

**Natomas Charter School
Individualized Learning Program (ILP)**

Student/Parent Handbook



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**WELCOME TO
NATOMAS CHARTER SCHOOL'S
INDIVIDUALIZED LEARNING PROGRAM!**

The staff and teachers of Natomas Charter School's Individualized Learning Program (ILP) welcome you to a unique experience in learning. We would like to express our best wishes for your success in your studies. Although the primary responsibility for this success rests on your shoulders, we offer you a support system that will help you along the way. Our school is unique in that your educational needs are met in an individualized way. We offer you the opportunity to assume the responsibility for study outside the classroom at times that best fit your schedule. Our mission statement summarizes what we are designed to accomplish through our program:

Mission Statement

The Individualized Learning Program is committed to providing high school students individualized attention in a safe, supportive, and cooperative learning environment that celebrates each student's diversity and unique educational needs. The caring staff and innovative program offerings help students discover their full potential, accomplish their academic goals, become active participants in their community, value lifelong learning, explore their future career, college, and personal goals, and succeed in whatever path they choose after high school.

Vision Statement

The Individualized Learning Program of the Natomas Charter School will be a high quality, innovative educational program for students in grades 9-12 offering different curricular pathways to pursue educational and career goals. We strive to develop each students' potential by providing not only meaningful and challenging coursework, but also a combination of instructional opportunities including: independent study, on-site classes, one-on-one tutoring, community college courses, project based learning, Sacramento Regional Occupational Program, and community learning experiences. We will help our students to empower themselves with the necessary skills and qualities to succeed in their future academic and/or career goals, allowing and encouraging them to contribute to the enrichment and the betterment of society as a whole.

Our vision includes the belief that:

- Students learn in different styles.
- Individuals must demonstrate dignity and respect for themselves and others.
- A standards based curriculum unlocks and supports the potential of our students.
- Individual successes, contributions, and unique achievements must be recognized.
- Critical thinking and problem solving skills are essential tools for life-long learning.
- Individualized attention and instruction are fundamental to the success of the students.
- The school is organized around the students and the work students are expected and encouraged to undertake.
- Students need an understanding of, and access to, developing technologies in order to encourage participation and leadership in a technologically developing society.

Depending on which *academic pathway* a student chooses to pursue within the Individualized Learning Program, he/she will be prepared to enter the workforce in an entry level position, continue studies at a vocational institution, or attend a two or four year college to pursue a degree in higher education.

Individualized Learning Program Options

Students in the Individualized Learning Program have the opportunity to participate in a variety of options to fulfill their high school requirements such as:

- Independent study courses
- On-site workshops and tutoring sessions
- On-site classes in mathematics, laboratory sciences, foreign language, and the performing and fine arts
- Concurrent enrollment in community college courses
- The Sacramento Regional Occupational Program (ROP)

Students create their individualized learning program with the assistance of the guidance counselor and their teachers.

MASTER AGREEMENT

Each semester students and parents are required to sign a Master Agreement that covers the policies of the program and outlines the courses in which the student is enrolled for that semester. All requisite signatures must be made on the Master Agreement before a student can be considered officially enrolled in the program. This Master Agreement also serves as the parent/student contract to the school, ensuring that the student will work to the best of his/her ability and adhere to program policies and that parents are committed to supporting the student's educational process.

THREE STRIKES POLICY

The ILP program follows a “three strikes policy.” Students may receive strikes for academic and/or behavioral deficiencies. **A third strike earned for any reason will result in contract revocation from the program.** The following outlines student academic and behavioral policies at ILP.

ACADEMIC RESPONSIBILITIES

Weekly Meetings/Workshops and Required On-site Classes

All ILP students are required to work to the best of their ability, contribute to a positive learning environment, come to school with the necessary tools to participate fully and maintain a satisfactory grades and attendance. A weekly meeting with the teacher is required to discuss and monitor your progress on assignments and to receive new assignments. The date and time of your weekly meetings can be designed to fit into your overall schedule. **Regular attendance at these appointments as well as attendance at any required classes are mandatory** to stay enrolled in ILP. Therefore, students must do the following:

- *Attend all of their scheduled appointments and required classes*
- *Complete a minimum of 90% of weekly work*
- *Arrive on time with their materials organized and completed to the best of their ability*
- *Give 24 hours notice if a rescheduling meeting is required*
- *Parents/students must reschedule a new appointment (at the time of cancellation) within two school days of the missed appointment*
- *Follow all behavior expectations and avoid office referrals*

Missed appointments or coming to appointments with incomplete (less than 90%) work or receiving three demerits or an office referral will result in the following:

1ST TIME: A STRIKE will be given. A warning letter will be sent home.

2ND TIME: A STRIKE will be given. A second warning letter will be sent home, the student will be placed on a probationary contract, and a Student Study Team (SST) meeting may be held.

3RD TIME: A STRIKE will be given. This also constitutes a violation of the probationary contract, which results in dismissal from the program.

(At the end of the weekly meeting with your teacher, confirmation of next week’s appointment is necessary. Reschedule appointments only in an emergency. Student work is due by 4pm on the day of the weekly meeting even if the meeting is rescheduled; this work may be dropped off by a parent if the student is ill. Students are required to attend a rescheduled meeting for the week to review work submitted. To reschedule an appointment, students should call the school between 8:30 am - 4:00 pm, Monday through Friday and speak to his/her teacher. Students may also leave a message on the teacher’s ILP voicemail, 24 hours in advance of the meeting time.)

