

New World
Educational Center
Charter School



Student Handbook
2018-2019

The N.W.E.C. Vision

N.W.E.C. will be an interactive learning environment to provide students with the skills they need to become lifelong learners.

Mission Statement

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

Welcome Letter

Dear Parents, Guardians, and Students:

Welcome to a new school year! It is with great pleasure that we at New World Educational Center welcome you and your child to our school.

Your child's education is of utmost importance to our staff. All lessons presented to students are correlated to Arizona State Standards and Benchmarks. The staff at N.W.E.C strives to meet the needs of each individual child attending our school.

Your child will work hard and will encounter academic challenges on a daily basis. Our expectation is that you and your child are active participants in their learning journey. It is important that students, parents, and staff work closely together to form the support system needed for your child's success. Parents are encouraged and always welcome to visit our school, except during testing days. Parent/teacher conferences are held twice a year (Fall and Spring). Although not mandatory, we encourage parents to volunteer in the classrooms at least once during the school year, more often if possible. Please feel free to contact your child's teacher with any questions or concerns regarding class work, homework, behavior, or any other issues. We encourage you to attend any of the many special events throughout the year.

Communication between home and school is key to a student's success. During the first week of school, your child will receive a student planner. Included in your child's student planner, you will find information regarding school policies, a school calendar, daily schedule, and a midterm progress report. Each month a School Newsletter will be sent home with important and useful information. Also, every Wednesday notices will be sent home with your child. All of these things will be placed on our school website for easy access. Together we will create lifelong learners within a comfortable, safe, and trusting environment.

We look forward to another productive and exciting successful year.

Jesus Armenta
Principal

Table of Contents

Acceleration	31	If Problems Arise	25
Admission Procedures	9	Illness	23
After School Programs	5	Immunization Requirements	10
Annual Notification to Parents		Injuries and Medical Release	23
Regarding Confidentiality of		In-School Suspension	19
Student Education Records	12	Kindergarten/First Grade Entrance	11
Arizona State Law Relating to		Late Arrivals	5
Student Discipline	15	McKinney – Vento Policy	11
Attendance Policy	6	Medical Emergencies	23
Attendance Standards	6	Medication	24
Authority of the School	14	Mission Statement	2
Bus Pass Program	7	Notification of Rights under the	
Classroom Discipline	18	Protection of Pupil Rights	
Closed Campus / Loitering	8	Amendment (PPRA)	13
Computer and Internet		Out of School Suspension	19
User Guidelines	31	Picking up Children Early	8
Computer/Internet User Agreement	32	Placement	10
Conducting Searches	18	Promotion/Retention	29
Controlled Items	14	Regular Education	29
Confidentiality Student Records	11	Report Cards	27
Detention and Compensatory		Restricted Items	15
Damage	21	Retention Notification	30
Detention Reasons and		School Hours	5
Disciplinary Action Chart	20	School/Parent Compact	25
Dress Code	33	School Vision	2
Early Childhood Development	27	Sexual Harassment Policy	17
English Language Learner	27	Student Recognition	28
Enrollment Procedures	9	Student Conduct and Discipline	15
Exceptional Student Services	27	Surveys	11
Excessive Absences	7	Telephone	22
Expulsion	19	Textbooks/School Property	21
Faculty Resumes	22	Title I/Parent Involvement	24
Families Experience Financial		Truancy	7
Difficulties	11	Visitors/Guests	8
Field Trips	22	Volunteers	26
Grading	28	Welcome Letter	3
Hall Passes	21	Withdrawal Policy	11
Harassment Definition	15	Zero Tolerance Policy	18
Health Services/ Medical			
Emergencies	23		

SCHOOL HOURS

School begins promptly at 8:30 am for all grades and is dismissed promptly at the following times:

Kindergarten – 8th grade dismissed at 3:30 pm.

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

- *Students should not arrive on campus before 7:30 am.*

AFTER SCHOOL PICKUP

Any students, not participating in after-school clubs, must be picked up by 3:45pm. Parents **must** notify school if students will be picked up **after** 3:45 pm.

If students are not picked up and arrangements have not been made by 4pm, the school will use the following procedure:

- * The school will call the contact numbers listed for said student after 3:45pm
- * If we are unable to make contact, the school will attempt again at 4:00pm
- * If still no contact is made, the school will put the student in the after-school care and parent will pay \$5 daily fee.
- * If still no contact is made, the school will notify the police department unless arrangements have been previously made.

