

N.E.W Academy of Science and Arts
2020-2021
Student-Parent Handbook

We have read, discussed, and understand the expectations outlined in the N.E.W. Academy Student-Parent Handbook.

Student Name: _____

Teacher Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____



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

Student Pledge

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

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

Student Signature _____ Date _____

Parent Pledge

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

- ❖ I will provide the organization that allows my student to arrive on time to be in class (by 7:55 a.m.) with school uniform
- ❖ I will ensure that there is clear communication between my child, my child's teacher and myself
- ❖ I will review and discuss homework assignments and school events with my child each day
- ❖ I will provide a consistent, quiet time and place for my child to complete homework and practice the arts (drama, visual, music, and dance)
- ❖ I will encourage my child to engage in shared reading/math activities and music practice in accordance to the school wide homework policy
- ❖ I will contact my child's teacher with any questions or concerns at the appropriate time
- ❖ I will attend parent conferences, open house and other school events and programs
- ❖ I will complete my 15 volunteer hours at NACP
- ❖ I will promote and support the Core Values

Parent Signature _____ Date _____

Teacher and Administrator Pledge

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

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

Administrator Signature _____ Date _____

Teacher Signature _____ Date _____

Sign and return to your teacher as soon as possible.

N.E.W. Academy of Science and Arts Homework Contract

Teachers shall:

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

Students shall:

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

Parents shall:

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

Teacher

Date

Student

Date

Parent

Date

Sign and return to your teacher as soon as possible.



2020-2021
Student-Parent Handbook

379 South Loma Drive Los Angeles, CA 90017
Casa Loma: (213)413-9183 La Villa Mariposa: (213) 483-6599
La Posada: (213)353-3093 Prosperity Center (213)413-9183

www.newnasa.org
-Dr. Eric Todd
Principal
-Mr. David Martinez
Assistant Principal
-Mrs. Nelsy Jackson
ELD Coordinator
-Mr. Eddie Castro
School Business Manager

This Handbook Belongs to:

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Dear Parents and Students:

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

This student-parent handbook is intended to present our school expectations as well as other school information necessary for the success of your child. Parents are encouraged to read the handbook and support the school in its efforts to maintain a quality learning environment.

We look forward to an exciting school year!

Sincerely,
Dr. Eric Todd



School's Mission

The mission of NEW Academy of Science and Arts is to build a community of lifelong learners who will become leaders in a multicultural environment.

2020-2021 Faculty and Staff

Principal Dr. Todd
Assistant Principal Mr. Martinez
ELD Coordinator Ms. Jackson
School Business Manager Mr. Castro
Parent Liaison Mrs. Chavez
NEW/NASA Liaison Ms. Valenzuela
Office Assistant Ms. Vega
Office Assistant Ms. Barraza
Office Assistant Mr. R. Benavides
Custodian Mrs. Benavides

<u>Grade</u>	<u>Teacher</u>	<u>Instructional Assistant</u>
Transitional Kinder	Ms. Borrayo	Ms. Reyes-Gamez and Ms. Saenz
Kindergarten A	Ms. Jimenez	Ms. Reyes-Gamez and Ms. Saenz
Kindergarten B	Ms. Gandaria	Ms. Reyes-Gamez and Ms. Saenz
Kindergarten C	Mr. Flores	Ms. Reyes-Gamez and Ms. Saenz
First Grade A	Ms. D. Garcia	Ms. Chavez and Ms. Ms. Goytia
First Grade B	Ms. Acosta	Ms. Chavez and Ms. Ms. Goytia
First Grade C	Ms. Cano	Ms. Chavez and Ms. Ms. Goytia
Second Grade A	Ms. Ortega	Ms. Marin and Ms. Ms. Goytia
Second Grade B	Ms. W. Garcia	Ms. Marin and Ms. Ms. Goytia
Second Grade C	Ms. Espinoza	Ms. Marin and Ms. Ms. Goytia
Third Grade A	Ms. Cabrera	Mr. Reyes
Third Grade B	Mr. Tapia	Mr. Reyes
Third Grade C	Mr. Bates	Mr. Reyes
Fourth Grade A	Ms. Mili	Ms. Telon
Fourth Grade B	Mr. Carvajal	Ms. Telon
Fourth Grade C	Mrs. Navia	Ms. Telon and Mr. Mejia
Fifth Grade B	Ms. Quezada	Mr. Todd and Mr. Mejia
Fifth Grade B	Ms. Barrera	Mr. Todd and Mr. Mejia
Resource Specialist	Ms. Medlock	
Special Education IA	Ms. Myra Hernandez and Ms. Puluc	
ELD IA:	Ms. Romero	