Weekly Assignments:

Students are required to work on their studies **a minimum of five hours per day, not including time in any on-site workshops or classes.** We strongly encourage students to work more than the minimum hours, in order to stay on schedule with high school and college requirements. Students can take a **minimum of number of 20 credits** (four courses) per semester and a **maximum number of 35 credits (7 courses) per semester.**

The flexibility of the ILP allows students a choice of when and where to study, keeping in mind that the state of California defines the high school day as being 6 hours in length. To maintain a full time schedule in ILP (30 credits per semester pace), 30 hours a week of time on task is required. Students should be engaged in educational activities, working, volunteering, or studying during the school day. Students should not spend the day in non-school environments such as parks, shopping malls, etc. unless accompanied by a parent.

Each week students must:

- Come prepared to your weekly meeting (with completed work organized and any questions you may have ready).
- Call the teacher or attend office hours to clarify questions.
- Stay on track with assignments (complete a minimum of 90% of work)
- Turn work and a signed assignment sheet into your teacher.
- Obtain new assignments

WEEKLY ATTENDANCE

****ATTENTION **:** Attendance in the ILP is considered “work-based,” and each “week” assignment in any subject area should take the average student 5 hours to complete. Attendance credit is given based on work product turned in, thus missing work will be recorded as unexcused absences. There are no excused absences in independent study; so all

absences are truancies. Approximately every 20% of work completed each week will result in a day of attendance (i.e. 60% of work results in 3 days attendance and 2 days absence in a five day week). 100% of completed work is required to earn 100% of attendance credits in a week. If a student is enrolled in 6 courses (strongly recommended), they should expect to spend 30 hours per week engaged in academic activities. This includes family vacations. Please schedule time off from school in accordance with school holidays (see school calendar). Students should be engaged in educational pursuits and not visit other school campuses or loiter in the community during the school day.

NOTICE: If students are having difficulty completing or understanding your assignments, it is his/her responsibility to contact the teacher for additional support. **Students who come to the weekly meetings without their assigned work completed or with poor quality work will be treated as if a missed appointment occurred, and STRIKES will be assigned.**

Late Work Policy

Because attendance is "work-based," late work may be turned in for academic credit, but no attendance credit can be given after the original due date on the weekly assignment sheet.

Work not completed and/or turned in by the due date (meeting time) is considered late. Late work will be accepted up to one week late. This work will be docked 20% of the points possible. It is in the student's best interest to turn in work on time. If a student is sick or cannot make his/her appointment time, he/she needs to call and reschedule to make-up the appointment within two school days. If work is turned in by 4 PM on the original due date it will not be considered late when the meeting is rescheduled.

Workshops

Students are required to attend workshops and come prepared with materials being covered in the class currently *(see syllabi for more details). Students that are tardy three times in a semester will be given a demerit. Any portion of the missed workshop information (due to tardies or absences) should be made up in office hours.

Plagiarism/Cheating

All members of Natomas Charter School are responsible for academic as well as personal integrity and embrace a code of conduct that includes honesty and fairness. Cheating and/or plagiarism will not be tolerated. Simply stated, plagiarism is "the taking of others' thoughts or words without due acknowledgment." (Random House Handbook, p. 405). This definition is applied to both published and unpublished material. ***When borrowing any ideas or phrases of more than three words, appropriate documentation must be offered.*** Also, students must not submit, as their own, work that has been written or revised by another person. Any student who has plagiarized work will be reported to NCS administration and be subject to disciplinary action.

Adding/Dropping Classes

The courses that a student takes each semester are described in the Master Agreement. Students may only add or drop classes with the approval of the teacher and within the first two weeks of a semester. Forms for making these changes may be requested from the ILP office. All forms must be completed with required teacher and parent signatures before submission. The course will not be added or dropped until approved by the administration and students should continue with work until notified of the approval/refusal of the request.

Course Exams

All ILP core academic courses will require formal on-site examinations. Students will be informed in advance of these examination dates (semester final examinations) and students will be required to arrange their schedules so that they can come to campus to take these tests.

POLICIES RELATED TO HIGH SCHOOL CREDITS

Course Grades

Quarter Grades - Quarter grades are progress grades and reflect the first half of a student's progress in a class for that semester and may be used as cumulative grade to be averaged with work in the second quarter. **Quarter credits are not given at Natomas Charter School** (with the exception of Driver Education). Quarter grades for students who transfer into a class in the middle of a quarter shall be determined in combination with the student's transfer grades.

Semester Grades - Semester grades are the cumulative grades for a semester. **Students will not receive semester credit for a course if he/she earns an "F" in that class or if he/she does not complete the entire semester.** Semester grades for students who transfer into a class in the middle of a semester shall be determined in conjunction with the student's transfer grades.