After school clubs:

Students in grades K-8 are eligible to join after school clubs. Clubs meet after school from 3:35 pm to 4:00pm, Monday thru Thursday. Materials for the clubs are the responsibility of the parents and students. More information will be available in September.

LATE ARRIVALS

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

Tardies are unexcused unless the student is late because of a medical appointment and the school was notified in advance. Otherwise the tardy counts against the student and they will be disciplined. Meetings with the truancy officer will be scheduled after the fifth tardy.

It is strongly recommended that all doctor, dental, and other appointments be scheduled outside of school hours. In case this is not possible, please bring a doctor's note to the office when you sign your child into school.

Students in grades kindergarten through sixth who are tardy will receive a consequence, unless the student has a valid reason given to us by the parent or driver of the student. Parents/drivers of late students need to come into the school and sign the student in.

ATTENDANCE POLICY

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

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

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

ATTENDANCE STANDARDS

1. Arizona Revised Statute ARS§15-802 requires that children attend school from the age of six through the completion of tenth grade or until age sixteen.
2. New World Educational Center requires documented absent reports (phone call or note) from a parent/guardian as soon as possible, and not later than twenty-four hours from return to school. Students are "truant" if we have no contact from parents. Student absences will only be excused for the following reasons:
 - Doctor or dental appointment (efforts should be made to schedule appointments other than school hours).
 - Serious illness of student or of an immediate family member.
 - Death of a family member.
 - Required court appearance of student.
 - Absences for religious holidays, or for religious purposes including participation in religious exercises.
3. All students shall be permitted to make-up all work missed as a result of an excused absence. Teachers will allow reasonable access to make-up work. **It is the student's responsibility to pick up missed work from all teachers the first day back from an absence.**
4. All other absences are unexcused. Students with an unexcused absence are required to complete make-up work. **Students must pick up missed work from their teachers the first day back to school.** Work may be graded to reflect that it is from an unexcused absence.
5. The following steps are followed in dealing with daily absences:
 - It is the sole responsibility of the parent/guardian to report any absences on the day of the absence.
 - Student and parent/guardian will be given a notice of absence (via phone or letter if applicable).
 - Student and parent/guardian will be given an opportunity to respond.
 - Student and parent/guardian will be informed of consequences of excessive absences / truancy if applicable.
6. As required by law, New World Educational Center operates at a minimum of 180 instructional school days per year. Consistent attendance at school each day is a significant factor in school success. Poor attendance causes lack of retention of material learned, inhibits

academic performance, and in some cases, violates the state truancy law. It is the responsibility of the parent/guardian, as well as the student, to ensure that every student attends school regularly and works toward the goal of high school graduation. Students with ten consecutive absences will be withdrawn from school and a letter sent home to the parent/guardian informing them of the action taken.

EXCESSIVE ABSENCES

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

- Behavior contract put into action
- On-going teacher intervention
- Conference with student and parent
- Involve truant officer and possibly cite for excessive absences
- Short-term suspension (three to five days)
- Long-term suspension/expulsion to the end of the instructional cycle or school year
- State Law: “80% or less attendance can be retained” A.R.S. §15-701/ §15-521.

TRUANCY

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

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

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

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

BUS PASS PROGRAM

At New World Educational Center, we assist each family with a Bus Pass Program to maintain good attendance. Students may qualify for Free or Reduced Price bus passes upon request. The determination of Free or Reduced price is based on the financial need of the family. If the student participates in the Bus Pass Program, they must meet the following criteria to stay in the program:

- * Must maintain an 80% attendance record each quarter.
- * Must be passing all classes each quarter.
- * Must demonstrate good behavior each quarter.

If for any reason the student does not demonstrate one or more of the preceding criteria, the bus pass may be temporarily taken away. The decision will be made by the administration and the parent and student will be notified. Students may be given another opportunity to return to the program based on an individual plan that each parent and student discuss with the administration.

Please ask the Front desk staff any questions and assistance in regards to this program.

