

2016-2017 HOME SCHOOL CONTRACT



STUDENT NAME: _____
Please Print Last First Middle

☉ **PARENTAL INVOLVEMENT IN THEIR CHILD’S EDUCATION**— New West’s philosophy is that students can best reach their full potential when there is a high level of involvement by their parents in their education and that their parents show them the importance of responsibility, respect, and cooperation. Moreover, parent, student, teacher, administrator, and community involvement is important to the success of a program and to the satisfaction of all parties. Accordingly, part of the school’s educational plan is an agreement between parents and the school known as the Home-School Contract. The intent of this contract is to encourage parental, student, and staff involvement and cooperation to ensure the success of the school’s education program, to empower everyone with respect to their children’s education, and to strengthen the partnership among parents, students, and educators.

☉ **SHARED EXPECTATIONS** — Parents send their children to New West because they have high expectations of the school and the benefits their children will receive. In turn, the school has high expectations that parents will contribute to the team-effort needed to fulfill the school’s mission. Excellence at New West cannot be accomplished nor maintained without the active participation of the parents of enrolled students.

☉ **PARENT DIVERSITY** — Diversity among parents is a strength that improves the educational program for all. Parents have different philosophies and approaches to their involvement in their children’s education. Likewise, parents may contribute in many different ways to the collective responsibility of running a charter school and making its educational program a success. Recognizing that each parent, like each child, is unique in terms of background, experience, and ability, New West asks parents to contribute to the school’s success by volunteering their skills, time, and resources to the extent that they are able above the minimum requirements of the Home-School Contract.

☉ **ROLE OF PARENTS** — The success of New West is dependent on local school control through shared governance between the educators and parents who have a vested interest in the school. A meaningful partnership involves the Director/Principal and teachers being responsive to the concerns of parents. In turn, parents have a responsibility to respect the professional experience and expertise of the educators. While parents will be involved at all levels of decision-making at New West, their primary role will be to assist, enhance, facilitate, and extend the ability of the educational staff to conduct the school’s educational activities. Such parental involvement has the significant advantage of relieving educators from some aspects of operating the school so they can devote their time, energy, and expertise to classroom teaching, curriculum and professional development.

☉ **TERMS OF THE HOME-SCHOOL CONTRACT** — Parents must agree and sign the Home-School contract each year as a condition of admission and continued enrollment at New West. The Home-School Contract has the following requirements of parents:

- Volunteerism is highly encouraged. It is recommended that all families complete a minimum of **(16 hours/year/per family)** during school hours, weekends, or evenings to participate in a school project, event, or classroom activity in addition to the other requirements of the Home-School Contract.

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- Each family is responsible to oversee their child's community service project, insuring his/her completion of **at least six (6) hours of community service for grades 6-8th and at least ten (10) hours for 9-12th per year, per child**, as outlined in the New West Charter School Community Service document (see attached).
- Read the Charter to understand the educational plan of the school, the school's operation, and the roles, rights, and responsibilities of parents and their children.
- Participate in understanding and abide by the TMMP/Student Transportation & Parking Policy (see attached) program to reduce pollution and traffic congestion and to show the children how we can positively affect the environment every day. The ability of the Charter School to operate at the school site and maintain its enrollment is conditioned upon compliance by New West families with the Home-School Contract and the TMMP/Student Transportation & Parking Policy.
- Attend a mandatory orientation launch meeting to learn about charter schools, the school's educational program, the Home-School Contract, and ways in which parents can contribute to the success of both their child and the school.
- Participate in the election of parent representatives to the Governance Council.
- Complete and return all required forms, questionnaires, and other requests for information.
- Ensure the completion of homework and class projects.
- Reinforce at home the importance of education on a daily basis and discuss with each child what was taught at school.
- Assure that each child arrives at school on time, dressed appropriately, and ready to learn.
- **Read, review and and explicitly comply with all policies and procedures listed in 2016/17 New West Parent and Student handbook**
- Understand and reinforce the Student Conduct Code and the Student Dress/Uniform Policy.
- **Attend all scheduled parent-teacher conferences each year for each child.**
- Attend back-to-school night, open houses, and other school-wide events.
- Participate as a family in extracurricular school events such as book fairs, plays, talent shows, festivals, and fund-raising activities.
- Exercise respect in all forms of communication with all New West community members including teachers, administrators, staff, and other parents. Please note that all communication directly with New West staff and administration must be conducted on a specific needs basis and follow the communication protocols established in the New West student/parent handbook.
- Self-report their compliance with the Home-School Contract using the forms provided by the school.
- Use the school's dispute resolution process to settle complaints, conflicts, and disputes that may involve the school and/or its various stakeholders, including administrators, teachers, staff, students, and other parents.
- Reimburse the school for school property that is lost or damaged by your child.