Grade-Level Designation

Students must complete the required cumulative credits in order to be promoted to the following grade levels. 9th-12th grade students who receive a failing grade in any semester will not receive credit for the course. These credits may be made up in summer school. Grade level is based on the following cumulative credits:

10th Grade (Sophomore)	55 Cumulative Credits
11th Grade (Junior)	110 Cumulative Credits
12th Grade (Senior)	165 Cumulative Credits

504 PLANS

If a student has a medical condition that inhibits his/her ability to learn and he/she would like to request a 504 accommodation plan, the student's parent should contact Laura Bariel, 504 Site Coordinator, to schedule an evaluation meeting.

Submission of Coursework for High School Credits

Transfer of Course Credits from an Accredited Institution

NCS ILP will accept course credits from institutions accredited by the Western Association of Schools and Colleges (WASC) or any other five accrediting bodies in the nation. This includes course credits from community and state colleges. Appropriateness and alignment with subject specific courses or acceptance “in lieu” of required pathway courses will be determined by the program administration.

Transfer of Course Credits from a Non-Accredited Institution

NCS ILP does not accept course credits from institutions not accredited by the Western Association of Schools and Colleges (WASC) or any other five accrediting bodies in the nation. Those who wish to submit course credits of this type must submit an Administrative Policy Waiver Form, stating extenuating circumstances for consideration.

ACADEMIC PATHWAYS WITHIN ILP

In line with its mission to provide individualized programs for high school completion, the Individualized Learning Program (ILP) provides four pathways for students to choose in completing high school coursework. Credit requirements for each pathway will vary, as will course requirements. These varied means of completing high school provide flexibility for students to choose the pathway by which they will be most successful, while ensuring accountability and academic rigor in the ILP academic program. Upon acceptance to the ILP program, each student will have their transcripts evaluated and will be given an assessment to help determine which academic pathway is appropriate for their academic and life goals. The teacher and coordinator will work with each student to explore, develop, and pursue a wide variety of possible curricular paths in order to best meet their goals (see Pathway Credit Requirements on following page).

General High School Diploma

Students who receive a general high school diploma have completed the required secondary school coursework mandated by the state of California and by the Natomas Charter School governing board. Students must also successfully pass the California High School Exit Exam in order to receive a high school diploma.

College Preparatory High School Diploma

Students who receive a college preparatory high school diploma have completed the required secondary school coursework mandated by the state of California and by the Natomas Charter School governing board as well as additional courses prescribed by the University of California for entry into UC and CSU. A college preparatory high school diploma also means that the student has completed coursework that meet the UC “a-g” requirements. Students must also successfully pass the California High School Exit Exam in order to receive this high school diploma. Students must follow prescribed pathway requirements: minimum of a 2.0 cumulative GPA, college planning each fall, pass all courses, and follow course list (see pathway packet for further details).

Public Leaders Apprenticeship Network Sacramento (PLANS) Diploma

Students who receive a general high school diploma have completed the required secondary school coursework mandated by the state of California and by the Natomas Charter School governing board. Students must also successfully pass the California High School Exit Exam in order to receive a high school diploma. Students will learn workplace skills, through project-based learning in a real-world environment. All students who follow the Academic Apprenticeship Pathway are required to complete an academic internship to graduate.

Certificate of Completion

Students who receive a certificate of completion have completed basic secondary coursework. A certificate does not constitute graduation from high school because it does not meet graduation requirements mandated by the state of California and by the Natomas Charter School governing board. It does, however, mean that the student has attended and completed foundational coursework in secondary school. A certificate of completion does not preclude a student from taking the exam for a GED or from entering a community college for continued education.

The following chart represents the credit requirements for each ILP pathway.

Courses	General H.S. Diploma	College Preparatory H.S. Diploma	PLANS Diploma	Certificate of Completion
English	4 years 40 credits	4 years 40 credits	4 years 40 credits	4 years 40 credits
Mathematics	2 years 20 credits (including completion of Algebra 1)	3 years 30 credits (Algebra 1, Geometry, Algebra II) 4 th year recommended	2 years 20 credits (including completion of Algebra 1)	2 years 20 credits
Social Science	3 years 30 Credits World History (10) US History (10) Government (5) Economics (5)	3 years 30 Credits World History (10) US History (10) Government (5) Economics (5)	3 years 30 Credits World History (10) US History (10) Government (5) Economics (5)	2 years 20 Credits World History (10) US History (10)
Science	2 years 20 credits 1 year Biology 1 year Physical Science or Earth Science	2 years 20 credits Lab Sciences (Biology, Chemistry, Physics) 3 rd year recommended	2 years 20 credits 1 year Biology 1 year Physical Science or Earth Science	2 years 20 credits
Foreign Language or Visual/ and Performing Arts	2 years 20 credits	2 years of the same language 20 credits and 1 year of approved Visual/Performing Arts 10 credits	2 years 20 credits	2 years 20 credits
Health	2.5 credits	2.5 credits	2.5 credits	2.5 credits
Physical Education	2 years 20 credits	2 years 20 credits	2 years 20 credits	2 years 20 credits
Electives	47.5 credits	27.5 credits of college preparatory electives	27.5 credits 20 credits: Career Exploration Skills for Success Work Readiness Academic Apprenticeship	30.5 credits
Technology	1 year 10 Credits	1 year 10 Credits	1 year 10 Credits	Not Required
Senior Project	1 year 10 Credits	1 year 10 Credits	1 year 10 Credits	Not Required
Total	220 credits	220 credits	220 credits	173 credits

NCS INTER-PROGRAM CLASSES

Enrollment in Inter-Program Classes

Students enrolled in one Natomas Charter School Program may be allowed to take courses/classes from another program only if space is available.* The maximum number of inter-program classes a student can take is two (2) classes per semester.