PICKING CHILDREN UP EARLY

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

We ask that families please respect academic time and not interrupt the class for non-emergency situations. School ends at 3:30pm and that is why we ask that anyone requesting to leave after 2:00pm, that you please have a doctor's note to confirm appointments or speak to an Administrator. If there are more than 5 early releases that are not approved, the student may face truancy consequences and a special conference with the parents may be arranged to discuss a plan.

The person picking the student up will need to sign the Student Sign Out Log and will wait in the office for their child. Please **DO NOT** pick them up from the classroom, unless notified to do so.

CLOSED CAMPUS/LOITERING

New World Educational Center operates under the closed campus concept. Students are not allowed to leave campus once they arrive, **including lunch periods**. Students are not allowed to loiter in the parking lot before, during or after school hours. Students are expected to enter the building upon arrival and are not to go outside once they arrive on campus unless accompanied by a member of the staff. After school students are to remain in the M.P.R. (Multi-Purpose Room) until picked up or 4:00 pm. Students who walk or take the bus are to leave the campus immediately after the bell rings. If they wish to remain, they **must** remain in the M.P.R.

VISITORS/GUESTS

Although not mandatory, we encourage parents to visit their child's classroom and be actively involved by volunteering. **For safety reasons and to comply with state law, we require all visitors to report to the office. Please sign the "Visitor's Log", and receive a visitor's badge and pass.** Visitors are required to return to the office to sign out when leaving.

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

Minor children visiting the campus must realize that visiting is a privilege. Visiting minors who wish to visit the New World Educational Center campus during school hours **must have the permission of the Principal or Administrator.** Children requesting visiting privileges must fill out a visiting compact with the Principal at least 24 hours prior to the visit.

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

ADMISSION PROCEDURES

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

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

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

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

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

ENROLLMENT PROCEDURES

A new student wishing to enroll in New World Educational Center must provide the school with all the following documents, after a decision is made to enroll to the school:

1. A complete/signed enrollment application.
2. A copy of the student's birth certificate or any legally recognized options for proving a student's age.
3. Proof of Residency per: A.R.S. §15-802.
4. Guardianship papers if applicable.
5. A copy of the most updated immunization record.
6. A complete/signed home language survey.
7. A complete/signed income statement to qualify for grants.
8. McKinney–Vento Act Questionnaire.

9. A withdrawal slip from the prior school of enrollment.

The following items may also be required, if applicable:

10. A copy of Structured English Immersion Records (language proficiency levels).

11. A copy of the most current Individualized Education Plan.

12. Copies of all other necessary documents pertaining to student's education.

- **Disclaimer:** The records or documents mentioned above will not be used in making admission or enrollment decisions other than in situations where a student has been expelled or is in the expulsion process.

As an option, we would suggest that before starting the enrollment process, we invite you to visit our school and get a tour. This will allow you to see for yourself what our school is all about. We can also answer any questions or concerns you may have.

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

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

PLACEMENT

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

KINDERGARTEN / FIRST GRADE FIRST TIME ENROLLED IN SCHOOL

Kindergarten: For admission into kindergarten, children must be five years of age prior to the first day of September of the current school year. All students must meet the minimum age requirements.

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

WITHDRAWAL POLICY

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

FAMILIES EXPERIENCING DIFFICULTIES

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

SURVEYS

The school will be conducting annual surveys this year to help our school improve our services to your children. Only our school will use these surveys.

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

CONFIDENTIALITY OF STUDENT RECORDS

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

MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN AND YOUTH POLICY

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

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

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

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

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

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

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

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

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

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

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

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

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

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

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

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

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

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

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

- **Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded by a program of the U.S. Department of Education (ED)**
 1. Political affiliations or beliefs of the student or student’s parents;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom the respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of –**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

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

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

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

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

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

AUTHORITY OF SCHOOL

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

CONTROLLED ITEMS

Controlled items include, but are not limited to: Radios, CD/DVD players, iPods, MP3 players, hand held devices, CDs, videos, DVDs, video games, **cell phones**, and any trading or playing cards. Students using such items during school hours (8:30 am to 3:30 pm, including the lunch hour) are subject to disciplinary action. The first time an item is confiscated it will be held in the office **PENDING PARENT PICK-UP**. The second time the item is confiscated, the student may not bring it to school at all and proper consequence will be applied. If parents do not support this decision as a repeated offense they will be in violation of the Learning Compact and a meeting with the Administration will be required.