Calendar 2020-2021

August	18 First day of School 18-21 Minimum Days
September	4 Admission Day- No School Labor Day Holiday- No School 7 Labor Day Holiday- No School 18 Minimum Day 28 School Not In Session
October	16 Minimum Day
November	11 Veterans Day Holiday - No School 13 Minimum Day 18-20 Parent Conference/ Minimum Days 23-27 Fall Break
December	11 Minimum Day 21-31 Winter Break
January	1-8 Winter Break 11 School Resumes 15 Minimum Day 18 M.L.K day Holiday- No School 22 Minimum Day
February	12 Minimum Day 15 President's Day Holiday- No School 19 Minimum Day
March	11-12 Parent Conference (AR) 18 Open House 19 Minimum Day 25 Minimum Day 26 Cesar Chavez Day- No School 29-31 Spring Break
April	1-2 Spring Break/No School 23 Minimum Day
May	21 Minimum Day 28 Minimum Day 31 Memorial Day Holiday-No School
June	10 Last Day of School/Minimum Day 11 5th Grade Promotion

Behavior Expectations

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

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

Expected Student Behavior

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

Inappropriate Student Behavior

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

Possible consequences for inappropriate student behavior

1. *Counseling with student*
2. *Conferencing with parents*
Suspension-the school principal has the right to suspend a student for a period of up to five consecutive school days for each offense. In cases of this type, an informal conference between the principal or his/her designee, the student, and any other appropriate persons will be conducted. A teacher may also suspend a student from class
3. *Expulsion- the school principal has the right and in some cases, is required to recommend to the school board that a student be expelled (expulsion). In cases of this type, an administrative hearing*

panel shall be selected to hear the case to allow for students due process. The parent shall be notified in writing of the time and place of the hearing and the charges on which the expulsion action is based. Following the hearing a recommendation is made to the Board of Education

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

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



General Rules for All Students

1. Arrive by 7:59am in dress code daily.
2. Walk in the hallways quietly and in an orderly manner at all times with or without teacher's presence
3. NO playing around in the classrooms and office areas. Playing is restricted to the playgrounds.
4. No student will be allowed to leave the school premises during regular school hours without the proper authorization from the office
5. All trash and waste paper are to be placed in trash barrels.
6. Students should show pride in their school by not marking on or damaging any school property (i.e. books, walls, desks, etc.). Damage to school property is a violation of the law.
7. No student is to be in the classroom unless a supervising adult is present.
8. Loitering or playing in the restrooms, halls, or unassigned areas is not acceptable.
9. Students are to be respectful to all adults on the school campus.
10. Students are not allowed to sell anything on school campus. This includes but is not limited to: stickers, food, Avon, toys, etc.

Character Counts!

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

Cell Phones

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

Electronics and toys

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

Playground Equipment Rules

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

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



Eating Area Behavior

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

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

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

ASSEMBLIES

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



ATTENDANCE

Children in attendance any part of the school day are counted as present the entire day. If your child must miss school because of family business, a family trip, or any other unexcused reason, have them come to school (even if for a short period of time). If you must take your child out of school for reasons other than the student's illness or doctor or dental appointments, it will be counted in the student's attendance record. Always send a written excuse to the school when a child returns from an absence. In case of illness, we must know the specific nature of the illness (e.g. cold, flu, chicken pox, etc.). School administration will be monitoring your child's attendance for any constant or chronic absences.

Types of absences

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

CLASSROOM VISITS

To protect your child, all visitors must sign in at the office and pick up a visitor pass. No one will be allowed in a classroom without a visitor's pass. Classroom instruction time cannot be spent conferencing. If you need to speak to your child's teacher, please call the office or notify the teacher if you wish to make an appointment. Any parent volunteer must get approval from the parent liaison.