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

- 6 missed PFAA Academic/Elective classes

High school credit for courses taken in inter-program classes must be transferred to the students' program of enrollment. The student and parent are responsible for ensuring that this transfer occurs and that all information is submitted to the counselor/program coordinator in the program of enrollment.

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

Participation in Inter-program Extra-Curricular Activities: ILP students **may** participate in certain PFAA social activities including Junior/Senior Prom, social dances, and required class performances; however, ILP students **may not** participate in school theatrical productions that require an audition. ILP Students are restricted from participating in PFAA graduation ceremony, yearbook, Dance Company, choir, or other activities strictly representing PFAA.

WORK PERMIT REQUIREMENTS

Whether you work for credit or for a salary, **if you are under the age of 18 you will need a work permit.** Students with a job need to renew their work permit annually and should go to the ILP Office to obtain the paperwork. Listed below are the ILP work permit requirements:

- Students with work permits in the Natomas Charter School's ILP are required to maintain appropriate attendance and school performance to retain their work permits.
- Students with excessive absences (including missed appointments and incomplete assignments) will have their work permit revoked. Employers will be notified of the revocation of the work permit.
- Students with a GPA below 2.0 will have their work permit revoked. Employers will be notified of the revocation of the work permit.
- If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance has improved enough to maintain a "C" average, for at least nine weeks and/or has considerable improvement of unexcused absences for nine weeks.

PARENT PARTICIPATION HOURS

Natomas Charter School was founded with the intent to provide parents and students with an expanded choice in the type of educational opportunities available. The school is founded on the belief that active parental involvement in the school's program is a key component to student success. Because the charter's mission is to provide unique learning opportunities to its students, the school needs committed parents who are willing to assist the staff and faculty in making this happen. To this end, the charter requires that all parents sign a contract stating that they will donate at least 30 hours a year to assisting the Individualized Learning Program in achieving its mission (students joining the program later in the year will have hours prorated). Parents' active participation has been essential to this program's success and is one of the main ingredients that makes our program different. The parent commitment is fulfilled by completing the following items throughout the year:

- 2 hours- Attend New or Returning Student/Parent Orientation.
- 18 hours- Support your student in work completion, weekly work review, and signing of the assignment sheet with your student. (30 minutes a week).
- 1 hour- Attend weekly meeting to sign spring semester master agreement.
- 1 hour- Attend Student Study Team meetings (as required).
- 2 hours- Attend parent meetings, Open House, and/or parent workshops.
- 6 hours- Volunteer at the school and/or support ILP activities and needs. Parents are encouraged to add their ideas and talents to a variety of aspects of the school's program.

Parent Expectations:

- Check student progress (grades and attendance) on Powerschool at <http://powerschool.natomas.k12.ca.us/public/>.
- Maintain contact with school/teacher (as needed to assist your student)
- Help your student find transportation to and from school.
- Ensure that your student has a quiet study place and adequate time to study weekly.

Parent participation hours will be tallied at the end of each quarter. Parents are encouraged to add their ideas and talents to a variety of the school program. It is the philosophy of Natomas Charter that parents should be a partner in their child's education. This is especially true in independent study as you are supervising your child's work at home and can help them to advocate for more assistance as needed at school. It is our hope that you will frequent the campus to become familiar with the educational process of our program.

PARTICIPATION IN THE STANDARDIZED TESTING AND REPORTING (STAR) PROGRAM

All NCS students are required to participate in the state's Standardized Testing and Reporting (STAR) Program in the spring of each school year and the California High School Exit Examination (CAHSEE) until passed. ILP students are expected to come to campus to take the battery of tests during the designated testing period. Full participation on these tests is a condition of the Master Agreement, and students are expected to work to the best of their ability so that results accurately reflect of their progress on the state's academic standards. Students that do not participate in the testing will receive a strike and/or dismissal from the program.

GENERAL POLICIES

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

AFTER-SCHOOL HOURS - All students who remain on campus after school hours must be in a supervised area (Media Center, ILP Office, etc.). Students not picked up by 4:00 pm will be sent to the ILP Office to wait for their parent.

MEDICINE - Any medication must be checked in at the office and accompanied by a note from a parent and doctor, including dosage. This includes all prescription and over the counter medication, such as Tylenol, cough medicine, etc.

RESPONSIBILITIES OF CITIZENSHIP - All Natomas Charter students have signed a contract committing themselves to becoming responsible citizens of the school. The following are the Charter School Policies, by which all students and adults must abide:

- I. RESPECT & ENCOURAGE OTHERS AT ALL TIMES. (No put-downs, keep your hands to yourself, allow others their "personal space," etc.)
- II. COME TO CLASS WITH REQUIRED MATERIALS. BE PREPARED TO LEARN.
- III. NO FOOD OR DRINK IS ALLOWED IN THE CLASSROOMS.
- IV. BE PROMPT & READY TO BEGIN CLASS WITH THE TEACHER.
- V. NO ROUGH HOUSING. PLAY FIGHTING, OR VULGAR LANGUAGE.
- VI. THERE WILL ABSOLUTELY BE NO DISRUPTION OF OTHER ACTIVITIES OR CLASSES.

