3:35pm

9th – 12th grade dismissed at 3:35pm.

- Study Hall Option from 3:35pm to 4:30pm

Office hours are from 8:00am to 4:30 pm.

- *Students should not arrive on campus before 8:00am.*

CLASS SCHEDULES

Kindergarten – 5th grades:

Special Area Classes (6-Day Schedule)

* Please see teacher for scheduled time.

P.E.

Day 1: Kindergarten

Day 2: First grade

Day 3: Fifth grade

Day 4: Third grade

Day 5: Fourth grade

Day 6: Second grade

Computer Lab

Day 1: Fifth grade

Day 2: Second grade

Day 3: First grade

Day 4: Fourth grade

Day 5: Third grade

Day 6: Kindergarten

Library

Day 1: Second grade

Day 2: Fifth grade

Day 3: Kindergarten

Day 4: First grade

Day 5: Fourth grade

Day 6: Third grade

Junior High School Schedule

1 st hour	8:45 am – 9:45 am
2 nd hour	9:45 am – 10:45 am
3 rd hour	10:45 am – 11:45 am
Lunch	11:45 am – 12:30 pm
4 th hour	12:30 pm – 1:30 pm
5 th hour	1:30 pm – 2:30 pm
6 th hour	2:30 pm – 3:30 pm

High School Schedule

1 st hour	8:45 am – 9:45 am
2 nd hour	9:45 am – 10:45 am
Break	10:45 am – 11:00 am
3 rd hour	11:00 am – 12:00 pm
Lunch	12:00 pm – 12:30 pm
4 th hour	12:30 pm – 1:30 pm
5 th hour	1:30 pm – 2:20 pm
Break	2:20 pm – 2:35 pm
6 th hour	2:35 pm – 3:30 pm

If your child walks or takes the bus, or will be going to the library after school, please send a permission slip to be kept in the student's file. This slip will be used until you notify the school of a change.

AFTERSCHOOL PICKUP

All students, not participating in after school clubs, must be picked up no later than 4:00pm. Parents must notify School to make arrangements if students will be picked up **after** 4:00pm.

If students are not picked up by 4pm, School will follow this procedure:

- * School will call any contact listed for said student
- * If no contact, School will attempt again at 4:30pm
- * If still no contact, School will call police department to notified, unless arrangements have been previously made.

After school clubs:

Students in grades 6 -12 are able to join after school clubs. Clubs meet afterschool from 3:45 pm to 4:30pm, Monday thru Thursday. Materials for clubs are the responsibility of the parents and students. Information will be available in September.

STUDENTS DRIVING TO SCHOOL

Students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body:

- A copy of a **valid driver's license** and **proof of insurance** must be provided to the office.
- Cars are to be parked in designated areas.
- During School Hours, students are not to go to the parking area or cars without staff permission.
- Students are not to use cars for errands during school hours.
- Students are not permitted to transport other students on field trips.
- There is to be no "hot-rodding" in the parking lot or near school.

LATE ARRIVALS

It is very important for students to be punctual. Being on time for school is preparing students for their future. Late students also have a disruptive influence on the class when they enter after class has started.

Tardies are unexcused unless the tardy is for a medical appointment that has been arranged and the school has been notified in advance. Otherwise the tardy counts against the student and they will serve lunch detention. Meetings with the truancy officer will be scheduled after the fifth tardy.

It is strongly recommended that all doctor, dental, and other appointments be made after school. When this is not possible please bring a doctor's note to the office when you sign your child into the school.

If a high school student is tardy more than fifteen times in a semester (excused or unexcused) they lose credit for the first hour class for that semester. The student will be required to retake the class the following year.

Students in grades kindergarten through sixth who are tardy will receive a consequence, unless the student has a valid reason given to us by the parent or driver of the student. Parents/drivers of late students need to come into the school and sign in the student. Grades seventh through twelfth will continue to receive a consequence/discipline for tardies to be served the following day.

ATTENDANCE POLICY

New World Educational Center sets a high standard of excellence in education. This high standard includes the expectation that all students will attend classes promptly and on a regular basis to achieve the full educational benefit, according to ARS§15-802 and ARS§15-803. Absences should only occur when unavoidable. While it is recognized that participation in certain events contribute to an individual's total development and that students with serious or contagious illnesses should not be in attendance, it is anticipated that absences will be minimal.

Students who miss thirty minutes or more of class time are counted absent. The State of Arizona is strictly enforcing the absenteeism policies it has established. If a student is repeatedly tardy or withdrawn early from school they will lose credit or opportunity for promotion.

Students must have a minimum of 90% attendance in a class to receive credit. Students in grades kindergarten through eighth grade will lose the opportunity for promotion to the next grade if they are missing more than nine days of school per semester.

ATTENDANCE STANDARDS

1. Arizona Revised Statute ARS§15-802 requires that children attend school from the age of six through the completion of tenth grade or until age sixteen.
2. New World Educational Center requires documented absent reports (phone call or note) from a parent/guardian as soon as possible, and not later than twenty-four hours from return to school. Students are "truant" if we have no contact from parents. Student absences will only be excused for the following reasons:
 - Doctor or dental appointment (efforts should be made to schedule appointments other than school hours).
 - Serious illness of student or of an immediate family member.
 - Death of a family member.
 - Required court appearance of student.
 - Absences for religious holidays, or for religious purposes including participation in religious exercises.
3. All students shall be permitted to make-up all work missed as a result of an excused absence. Teachers will allow reasonable access to make-up work. **It is the student's responsibility to pick up missed work from all teachers the first day back from an absence.**
4. All other absences are unexcused. Students with an unexcused absence are required to complete make-up work. **Students must pick up missed work from their teachers the first day back to school.** Work may be graded to reflect that it is from an unexcused absence.
5. The following steps are followed in dealing with daily absences:
 - Student and parent/guardian will be given a notice of absence (via phone or letter if applicable).
 - Student and parent/guardian will be given an opportunity to respond.
 - Student and parent/guardian will be informed of consequences of excessive absences / truancy if applicable.

6. As required by law, New World Educational Center operates at a minimum of 180 instructional school days per year. Consistent attendance at school each day is a significant factor in school success. Poor attendance causes lack of retention of material learned, inhibits academic performance, and in some cases violates the state truancy law. It is the responsibility of the parent/guardian, as well as the student, to ensure that every student attends school regularly and works toward the goal of high school graduation. Students with ten consecutive absences will be withdrawn from school and a letter sent home to the parent/guardian informing them of the action taken.

High school students absent from class(es) more than times nine times in one semester will not receive credits for the classes missed. They must retake all classes missed the following year. Exceptions may be made if a student's IEP or 504 plan includes allowances for absences.

EXCESSIVE ABSENCES

Any student who is absent five or more times during the school year will be considered excessively absent. Excessively absent students will be offered an opportunity to make-up work within two days of the absence. In addition to make-up work, the principal may use any to the following interventions to resolve the attendance problem:

- Behavior contract
- On-going teacher intervention
- Conference with student and parent
- Involve truant officer and possibly cite for excessive absences
- Short-term suspension (three to five days)
- Suggest enrolling to home school or school closer to residence
- Long-term suspension/expulsion to the end of the instructional cycle or school year
- Not accept enrollment for the following school year.

TRUANCY

A child who is habitually truant as defined in this section may be charged with being an incorrigible child as defined in section 8-201 and subject to court action.

1. "Habitually truant" means a child who is truant for at **least five** school days within a school year.
2. "Truant" **means an unexcused absence for at least one class period during the day.**
3. "Truant child" means a child who is between six to sixteen years of age and who is not in attendance at a public, private, or charter school during the hours that school is in session, unless excused according to the attendance section of this handbook.

- Parents can be issued a citation for contributing to the delinquency of a minor.
- Students can be issued a citation.
- The school can be fined or lose funding for not enforcing truancy laws.

Absences for reasons such as family vacations are discouraged. The absences will be considered unexcused. For your child's benefit, schedule trips and appointments during non-school hours whenever possible.