SCHOOL VISITS POLICY

NEW Academy of Science and Arts maintains a welcoming, secure environment where every family matters. In the interest of safety, always sign-in with an office member and put on a sticker labeled "visitor" to let everyone know you are on campus for school business. Anyone who is on our campus must be present for school business or they will be asked to leave.

Dress Code Policy

Clothing	Color	Description	
Pants	Navy Blue	No sagging pants	Appropriately fitted at the waist and at the leg inseam and/or crotch area may be worn (no sagging).
Shorts		Between 1 inch above and 1 inch below knee	
Skorts, Skirts	Navy Blue	No shorter than one inch above the knee	Appropriate undergarments and biker shorts are required
Girl Capris	Navy Blue		
Shirts	Burgundy	Shirts must be appropriately fitted at the shoulders.	
Blouses	Burgundy	All blouses and shirts should be properly buttoned.	
Undergarments	Appropriate clean undergarments that provide proper cover shall be worn.		
Polo Shirts	Burgundy		
Shoes	Black high tops, vans, black shoes, tennis shoes	Footwear must be appropriate for school activities. For example; Physical Education or outdoor play	
Leggings	White, black, dark blue (solid)		
Long sleeve undershirt	White or dark blue		
Zippered hoodies, Sweaters	Navy Blue		
Performances			
Special dress and grooming standards may be required for public performances, even though uniforms are not provided, so long as they are reasonable and appropriate. School groups will be expected to meet participation requirements of outside organizations when the school participates in such sponsored events. Any jewelry that can be determined to be unsafe or a distraction to the learning process is not permitted. Make-up, body markings, nail polish, and nail tips are not permitted. Male students are not allowed to wear any body piercings, including ear piercings.			

EMERGENCY CARDS

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

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

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

EMERGENCY DISMISSAL

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

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

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

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

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

Students will not be released at the end of the regular school day if the destruction is so great that it is deemed unsafe to dismiss them to walk. They will be cared for at the school facility until parents can be reunited with them.

FIELD TRIPS

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

FOOD FOR CLASSROOMS

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

HOMEWORK

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

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

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

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

TEXTBOOKS

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

LOST AND FOUND

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

STATE TESTING

To help all students graduate ready for college and to pursue a career, N.E.W. Academy administers the California Assessment of Student Performance and Progress (CAASPP). This test is designed to help inform all stakeholders on how students are meeting the California Common Core State Standards. It is only one measure the school uses to evaluate its programs, staff, and student progress.

The CAASPP test is computer-based. The test challenges students to think critically, analyze problems, and explain how they arrived at their solution. Teachers give students multiple opportunities throughout the year to practice and learn the computer program.

These tests are given once a year in the spring to students in grades 3-5. Your child will be tested in English Language Arts and Mathematics. If your child is in fifth grade, they will also take the state science test. Students in our Dual Language program will also take the state test in Spanish. The test results are released in the summer and mailed home. The report will show if your child has exceeded, met, nearly met, or did not meet the grade level standards. If you have concerns or questions about your child's test scores, it is important to meet with his/her teacher.

PHYSICAL FITNESS TEST

State law requires school districts to administer the Physical Fitness Test annually to fifth graders. The FITNESSGRAM is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity.

ELPAC TESTING

State law requires school districts to assess the English language development of all English Learners. If student's home language is other than English, the state requires the test and the monitoring of the English Learners progress towards mastery of English.

ENGLISH LEARNERS

New Academy shall identify potential English Learners (ELs) in a timely manner in accordance with all applicable legal requirements. The school will provide all English Learners with an effective English language acquisition program that also affords meaningful and equitable access to the academic core curriculum. Instructional plans for ELs must be (1) based on sound educational theory; (2) adequately supported with trained teachers and appropriate materials and resources; and (3) periodically evaluated to make sure the program is successful and modified when needed.

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

SPECIAL EDUCATION

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

SCHOOL WIDE HEALTH PLAN

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

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

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

MEDICATION

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

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

STUDENTS ON GROUNDS

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

BREAKFAST AND LUNCH

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

SNACK

Students have two recess times where they can eat daily. If the child wishes to eat a snack, it must be brought from home. Please send a small healthy treat for your child every day. **Please note, NASA will not be accepting home food throughout the day. If you decide for your child to eat home food, it is very important to send your child with home food in the morning.** Some snack ideas are: String Cheese, Crackers, Fruit, Graham Crackers, Yogurt, Granola Bars, and preferably water **ONLY**. Please don't send Chips, Soda, Cookies, Candy, powdered donuts and any other item high on sugar. **ONLY** 1 tamale a day will be accepted and "champurrado" will be allowed **ONLY** during breakfast time (7:30am-7:50am). We try to encourage parents to send in treats that have some nutritional value for the children. Please note that the nutrition break should not be a substitute for breakfast. This should be eaten at home, prior to arriving at school, or at school from 7:30 a.m. - 7:50 a.m.