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- Ensure that your child complies with the school-wide “no littering” policy, which applies to the school grounds and the residential neighborhood surrounding the school.

Ⓞ **MANAGEMENT, OVERSIGHT, EXCEPTIONS, AND NON-COMPLIANCE** — Parents and students are responsible for fulfilling their responsibilities to the school as described under “Terms of the Home-School Contract.” Non-compliance with this agreement may result in a student losing his or her enrollment at New West. The Director/Principal, in consultation with the Governance Council, is responsible for administering and enforcing the Home-School Contract, counseling parents who may be substantially non-compliant, and considering exceptions in the form of reduced requirements for parents whose particular circumstances may include transportation difficulties, single-parent households, financial hardship, physical disability, employment, or other special situations. Policies regarding non-compliance with and exceptions to the Home-School Contract shall be applied to all parents in an equal and consistent manner that is nondiscriminatory, provides due process protections, and preserves the privacy and confidentiality rights of students and parents. Disputes involving the Home-School Contract shall be resolved through the school’s dispute resolution process.

Ⓞ **AFFIRMATIONS** — The Home-School Contract must be signed by the parent(s)/guardian(s) as well as their child as a condition of enrollment at New West.

By my signature below, I understand and agree to all of the terms of the Home-School Contract

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

Student Signature: _____ **Date:** _____

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PRIVACY OF AND ACCESS TO STUDENT RECORDS

I understand that New West adheres to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of and governs access to my child's education records. FERPA defines the school's responsibilities as well as my rights with respect to my child's education records. New West adheres to the following policies with regard to privacy, confidentiality, and access to my child's records.

1. New West maintains all written and electronic education records for my child in a central, secure location in the school's main office not accessible to the public. Additional records are maintained by my child's teachers and special education personnel as required by their duties.
2. Access to my child's education record is on a "need-to-know" basis limited to the Director/Principal, other administrators, and teachers who have written approval by the Director/Principal to perform essential functions of the school. Access to records requires a signed confidentiality agreement that imposes individual responsibility for maintaining the security and confidentiality of both written and electronic education records whenever and wherever these records are being used, produced, accumulated, or stored.
3. The privacy rights of my child include the expectation that those with knowledge of specific or general information about my child do not speak or otherwise communicate publicly or casually to those who have no legal right to have that information.
4. I have the right to inspect and review my child's education records maintained by New West upon written request to the school's Director/Principal. New West will make one copy of my child's records each year when requested by me in writing.
5. I may obtain additional copies of my child's records for a fee established by New West to cover the costs of duplicating and delivering the records. This fee applies to any request to make student records available outside of New West, including records requested by myself or another school as part of an application for admission to another school. As a courtesy the school provides copies of records to as many as **three schools** as long I make the request for multiple records at one time (otherwise, the normal fees will apply). ***The fee for additional copies is \$25 per additional set of records, which must be paid in advance of the records being copied.*** No records will be copied until I make full settlement on all accounts in my child's name that show a monetary balance is owed to the school.
6. New West does not release any information from my child's records to any party outside the school without my written permission with the following exceptions:
 - School officials who have a legitimate educational interest;
 - Other schools to which my child is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to my child;
 - Organizations conducting certain studies for or on behalf of the school or Accrediting organizations;
 - Courts and attorneys to comply with a judicial order or lawfully issued subpoena;

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- Appropriate public officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to state law.
7. New West may disclose, without consent, "directory" information of my child's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, New West must tell me about directory information and allow me a reasonable amount of time to request that the school not disclose directory information about me or my child.
 8. I have the right to request in writing that New West correct my child's records if I believe the records are inaccurate or misleading. If New West decides not to amend the record, I can appeal through the school's dispute resolution process, including the right to a formal hearing if needed. After the hearing, if New West still decides not to amend the record, I have the right to place a statement with my child's record setting forth my view about the contested information.
 9. The Director/Principal has the responsibility of overseeing and ensuring the implementation of New West's policy on privacy of and access to student education records. Violation of this policy by anyone with access to student records is a serious offense that requires immediate intervention and appropriate disciplinary action by the Director/Principal.