PICKING CHILDREN UP EARLY

*ANY PERSON(S) REQUESTING ACCESS TO A CHILD MUST BE PREPARED TO SHOW ID TO SCHOOL STAFF **AT ALL TIMES**.* A parent/guardian or designated person from the emergency contact list must check in at the office before picking up a child. Persons picking students up early will be required to show photo identification to the office person before releasing the child. If the child returns to school from an appointment, please make sure that you come to the office to sign them back in. Procedures are as follows:

K-12th grade: The person picking the student up will need to sign the Student Sign Out Log and be given an early release form to sign and to give to the child's teacher when they are picked up. The form must be signed by office staff and the person picking the student up to be valid.

- **9th-12th grade:** Please keep in mind that students will lose credit for a class if they are absent for more than 9 days in a semester. If these students need to leave early we will need a phone call from the parent or a handwritten note from the parent who signed the entrance forms. Signatures will be verified.

CLOSED CAMPUS/LOITERING

New World Educational Center operates under the closed campus concept. Students are not allowed to leave campus once they arrive on campus, **including lunch periods**. Students are not allowed to loiter in the parking lot before, during or after school hours. Students are expected to enter the building upon arrival and are not to go outside once they arrive on campus unless accompanied by a member of the staff. After school students are to remain in their classroom until called for dismissal or 4:00 pm. At 4:00 pm any student who has not been picked up is to report to the cafeteria. Students who walk or take the bus are to leave campus immediately after the bell rings. If they wish to remain, they **must** remain in their sixth hour class until 4:00pm. **Students eighteen years or older are under the same jurisdiction of the school and must abide by these rules.** Students leaving the campus will receive a consequence/disciplined by the Principal.

EARLY RELEASE DAYS

Early Release Days will occur throughout the school calendar for Parent Teacher Conferences and Teacher In-Service Days

On these days students need to be picked up at

K-5 11:45 AM

6-8 12:00 Noon

9-12 12:00 Noon

See school calendar for specific dates.

The school calendar has these dates listed to help you arrange for your child's transportation and child care.

VISITORS/GUESTS

We encourage parents to visit their child's classroom and be actively involved by volunteering. **For reasons of safety and to comply with state law, we require all visitors to report to the office. Please sign the "Visitor's Log", and receive a visitor's badge and pass.** Visitors are required to return to the office to sign out when leaving.

During classroom visits small children need to be left at home since young children may distract students. We also ask parents to avoid conversations with the teachers during such visits, allowing the teacher to conduct class as usual. While on campus, parents are expected to abide by the rules and regulations set forth by the Administration (i.e., cell phones may not be used in the classroom).

***Minor children visiting the campus must realize that visiting is a privilege.** Visiting minors that wish to visit the New World Educational Center campus during school hours must have the permission of the Principal or Administrator. Children requesting visiting privileges must fill out a visiting compact with the Principal.*

Visitors must sign the Visitor's Log upon arrival. Visitors are expected to follow the same rules as the students. Dress must be modest, in accordance with standards made by the school. Cell phone use is not allowed during school hours. Visitors will be expected to remain in the office during the day and only join students during the lunch hour. Visitors are required to sign out when they leave.

ADMISSION PROCEDURES

New World Educational Center abides by the open enrollment policies set up by the State of Arizona. By law, students are required to fill out an open enrollment form each year because each student attending a Charter school is on a Variance of Choice.

New World Educational Center Charter School shall enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a program, class, or grade level.

- New World Educational Center Charter School shall give enrollment preference to students returning to the school in their second (or any subsequent year) and to siblings of pupils already enrolled in the school **if the students have returned the open enrollment packets.** Our currently enrolled students may not have a space available if we do not receive the open enrollment form on time.
- If capacity is insufficient to enroll all students who submit a timely application, the school shall select students via a lottery as capacity permits. Preference shall be given to siblings of all currently enrolled students when utilizing the lottery system.

Returning students may be placed on Probationary status for enrollment due to lack of attendance, discipline, and/or academic status. Each year, the Principal will review the status of each student and if the student has excessive absences/tardies, discipline problems, and/or academics issues, a conference will be arranged to determine enrollment. Each student attending New World Educational Center is on a variance, which is granted by the Principal. Students and Parents must meet the School's standards for attendance, discipline, and/or academics each year. If not met, options are discussed with the parents and students.

New World Educational Center Charter School does not limit admission based on ethnicity, national origin, religion, gender, income level, disabling condition, or proficiency in the English language. The school does however limit admission to students within grade level or as per classroom capacity.

New World Educational Center Charter School may refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

ENROLLMENT PROCEDURES

A new student wishing to enroll in New World Educational Center must provide the school with all of the following documents:

1. A complete/signed enrollment application.
2. A copy of the student's birth certificate.
3. Guardianship papers if applicable.
4. A copy of the most updated immunization record.
5. A complete/signed home language survey.
6. A complete/signed income statement to qualify for grants.
7. McKinney – Vento Act Questionnaire.
8. A withdrawal slip from the prior school of enrollment.

The following items may also be required, if applicable:

9. A copy of Structured English Immersion Records (language proficiency levels).
10. A copy of the most current Individualized Education Plan.
11. Copies of all other necessary documents pertaining to student's education.

To begin the process of enrolling your child in our school please follow these steps:

- 1) Please fill out a **Student Application** and fax it to the school.
- 2) The Registrar's office will contact the parent/guardian to give a status on openings for the grade requested.
- 3) If there are any openings, parent/guardian will need to provide documentation on grades, attendance, discipline, and, if any, special services from the prior school.
- 4) An interview with the parent/guardian and student will be scheduled with an Administrator thru the Registrar's Office.
- 5) School will notify parent(s) of acceptance or rejection no later than 2 school days.
- 6) If accepted, please fill out our **Enrollment Packet** and fax or take it to the school along with a birth certificate and immunization record.

Again, thank you for considering our school and hope to hear from you soon! If you know of someone that may be interested in our school we ask you refer them to our school website (www.nweccharter.com).

IMMUNIZATION REQUIREMENTS

Under state law, schools must have written proof of immunizations before admitting a child to school. Generally, most types of records supplied by the health care provider are acceptable, as are records supplied by a previous school or childcare center. For more information, contact your school, your doctor, or Maricopa County Health Services.

Immunizations required include: MMR (measles, mumps, rubella), DPT (diphtheria, tetanus, pertussis), hepatitis B, meningococcal, and poliomyelitis. The Varicella vaccine is required for those children who have not had chicken pox. The school will notify you if your child's immunizations are incomplete. If you receive such a notice, please have the missing vaccination(s) taken care of as soon as possible so he/she can continue school without interruption. Free or low-cost immunizations are available through clinics sponsored by the Maricopa County Health Department Community Health Nursing Services.

If your child has not been immunized because of a medical condition, personal belief, or natural immunity, you must file a Request for Exemption with the school.

PLACEMENT

New and incoming students will be placed in the grade to which they are currently attending or the grade to which he/she was promoted. Students who are struggling will be observed closely, and plans will be made with the parents to help students master the standards required for the grade. Parents are expected to work closely with teachers to help their children succeed.

LATE ENTRY

Students entering after the second week may earn credit if it is possible for the student to make up all work missed. The student may also earn credit if transferring into a class the student was taking at the previous school. English and math classes may easily transfer with credits intact. Credit will be lost if we do not offer similar classes. After the third week, it is not possible to earn credit unless transferring into classes we offer.

KINDERGARTEN / FIRST GRADE FIRST TIME ENROLLED IN SCHOOL

Kindergarten: For admission to kindergarten, children must be five years of age prior to the first day of September of the current school year. New World Educational Center does not accept Kindergarten students on a Probation status. All students must meet minimum age requirements.

First Grade: Children six years of age enrolling in school for the first time may be admitted to first grade. Students shall be deemed six years of age if they reach such age prior to the first day of September of the current school year. Administration may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children. This determination will be based on the ability to pass entrance level knowledge tests for the first grade, consultations with parents, the child, the teacher, the school principal and/or professional consultants.

WITHDRAWAL POLICY

Before a student may withdraw from school all textbooks and school property must be returned to the school. The student's teacher(s) will verify all school property has been returned in good condition. After all teachers have verified the return of all school property, the parent or guardian must fill out a withdrawal form at the office. A school administrator will sign the form. This form is required to enroll your student in another school.