INTERNET USE

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

TELEPHONE

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

TRANSFERRING

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

HARASSMENT

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

WITHDRAWING CHILDREN DURING THE SCHOOL DAY

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

Responsible Use Policy (RUP) Information for Students and Families

Purpose

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

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

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

Consequences for Irresponsible Use

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

Disclaimer

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

Users are responsible for any charges incurred while using N.E.W. Academy School's devices and/or network. The N.E.W. Academy Schools also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the N.E.W. Academy Schools, its affiliates, or employees. Students under the age of 18 should only access the N.E.W. Academy School's network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

Summary:

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

School Site Council (SSC)

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

English Learner Advisory Council (ELAC)

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

The ELAC shall assist the school in the development of:

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

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

Coffee with the Principal

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

Bullying

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

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

Parent Concern Process

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

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

The responsibilities of N.E.W. Academy Science and Arts are:

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

Safe Place to Learn Act

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

Harassment/ Nondiscrimination Statement

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

Annual Notification of the Uniform Complaint Procedures (UCP)

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

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

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

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

- After School Education and Safety
- Discrimination, Harassment, Intimidation, and Bullying

- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- Special Education
-

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

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

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

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

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

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

Name or title: Dr. Eric Todd, Principal
 Unit or office: N.E.W. Academy Science and Arts
 Address: 379 S. Loma Dr., Los Angeles, CA 90017
 Phone: (213) 413-9183 Email address: todd@newnasa.org

Name or title: Dr. Clara Guerrero, Principal
 Unit or office: N.E.W. Academy Canoga Park
 Address: 21425 Cohasset St., Canoga Park, CA 91303
 Phone: 818 710-2640 E-mail address: guerrero@nacpdolphins.org

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

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

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

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

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

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

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

Title IX (SB 1375) - Sex Based Nondiscrimination Statute

Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived sex, sexual orientation, gender, or gender identity or expression. Title IX of the Educational Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in education. Title IX prohibits discrimination, harassment, exclusion, denial, limitation or separation based on sex or gender. Title IX applies to both male and female students in any educational institution receiving federal funding. California Education Code Sections 200 through 282 and N.E.W. Academy Schools Board Policy prohibits discrimination on the basis of sex, sexual orientation or gender. Title IX requires that every school district or institution have a Title IX/Bullying Complaint Manager to whom concerns or complaints regarding sex discrimination can be made. Complaint Process Students or parents/guardians should report their written Title IX complaint to the school administrator or Title IX/Bullying Complaint Manager within six months from the date the alleged incident occurred or first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying that is based on sex. Complainants have a right to a timely and informal resolution at the school site accordance with the N.E.W. Academy Schools Uniform Complaint Procedures (UCP).

Title I Parent Involvement Policy Summary

N.E.W. Academy Canoga Park will involve parents in the joint development of the N.E.W. Academy Canoga Park's Program Improvement Plan by inviting parents of Title I students to participate in Title I Parent Study Groups. N.E.W. Academy Canoga Park will also invite parents to participate in special training to support their understanding of N.E.W. Academy Canoga Park's Program Improvement Plan and the Single Plan for Student Achievement (SPSA). 2. N.E.W. Academy Canoga Park will implement effective parent involvement activities to improve student academic achievement and school performance. Training will be in the following areas:

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

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

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

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

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

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

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

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

Parent Involvement

Any parent who wishes to volunteer must do the following:

Parents must inform the parent liaison if they desire to volunteer at the school so that proper arrangements can be made.