Please note this list is not all-inclusive.

BEHAVIOR EXPECTATIONS, POLICIES AND CONSEQUENCES

The guiding philosophy of Natomas Charter School consists of four principles:

1. Our students will be responsible, productive citizens of society.
2. All participants in our school (adults and children) will show mutual respect.
3. All involved with our school will have an awareness of and an appreciation for individuals, cultures and ethnicities as well as an understanding of the differences and similarities in all people.
4. Adult-child relationships and opportunities will cross in mutually meaningful ways. All adults involved with the Charter School believe that all students can develop morally, ethically, intellectually, culturally, socially and emotionally to their fullest potential.

We trust that each student will comply with program policies and hope that their experience in ILP is a positive one. It is our educational responsibility for furthering among students a positive understanding and practice of discipline. **ILP students are subject to the rules and regulations that apply to all of Natomas Charter School's other programs.** All program personnel take inappropriate behavior very seriously. In order to establish and maintain an environment conducive to learning and academic success, ILP follows a progressive discipline policy. Consequences for negative and/or unsafe behaviors will result in demerits or office referrals:

Demerits: Students will be issued demerits for minor infractions including, but not limited to tardies, gum chewing, eating, drinking (only bottled water allowed in rooms) excessive talking, using a cell phone, disruption, etc. *

Office Referrals: Students will be issued referrals for serious infractions including, but not limited to, loitering,** defiance, disruption, harassment, possession of cigarettes, etc. *

Consequences will depend upon if the infraction is during direct supervision (student is with a staff member) or non-direct supervision (outside of Learning Center, classrooms, etc.)

An accumulation of three demerits will result in a referral.
and

Each referral results in one STRIKE towards contract revocation.
(Behavior and academic strikes are added together – 3 total will result in a contract revocation)

* Please refer to the following pages for an extended list of infractions. This list is not all inclusive. Administrators and staff may use discretion.

** Loitering is defined as "student not under direct supervision for more than 5 minutes"

Safe and Orderly Learning Environment

ILP shares its campus with the other three Natomas Charter School programs. In order to maintain a safe and orderly learning environment for all students, ILP students are required to follow the procedures below when they are on campus:

- A. ILP students must be in one of three designated areas when on campus during the school day: 1) The ILP Learning Center, 2) the ILP Office, or 3) an on-site workshop/class in which he/she is enrolled.
- B. Students must sign in and out at the ILP office upon arriving to and leaving campus.
- C. All students must follow the NCS Performing and Fine Arts Academy (PFAA) Bell Schedule, including lunch. Any students outside after the tardy bell for classes/workshops will receive a demerit. (A schedule is included with your registration packet and may be obtained from the ILP Office).
- D. Students should wait for their ride in the ILP Office or Learning Center. Students should not wait in front of the school for a ride.
- E. Students who drive must sign themselves out and leave campus immediately.
- F. Students must park in non-numbered spaces in parking lots.
- G. Cell phones are to be kept on silent and not used while in workshops, classes, Learning Center, math lab, or in the ILP office. Cell phones that are used or disturb learning/study process will be confiscated.
- H. Mp3 players, ipods, and music devices can only be on campus and used on Wednesdays during the high school lunch.
- I. NCS is a closed campus; students may not leave campus and return in the same day unless signed out by a parent and signed back in by the parent in the ILP Office.
- J. Students should be engaged in educational pursuits and not visit other school campuses or loiter in the community during the school day.

Learning Center Rules

ILP students are invited to use the on-site Learning Center for up to three (3) hours per school day. All students must be quietly and actively engaged in an academic activity while they are in the Learning Center. Computers provided in the center are to be used for school-related work only. All NCS students must have a signed Acceptable Use Policy (AUP) on file before using the computers. Specific rules for computer use is posted next to each computer, and a copy of the AUP is posted in the center as well. ILP students will also need to follow the PFAA bell schedule when waiting for or returning from class/lunch. **If a student is continually off task or exhibits disruptive behavior, he/she will be issued a demerit or office referral and lose Learning Center privileges.**

Dress Code

ILP students are expected to adhere to the main campus dress code during all visits to the school site. The purpose of the following dress code regulations is to ensure a healthy, safe and orderly learning environment for all students. This policy shall be enforced in all areas of the school campus and during all school sponsored events, on or off campus.