EARLY WITHDRAWAL/TRANSFERS

Students who leave school before the end of the school semester will not receive credit for that semester.

SCHEDULE CHANGES

Limited schedule changes may be made during the first two weeks of the semester for the following reasons:

- Additional credits earned through correspondence or summer school necessitates a schedule change.
- An error in registration or an incomplete registration.
- By doctor's request.
- Incorrect placement of the student.

FAMILIES EXPERIENCING DIFFICULTIES

If your family has had to move in with another family to make ends meet, lost housing or other financial difficulties arise, please see the McKinney-Vento Policy on the page twelve. Our liaison will attempt to help you find the programs available to help you.

SURVEYS

The school will be conducting surveys this year to help our school improve our services to your children. These surveys will be used by our school only.

Occasionally an outside group may ask to do a survey. Please be aware of the Protection of Pupil Rights Amendment in this handbook. Parents will be notified in advance as required by law if we are asked to do one of these surveys. See page 14

CONFIDENTIALITY OF STUDENT RECORDS

The annual notice of parent rights regarding confidentiality of student records is in this handbook and outlines your rights regarding your child's records. See page 13

MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN AND YOUTH POLICY

The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State Educational Agencies (SEAs) must ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed regular and adequate nighttime residence. This term includes:

- Children and youth who are:
 1. Sharing housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
 2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 3. Living in emergency or transitional shelters;
 4. Abandoned in hospitals; or
 5. Awaiting foster care placement
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

New World Educational Center Charter School will within one full day of the request to enroll in this school assure that homeless children are in attendance, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, or other documentation including immunizations. Records will be sought from the child’s previous school.

New World Educational Center Charter School will not segregate or stigmatize homeless students by separating them from the main student body.

New World Educational Center Charter School will notify parents/guardians and youth that transportation to and from the school will be provided, if necessary, for the duration of the current school year. To the extent feasible, it is in the best interest of the child to keep a homeless child in the school he/she begins the school year in, unless doing so is contrary to the wishes of the child or youth’s parent or guardian.

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION

Confidentiality of education records is a right of public school students and their parents. Two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA) provide for this right. Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone numbers, the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results; including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of

attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education (FAPE) in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

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

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded by a program of the U.S. Department of Education (ED)**
 1. Political affiliations or beliefs of the student or student's parents;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom the respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of –**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect, upon request and before administration or use –**
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

New World Educational Center Charter School has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. New World Educational Center Charter School's policy regarding the above surveys will be as follows: Surveys and activities associated with the survey must be presented to the curriculum director with lesson plans pertaining to the survey in accordance with Arizona State Standards for approval at least two weeks in advance of the survey's proposed administration. Parents of participating students must be notified of the survey and activities one week in advance and given the option of their student not participating in writing. Parents also have the right to review the lesson plans of the proposed activities and survey. If a parent elects for their child to opt out of the survey and activities, the student will not be penalized. Alternate activities will be assigned to those students.

Parents will be notified one week in advance of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law. An example might be if the Department of Public Health offers to administer free flu shots. A letter will be sent home to parents with the contact information for you to elect to not participate.

The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration or any protected information survey not funded in whole or in part by U.S Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

AUTHORITY OF SCHOOL

Students are subject to the authority of all faculty and staff members while on campus or when attending any school function, meetings, field trips, and any school events on or off campus. Arizona law places school staff in the same legal position as parent/guardians while students are in school or at any school sponsored activity.

CONTROLLED ITEMS

Controlled items include, but are not limited to: Radios, CD/DVD players, Walkmans, iPods, MP3 players, hand held devices, cassette tapes, CDs, videos, DVDs, video games, pagers, **cell phones**, and any trading or playing cards. Students using such items during school hours (8:45 am to 3:35 pm, including the lunch hour) are subject to disciplinary action. The first time the item is confiscated it will be held in the office **PENDING PARENT PICK-UP**. Parents will be required to sign a form acknowledging pick up of the item. This includes all electronic entertainment devices and cell phones. The second time the item is confiscated, the student may not bring it to school at all and proper consequence will be applied. If parent does not support this decision as a repeated offense this will be a violation of the Learning Compact and re-enrollment will be considered to be revoked.

RESTRICTED ITEMS

Restricted items include, but are not limited to: Firearms, knives, any item resembling or used as a weapon, aerosol cans and permanent markers.

ARIZONA STATE LAW RELATING TO STUDENT DISCIPLINE

The legislature passed A.R.S. –13-12-1, which provides that any student who, with the intent to terrify, threatens to cause physical injury or serious damage to property, or intimidates another person, by words or conduct, is guilty of a Class One Misdemeanor. If the intent of the threat is to cause the other person to participate in a criminal street gang, the crime becomes a Class Four Felony.

The law defines the following as threatening behaviors:

- Threatening to commit any of the following while intending to cause, or with reckless disregard for causing, interference with or disruption of an educational institution.
- Physical injury to a school employee or student attending the school.
- Damage to any educational facility or its property.
- Damage to the property of a school employee or student attending the school.

In addition, it is a Class One Misdemeanor, as well as grounds for expulsion to:

- Knowingly go to or remain on the property of any school either (1) for the purpose of interfering with or disrupting lawful use of school property, or (2) in any manner that actually does deny or interfere with lawful use of school property.
- Knowingly refuse to obey a lawful request by the administration of a district or school (or a designee) to leave school premises, when the administrator or designee has reasonable grounds to believe that the person ordered to leave has come to school to commit, or is committing interference with or disruption of the use of school property.

Students enrolled in special education will be afforded the protections of the Individuals with Disabilities Education Act.

STUDENT CONDUCT AND DISCIPLINE

All students have the right to learn, and no one has the right to interfere with the learning environment. Any student interfering with the learning environment, or failing to show respect for others, or the rights, needs, property, personal health or safety of others, or violating the provisions of this student handbook is subject to disciplinary action. Repeated violations of a minor nature are considered to be equivalent to a violation of a more serious nature. Consideration may be given to the seriousness of the action, prior behavior, and the student's attitude.

HARASSMENT

New World Educational Centers' Governing Board is committed to a policy of nondiscrimination in relationship to race, color, religion, sex, age, national origin, and disability. The policy will prevail in all matters concerning staff members, students, the public educational programs and services, and individuals with whom the board does business.

Students found in violation of harassing another student in any of the above mentioned areas will be subject to disciplinary action as per New World Educational Center policy.

Sexual harassment:

Sexual harassment applies to both male and female students. Sexual harassment includes comments such as gay, homo, or other words that are insulting to a person's dignity. This includes verbal, written or drawn insults. Text messages and emails are included in this policy. Any such actions brought to the attention of administration will be disciplined accordingly. See the Sexual Harassment Policy on page 17 and the Disciplinary Action Chart on page 20.

Bullying:

Bullying includes any form of intimidation used in attempting to influence an unwilling student's behavior. Pushing, shoving, and verbal insults are all included. Violence, threats or actions that harm a student will be handled according to the requirements of Arizona State Law. Disciplinary action will be administered according to the Disciplinary Action Chart on page 20.

Parental contact and involvement is a crucial part of the disciplinary process, as well as compliance with due process procedures.

We are determined to give our students a place to learn and form characteristics that will help them be successful in life. It is this striving for balance between concern for the individual and the concern for the educational environment that guides the school's policies.

Hazing

Soliciting, encouraging, aiding or engaging in hazing in any form is prohibited at New World Educational Center. "Hazing" means any intentional knowing or reckless act directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are, or includes, other students. Hazing, further defined, is any act that endangers the mental or physical health or safety of a person.

SEXUAL HARASSMENT POLICY

1. It is the policy of the New World Educational Center Governing Board to maintain a learning and/or workplace environment free of sexual harassment
2. It is a violation of this policy and unlawful (MGL C151 B) for any staff member or outside service provider (third party) to engage in sexual harassment of a student, staff member; or for a student to harass another student or staff member.
3. Definition:
 - 3.1 Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, or when made by any member of the school staff to another member, or when made by a student, or student to staff member when:
 - 3.1.1 Submission to such conduct is either explicitly or implicitly a term or condition of employment or education when,
 - 3.1.2 Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when,
 - 3.1.3 Such conduct has the purpose or effect of substantially interfering with an
 - 3.1.4 Individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Examples of:

- 3.2 Sexual harassment, as set forth in section 3 may include, but not limited to the following:
 - 3.2.1 Unwelcome verbal harassment or abuse.
 - 3.2.2 Pressure for sexual activity.
 - 3.2.3 Repeated remarks to a person, with sexual or demeaning implications. Including, but not limited to: weight, age, gender preference, religion etc.