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

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

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

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

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

This year the school will be offering many volunteer opportunities for families. Parents can volunteer in any classroom, school, or with any staff member. Ways to volunteer:

- Assist in the library
- Assist in the classrooms
- Assist with custodial or Gardening help
- Assist with clerical or office help
- Assist with supervision before or after school
- Volunteer during events, field trips, or other functions
- Assist during school meetings or attend any parent monthly meeting

Parents may donate useful items like:

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

N.E.W. Academy School Wide Parental Involvement Policy

The following policy establishes NEW Academy's expectations for parental involvement, describes how the school will implement a number of specific parental involvement activities, and is incorporated into the schools' plans submitted to the State educational agency (SEA).

* * * * *

PART I. GENERAL EXPECTATIONS

NEW Academy agrees to implement the following statutory requirements:

- NEW Academy will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, NEW Academy will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- NEW Academy will incorporate this school wide parental involvement policy into its SSD plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, NEW Academy and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the schools will submit any parent comments with the plan when the schools submit their plans to the State Department of Education.
- NEW Academy will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- NEW Academy will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW NEW ACADEMY WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. NEW Academy will take the following actions to involve parents in the joint development of its school wide parental involvement plan under section 1112 of the ESEA:
 - A. All classroom teachers will identify parents who will become part of a group that will organize and hold scheduled meetings to discuss parental involvement at the school.*
 - B. The school will conduct parent conferences where parents and teachers can talk together about what they can do to help the school and students.*
 - C. The school will have coffee with the principal where parents can meet every month so that communication between parents and school administration can be strengthened.*
 - D. The school will facilitate having community leaders that will meet with parents on a weekly basis to discuss parent involvement and provide resources to help parents become more effective in assisting their children and the school.*
 - E. The school will hold elections where parent leaders can become active on the various committees such as the School Site Council (SSC) and English Learners Advisory Committee (ELAC) as well as other parent volunteer groups.*
 - F. During Distance Learning, every teacher is available during their "office hours" to meet with parents.*

2. NEW Academy will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - A. Parents will become involved in helping the school by volunteering and serving on school committees such as, the fundraising, health and safety, and library committees.*
 - B. Parents will be given resources to help with their child's academic performance.*
 - C. Parents will receive weekly bulletins, monthly newsletters, and communication from the school.*
 - D. Parents will receive notifications right away on any Covid-19 related updates.*

3. NEW Academy will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - A. The school will provide parenting skill classes that help parents assist their children to improve their academic performance.*
 - B. The school will provide English as a Second Language classes and other resources to help parents develop techniques and strategies that may be used to improve their children academic success and help their children in learning at home.*
 - C. The school will survey the parents to determine what resources are needed to help parents help their children.*

D. The school will create a parent center where families can gather to develop skills to support the school.

E. The school will provide online Zoom workshops on different topics, including ESL classes.

4. NEW Academy will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
 - A. After School Education and Safety (ASES)*
 - B. 21st Century*
 - C. Tutoring/Intervention*
 - D. Accelerated Reader*
 - E. Community and Parent Partnership*
 - F. Transitional Kindergarten (TK)*
 - G. Language Academy*

5. NEW Academy will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - A. The school will conduct an annual evaluation of the parent involvement policy at the end of the school year. The school will have a survey to determine the effectiveness of the policy.*
 - B. The survey will provide a forum to accommodate those parents who need additional assistance to understand the survey. The school administration will create and conduct the survey. The survey will be sent home and will also be available at the office. The survey will be collected and reviewed by school administration, parent leaders and representatives. The results of the assessment and activities will be used to design strategies for a more effective parent involvement program.*
 - C. Parents will be involved in the process with the survey and will meet with school administration to review the survey. Parents will be notified about the survey results. Parents will be allowed to give suggestions so that the policy can be most effective.*

6. NEW Academy will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - A. NEW Academy will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

The State's academic content standards and common core, the State's student academic achievement standards, the State and local academic assessments including alternate assessments, Smarter Balanced Testing, how to monitor their child's progress, and how to work with educators:

- The school will provide information regarding the Common Core State Standards to parents through monthly meetings, teacher communication, school newsletter, and school website.
 - The school will provide parents with a copy of the student academic achievement standards and schedule times where parents can meet with teachers and staff to review or discuss them.
 - The school will provide a forum where parents can meet with school staff to review state and local academic assessments and alternate assessments as required in Part A.
 - The school will schedule parent teacher conferences where parents can come to discuss their child's progress. Teachers will send home weekly and or monthly correspondence to parents and inform them regarding their child's progress. The school will provide opportunities for parents to place their child in afterschool tutoring to assist in monitoring their child's progress.
 - The school will provide professional training, workshops, and classes to give parents strategies that will strengthen their communication with teachers and staff. The school will develop a plan to assist parents in learning English.
- B. NEW Academy, with the assistance of its schools, will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

Providing opportunities for parents to receive computer training through community based organizations such as Dennis P. Zine Community Center and LatinoTech Net. The school will invite community leaders to give workshops and seminars to parents. Zoom sessions will also be available to provide training to parents.