RESTRICTED ITEMS

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

ARIZONA STATE LAW RELATING TO STUDENT DISCIPLINE

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

The law defines the following as threatening behaviors:

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

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

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

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

STUDENT CONDUCT AND DISCIPLINE

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

HARASSMENT

(Sexual, Physical or Emotional Harassment)

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

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

Sexual harassment:

Sexual harassment applies to both male and female students. Sexual harassment includes comments about sexual orientation, or any words that are insulting to a person's dignity. This includes verbal, written or drawn insults. Text messages and emails are included in this policy. Any such actions brought to the attention of administration will be disciplined accordingly. See the Sexual Harassment Policy on page 18 and the Disciplinary Action Chart on page 19.

Bullying:

Bullying includes any form of intimidation used in attempting to influence an unwilling student's behavior. Pushing, shoving, and verbal insults are all included. Violence, threats or actions that harm a student will be handled according the requirements of Arizona State Law. Disciplinary action will be administered according to the Disciplinary Action Chart on page 21.

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

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

Cyber bullying:

Cyber bullying is the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. NVEC recognizes that cyber bullying can be particularly devastating to young people because:

1. Cyber bullies more easily hide behind the anonymity that the

Internet provides;

2. Cyber bullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyber bullies do not have to own their own action, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
4. The reflection time that once existed between the planning of a prank - or a serious stunt - and its commission has all but been erased when it comes to cyber bullying activity.

Cyber bullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

Hazing

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

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

SEXUAL HARASSMENT POLICY

1. It is the policy of the New World Educational Center Governing Board to maintain a learning and/or workplace environment free of sexual harassment
2. It is a violation of this policy and unlawful (A.R.S. § 15-341) for any staff member or outside service provider (third party) to engage in sexual harassment of a student, staff member; or for a student to harass another student or staff member.
3. Definition:
 - 3.1 Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, or when made by any member of the school staff to another member, or when made by a student, or student to staff member when:
 - 3.1.1 Submission to such conduct is either explicitly or implicitly a term or condition of employment or education when,
 - 3.1.2 Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when,
 - 3.1.3 Such conduct has the purpose or effect of substantially interfering with an
 - 3.1.4 Individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Examples of:

- 3.2 Sexual harassment, as set forth in section 3 may include, but not limited to the following:

- 3.2.1 Unwelcome verbal harassment or abuse.
 - 3.2.2 Pressure for sexual activity.
 - 3.2.3 Repeated remarks to a person, with sexual or demeaning implications. Including, but not limited to: weight, age, gender preference, religion etc.
 - 3.2.4 Unwelcome touching.
 - 3.2.5 Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or jobs.
 - 3.2.6 Displaying sexually suggestive objects, pictures, or cartoons from E-mail, Internet publications or any other media source.
4. It is a violation of this policy and unlawful for anyone to retaliate against a person who has filed a complaint of harassment, or for cooperating in an investigation of a complaint for sexual harassment.
 5. Staff members who violate this policy are subject to disciplinary action including a verbal reprimand, suspension, or discharge.
 6. Students who violate this policy are subject to disciplinary action including a verbal warning, in school isolation, suspension, or expulsion.
 7. Staff members shall receive a written copy of this policy annually, and attend a seminar on sexual harassment. Attendance shall be mandatory. Staff shall acknowledge in writing receipt of this policy.
 8. All new staff members shall receive a written copy of this policy as part of their orientation.
 9. All new supervisory personnel shall receive training on this policy and their responsibilities to take immediate and appropriate corrective actions in addressing sexual harassment complaints.
 10. A copy of this policy will be given to all third party vendors who provide service at the school
 11. Students will be provided a copy of this policy as part of a student handbook, and acknowledge receipt by signing the appropriate notification.

ZERO TOLERANCE POLICY

Smoking/Drinking/Drugs (NWEA has a “Zero Tolerance” Policy)

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

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

CLASSROOM DISCIPLINE

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

CONDUCTING SEARCHES

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

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

If at any time during a search, an item that is found in the possession or in the property of a specific student that it should not be in, or if the item is deemed dangerous, stolen, or otherwise questionable, the parents and the proper authorities will be contacted immediately.