- 3.2.4 Unwelcome touching.
 - 3.2.5 Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or jobs.
 - 3.2.6 Displaying sexually suggestive objects, pictures, or cartoons from E-mail,
 - 3.2.7 Internet publications or any other media source.
4. It is a violation of this policy and unlawful for anyone to retaliate against a person who has filed a complaint of harassment, or for cooperating in an investigation of a complaint for sexual harassment.
 5. Staff members who violate this policy are subject to disciplinary action including a verbal reprimand, suspension, or discharge.
 6. Students who violate this policy are subject to disciplinary action including a verbal warning, in school isolation, suspension, or expulsion.
 7. Staff members shall receive a written copy of this policy annually, and attend a seminar on sexual harassment. Attendance shall be mandatory. Staff shall acknowledge in writing receipt of this policy.
 8. All new staff members shall receive a written copy of this policy as part of their orientation.
 9. All new supervisory personnel shall receive training on this policy and their responsibilities to take immediate and appropriate corrective actions in addressing sexual harassment complaints.
 10. A copy of this policy will be given to all third party vendors who provide service at the school
 11. Students will be provided a copy of this policy as part of a student handbook, and acknowledge receipt by signing the appropriate notification.

ZERO TOLERANCE POLICY

Smoking/Drinking/Drugs (NWEA Has A "Zero Tolerance" Policy)

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, over the counter medications, controlled substances, "look-alike" drugs, steroids, or possessing drug paraphernalia on school premises (parking lot, playground, sidewalk, etc.) or at any school function is strictly prohibited. **Minimum penalty for violation of this policy will be suspension from school; however, violation of this policy could result in permanent expulsion from school. Students suspended for any of these offenses will not be allowed to make up class work or tests.** These areas also involve state and/or federal law. **School officials shall notify appropriate law enforcement officers of all deadly weapons and non-prescribed drug violations, as required by law.** School officials shall also notify law enforcement officers of other serious violations.

This rule also applies to parents, visitors and employees. Our campus is a smoke free, drug free, alcohol free environment.

CLASSROOM DISCIPLINE

Minor disruptions of a classroom will be handled by the teacher, who shall give due consideration to respecting the dignity of the student as well as the learning environment. Teachers may award consequences appropriate to the violations. Correction of students should be carried out privately and with decorum. Teachers will call the parents of a student who continues to be disruptive. The third occasion of disruptive behavior will result in detention and/or principal intervention in the form of ISS.

LOCKER AND DESK POLICY

School administrators are entitled to search students and seize property, including school property temporarily assigned to students, when there is **reasonable suspicion** that stolen property, drugs, alcohol or some material or item detrimental to the health, safety or welfare of a student may be in their possession or control. Any search must be reasonable in scope and not excessively intrusive on the student in light of the age, sex of the student, nature of the infraction, property, or item involved and the type of conduct alleged. Strip searches are prohibited. Searches may be conducted at any time, without student consent, without notice and without a search warrant or other formal documentation. Lockers and desks for storage of school-related items and personal items are provided as a convenience to the students but remain the property of the school and are subject to its control and supervision. Students have a reasonable expectation of privacy; however, at any time, with or without notice, without student consent, and without a search warrant or other formal documentation, school authorities may and will inspect lockers, desks, storage areas, etc.

Students also have a reasonable expectation of privacy in the personal belongings they carry with them at school such as backpacks or purses. However, school authorities (one administrator and a staff member) may and will search a backpack or purse when they have reasonable suspicion that a particular illegal, dangerous, or stolen object is located in the backpack or purse. The school parking lot will be subject to routine patrols, and cars parked there may be searched if deemed necessary.

IN SCHOOL SUSPENSION (ISS)

Students serving ISS will comply with the following rules:

- Students are to report to the office immediately upon arrival to school, return to the office when released from ISS, and will not be released from the office until their ride arrives to pick them up or they have to leave to catch a bus. Students will not be allowed to associate with other students before school, during lunch, or after school while serving ISS. Students are required to bring lunch, as they will not be allowed to purchase anything from the lunch program, school store, fund raisers, etc. during this time.
- Students will not be allowed to go to their teacher's classroom to pick up assignments at any time. The teacher(s) will make sure that students have enough work to keep them working for the duration of the suspension. Materials will be delivered to the office for distribution to the ISS student. Students are to stay busy doing class work or catching up on past due assignments.
- Students are not to talk to other students or wander the hallways during this period.
- Students in Special Education will follow the above rules. They will receive the services provided to them in their IEP.

If any of the above rules regarding ISS are violated students will serve additional suspension days.

OUT OF SCHOOL SUSPENSION (OSS):

A student may be suspended when the administration determines that a period of suspension will likely result in sufficient modification of behavior and attitude. A student who receives three out of school suspensions will go before the school board to review if expulsion is warranted. It is the students' responsibility to make up any missed assignments during the suspension.

EXPULSION:

A student may be suspended pending board action to expel the student for an offense which endangers people, or which endangers the educational environment to the extent that it cannot be tolerated. See the disciplinary action chart.

DICIPLINARY ACTION CHART

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem, one or more of the following actions will be taken by the school officials.

Relationship between Problem Areas and Suggested Disciplinary Action	Action To Be Taken		
	Range	First Occurrence	Repeated Occurrences
Academic Misconduct Cheating	Minimum	Parent Involvement	Parent Involvement
	Maximum	Loss of credit for the assignment	Removal from Class, Loss of Credit, and/or Expulsion
*Abuse of Staff	Minimum	Short Suspension	Long Suspension
	Maximum	Expulsion	Expulsion
* Alcohol, Prescribed and Non-prescribed Drug Possession, Use, or Distribution	Minimum	Short Suspension and intervention or long suspension	Suspension for two semesters
	Maximum	Expulsion	Expulsion
*Dangerous Instruments and/or Materials	Minimum	Short Suspension	Long Suspension
	Maximum	Expulsion	Expulsion
Disruptive, Deceptive, or Defiant Behavior	Minimum	Parent Conference	Short Suspension
	Maximum	Short Suspension	Expulsion
Dress Standard Violations	Minimum	Clothing Change	Parent Conference
	Maximum	Short Suspension	I.S.S.
*Extortion, Assault and Fighting	Minimum	Short Suspension	Long Suspension
	Maximum	Long Suspension	Expulsion
*Harassment/ Hazing	Minimum	Short Suspension	Long Suspension
	Maximum	Expulsion	Expulsion
Internet / Computer Violations	Minimum	Loss of computer privileges	Short Suspension
	Maximum	Expulsion	Expulsion
*Trespassing	Minimum	Parent Conferences	Long Suspension
	Maximum	Short Suspension	Expulsion
*Tobacco: Use, Sale and Distribution	Minimum	Short Suspension	Police Citation
	Maximum	Expulsion	Expulsion
*Vandalism (Graffiti, destruction of property, etc.)	Minimum	Parent involvement and restitution	Restitution and/or suspension
	Maximum	Expulsion / Criminal Charges	Expulsion / Criminal Charges
*Vehicle Violations	Minimum	Informal Conference	Suspension
	Maximum	Long Suspension	Expulsion

*These areas also involve related state and/or federal law. School officials shall notify appropriate law enforcement officers of all deadly weapons and non-prescribed drug violations, as required by law. School officials shall also notify law enforcement officers of other serious violations.

The first action taken after each offense (unless severe) will be teacher contact to the parent. Because it is not possible to list all of the offenses that may occur, certain offenses will be left to the discretion of the administration as to the discipline to be issued.