SCHOOL GOVERNANCE

I understand that the New West Governance Council has sole authority for all aspects of the school's operation and educational program including, but not limited to, the development and implementation of policies related to curriculum, enrichment and extracurricular educational activities, student evaluation, personnel, professional development, budget and finance, facilities and maintenance, admissions, scheduling, community relations, classroom usage, use of the school site, safety, discipline, proposals for charter revision and renewal, and dispute resolution. The council's membership includes the Director/Principal, 5 teachers, 1 staff member, 3 parents of currently enrolled students, 3 founders, and 2 community representatives, all of whom are either elected by their constituencies or appointed by the council. I understand that I may attend Governance Council meetings and speak on issues according to the council's rules.

GOVERNANCE COUNCIL ELECTIONS

Elections of parent and Founder representatives to the Governance Council are held at the beginning of each school year. If you are interested in running for the available positions on the Governance Council, then please sign below to indicate your willingness to be a candidate. You will be contacted by the Director/Principal before the election to be sure that you are still interested in running and, if so, to provide the necessary information to be distributed with the ballot to parents or founders. Your signature below lets the school know of your interest but does not obligate you at this time to run in the election.

Only check and sign below if you are interested in participating on the Governance Council

PARENT REPRESENTATIVE — I am interested in participating in the election at the beginning of the next school year in which parents of enrolled students choose their parent representative(s) to the Governance Council. I understand that

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the Director/Principal will ask me later to provide biographical information and a brief statement about why I want to serve my constituency on the Governance Council.

Print Name (Last, First)

Signature

TEXT BOOKS, INSTRUCTIONAL MATERIALS, AND SCHOOL SUPPLIES

I understand that New West may provide my child with textbooks and other instructional materials in class and/or to keep at home during the school year. I agree to reimburse New West for textbooks and other instructional materials damaged or lost by my child. In this regard, I understand that New West may withhold my child's report cards or take other appropriate actions if I fail to pay any outstanding balance owed to the school. It is my responsibility to obtain the usual and customary school supplies needed by my child during the school year.

DISPUTE RESOLUTION PROCESS

I agree to use New West's internal dispute resolution process to settle complaints, conflicts, and disputes that may involve the school and/or its various stakeholders, including administrators, teachers, staff, students, and other parents (see *General Provisions of the Charter. Section XIII. N.1. Disputes Arising within the School*).

ACTIVITY FEES

I understand that New West does not charge tuition but that the school may require fees to cover the cost of activities that I choose for my child beyond the school's basic education mission. Examples of such activities are the school's lunch program, after school classes unless required as part of a remediation program, after-school athletics, field trips, and rental of music instruments. I understand that I may ask for financial assistance to cover all or part of these activity fees, but the school is under no obligation to provide such help. When asking for assistance, I must follow the school's financial aid policy, which requires full disclosure of my family's ability to pay. I understand that financial assistance is only available if I have fulfilled all of the terms of the Home-School Contract.

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LUNCHES

I understand it is my responsibility to make sure my child has lunch available each day. **New West is not responsible for providing lunches and does not have a free-or-reduced lunch program.** Students are not allowed to have lunches dropped off at the front office by any means. My child will either bring lunch from home or pay in advance for an on-campus lunch program that the school organizes each month. Students cannot leave campus at any time during the day to buy lunch off-campus. **I agree to reimburse New West if the school provides food when my child does not have a lunch.**

PHOTO RELEASE

I understand that photographs, videos, other types of images, and voice or instrumental recordings of school activities may include my child and/or members of my family individually or in groups. These images and recording are used for various school-related purposes (e.g., school yearbook, newsletters, websites, and promotional materials). They cannot be made available for use by any outside person or organization without my written permission.

I agree to allow New West to make and reproduce pictures and other physical likenesses of my child and family for school-related purposes. I also agree to allow New West to record and reproduce voice or musical sounds made by my child and family for school related purposes. New West is not obligated to use any images or recordings of my child or family, and, in the event that images or recordings are used, no payment is due to me by New West.