IN SCHOOL SUSPENSION (ISS)

Students serving ISS will comply with the following rules:

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

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

OUT OF SCHOOL SUSPENSION (OSS):

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

EXPULSION:

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

DISCIPLINARY ACTION CHART

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

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

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

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

DETENTION AND COMPENSATORY DAMAGES:

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

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

HALL PASSES

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

TEXTBOOKS/SCHOOL PROPERTY

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

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

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

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

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

Students are responsible for any school equipment or property they are entrusted with.

Parent/guardians will be charged for lost, stolen, or damaged books or equipment.

TELEPHONE USE

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

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

Any students using a cell phone during school hours 8:30 am–3:30 pm (including the lunch period) will have their phone confiscated.

FIELD TRIPS

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

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

School dress code will be followed unless the Principal allows special dress down permission. **Students with incomplete assignments in any class will not be allowed to go on field trips. Parents and students must be notified of what is required to attend the field trip PRIOR to the event. Final permission will be at the discretion of administration.**

FACULTY RESUMES

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

HEALTH SERVICES

Medical Emergencies

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

Illness

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

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

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

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

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

Injuries and Medical Release

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

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

Medication

New World Educational Center Charter School, by law cannot provide any type of over-the-counter (OTC) medication to students without parental permission. Please fill out the appropriate box in the enrollment packet. If your student needs access to any OTC medication not listed on the enrollment packet the parent/guardian will need to provide such OTC medication in its original container, as well as fill out the Medication Release Form.

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

TITLE I / PARENT INVOLVEMENT

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

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

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

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

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

PARENT MEETINGS

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

IF PROBLEMS ARISE

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

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

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

NEW WORLD EDUCATIONAL CENTER LEARNING COMPACT

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

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

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

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

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

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

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

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

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

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

Volunteers

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

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

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

students. The orientation class will go over school policies, regulations, and expectations and will give the volunteer opportunity to ask questions he/she may have. These orientations will be scheduled as needed.

EXCEPTIONAL STUDENT SERVICES (ESS)

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

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

English Language Learners (ELL)

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

Early Childhood Development/Child Find Program

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

ACADEMIC REPORTS AND STUDENT ACHIEVEMENT

Report Cards/Progress Reports

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

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

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

Grading

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

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

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

Student Recognition

STUDENT OF THE MONTH

Each month the classroom teacher will nominate one student that demonstrated great effort in academics, attendance, and character.

PERFECT ATTENDANCE

A student must not be absent, tardy, or early departures for the school year. A designated cutoff date is the Friday before the last week of school.

HONOR ROLL

A student must have an average of a B or better for this program. There must not be any grades of F or an Incomplete and no Falls Far Below (FFB) on any school assessments.

PRINCIPAL'S LIST

A student must have an A in every class and Met on all school assessments for this program.

WILLIAMS EXCEPTIONAL STUDENT AWARD (Presented at the end of the school year)

A student must have all A grades in every class, exceed in one AzMERIT test and meet on the others. (If results are not available then the Galileo scores are used, not exceed 9 absences, and not exceed 5 tardies/early departures.

STUDENT OF THE YEAR AWARD (Presented at the end of the school year)

A student is nominated by their peers, teachers, and other staff to be recognized for this award. This student must demonstrate to be a great student academically, attendance, and school pride. The student must be active in school functions by volunteering and participating in them. Nominations may be submitted to the Principal starting May 1st of every year.

Regular Education

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

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

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

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

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

Promotion/Retention Procedures

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

New World Educational Center encourages early identification of potential retainees in order to implement a plan of intervention designed to decrease the possibility of a final retention decision. We firmly believe in parent/guardian participation and home support to help students overcome academic deficiencies. Education is a shared responsibility that involves administrators, teachers, student and parent/guardians working together toward a continuously improving educational program.