DETENTION AND COMPENSATORY DAMAGES:

The discipline given for each offense below will differ depending on the individual situation. The “Teacher” columns are offense that will be handled by the teacher in the classroom with the Student and contact to parents. The “Office” column refers to more serious offenses or reoccurring offenses during class time. If a student is given detention for the listed offences below, they will serve the detention during the student’s lunch hour with a designated staff member and will be required to help in cleaning. Students who do not show up for detention will receive further discipline.

Examples of how discipline may be handled and responsibilities	
<u>Office (with Student and Parent)</u>	<u>Teacher (In Class)</u>
Fighting	Disruptive Behavior
Truancy	Unacceptable Language
Endangerment	Cheating
Destruction of School Property	Defiant/Disrespectful to Teacher
Drugs/Alcohol	Lying to Teacher
Hazing	Computer Violation
Dress Violation	Disorderly Conduct
Dangerous Instrument	Chewing Gum
Gambling	Not Prepared for Class
Contraband Items	Eating/Drinking in class
Stealing	Not Waiting Inside for Ride
Not Reporting for Detention	Incomplete Assignments
Harassment	Excessive Talking
Serious reoccurring infraction mentioned in Teacher column	

HALL PASSES

Students who are on campus or in the halls when classes are in session must have an official pass. **Discipline will be applied if a student cannot provide a pass when requested.**

TEXTBOOKS/SCHOOL PROPERTY

The school will provide textbooks for the students. Students are responsible for books issued to them and should return them in good condition. **Any writing, drawings or inappropriate sayings and slogans render the book unusable by another student. The student responsible for the damage will be assessed the full cost of the book.**

Lost books: Books that have been purchased in the last three years must be replaced through the publisher. The parents of the student who lost the book will be held liable for the full price of the book, taxes and shipping costs.

Books more than three years old will be assessed as follows:

Four years past purchase date: 15% off the original purchase price.

Five years past purchase date: 25% off the original purchase price.

Students are responsible for any school equipment or property they are entrusted with. Parent/guardians will be charged for lost, stolen, or damaged books or equipment.

TELEPHONE USE

The telephone is for office use only. Students may not receive calls during school hours, but will be given a message within 5 minutes of the call. Students will not be permitted to use the phone unless there is an **emergency situation**. A consequence will be imposed if a student uses the phone without permission.

The office will call a parent if a student is ill. Please do not come to pick up your child if they have called from their cell phone. They must come to the office for assessment of the illness or problem before you are called.

Any students using a cell phone during school hours (8:45 am – 3:35 pm including the lunch period) will have their phone confiscated.

FIELD TRIPS

Field trips are often used to give children experiences that are not available in the classroom. Permission slips will be sent home prior to the field trip and must be signed by a parent or guardian. Field trips will require a signed permission slip by a parent/guardian and may require a fee. If there is a problem with this request financially, please contact the school office/teacher. **Please do not call the school and give oral permission.** We must have a signed permission slip that states date, time, destination, and parent signature.

Parents assisting in transportation of students must have proof of insurance and a valid driver's license. If you will be assisting on a regular basis, your student's teacher may keep copies of the above in your child's file. The office personnel will need a copy of these. All drivers and chaperones must be at least twenty-one years of age and approved by administration.

Students with driving privileges are not permitted to transport fellow students.

School dress code will be followed unless the Principal allows special dress down permission. **Students with incomplete assignments in any class will not be allowed to go on field trips. Final permission will be at the discretion of administration.**

FACULTY RESUMES

We sincerely feel that our faculty is able to provide your child with the education he/she need to succeed in the future. Please be aware that any parent is welcome to review resumes of current employees. They are available in a binder in the office. They may be reviewed during regular business hours. The information will remain in the office.

HEALTH SERVICES

Medical Emergencies

Although emergencies happen infrequently, **IT IS VERY IMPORTANT TO KEEP YOUR CHILD'S EMERGENCY FORM UPDATED** so we can reach you if there is a problem. Several students have been ill and we have not been able to contact people because the phone numbers were no longer in service. If a child is involved in an emergency situation, every effort will be made to contact the parent immediately. If the parent cannot be reached, the alternate person listed on the student's emergency form will be notified. That person should be a blood relative if possible. The school will continue to try to locate the parents. If emergency medical care is needed, the student will be taken to the nearest hospital.

Illness

To protect everyone's health and for your own child's comfort and recovery, please keep your child home when he/she is ill. Children are not permitted to attend school when they have a contagious or infectious disease, as specified by the Arizona Department of Health. Children who have such a disease may return to school only after a doctor gives clearance to do so.

Please do not send your student to school if any of the following are present:

- Fever with temperature of 100 degrees or more.
- Severe cough, even without fever.
- Sore throat, if white spots can be seen in the back of throat.
- Vomiting or diarrhea during the evening or the night.
- Contagious viruses / infections.

Do not allow your student to return to school until he/she has been free of fever for twenty-four hours. If symptoms occur while in school, parents will be contacted and asked to arrange for the student to be taken home.

Students who are ill more than two days should be taken to a physician. Please obtain a written excuse from the doctor. Doctor's excuses may help with truancy issues if the documentation explains the type of illness and the amount of time the child will be out of school.

Injuries And Medical Release

If a student is injured on campus or at a school-sponsored event off campus, the student is required to notify a teacher or staff member immediately of the injury and cause.

If a student has an injury or illness that requires he/she be excused from physical activity please send a note to the office. An injury or illness of more than two days requires a doctor's note. A second note will be required to re-admit the student to resume physical activities.

Medication

New World Educational Center Charter School (the school), by law cannot provide any type of over-the-counter (OTC) medication to students without parental permission. Please fill out the appropriate box in the enrollment packet. If your student needs access to any OTC medication not

listed on the enrollment packet the parent/guardian will need to provide such OTC medication in its original container, as well as fill out the Medication Release Form.

*Any medication sent to school without proper identification and authorization will not be given. All medications must be kept in the office. Proper identification is medication in a prescription bottle prescribed to the student, in the original container if it is over the counter medication, not expired. (Inhalers will be kept in the office unless the parent/guardian has signed a student release for the student carrying the inhaler and it is on file in the office. Student inhalers will be labeled.) **New World Educational Center Charter School adheres to Zero Tolerance policy for any misuse of prescription and non-prescription drugs, or drug paraphernalia.** (see disciplinary chart)*

TITLE I / PARENT INVOLVEMENT

Our Title I program is designed to help struggling students in Kindergarten through third grade in reading and math. Aides are provided part-time to teachers in these grades to facilitate one-on-one time with the student's teacher.

Parents play an integral role in assisting their child's learning. We encourage parents to be actively involved in your child's education. Our School/Parent compact is an agreement between the school and parents that covers what is expected of each party (the school, teachers, parents, and students) and is to be signed at the Meet the Teacher Meeting or upon enrollment during the orientation meeting with the Principal.

Programs to help parents learn English and GED programs are available free through the State of Arizona. We will be glad to help parents contact these organizations.

Our Parent/Teacher/Student Activity Committee (PTSAC) is taking an active roll in helping with decisions in our children's education and evaluating the needs of our Title I program at their December and May meetings. Also, this group meets regularly to help organize fundraisers and family gatherings. Please take an active role by joining the PTSAC.

New World Educational Center will also provide information on organizations, websites and programs available to help parents help students learn. Access to the media center computers after school may be arranged for parents if we have adequate interest.

SCHOOL COMMUNITY COUNCIL

The School Community Council (S.C.C.) was created to open a forum of communication between the school and community. Starting in September the meetings will be on the first Wednesday of every month we will have an S.C.C. meeting at 8:30 am. At these meetings we have discussed topics like increasing school test scores, increasing parent involvement, parent workshops, feedback on school issues (dress code, discipline, etc.), school events, and attendance incentives. Topics will vary from month to month and will be based on increasing student achievement through school and community efforts. This is a great way for parents/guardians to play an active role in the student's education.

IF PROBLEMS ARISE

Questions and misunderstandings cannot always be avoided. When problems arise, the staff wishes to solve the problem as quickly as possible.

If the concern involves an individual child, contact the teacher to discuss the problem. Most concerns can be quickly and easily resolved by this procedure. If the problem persists, the Administration should be contacted. Forms are available in the office for concerns or complaints from parents or students.