- A. No head coverings or hats shall be worn in class or school rooms (unless directly related to a family's religion). At any time, based upon his/her discretion, a staff member or administrator may prohibit a student from wearing certain head coverings to school.
- B. Commercial lettering/pictures/illustrations will be allowed on shirts, buttons or other items brought to school provided that it does not depict or make reference to drugs, alcohol, illegal substances, or violence. Wording and pictures may not be sexually suggestive, racist, demeaning or offensive.
- C. Gang (or gang-like attire) or items associated with group intimidation or gang affiliation is strictly prohibited on campus or at any school-related activity. Administration reserves the right at all times to determine what is considered gang or gang-like attire.
- D. Garments shall be sufficient to conceal underclothes, and all personal parts of the body should be appropriately covered. Short shorts are not acceptable.
- E. Pants and shorts shall be worn at the waist or waistline, no sagging.
- F. Straps of overalls and suspenders must be worn appropriately -- no hanging straps/chains.
- G. Tube tops, tops with spaghetti straps, or clothing revealing the midriff, back or cleavage is unacceptable. Shirt sleeves or straps must be at least one inch wide. Dresses and skirts must be fingertip length or longer.
- H. Shoes must be worn at all times. Slippers may not be worn at school or at school-sponsored activities.
- I. Pajama bottoms or tops may not be worn at any time.
- J. Sunglasses may not be worn in classrooms and are to be removed at the request of any school employee.

This list is not all inclusive; administrators may use their discretion. At any time, a staff member or administrator may prohibit a student from wearing certain apparel to school.

Students who violate any of the above regulations or dresses in a manner that causes a distraction or disruption of school activities, will be subject to disciplinary action.

OUTLINE OF DISCIPLINARY ACTIONS

The following behaviors will result in immediate removal from the Natomas Charter School on the first offense or a mandatory expulsion from the school and the Natomas Unified School District unless the director or superintendent finds, and so reports in writing to the governing board, that the expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident.

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

The areas of misbehavior described below generally carry progressive disciplinary consequences if the behavior continues and is deemed habitual. HOWEVER, IF AN INCIDENT OF AN EXTREMELY SERIOUS NATURE WERE TO OCCUR THAT COULD HAVE SERIOUS IMPLICATIONS TO THE SAFETY AND WELL-BEING OF OTHER STUDENTS AND STAFF ON CAMPUS OR CAUSES A SERIOUS DISRUPTION, THE STUDENT COULD BE REMOVED FROM SCHOOL AND HIS/HER CONTRACT MAY BE REVOKED ON THE FIRST OR ANY SUBSEQUENT REFERRAL.

IMPORTANT NOTE: Each referral accumulated regardless of the offense category will result in a STRIKE.

Please note: The list of violations and consequences from this section of the handbook are not all-inclusive. Any disruptive or unsafe behavior is subject to disciplinary action at the Administrator's discretion. Parents will be notified if a student is issued a referral and a parent conference may be established if deemed appropriate.

ABUSIVE/VULGAR LANGUAGE or GESTURES (Engaged in the use of profane or vulgar language and/or racial slurs, either verbally or in writing, verbal harassment of other kinds, making inappropriate gestures, etc.).

- **1st Referral:** Warning, Demerit, Parent Notification, and a referral to the Counselor.
- **2nd Referral:** Office Referral, Parent Notification and a referral to the Counselor.
- **3rd Referral:** Office Referral, 1 to 3-day Suspension from School, Parent Notification and a referral to the Counselor.

NON-PHYSICAL AGGRESSION (Including all forms of alternative aggression such as bullying, hostile non-verbal gestures and body language, rumor spreading, deliberate hostile gossiping, using the silent treatment, or alliance building against another student.)

- **1st Referral:** Warning, Demerit, Parent Notification, Referral to Counselor.
- **2nd Referral:** Office Referral, Parent Notification.
- **3rd Referral:** Office Referral, 1-3 days Suspension from School, Parent Notification.

DAMAGE TO PROPERTY/VANDALISM (Caused or attempted to cause damage to school property or private property)

- **1st Referral:** Restitution if Possible, Demerit, Parent Notification, Notification of Police if Necessary.
- **2nd Referral:** Restitution, Office Referral, 2-day Suspension from School, Parent Conference, Notification of Police.
- **3rd Referral:** Restitution, Office Referral, 3 to 5-day Suspension from School, Parent Conference, Notification of Police

DISRUPTION/DEFIANCE OF AUTHORITY (Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties)

Note: Any offense deemed of a serious nature by school administration may result in immediate contract revocation.

- **1st Referral:** Warning, Demerit, Parent Notification
- **2nd Referral:** Office Referral, Parent Conference
- **3rd Referral:** Office Referral, 3-day Suspension from School and/or Parent Shadowing, Parent Conference

DRUGS/ALCOHOL (Possession/Use/Under the Influence/Sharing/Providing, etc.)

- **1st Referral:** Confiscation of drugs/alcohol, Officer Referral, 3-5 day Suspension from School, Assignment to Community Service at a Drug Rehabilitation Center, Notification of Police if Appropriate, Parent Conference, Possible Recommendation to Revoke Charter Contract.

FALSE WITNESS/FORGERY& CHEATING/PLAGERISM (Giving erroneous information to school personnel, signing someone else's name to a form or a report, cheating on a test or sharing/copying homework, taking or copying ideas, words or thoughts of others without permission or proper notation, etc.)

- **1st Referral:** Demerit, Parent Notification and a zero on the assignment.
- **2nd Referral:** Office Referral, Parent Conference and a zero on the assignment.
- **3rd Referral:** Officer Referral, 1-day Suspension from School, Parent Conference and a zero on the assignment.