- C. NEW Academy will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

The school will provide opportunities for teachers, staff, and administrators to serve with parents on the various school councils and committees such as the School Site Council, ELAC, and Parent Organization committees. The school will create opportunities to share student and school progress with the parents and provide weekly staff training to address strategies that will strengthen the relationship.

- D. NEW Academy, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

The school will utilize and provide parents access to community center where parents can have a place to meet and gain access to resources that will help integrate their

involvement with other school programs and support parents in more fully participating in the education of their children.

- E. NEW Academy will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

The school will provide important information on line in the language that parents can understand. The school will send home weekly correspondence and robocalls in the language of parents and provide a monthly newsletter in Spanish. The school will also make accommodations for those parents that might need additional alternative formats for communication.

PART III. DISCRETIONARY SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: This School wide Parental Involvement Policy includes additional paragraphs listing and describing other discretionary activities that the schools, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other staff
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

Notification of Rights under FERPA For Elementary and Secondary Schools

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. These rights 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 School official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that Administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

A complaint can also be filed with the NEW Academy Board:
Maggie Cervantes
303 S. Loma
Los Angeles, CA 90017

STUDENT WELLNESS POLICY

Policy Statement:

N.E.W. Academy Schools are committed to developing students' skills and behaviors that promote lifelong wellness. The School Board recognizes that a student's readiness to learn is related to his/her physical and psychological wellbeing. The District is committed to creating healthy school environments that allow students to take full advantage of the educational programs offered at *N.E.W. Academy Schools*.

Nutrition standards for sale or service of food and beverages through the School Meals Program:

All food and beverage for sale or service by the School Meals Programs shall meet or exceed federal and state nutrition standards.

To the extent possible, school meals shall include adequate time for eating (after sitting down, at least 10 minutes for breakfast and at least 20 minutes for lunch), and should be scheduled at appropriate times (i.e. lunch between 11:00 a.m. and 1:00 p.m.), and include access to free drinking water, and will provide student access to hand washing and/or sanitizing.

Schools will encourage maximum participation in school meal programs. Appropriate professional development will be provided for school nutrition staff and other staff involved in the delivery of healthy eating programs.

Nutrition standards for sale or service of food and beverages *outside* of the School Meals Program:

Food and beverages at school should be provided primarily through the School Meals Program and consistent with federal and state nutrition standards¹.

If food or beverages are provided outside the School Meals Program, they must meet the *N.E.W. Academy Schools Nutrition Standards for Food and Beverages available outside the School Meals Programs* in order to ensure consistent messaging and role modeling throughout the school environment.

Food or beverages shall not be used as a reward or incentive for students' behavior or performance. Schools are encouraged to use physical activity as rewards or incentives for students' behavior or performance and as alternatives to food celebrations.

Fundraisers should consist of primarily non-food items. However, if food items are sold during the school day, they must meet the *N.E.W. Academy Schools Nutrition Standards for Food and Beverages available outside the School Meals Programs*.

Nutrition Education

Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into classroom subjects such as math, science, language arts, physical education, and social studies. Students shall receive consistent nutrition messages based on the latest Dietary Guidelines for Americans throughout the school community, including classrooms, the cafeteria, and school-home communications.

Nutrition Promotion

Nutrition messages, consistent with the Dietary Guidelines for Americans, shall be present throughout the school including in the cafeteria and gymnasium. Advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, is prohibited. Administrators and staff will be encouraged to model nutritious food choices and eating habits. Parents will be encouraged to provide nutritionally sound snacks from home.