Any concern, which involves several children, should first be referred to a school administrator. If the problem cannot be resolved, the matter will be referred to the Administrative Body. By following these procedures and keeping the lines of communication open, we can all work together to make school a positive, rewarding experience for your child.

NEW WORLD EDUCATIONAL CENTER LEARNING COMPACT

We believe that it takes the work of administrators, teachers, parents and students to make a positive difference in student achievement. New World Educational Center Charter School and the parents of students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) and participating children, agree that this compact outlines how parents, the entire staff, and the students will share the responsibility for improved student academic achievement. Together we can make a difference.

As a Parent, I want my child to achieve. I will do my part by doing the following:

1. See that my child is on time and attends school daily.
2. Establish a time and place for homework and check it daily.
3. Support the enforcement of school rules and class rules.
4. READ with my child and encourage my child to read to me _____ (assigned by teacher) minutes daily.
5. Keep in touch with the teacher through regular visits, phone calls, written communication and attendance at Parent/Teacher conferences.

As a Student, it important that I work to the best of my ability by doing m personal best. I will do my part by doing the following:

1. Attend school each day and arrive to class on time.
2. Follow all school and class rules.
3. Respect people and property.
4. Complete all class assignments and homework on time.
5. Read _____ (determined by teacher) minutes everyday after school.

As a Teacher, I want my students to achieve. I will do my part by doing the following:

1. Treat all students with respect and dignity.
2. Maintain high expectations of self and students.
3. Provide a learning environment that is free of bias or discrimination.
4. Make every effort to communicate with parents in a timely manner regarding your child's performance.

As the Administrator, I support the partnership between home and school. I will do my part to:

1. Provide and environment that encourages positive communication among parents, teachers and staff.
2. Give parents a voice in decisions regarding their children's education.
3. Provide training opportunities for all earning compact participants.
4. Foster high standards of academic achievement and personal development among all members of the New World Educational Center Charter School community.

Signatures of parent, student, teacher and administrator will be on the contract signed with your child's teacher.

Volunteers

At New World Educational Center we highly value and appreciate our parent/guardian volunteers. There are many areas in the school in which volunteers are needed. The following are comments that answer some questions that you could have concerning our school and campus.

Parent/guardian volunteers must follow any and all rules and procedures established by the Governing Board or the School. (Arizona Statute requires that parent/guardian volunteers who have regular, unsupervised contact with the students must be fingerprinted in accordance with A.R.S. § 15-183(F) and 15-512. For further information you are welcome to meet with the Principal.

- **Fingerprints**: A copy of your fingerprint card is needed if you will be working with students on an individual basis. Individuals are not allowed to work unsupervised in the classroom with students without a State of Arizona fingerprint card. Fingerprint applications are available in the front office (from the Principal).
- **Sign-in Log**: There is a Volunteer Sign-in log at the front desk. You are required to sign-in when you are on campus and receive a volunteer badge. Volunteer badges are worn at all times. Signing out is required when you leave.
- **Confidentiality**: Volunteers must keep all student information and issues of the school personnel confidential.
- **Discipline**: Volunteers may not discipline students in any way. They may not give permission to any student to leave the school campus. All discipline matters should be referred to the nearest teacher or staff member. Please have names of students and details of the incident so proper action may be taken.
- **Call In**: There are occasions when, if you are willing, we may call you and ask for your help on a particular project.
- **Classroom Readers**: If you have signed up to assist or read in your student's classroom please talk directly to your student's teacher. Scheduling is necessary and needs to be arranged with your student's teacher. You are always welcome to come and help whenever you are available. If you are expected, but unable to come, please call the school to let the teacher know.
- **Dress Code**: All volunteers are expected to dress in a manner that is professional, neat and clean. Leotard pants, stretch pants, shorts, and warm-up suits are not permitted. Bare midriffs, halter tops, backless, or short tops are not allowed. Clothing with words or advertising promoting the use of cigarettes, liquor, or inappropriate symbols that could cause embarrassment or educational disruptions should not be worn. Shoes are to be worn at all times.
- **Volunteer Orientation**: We want volunteers to have a rewarding and successful time at our school, therefore we require that all volunteers attend an orientation class before working with students. The orientation class will go over school policies, regulations, and expectations and will give the volunteer opportunity to ask questions he/she may have. These orientations will be scheduled as needed.

EXCEPTIONAL STUDENT SERVICES (ESS)

If your student has an Individual Education Plan (IEP) please notify the office. A meeting must be scheduled before a student with an IEP may be enrolled. Current students will have at least one meeting a year to review the IEP and update goals and objectives as necessary.

If you suspect your child has a physical, mental, or emotional disability, please speak with the ESS Director.

English Language Learners (ELL)

Students new to the United States or who have difficulty speaking the English language will be tested for English proficiency and, if necessary, given extra help in developing English language skills. This help may be provided before and after school as well as during class time. Permission to place a child in this program must be granted by the parents/guardians.

Early Childhood Development/Child Find Program

Arizona Department of Education provides access to programs for qualified children who are suffering from developmental delays. We have a chart displayed outside of the office door for comparison. If you suspect a child from six month to five years old is having developmental delays, please let us help you with referrals to state agencies. Agencies are the Arizona Early Intervention Program (AZEIP) for children six months to two years. Children three to five years old will be referred to the school district you reside in.

ACADEMIC REPORTS AND STUDENT ACHIEVEMENT

Report Cards/Progress Reports

Report cards are sent home four times a year, shortly after the end of each grading period. Your child's educational progress is evaluated continually, so we encourage you to contact the teacher any time you have questions or concerns.

Report cards will be generated every quarter and distributed to a parent/guardian at the Parent/Teacher Conferences. This report will include a list of basic subject grades with teacher comments. Any report cards not picked up will be mailed the week following Parent/Teacher Conferences.

Progress reports are issued at the end of the fifth week of each quarter. These reports indicate trends in a student's work that will result in a student's grade. Any reports not picked up by a parent/guardian will be mailed the following week.

Grading

Elementary report cards will now be based on the Arizona Academic Standards. You will be receiving reports on your student's progress based on the standards students are currently working on at their grade level. Junior and High School report cards will also reflect Arizona Standards later this year. Until then we will continue to use the following grading system.

The grading system we use assigns a percentage to each letter grade.

A = 90 – 100%	B = 80 – 89%	C = 70 – 79%	D = 60 – 69%	F = 59 and below.
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Student Awards

HONOR ROLL

A student must average a B or better for this program. There must not be any grades of D, F, or an Incomplete.

JUNIOR PRINCIPAL'S LIST

A student must have an A average for this program. There must not be any grades of D, F, or an Incomplete.

PRINCIPAL'S LIST

A student must have an A in every class for this program.

Regular Education

All students are promoted based upon successful completion of prescribed curriculum and adherence to ninety percent (90%) attendance of the required school days.

New World Educational Center standards which students must achieve in reading, written communication and mathematics for promotion are identified by the state of Arizona. In addition to these standards, test scores, grades, teacher-principal recommendations, attendance, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent/guardians, determines it to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place a student in the school program where he/she will be the most successful.

In addition to the above, such decisions, when applied to a student enrolled in and ESS/SPED program shall be on a case-by-case basis, consistent with the individualized education plan an in accordance with A.A.C R7-2-301 and R7-2-401.

Promotion/Retention Procedures

When a student is not meeting the academic requirements, decisions are made to reflect the course of action that ultimately will benefit the student in a positive sense and is in the student's best interest.

New World Educational Center encourages early identification of potential retainees in order to implement a plan of intervention designed to decrease the possibility of a final retention decision. We firmly believe in parent/guardian participation and home support to help students overcome

academic deficiencies. Education is a shared responsibility that involves administrators, teachers, student and parent/guardians working together toward a continuously improving educational program.

A.R.S 15-341(16), 15-342(11), 15-521(3), 15701(D), and Attorney General’s Opinion I-81-145 state that the teacher shall make the decision to promote or retain a pupil in a grade in a common school (Kindergarten through eighth) or to pass or fail a pupil in a course in high school. If a parent or guardian chooses not to accept a decision of the teacher, the parent/guardian may request in writing that the Governing Board review the teacher’s decision. Nothing shall be construed to release the school district from any liability relating to a child’s promotion or retention. The final determination whether to accept or reject the teacher’s decision is that of the governing board.