FIGHTING/SERIOUS VERBAL CONFRONTATION THREATENING PHYSICAL INJURY (Caused or attempted to cause physical injury to another person or inappropriate activity which could lead to injury to another person)

- **1st Referral and Any Thereafter:** Office Referral, 1 to 5-day Suspension from School, Notification of Police, Parent Conference, Possible Revocation

IMPROPER ASSEMBLY BEHAVIOR (Behaving in a discourteous, non-respectful way when entering, during and leaving assemblies)

- **1st Referral:** Warning, Demerit, Parent Notification
- **2nd Referral:** Office Referral, 1 to 3-day Suspension from School, Parent Conference, Removal of all Privileges to Attend School Assemblies for the Remainder of the Year.

THEFT (Stolen or attempted to steal school property or private property)

- **1st Referral:** Restitution if Possible, Office Referral, 1 to 3-day Suspension from School, Parent Conference, Notification of Police if Appropriate.
- **2nd Referral:** Restitution, Office Referral, 3 to 5-day Suspension from School, Parent Conference, Notification of Police, Possible Recommendation to Revoke Charter Contract

TOBACCO, USE OR POSSESSION (Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, and other paraphernalia related to tobacco and/or its use)

- **1st Referral and Any Thereafter:** Confiscation of tobacco product, Office Referral, 1-3 day Suspension from School, Parent Conference, Possible Revocation of Contract.

TRUANT FROM CLASS OR SCHOOL (Absence from class, the Learning Center, or school without the knowledge of the parent and school official, cutting class(es), leaving campus without permission, leaving campus without properly signing out, more than 10 minutes tardy to a class, Learning Center, etc.) ILP students that arrive on our campus any time during the school day will be required to remain on our campus and in the appropriate location until they are picked up by their parent, board the school bus, or leave the campus for the remainder of the school day with the knowledge and permission of the parent. Students are required to sign-in at the ILP office immediately upon their arrival on the school campus. Students are also required to sign-out of the ILP office immediately preceding their departure from the school campus.

- **1st Offense (on campus):** Warning, Office Referral, Parent Notification.
- **1st Offense (off campus):** Office Referral, 1-day suspension documented on record (SED), Parent notification.
- **2nd Offense:** Office Referral, one day of suspension documented on record.
- **All subsequent:** Office Referral, one day of suspension documented on record.

CELL PHONE USE: Students may carry cell phones in their backpack/purse/pocket. Phones may be turned on while on campus but must be kept on silent mode at all times and may not be utilized during class/study time. Phones that are used or cause a disturbance in class/study situations will be confiscated and a demerit will be issued and it must be picked up at the office by a parent. Upon the third offense and office referral and/or suspension will be issued.

- **1st Referral:** Warning, Demerit, Confiscation of phone, Parent Notification and pick up of phone
- **2nd Referral:** Demerit, Confiscation of phone, Parent Notification and pick up of phone
- **3rd referral:** Office Referral, Confiscation of phone, Parent Notification and pick up of phone

MISCELLANEOUS BEHAVIOR (Including, but not limited to, running, roughhousing, or play fighting in the hallways or classrooms, inappropriate embracing, kissing, improper dress/grooming, water fights, gambling, bringing restricted items to school, improper behavior during lunch time, racial & sexual slurs, etc.)

Note: 1st offense for electronic related disruptions (including texting, cell phone use, Facebook or other chat type pages): Office referral/strike and/or contract revocation depending on the severity of the offense.

TRANSFER TO ANOTHER NCS PROGRAM

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

RESPONSIBILITY FOR MATERIALS AND EQUIPMENT

Natomas Charter School provides most materials and equipment, which are available for the students to use. Some approved supplies may be checked out. Please return all borrowed/checked out items to the ILP promptly, when finished. Please use these materials carefully. Students must either replace or pay for any lost or damaged materials within 30 days. Report cards and/or diploma may be withheld until payment is made in full.

PARKING

ILP students and parents may park in ILP designated parking by the ILP building and any unlabeled spot in the lots located on campus. The other parking available to ILP students and parents is along the west side of Blackrock Drive directly west of the school campus or along either side of Irongate Way.

APPEAL PROCESS

A parent or student may appeal the revocation of having his/her contract revoked within five (5) days of the revocation, by stating, in writing, the reason(s) for the appeal. This information will be presented to an appeals panel comprised of faculty and or staff. The appeals board will meet within 30 days of written request for an appeal. (*NOTE: The student **must** be enrolled in

another school while waiting for the outcome of the appeal) The parent may present their case to the appeals board, with or without the student present. We ask that the presentation be limited to 15 minutes. The appeals board may ask questions and the parent or student may answer those questions at their own discretion.

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

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

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

NATOMAS UNIFIED SCHOOL DISTRICT DISPUTE RESOLUTION PROCEDURE

Dispute resolution policies and procedures are to be followed by staff, parents, and students at Natomas Charter School. The intent of this dispute resolution process is to:

- A) resolve disputes within the school pursuant to the school's policies
- B) ensure a fair and timely resolution to disputes.

Disputes arising from within the school:

When a complaint is communicated to the school or an employee of the school, the following is the procedure that should be followed. This may include disputes among and between students, staff, parents, volunteers, advisors, partner organizations, and Board of Directors members. The complaint is initially addressed to the person the complaint is about. If no resolution, then complaint is forwarded to the Coordinator of the program involved. The coordinator will respond in writing within seven workdays.