Physical Education and Physical Activity Opportunities

All students shall have a minimum of 30 minutes of developmentally appropriate daily physical activity, through recess, active classroom lessons, in-class physical activity breaks, and physical education. Strategies that incorporate physical movement in the classroom and into routine daily activities should be incorporated into the school culture. The schools will provide a physical and social environment that encourages safe and enjoyable physical activity and fosters the development of a positive attitude toward health and fitness.

The physical education program will provide students with the knowledge and skills needed to be physically fit and take part in healthful physical activity on a regular basis. Physical education classes will keep all students involved in purposeful activity for a majority of the class period. The physical education curriculum will be aligned with the content standards of the Maine system of Learning Results. Physical education classes will provide opportunity to learn for students of all abilities. Appropriate professional development will be provided for physical education staff involved in the delivery of such programs.

Schools will not use physical activity (e.g., running laps, pushups) as punishment. Schools will not withhold opportunities for physical activity during the day (e.g., recess, physical education) as punishment, unless participation would cause a student to be a danger to himself/herself or others or is allowed by a student's individual education plan (IEP). Teachers are encouraged to provide alternative physical activities for students behaving inappropriately during physical activities, such as physical education and recess.

Screen Time

Screen time such as television, computers, video games and other electronic media will be used for educational purposes only. Exceptions will be made for screen time that engages children in physical activity, such as dance or exercise videos or active video games. Exceptions will be made at the discretion of the school principal.

In the event of inclement weather causing the students to stay indoors during outside time, students will be provided with appropriate opportunities for physical activity. This could include stretching, walking, and active videos and CD's that promote group physical activity. Sedentary screen time including inactive videos, computer usage and video games will not be provided.

Staff Wellness

N.E.W. Academy Schools highly values the health and well-being of every staff member and will support personal efforts by staff to maintain a healthy lifestyle. Schools are encouraged to implement staff wellness related programs and activities that are consistent with the Local Wellness Policy.

Other School-Based Wellness Activities

The schools, with prior approval of the Superintendent/designee, may implement other appropriate programs that support consistent wellness messages and promote healthy eating and physical activity.

Stakeholder Involvement

The Superintendent or designee shall encourage and permit parents/guardians, students, food service employees, physical education teachers, school health professionals, board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student Wellness Policy.

Implementation, Monitoring and Evaluation

The Superintendent shall designate one or more district employees, as appropriate, to ensure that each school site complies with this policy. The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy. He/she shall periodically measure and make available to the public an assessment of the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model Wellness Policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the Wellness Policy. The Superintendent will provide a full update of Wellness Policy compliance and wellness initiatives at least once annually to the School Board. Monitoring may include surveys or solicitation of input from students, parents, staff, and school administrators.

Reports may include, but are not limited to:

- A. The status of the school environment in regard to student wellness issues
- B. Evaluation of the school nutrition program and compliance with nutrition guidelines
- C. Summary of wellness programs and activities in the schools
- D. Feedback from students, parents, staff, school administrators and wellness committee
- E. Recommendations for policy, program or curriculum revisions

Appointment and Role of the Wellness Committee

The Board shall appoint a district-wide Wellness Committee comprised of at least one of each of the following:

- A. Board Member;
- B. School Administrator;
- C. School Nutrition Director/designee;
- D. Student Representative;
- E. Parent Representative; and/or
- F. Community Representative.

The Wellness Committee may also include:

- A. School Physician;
- B. School Nurse;
- C. Physical Education Teacher;
- D. Teacher(s);
- E. Guidance Counselor;
- F. Social Worker;
- G. Community Organization or Agency Representative;

H. Other Staff, as designated by the Board; and/or

I. Other Persons, as designated by the Board

The Wellness Committee shall serve as an advisory committee in regard to student wellness issues and will be responsible for making recommendations related to the Wellness Policy, wellness goals, administrative or school regulations and practices, or raising awareness of student health issues.

With the prior approval of the Superintendent/designee, the Wellness Committee may survey parents, students and the community and/or conduct focus groups or community forums.

The Wellness Committee shall provide periodic reports to the Superintendent/designee and, as requested, to the Board.

Legal Reference: 42 U.S.C. § 1751
Healthy, Hunger-Free Kids Act of 2010
7 CFR Parts 210 and 220 Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs 2012
Maine Department of Education Rule Chapter 51

Cross reference: EFE-Competitive Food Sales
JJE-Student Fundraising
JJIB-Relations with Booster Groups
JK- Student Discipline