Promotion / Retention Standards

The following criteria will be considered for promotion:

Kindergarten:

- Demonstration of appropriate development and classroom learning skills
- Seventy-five percent (75%) mastery of grade level skill objectives.

1st – 3rd

- Demonstration of appropriate developmental and classroom learning skills.
- Reading skill performance level – no more than one-half (1/2) year below grade level.
- Seventy-five percent (75%) mastery of grade level objectives.

4th – 6th

- Pass goals and objective of “essential core” subjects at a level commensurate with student’s ability. (English, math, social studies, science, and reading).
- Reading skills performance level – no more than one (1) year below grade level.
- Seventy-five percent (75%) mastery of grade level objectives.

7th – 8th

- Pass goals and objective of “essential core” subjects at a level commensurate with student’s ability. (English, math, social studies, science, and reading).
- Seventy-five percent (75%) master of grade level objectives.

9th – 12th

- For graduation, in the years 2009 and 2010 students must have earned a minimum of twenty (20) course credits and have met the AIMS requirements. See graduation requirements chart on page 32.

Retention Notification

- The school will send a progress report notice during the fifth week of each grading period if the student is not meeting academic requirements the following steps will be followed:
 1. The teacher/team checks the appropriate areas identifying problems the student is having and checks/forms a recommended improvement plan.
 2. The teacher/team may request a parent/guardian conference.
- First nine-week grading period: The teacher/team and principal will have a conference with or verbally contact the parent/guardian of each student who is failing two (2) or more subjects. The first potential retention notice shall be delivered at this time.

- Third nine-week period: The teacher/team and principal will have a conference with or verbally contact the parent/guardians of each student who is failing two or more subjects. The second potential retention notice will be delivered at this time.
- During or before the last two (2) weeks of school: The teacher/team and principal will have a conference with or verbally contact the parent/guardians of each student who is failing two (2) or more subjects.
 1. The parent/guardian will be notified at this conference of the possible retention of the student.
 2. The final retention decision notice shall be delivered to or sent by certified mail to the parent/guardians during the last week of school.
- Parent/guardians who wish to appeal the teacher/team decision shall notify administration in writing within ten (10) days after the date of notice.
- Upon receipt of written notification from the parent/guardians, the administration shall schedule a hearing by the Governing Board.

Acceleration

When circumstances indicate that acceleration in grade placement is in the best interest of the student, close cooperation between the parent/guardian and all school personnel involved is imperative. Each student will have individual consideration, and decisions will be made only after a careful study of facts relating to the student’s growth and development. The student’s academic achievement level and mental ability are important, but the physical and social characteristics are also determining factors. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place the student in the school program where the greatest success will result.

The final decision to accelerate a student rests with administration. Parent/guardians consent to the acceleration of a student should be in writing . If the parent/guardians do not approve of a decision regarding the acceleration of the student, they may appeal the decision to administration. Further appeal, if necessary, may be made to the Governing Board.

GRADUATION REQUIREMENTS

The Arizona Department of Education has mandated new credit requirements for the classes of 2012/2013.

Requirements are as follows:

Current Requirements Classes of 2010 – 2011	Requirements for The Class of 2012	Requirements for The Class of 2013 -
English 4 credits	English 4 credits	English 4 credits
Math 3 credits	Math (*1) 3 credits	Math (*1) 4 credits
Science 3 credits	Science 2 credits	Science (*2) 3 credits
Social Studies 3 credits	Social Studies(*2) 3 credits	Social studies 3 credits
	Fine Arts 1 credit	Fine Arts 1 credit
	<u>Electives 7 credits</u>	<u>Electives 7 credits</u>
	Total 20 credits	Total 22 credits
	*	*
	(1) Math courses shall consist of Algebra I, Geometry, and additional course with substantial math content	(1) Math courses shall consist of Algebra I, Geometry, Algebra II (or its equivalent) and an additional course

	as determined by the school (2) Social Studies shall consist of one credit of American History, one credit of World History/Geography, one-half credit of Government, one-half credit of Economics.	with substantial math content as determined by the school. (2) Science courses shall prepare students for the high school AIMS test (Life Science).
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- Students with an Individual Education Plan (I.E.P.) must meet State mandated requirements and transition goals developed in the I.E.P. plan.
- Please note that all debts/textbooks must be cleared through administration for seniors to walk at their graduation.

COMPUTER AND INTERNET USE GUIDELINES

Please read this document carefully. When signed by you and your parent or guardian on the signature page included with this handbook, it becomes an agreement between you and New World Educational Center Charter School. Your signature indicates that you agree to abide by the conditions and guidelines established herein.

Terms and Conditions of This Agreement

These policies apply to:

1. Students who use computers located within New World Educational Center.
2. Students who access network resources available through New World Educational Center.

Personal Responsibilities

I will accept personal responsibility for reporting misuse of the network. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or promotes pornography or violence, unethical or illegal behavior, racism, sexism or inappropriate language, or constitutes a violation of the guidelines set forth below.

Privileges

The use of school computers and network resources is a privilege, not a right, and may be revoked at any time.

Services

New World Educational Center is not responsible for any service interruptions, changes, or consequences resulting from system use, even if these arise from situations under the control of the school.

Consequences

Infractions of the provision set forth in these guidelines may result in termination of access privileges. It may also result in the suspension and/or expulsion of the student. Specific consequences are listed below for property of the school and passwords.

1. All hardware (CPU, monitor, keyboard, mouse, printer, any and all peripheral devices, etc) are the property of the school.

Damages to hardware will result in a minimum charge of \$25.00 or up to the full cost of replacing the item. Students may also receive in school or out of school suspension. This will be decided on a case by case basis.

2. The issuance of logins, passwords, files and network rights are privileges. Users shall bear the responsibility of keeping their accounts secure and shall NOT authorize anyone other than a faculty or staff member to use their name, login, password, or files.

Illegal authorization of password will lead to a loss of privileges for a time to be determined by administration and any costs incurred to secure the network.

3. **Users shall not exchange passwords or attempt to discover another user's password whether within the LAN or at a remote location via telecommunications.**

Exchanging passwords will lead to a loss of privileges of a time to be determined by administration and any restitution incurred to secure the network.

Computer / Internet Use Agreement

1. I will use computers and network resources for educational purposes. I understand that using chat rooms, interactive games, personal E-mail, or making credit card purchases is prohibited.
2. I agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive, or illegal material.
3. I will abide by all copyright regulations.
4. I will not reveal my password, nor will I attempt to discover the password of others.
5. I will not reveal personal information, such as home address or phone number, of others or myself.
6. I will not use the network in any way that would disrupt the use of the network by others.
7. I will not use the network to earn money.
8. I will not modify or destroy hardware or software, or interfere with system security.

The students and parents initials on the Handbook Acknowledgement Form indicate acknowledgement of this agreement and the consequences listed above.

DRESS CODE

A successful student dresses in clothing that is neat, clean and in good condition. This dress code is established to help ensure an atmosphere conducive to learning. Because NWEK is a Kindergarten thru 12th grade school it is important that students wear appropriate attire and adhere to the dress code policy so that it is not offensive to any staff member, student, or parent. **All clothing must meet this dress code while students are on campus from the time they arrive on campus until the time they leave the campus to go home.** All students are required to adhere to this dress code during field trips and other school sponsored activities.

IT IS BOTH THE PARENTS' AND THE STUDENTS' RESPONSIBILITY TO ENSURE COMPLIANCE WITH THE DRESS CODE. ALL FINAL DECISIONS REGARDING APPROPRIATENESS OF THE UNIFORM, HAIRSTYLE, HEADWEAR, SHOES, OR APPEARANCE IN GENERAL IS LEFT TO THE PRINCIPAL.

The school uniform consists of the following:

SHIRTS:

School issued polo shirt, with logo, must be purchased from the school. (Financial assistance is available for those who qualify) School issued polo shirts come in two colors: navy blue and maroon. Shirts must fit properly. They may not be over-sized or too tight. Female students' shirts must be buttoned to cover cleavage.