PUBLIC SCHOOL ATTENDANCE ALTERNATIVES

I understand that New West is a public school of choice that I have selected voluntarily to have my child attend. I understand that the school district in which I reside has full responsibility for the continued public education of my child if he/she can no longer attend New West for any reason (withdrawal, suspension, or expulsion). I understand my child has no right to attend school in the Los Angeles Unified School District (LAUSD), the district in which New West is located, unless my residence is within LAUSD boundaries. If my child leaves New West, I understand I must work with the school district in which I reside to find a place for my child in another public school in accordance with the established enrollment and transfer policies of that school district.

EQUAL RIGHTS

I agree to support New West in its institutional obligation to not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, national origin, or disability in any aspect of its operation, educational program, or dealings with students, parents, and employees. I understand the importance of providing guidance that helps my child embrace the diversity of his fellow students as well as understand the cultural and ethnic diversity of the school's families. I understand that discrimination; harassment, hate crimes, or other acts based on

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sex, race, ethnicity, or disability are zero tolerance offenses leading to immediate suspension followed by expulsion under the school's discipline policy.

WITHDRAWAL FROM NEW WEST

I understand that there is a waiting list of students who want to attend New West but can only be admitted if others withdraw. If I decide that my child will attend another school, then I agree to notify New West immediately in writing by completing a New West Charter Withdrawal form located on our website, and also at the front office so that another student can be admitted as soon as possible.

MISREPRESENTATION

I understand that New West has the right to require the immediate withdrawal of my child from school if I falsify, misrepresent, or withhold any material information requested or required by the school including but not limited to admission and enrollment forms, home-school contract, school records, financial assistance (if requested), and special needs (IEPs and 504 plans).

PHYSICAL EDUCATION

I agree to have my child participate in New West's physical education program, which I understand involves approved and supervised activities on school grounds, in public areas around the school, and at local parks to which my child may have to walk under school supervision.

CELL PHONE RULE

In an effort to support student safety, New West students are allowed to bring their cell phones to school, but must adhere to the following rules:

- Cell phones must be turned off and cannot be visible on campus during the school day.
 - The campus includes loading and unloading areas for cars and buses, in the building, or on campus grounds. The school day includes, but is not limited to, before or after school, class time, passing periods, lunch periods, after school detention or tutorials, during emergency drills, practices for extracurricular events and field trips.
 - Placing a cell phone on vibrate or texting is not considered off and is prohibited. Using a cell phone to record or videotape is prohibited. Students are not permitted to possess radios, MP3 players, video or

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audio records, DVD players, cameras, games, or other electronic devices at school unless prior permission has been obtained by campus administration.

- If a student is found in violation of this policy, the following discipline will be administered:
- **FIRST OFFENSE: The cell phone is confiscated and returned to a parent or guardian.**
- **SECOND OFFENSE: The cell phone is confiscated and returned to a parent or guardian at the end of the school year.**

Additionally, any violation of this policy, which causes or involves a distraction or interruption of transportation or the instructional environment, will be subject to disciplinary action.

Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action.

If parents need to contact a student during the school day, they are request to contact the school office for assistance. If students need to use a phone during the school day, they must use a school phone, which are made available to students with appropriate permission.

New West personnel are not responsible for any lost, stolen, or damaged cell phones.

2016-2017 TARDY POLICY



Section 48200 of the Education Code of the State of California states that it is the responsibility of the parents/guardians to ensure that their children attend school regularly and **on-time**. In addition, New West has adopted as part of their home-school agreement a specific set of policies and procedures in relation to absences, tardiness and promotion for all students.

Tardiness is disruptive to the learning process. It has a negative impact on the entire class, not just the child who is tardy. It is the policy of New West Charter to have students arrive to class on time every day.

The students are expected to be in class each day by **7:25am for 9-12th grade and 8:25am for 6-8th grade**. Students who arrive to their 1st period after the **7:30am** or **8:30am** tardy bell are considered late, and must adhere to the consequences listed below. If you bring your child to school after **7:30am** or **8:30am**, he or she must sign in at the front office documenting the time of arrival as well as the reason. The child will then be given a Tardy Pass to admit him/her into his or her classroom.

Three unexcused tardies will result in a notice sent home to parents. Please note students will be at risk of losing their enrollment at New West if they accrue more than **10 unexcused tardies** for the entire school year.

It is important that students be in class and ready to learn at 7:25am for grades 9-12 and 8:25am for grades 6-8.