-If no resolution, then complaint is forwarded to the Executive Director of the charter school. The Executive Director will respond in writing within seven workdays.

-If no resolution, then complaint is communicated to the Board of Directors, and submitted to the Dispute Resolution Committee, which is comprised of a heterogeneous group of Advisory Board members. This committee will bring a possible resolution or suggestion back to the Advisory Board for action.

Unless the Board of Directors or The Dispute Resolution Committee was out of compliance with the Charter or superior law, the Advisory Board's action will make the final determination regarding the dispute. It will be the responsibility of the complainant to demonstrate, show, and/or prove that there was non-compliance by the Board of Directors or Dispute Resolution Committee. In such a case, the complaint will then be forwarded to the Natomas Unified School District Board for action.

PLEASE NOTE: COMPLAINTS REGARDING SEXUAL HARASSMENT AND DISCRIMINATION WILL FOLLOW THE GUIDELINES SPECIFIED IN THE NATOMAS UNIFIED SCHOOL DISTRICT (NUSD) NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY WRITTEN BELOW.

NATOMAS UNIFIED SCHOOL DISTRICT NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY

Nondiscrimination: The governing Board is committed to equal opportunity for all individuals. District programs and activities shall be free from discrimination based on age, sex, race, color, religion, political affiliation, national origin, ethnic group, ancestry, marital or parental status, disability, or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities, while at the same time providing personnel practices based on fitness and merit.

This policy is subscribed to in the belief that we must ensure equal treatment for all persons. It is a goal of this governing board to achieve and maintain a work force representative of the general population for all occupations and at all levels.

District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with handicaps. The Superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities, and activities available to them.

Any student, staff member, or parent who feels that discrimination has occurred should immediately contact the teacher, principal of the school, or district Title IX Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator.

Sexual Harassment: The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting.

Any student, staff member, or parent who feels that harassment has occurred should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed. This may be initiated at the school or by directly contacting the district Title IX Coordinator.

Filing a complaint: Put the complaint in writing and submit it to the executive director or the Title IX Coordinator at the NUSD office. If a complainant is unable to put a complaint in writing, district staff shall help him/her to file the complaint.

1. **Mediation:** Mediation is optional. It involves a third party to help resolve the dispute.
2. **Investigation:** The school or district will investigate the complaint and provide a written report of the investigation and decision within 30 days of receipt of the complaint.
3. **Appeals:** If the complainant is dissatisfied with the decision, he/she may file the complaint with the Board of Education within five days.
4. The person filing the complaint may also pursue action in civil court.

Complaints will be kept confidential.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a complaint, contact a Natomas Charter School site administrator or:

Title IX Coordinator
Natomas Unified School District
1901 Arena Boulevard Sacramento, CA 95834
(916) 567-5400

Steps to Success in ILP

1. **Always ask for help:** We know that classes can get a little confusing sometimes. Many times, all you need is a knowledgeable teacher to explain something for a minute or two and all of a sudden...it makes sense! Don't be afraid to ask for help, since our job is to help you understand your coursework. Don't know where to start in asking for help? Call your teacher, or head over to the Learning Center or attend Office Hours (the teachers are ready and waiting to give you one-on-one help).
2. **Attend all scheduled workshops:** Workshops give you the opportunity to receive specialized instruction from an expert. Your workshop instructors wrote the courses that you are taking, so nobody will be able to answer your questions better than they can. Plus, your workshops are worth 10% (one letter grade) of your grade. They will be the easiest points you earn all semester, so take advantage of them. Come to the workshops with books, packets and materials for the class ready to participate and learn.
3. **Be organized:** You all set up a notebook for all your subjects when you started at ILP; use that. If all packets, work, and your assignment sheet are in it, you will never be without an assignment/packet that you need.
4. **Read your weekly packets:** The notes and directions packets you receive every week are designed to help you more easily understand new material. **Read everything** in the packet and answer all questions; they too are designed to help you. Instead of going straight to the textbook assignments, take a few minutes to read through your packet. Your assignments will become a little easier, and you will be glad that you took the extra time to understand the new concepts.
5. **Manage your time well:** Start your assignments early in the week, so if questions come up, you can get them answered. Also, don't wait until the last minute to complete your work, since it would be terrible to have a broken computer or a power outage prevent you from turning your work in on time. Do not wait to begin long-term projects; they are long-term for a reason.
6. **Follow a Study Schedule:** Studying is your full time job at ILP. You should get up early and have an agenda of what you will get done each day and work until it is completed. This way you will avoid the stress and crunch time at the end of the week.
7. **Find a quiet study place:** You all completed the Where Does My Time Go chart and hopefully found out the activities (computer chatting, TV, video games, the phone, etc.) that distract you from your work. Find a place to study that does not include those distractions and be productive. When you work, do not spend two hours in front of the TV doing an assignment that you can complete in 30 minutes when focused. Many students find the Learning Center, local libraries, or cafes to be productive places to work. Find the best place for you.
8. **Believe in yourself:** Set high goals for yourself and go for it! We have seen many students in our program accomplish amazing things. With hard work and a positive attitude, you **will** amaze yourself with what you can do.