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

Promotion / Retention Standards

The following criteria will be considered for promotion:

Kindergarten:

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

1st – 3rd

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

4th – 6th

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

7th – 8th

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

Retention Notification

- The school will send a progress report notice during the fifth week of each grading period. If the student is not meeting academic requirements the following steps will be followed:
 1. The teacher/team checks the appropriate areas identifying problems the student is having and checks/forms a recommended improvement plan.
 2. The teacher/team may request a parent/guardian conference.
- First nine-week grading period: The teacher/team and principal will have a conference with or verbally contact the parent/guardian of each student who is failing two (2) or more subjects. The first potential retention notice shall be delivered at this time.
- Third nine-week period: The teacher/team and principal will have a conference with or verbally contact the parent/guardians of each student who is failing two or more subjects. The second potential retention notice will be delivered at this time.
- During or before the last two (2) weeks of school: The teacher/team and principal will have a conference with or verbally contact the parent/guardians of each student who is failing two (2) or more subjects.
 1. The parent/guardian will be notified at this conference of the possible retention of the student.
 2. The final retention decision notice shall be delivered to or sent by certified mail to the parent/guardians during the last week of school.
- Parent/guardians who wish to appeal the teacher/team decision shall notify administration in writing within ten (10) days after the date of notice.
- Upon receipt of written notification from the parent/guardians, the administration shall schedule a hearing by the Governing Board.

Acceleration

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

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

COMPUTER AND INTERNET USER GUIDELINES

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

Terms and Conditions of This Agreement

These policies apply to:

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

Personal Responsibilities

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

Privileges

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

Services

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

Consequences

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

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

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

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

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

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

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

Computer / Internet Use Agreement

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

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

DRESS CODE

A successful student dresses in clothing that is neat, clean and in good condition. This dress code is established to help ensure an atmosphere conducive to learning. Because N.W.E.C. is a Kindergarten thru 8th grade school it is important that students wear appropriate attire and adhere to the dress code policy so that it is not offensive to any staff member, student, or parent. **All clothing must meet this dress code while students are on campus from the time they arrive on campus until the time they leave the campus to go home.** All students are required to adhere to this dress code during field trips and other school sponsored activities.

IT IS BOTH THE PARENTS' AND THE STUDENTS' RESPONSIBILITY TO ENSURE COMPLIANCE WITH THE DRESS CODE. ALL FINAL DECISIONS REGARDING APPROPRIATENESS OF THE UNIFORM, HAIRSTYLE, HEADWEAR, SHOES, OR APPEARANCE IN GENERAL IS LEFT TO THE PRINCIPAL. (See Pg. 21)

The school uniform consists of the following:

SHIRTS:

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

UNDERSHIRTS:

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

PANTS:

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

BELTS:

Belts, if worn, may not be more than one size larger than the waist of the student. Belts must be worn at the waist and cannot hang below the waist. The end of the belts must fit into belt loops and may not hang down the front, back or sides of the pants. Belts must have a buckle and the buckle cannot be larger than a **credit card**. No inappropriate symbols, pictures, slogans or quotes are allowed and Administration will make that determination.

SHORTS AND SKIRTS:

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

SKORTS AND JUMPERS:

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

navy blue, or black. They may not have logos or designs. These items may be purchased where uniforms are sold. Please make sure that they fit properly around the waist. Skorts and jumpers must be worn with school issued polo shirts.

SHOES:

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

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

JACKETS AND SWEATSHIRTS:

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

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

HAIR:

No extreme hairstyles or un-natural hair coloring for either girls or boys. Male students' hair length must not be past the collar in the back, and not hang over the eyes. Male students' facial hair must also be well groomed.

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

JEWELRY:

Jewelry should be minimal, not excessive, worn in good taste and not be distracting.

Male students may wear a watch and/or ring only. Necklaces are to remain under the shirt and the shirt buttoned up. It may not be visible while on school grounds.

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

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

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

Chains attached to wallets are prohibited.

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

HATS, CAPS, BANDANAS AND SUNGLASSES:

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

MAKE-UP

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

Female students in grades 6-8 may wear make-up in moderation. The make-up should compliment skin tones and be in natural skin tone colors. Black lipstick and excessively dark eye shadow are not acceptable and may not be worn. Make-up should be minimal, worn in good taste and not be distracting.

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

DRESS DOWN DAYS/SCHOOL SPIRIT DAYS

Dress Down days will occur every third Wednesday of the month. The cost to dress down is \$1. Students can wear modest non-uniform shirts, pants, shorts, or skirts/dresses. No tank tops or spaghetti straps or sleeveless shirts. All students are expected to maintain modesty during dress down days as well. School Spirit Days are every Friday and students may wear ANY shirt with NWECC logos or writing.