The following are excused tardies:

- Medical, dental, optometric or chiropractic appointments (documentation must be provided)
- Funeral Service
- Religious Holidays
- ALL OTHER EXCUSES WILL BE CONSIDERED AN UNEXCUSED TARDY

# of Unexcused Tardies	TARDY POLICY CONSEQUENCES (Non-Compliance Home-School Contract)
THREE UNEXCUSED TARDIES	<ul style="list-style-type: none"> • FORMAL WRITTEN WARNING to Parent/Guardians including re-issue of Home-School Contract
SIX UNEXCUSED TARDIES	<ul style="list-style-type: none"> • TARDY COMMITTEE CONFERENCE
NINE OR MORE UNEXCUSED TARDIES	<ul style="list-style-type: none"> • NEW WEST GOVERNANCE BOARD HEARING

2016-2017 ABSENCE POLICY



Section 48200 of the California Education Code states that **it is the responsibility of the parents/guardians to see that their children attend school regularly and on-time**. Section 48200 is the law, it's part of the home-school contract, and it's in our promotion policy.

Parents violating 48200 may be subject to prosecution by the District Attorney According to educational research student academic achievement is closely tied to student attendance. It is important that students attend school on a daily basis to ensure continuity and building of skills for learning.

New West Charter School requires all students to complete a minimum of 95% on-time attendance. Please note 95% on-time attendance is defined as no more than 10 absences (unexcused) within the school year.

The following are the only accepted excused absences:

- Medical, dental, optometric or chiropractic appointments (provide medical documentation)
- Illness
- Funeral Service
- Religious Holidays
- College visits for high school seniors (maximum of three visits within the school year)

In order for an absence to be excused the “Student Absence Form” (which is located on our website or in the Front Office) must be completed and signed by a parent or guardian before the start of school on the day of return. “Student Absence Forms” may not be submitted more than two weeks after the absence.

Please note that teachers will not provide make-up work for students who have unexcused absences. This policy includes all requests for core subject make-up work during extended vacations.

****In addition, it is important for all parents/guardians to be aware that New West Charter will not receive funding from the state of California for pupils who are absent from school. This includes ALL absences, including those related to illness, medical, and bereavement. ****

# of Unexcused Absences	ABSENCE POLICY CONSEQUENCES (Non-Compliance Home-School Contract)
THREE UNEXCUSED ABSENCES	<ul style="list-style-type: none"> • FORMAL WRITTEN WARNING to Parent/Guardians including re-issue of Home-School Contract
SIX UNEXCUSED ABSENCES	<ul style="list-style-type: none"> • ABSENCE COMMITTEE CONFERENCE
NINE OR MORE UNEXCUSED ABSENCES	<ul style="list-style-type: none"> • NEW WEST GOVERNANCE BOARD HEARING

2016-2017 TMMP/STUDENT TRANSPORTATION & PARKING POLICY



New West Charter School is excited about its new location, which allows the Charter School to serve high school students and affords more space for existing programs. In order to allow for the most efficient and orderly student drop-off, pick-up, and parking flow, **the following policy must be complied with at all times.** The following requirements are adopted into the Home-School contract, and acceptance and acknowledgement must be affected by students and parents.

- The student drop-off and pick-up schedule is as follows:
 - Grades 6-8
 - Arrival drop-off: 8:00 a.m. to 8:25 a.m.
 - Dismissal pick-up: 3:25 p.m. to 3:45 p.m.
 - Grades 9-12
 - Arrival drop-off: 7:00 a.m. to 7:25 a.m.
 - Dismissal pick-up: 2:25 p.m. to 3:45 p.m.
- Students are provided with the following transportation options:
 - Walk/bike to school (mandatory if they safely live within a mile of the school)
 - Take public transportation / Expo Line (incentives for students including, but not limited to, bus passes, assistance with transit route and schedule planning, etc. will be provided).
 - Ride a shuttle bus to school (five locations available across West LA).
 - Be in an approved carpool of three or more New West students
- You can select your child's mode of transportation online. Please fill out the form separately for each student that attends New West. Please choose the transportation that works best for you at the following web address:

<http://www.formstack.com/forms/newwest-transportation>
- The student transportation sign-up is on a first come, first serve basis. If your selection is no longer available or you do not sign-up by August 12th, 2016, you will be notified with the remaining available options.
- Failure to sign-up or notify New West of your transportation selection could put your child at **risk of losing enrollment at New West Charter School.**

Shuttle Rules

- Each shuttle stop will have drop-off and pick-up requirements specific to that location.
- Parents using the shuttle program are expected to rotate volunteering to ensure students safely load onto the busses and are respectful of the area.
- Students may only ride their assigned shuttle.
- New West shuttles are for New West students only.
- Parents should carpool to the shuttle locations to mitigate secondary traffic in the area.