UNDERSHIRTS:

If a student chooses to wear an undershirt, it must be a plain solid color (No logos) and must be tucked in at all times when students are in the building. During outdoor physical activity a student may wear an undershirt and can remove the uniform shirt during the outside activity. The student however, must put the uniform shirt back on again when re-entering the building.

PANTS:

Pants must be the classic style (i.e.. Dockers/ Dickies/French Toast/Levi Jeans – other classic brand names allowed). Colors for all grades are khaki, navy blue, or black. Solid colors only. Pants must sit at the waist and not be over-sized or tight. **NO STRETCH JEANS/UNIFORM PANTS ALLOWED!** Students in the kneeling or squatting position should not be revealing underwear or buttocks. (see belt policy below)

BELTS:

Belts, if worn, may not be more than one size larger than the waist of the student. Belts must be worn at the waist and cannot hang below the waist. The end of the belts must fit into belt loops and may not hang down the front, back or sides of the pants.

Belts must have a buckle and the buckle cannot be larger than a **credit card**. No inappropriate symbols, pictures, slogans or quotes are allowed and Administration will make that determination.

SHORTS AND SKIRTS:

Shorts must be the classic style (i.e. Dockers/ Dickies/French Toast/Levi Jeans – other classic brand names allowed). Colors are khaki, navy blue or black. Solid colors only. No designs, studs, sequins etc. allowed. Holes, tears, or frayed hems are not permitted. Shorts and skirts will be measured from a **sitting position** and the hem must measure no more than five inches from the middle of the knee. Skirts may NOT have slits up the sides, in the back, or front. Shorts and skirts must sit properly at the waist. They may not be oversized or tight. **NO STRETCH SHORTS/SKIRTS ALLOWED!** (See above policy for belts)

SKORTS AND JUMPERS:

Permitted in K-6th grades only. Skorts may be no shorter than five inches above the knee. Jumpers should be knee length and not be longer than four inches below the knee. Skorts and jumpers must be in uniform colors: khaki, navy blue, or black. They may not have logos

or designs. These items may be purchased where uniforms are sold. Please make sure that they fit properly around the waist. Skorts and jumpers must be worn with school issued polo shirts.

SHOES:

Shoes must have closed toes and cover the feet. Appropriate shoes are athletic shoes (laced or Velcro) or dark flat casual shoes. We prefer rubber soled for safety on stairs. **No sandals, flip-flops, platform shoes or military style boots are to be worn.** Athletic shoes must be laced and worn with socks.

Students that have PE class must wear athletic shoes. (Tennis, walking and similar shoes are acceptable)

JACKETS AND SWEATSHIRTS:

Any jacket or sweatshirt worn inside the building must be of a solid color. Jackets and sweatshirts must fit properly. They may not be oversized or too tight. There cannot be any logos, inappropriate pictures, slogans or quotes on them.

Please put the student's name inside jackets and sweatshirts in case it is lost.

HAIR:

No extreme hairstyles or un-natural hair coloring for either girls or boys. Male students' hair length must not be past the collar in the back, not over the eyebrows in the front, and must not be over the middle of the ear on the sides. Male students' facial hair should be well groomed.

Female students should not have hair hanging in or over the eyes.

JEWELRY:

Jewelry should be minimal, not excessive, worn in good taste and not be distracting. Male students may wear a watch and/or class ring. Necklaces are to remain under the shirt and the shirt buttoned up. It may not be visible while on school grounds.

No earrings or other body piercing jewelry may be visible on male students while on school grounds or at school activities.

Female students' earrings are to be worn in the earlobes only. No other piercing may be visible.

Students may NOT wear leather bracelets, chains or any other extreme jewelry.

Chains attached to wallets are prohibited.

Tattoos and other forms of body decoration are to remain covered at all times while at school or at school sponsored activities.

HATS, CAPS, BANDANAS AND SUNGLASSES:

No hats, caps, bandanas or sunglasses may be worn inside the school building. Hats and caps are to be worn in the proper position, not backwards, sideways or diagonally. Hats, caps and sunglasses are to be removed immediately upon entering the building. These items are to be kept in the locker or cubby during school hours. Boys may not wear bandanas at lunch or recess.

MAKE-UP

Female students in grades K-5 may not wear make up to school at any time. Chapstick is acceptable.

Female students in grades 6-12 may wear make-up in moderation. The make-up should compliment skin tones and be in natural skin tone colors. Black lipstick and excessively dark eye shadow are not acceptable and may not be worn. Make-up should be minimal, worn in good taste and not be distracting.

Male students are not allowed to wear feminine beauty products at any time. These include nail polish, lipstick, eye shadow or other forms of make-up.

DRESS DOWN DAYS

Dress Down days will occur every third Wednesday of the month. The cost to dress down is \$1, proceeds go to classroom needs, such as field trips, supplies, etc. Students will be allowed to wear modest non-uniform shirts. All other uniform policies still apply.

Please complete and return pages 37 – 39
NEW WORLD EDUCATIONAL CENTER CHARTER SCHOOL
Handbook Agreement
For 2009 – 2010 School Year

Directions: Please sign **all** areas for which a signature is required

Student Name: _____
Please print Last Name First Name Grade

Handbook Agreement

I have received and reviewed a copy of the New World Educational Center Handbook and agree to abide by the terms and conditions stated within.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Computer / Internet Use Agreement

I have read and agree to abide by the Computer/ Internet use agreement. I understand that access to computers and internet resources is provided for educational purposes only and that students are not to send or request offensive or illegal material.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

.....
For the following two statements, circle the appropriate word or words in parentheses

School Permission: My Child (**DOES/DOES NOT (circle one)**) have permission to be photographed, video taped, or interviewed for use at school. Please be aware that if you choose not to give us permission your child will not have his/her school picture taken, will not be in the yearbook, certificates or newsletters, and will not be able to participate in the Talent Show, since it is video taped.

Parent/Guardian Signature: _____ **Date:** _____

Media Permission: My Child (**DOES/DOES NOT**) have my permission to be photographed, video taped, or interviewed for use by sources other than school (i.e., Arizona Republic, East Valley Tribune, T.V. stations, etc.)

Parent/Guardian Signature: _____ **Date:** _____

Please return these completed pages to your first hour teacher to be added to you student file.

NEW WORLD EDUCATIONAL CENTER

HAZING

(Athletic/Activities)

Soliciting, encouraging, aiding or engaging in hazing in any form is prohibited at New World Educational Center. "Hazing" means any intentional knowing or reckless act directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club or athletic team whose members are, or includes other students. Hazing, further defined, is any act that endangers the mental or physical health or safety of a person.

Students found in violation of the hazing policy will be subject to disciplinary action as per New World Educational Center policy.

_____	_____
Parent/Guardian Signature	Date
_____	_____
Student Signature	Da

Harassment

(Sexual, Physical or Emotional Harassment)

New World Educational Centers' Governing Board is committed to a policy of nondiscrimination in relationship to race, color, religion, sex, age, national origin, and disability. The policy will prevail in all matters concerning staff members, students, the public educational programs and services, and individuals with whom the board does business.

Students found in violation of harassing another student in any of the above mentioned areas will be subject to disciplinary action as per New World Educational Center policy.

_____	_____
Parent/Guardian Signature	Date
_____	_____
Student Signature	Date

STUDENT/PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT

Once you have read this Student Handbook please detach this page from your handbook, sign and submit these pages to your first hour teacher to be added to your student file.

Parent/Guardians and students are held responsible for all components of the handbook. The following items are highlighted for direct acknowledgement of the policies that are strictly enforced.

Harassment Policy (Page)

_____ Student Initial

_____ Parent Initial

Student Internet/Computer Policy Enforcement (Page)

_____ Student Initial

_____ Parent Initial

Dress Code (Page)

_____ Student Initial

_____ Parent Initial

Cell Phones (Page)

_____ Student Initial

_____ Parent Initial

Closed Campus (Page)

_____ Student Initial

_____ Parent Initial

Contraband Items (Page)

_____ Student Initial

_____ Parent Initial

We have read, understand, and agree to abide by all the rules and policies presented in this student handbook for New World Educational Center Charter School.

Student Signature

Date

Parent/Guardian Signature

Date