2016-2017 TMMP/STUDENT TRANSPORTATION & PARKING POLICY



Walk/Bike Rules

- Bicycle parking spaces will be provided on-site. Students should provide their own bike locks and safety gear.
- Students that live within a mile radius of the school are expected to walk or bike to school unless safety or special circumstances prevent it.

Carpool Rules

- All carpool vehicles must use a NWC 2016-17 windshield decal provided by New West to access the school during arrival and dismissal times.
- Carpool is limited and cannot be guaranteed. Decals will be given out on a first come, first served basis with preference to carpools with more students.
- Middle School students can travel to school early if they have siblings in High School, and their siblings may stay after-school and wait for the middle school dismissal period to travel home together.
- Carpool vehicles must carry a minimum of three (3) students each, the entire school year, in order to be approved by New West Charter School.
- All carpool and visitor vehicles shall access the school with ingress from Missouri Avenue turning right only, and egress on Armacost Avenue turning right only.
- All carpool vehicles to and from the school must load and unload on the school parking lot surface.

Visiting/Parking Rules

- Due to numerous safety and legal reasons we cannot allow ride-sharing services like Uber, Lyft, and HopSkipDrive to pick-up or drop-off students at New West. While we understand the convenience and ease of use these services provide, students caught using the service will be considered in violation of New West's TMMP policy.
- The Charter School will maintain a parking lot with designated visitor parking spaces.
- Parents and visitors are prohibited from parking on the street when present for school-related business or matters.
- Students are prohibited from driving to school and from parking at the Charter School site or on residential streets.
- During the school year, one or more parking monitors in distinctive attire will be located at each driveway entrance during all drop-off and pick-up hours and at all special events. Drivers must follow all directions from parking monitors to assure that school-related vehicles do not queue on adjacent streets, block any public right-of-way, and/or public driveways.
- Students' emergency contacts must also sign this Policy and Agreement, indicating acknowledgment of and compliance with the rules for student drop-off and pick-up, including the arrival and dismissal times, traffic circulation, and ingress and egress.
- Traffic violations at school or the shuttle locations could put your child at **risk of losing enrollment at New West Charter School.**

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TMMP/STUDENT TRANSPORTATION
& PARKING POLICY**



It is essential that parents, guardians, and friends of New West comply with conditions in order to reduce pollution and traffic congestion and be good neighbors. The ability of the Charter School to operate at the school site and maintain its enrollment is conditioned upon compliance by New West families with the Home-School Contract and the TMMP/Student Transportation & Parking Policy and Agreement. Students that do not follow their selected mode of transportation could **risk losing enrollment at New West Charter School.**

#TMMP Violations	NWC TMMP POLICY AND CONSEQUENCES Non-Compliance with NWC Home-School Contract
TWO TMMP Violations	FORMAL WRITTEN WARNING to Parent/Guardians including re-issue of NWC Home-School Contract
FOUR TMMP Violations	NWC TMMP COMMITTEE CONFERENCE
SIX or More TMMP Violations	NWC GOVERNING BOARD HEARING

2016-2017 PROMOTION POLICY



New West Charter is dedicated to achievement for all. As part of our overall approach to support student success the following proposed promotion policy is suggested as a “basis” for discussion and not a final policy. Following research from a wide variety of sources including high-achieving charters schools, it is suggested that the policy and practice of retaining students at any grade level would be based on the following criteria:

All grade level promotion will be determined by individual **student academic achievement** mastery of the California State Standards and an evaluation of attendance and tardiness.

- Each student must complete a **minimum of 95% on-time attendance to fulfill the requirements for grade level completion.**
- **All students are required to receive a passing credit (defined as a 2.0 yearly grade point average) in each core class to be promoted to the next grade level.** Core subjects are defined as English Language Arts, Mathematics, Social Studies and Science.
- Grades are determined by each individual teacher based on the California State Standards and will be tracked in an electronic database.
- Students who are not achieving grade level standards will be identified by their core class teachers as “at-risk” as early as possible and will be monitored during monthly grade level meetings. Subsequent parent meetings will be arranged to ensure parental involvement and support for any in-school remediation. These meetings will constitute student success team requirements.
- Following the 1st semester report cards any student who is not achieving grade level standards will be notified that he or she is at risk of being retained. Retention procedures will include a formal meeting with all core teachers, student, parents and the principal. Following extensive discussion, the final decision for retention will be made by the principal.
- The principal will make a report of all retained students to the governing board by the end of the 2nd semester
- Any student not receiving a passing grade in a core class will be required to complete an equivalent summer school class at his/her own expense and on his/her own time before consideration of grade promotion is achieved. Documentation will be required that demonstrates successful completion of the respective classes.
- Any district summer school program allows a student to enroll and complete two courses (total). If a parent decides to forego any summer school program for private tutoring the student must complete 60 hours per course required.
- If a student has not achieved a 2.0 yearly grade point average in three core classes, then the student will be required to repeat the grade level, considering the allotted courses given in a summer school program.
- Parents may appeal any decision to retain a student to the principal. If the appeal is denied, the parents may utilize the school’s dispute resolution process.

2016-2017 UNIFORM POLICY

NEWWESTTM CHARTER

The uniform policy was developed in an effort to promote safety and help create a non-disruptive environment. All students will be required to follow the uniform policy everyday.

Each member of the staff, faculty and administration has the authority to make reasonable decisions and interpretations regarding the implementation of the uniform policy. If a student, parent or guardian have questions about whether a particular item of clothing satisfies the uniform policy, the student, parent or guardian is encouraged to ask any member of staff, faculty or administrator.

If students are not in compliance with New West Charter's Uniform Policy, they will be given an opportunity to change clothing or call a parent/guardian. Disciplinary consequences will not result from violations of the dress code. However, if a student becomes defiant about following a staff member's reasonable request to change or call home for replacement garments, consequences will result. In addition, the act of repeatedly refusing to abide by New West Charter's Uniform Policy will be considered an act of defiance and will result in disciplinary consequences

High School school students are expected to be in uniform everyday. Below is a list of what uniform is acceptable based on the school schedule.

Monday- Wednesday

- New West Charter Polo's Only (Light Grey, White, or Black)
- Any Neutral Colored (Black, Brown, Beige, White, Green, or Gray) Pants, Jeans, Skirts, or New West Shorts Only
- New West Sweatshirt Only for outerwear (Light Grey or Black)

Thursday-Friday

- New West Charter Polo or PE Shirt
- Any Neutral Colored Bottom or PE Pants/Shorts
- New West Sweatshirt Only for outerwear

PE Attire Required (During student's P.E. period and may be worn all day on Thursdays and Fridays)

- New West PE T-Shirts
- New West Sweatshirt for outerwear
- New West PE Shorts, Sweatpants, or Yoga Pants
- Proper Footwear

Guidelines

- *All skirts and dresses must be worn with shorts/tights underneath. **NO EXCEPTIONS.**
- *All skirts, dresses, and shorts must be mid thigh or longer in length. **NO EXCEPTIONS.**
- * Hats are allowed but are not to be worn during class instruction. They must be removed when entering the school building.
- *No floral, excessively patterned or pajama pant bottoms. All pants must be in acceptable condition and free of large rips or holes.
- *Alternations to the uniform are not permitted.
- *If damaged through regular use, replacement(s) must be purchased.
- *New West shirts are to be worn underneath all New West sweatshirts.
- *Closed toe shoes must be worn everyday

2016-2017 UNIFORM POLICY



High School school students are expected to be in uniform everyday. Below is a list of what uniform is acceptable based on the school schedule.

Monday-Friday

- New West Charter Polo (Steel Grey, White, or Black)
- New West Charter Athletic T-Shirt
- New West Charter Performance Team Shirt
- New West Charter Club T-Shirts
- Neutral Colored & Non-Logo Pants, Jeans, Skirts, Appropriate length shorts, New West Shorts or Sweatpants.
- New West Zippered, Pull Over Sweatshirt, or Cardigan Sweaters Only (Steel Grey or Black)

P.E Attire Required

- New West PE T-Shirts, Tank Top (Steel Grey, White, or Black)
- New West PE Shorts, Sweatpants, Yoga Pants
- New West Sweatshirt for outerwear
- Proper footwear

Guidelines

- * All skirts must be neutral colored, 3.5 inches above the knee or longer
- * All skirts and dresses must be worn with shorts/tights underneath
- * Tights and leggings must be appropriate for school and contain no rips or holes.
- * No "Spaghetti" strap tank tops.
- * No floral, excessively patterned or pajama pant bottoms. All pants must be in acceptable condition and free of large rips or holes.
- * Hats are allowed but are not to be worn during class instruction. They must be removed when entering the school building.
- * All non New West Apparel needs to be removed and put into the student locker.
- * Alternations to the uniform are not permitted.
- * If damaged through regular use, replacement(s) must be purchased.
- * New West shirts are to be worn underneath all New West sweatshirts.
- * Closed toe shoes must be worn everyday

Any parent who requires financial assistance to meet the uniform requirements should contact our schools business manager, Mrs. White at kwhite@newwestcharter.org to obtain scholarship/financial support. See Uniform Store on our website for pricing.

2016-2017 LOCKER POLICY



The entire New West Charter School community, comprised of students, parents, teachers, and administrators, supports the concept of creating and protecting a strong academic environment conducive to learning. This community believes that one way to support an appropriate academic learning environment is by regulating how students use their assigned lockers.

The following guidelines apply to **ALL** students at New West Charter School:

- All lockers are the property of New West Charter School. **The school reserves the right to open any locker at any time for any reason.**
- Students are not allowed to put their own locks on the lockers. Students need only use the locker combination to lock their lockers.
- In order to ensure that only the authorized student can access a particular locker, **students are required to keep confidential their locker combinations.** Sharing of combinations with other students compromises the security of the lockers. The only way to guarantee that no one can enter your locker without your permission is by keeping your locker combination completely private.
- Students who do not clean out their lockers on a daily basis and allow food to rot will have their locker privileges removed.
- Only one student is allowed to occupy a locker at any given time. Students are not allowed to share lockers.
- If the student does not want to use a locker, please let the main office know.
- No writing is permitted inside or outside of the lockers. Defacing the lockers in any way will immediately result in the loss of locker privileges. Only the use of tape is allowed as a way of affixing items inside lockers. No glue or other adhesives is allowed.

Any violation of the above stated guidelines may result in the total loss of locker privileges. **New West Charter School is not responsible for any lost, stolen, or damaged items.**

2016-2017 HOMEWORK POLICY

I. Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the New West Charter staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are modified based on students' individual needs (i.e. IEP, 504 Plans).

Homework assignments include:

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product
- **Major Projects including** research reports, book reports, major essays, and other assignments teachers designate as major projects. (Major projects may take additional time)

II. Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

III. Late Work Policies

Students are expected to turn work in on time and students who turn in late assignments will receive one of the following.

- **No credit**
- **Communication with parents/guardians (e-mail)**

Students who miss homework because of an **excused** absence will receive the opportunity to make up missed work. It's the students' responsibility to get work missed due to illness or absence.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers about anticipated student workload
- Provide opportunities for students to get assistance outside of class time
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents/Guardians:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Regularly check the New West teacher pages and Powerschool websites for updates
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down all assignments

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2016-2017 HOMEWORK POLICY

- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area that is free of distractions
- Work on homework independently whenever possible, so that it reflects student ability
- Produce quality work
- Make sure assignments are done according to the given instructions and completed on time

**2016-2017
POLICY AGREEMENT**



Student Section

Student's Printed Last Name

Student's Printed First Name

New West Charter is committed to educate students and families about its policies and to teach the skills necessary for each student's future success in education and beyond.

My signature below certifies that I have read the following New West Charter School policies and I agree to follow the rules and procedures, which they describe.

Home School Contract	
Enrollment Agreements: <ul style="list-style-type: none"> - Enrollment Agreements - School Governance - Textbooks, Instructional Materials, & School Supplies - Dispute Resolution Process - Activity Fees - Lunches - Photo Release - Public School Attendance Alternatives - Equal Rights - Withdrawals - Misrepresentation - Physical Education 	
Cell Phone Policy	
Tardy Policy	
Absence Policy	
TMMP/Student Transportation & Parking Policy	
Promotion Policy	
Uniform Policy	
Homework Policy	
Locker Policy	
After School Application	

Student's Signature

Date

Print Name of Father/Guardian/Other Signature of Father/Guardian/Other

Date

Print Name of Mother/Guardian/Other Signature of Mother/Guardian/Other

Date