NEW LOS ANGELES CHARTER SCHOOLS

GOVERNING BOARD SPECIAL MEETING ORDER OF BUSINESS
Teleconference Meeting
4:00 pm, February 26, 2021

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20. The Board of Directors ("Board") and employees of New Los Angeles Charter Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so by calling a conference telephone line:

Phone Number: 1-669-900-6833

Access Code: 81518852593#

Members of the public may not comment on non-agenda items during this special meeting. Individuals wishing to provide public comment on the agenda items must send their comments in writing to Board@newlosangeles.org prior to the meeting or prior to the discussion of the Agenda item during the meeting – comments received after that point in the meeting will not become part of the record. Comments submitted by email will be read aloud during the Board meeting for up to three (3) minutes. If comments are in Spanish or another language, they will be translated to English and such comments will be limited to six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

Access to Board Materials: A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on New Los Angeles Charter School's website along with this agenda following the posting of the agenda at least 24 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by emailing Dr. Xochitl Lira, Director of Operations at xlira@newlosangeles.org. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

Agenda

1. Call to order
2. Public Comment
3. Consideration of Approval of Comprehensive School Safety Plan for New Los Angeles Charter Schools
4. Adjourn



New Los Angeles Charter Schools

COMPREHENSIVE SCHOOL SAFETY PLAN

2020-2021 SCHOOL YEAR

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INTRODUCTION

New Los Angeles Charter Schools is committed to maintaining a safe and secure campus for all of its pupils and staff. To that end, this Comprehensive School Safety Plan covers New LA's policies and expectations regarding the practices of each school in maintaining the security of the physical campus, responding appropriately to emergencies, increasing the safety and protection of students and staff, and creating a safe and orderly environment that is conducive to learning.

All school employees should receive training regarding the Comprehensive School Safety Plan upon joining the school and should review any changes to the Plan annually. The annual review will be conducted during the summer prior to the start of the school year. Any changes or updates will be presented to the school site council at least one week prior to the February board meeting and finally presented to the board for final approval by February 28th of every year.

SCHOOL SAFETY COMMITTEE

The School will form a Safety Committee within the first month of school.

Composition of the Safety Committee:

The safety committee will be comprised of the following members:

- Director of Operations
- Site Manager
- Plant Manager
- Head of School
- Principal
- Assistant Principal
- Director of Special Education
- Other staff members or parents may be added at the Principal's discretion

Roles of the Safety Committee

- Meet at least once a year to review the plan and revise as necessary
- The Director of Operations will certify that the plan is compliant with Education Code Section 32280-3282.
- Work with the Principals to schedule, plan, and implement necessary trainings for staff
- Debrief after each planned drill or actual emergency to evaluate the effectiveness of the plan. These debriefs may be in-person meetings or shared notes via email
- Consult with police and fire agencies in the development and update of the Comprehensive School Safety Plan by the end of the first semester.
- Implement an assessment of the current status of school crime at the school and at school-related functions. See Campus Safety and Security
- Update CSSP with disaster procedures, routine and emergency plans, and crisis response plans are developed and include adaptations for pupils with disabilities.

CAMPUS SAFETY AND SECURITY

New Los Angeles Charter Schools and its staff members will maintain policies, practices and procedures so that the campus is physically secure and safe. NLACS will annually review data

key analysis points and a table of findings with the safety committee to present to the School Site Council regarding property damage and how it relates to campus safety and security.

The safety committee will utilize the assessment of the current status of school crime at the school and at school-related functions to update all or any sections of the CSSP by the end of the first semester. The assessment may be accomplished by reviewing one or more of the following types of information:

- Office Referrals
- Attendance rates/School Attendance Review Board
- Suspension/Expulsion data
- California Healthy Kids Survey
- School Improvement Plan
- Local law enforcement juvenile crime data
- Property Damage data

Entrances and Exits

The Director of Operations will develop procedures so that students, staff, parents and community members can enter and exit the building in a safe and orderly way, and that the building is secure from unauthorized entry during non-school hours, as follows:

- Designating individuals to lock the school building and/or grounds when not in use
- Training school staff members to maintain the security of the building when working during non-regular working hours (e.g. not propping doors open, re-securing the building after leaving)
- Maintaining a practice of locking doors that are not being regularly used, even during school hours and assigning individuals to periodically check doors throughout the day.
- Posting signs requesting that visitors sign in at the main office
- Establishing a culture in which any adults without a visitor or staff badge and any children not enrolled at the school are escorted immediately to the main office
- Periodically testing the security system according to the manufacturer or vendor instructions, to ensure it is functioning
- Creating an arrival and dismissal plan to avoid congestion of local streets, and to maximize the safety of children and their families inside and outside of the building during those times.

Releasing Students

New Los Angeles Charter Schools employees are responsible for releasing students to parents, legal guardians or other persons designated by parents or legal guardians, unless formally modified by a court order served to the school.

In the event that employees are uncertain of the propriety of releasing a student, they should locate or contact the site manager, office staff, Principal, Assistant Principal, or directors before releasing the student.

Visitors Policy
NLACS encourages interested members of the community to visit our schools. To avoid potential disruptions to learning, to provide visitors with the information they need, and for the safety of students and staff, ALL visitors should register immediately upon entering any school building or grounds. Visitors shall sign in at the beginning of their visit, receive a visitor badge, and sign out at the end of their visit. Students from other schools as well as students who have ended their school day are not to be on campus unless accompanied by parents/guardians or with the permission of the site administrator.

ALL CAMPUS VISITORS MUST:

- Present identification if requested.
- Sign "In" when you arrive and "Out" when you leave in the Visitor's Log Book located on the counter in the Main Office
    - Purple Binder- Early Release Log
    - Green Brinder- Visitor Log
    - Orange Binder- Volunteer Log
- Visitors must specify the purpose of their visit and their destination.
- Obtain a Visitor's Badge and obtain the principal/designee's approval before proceeding to the classroom or on the campus.
- Request an appointment for a teacher-parent conference or principal-parent conference by contacting the main office in person or via-email. The front office will contact you to confirm the appointment.
- Return the Visitor's Pass to the Main Office before leaving the campus and sign out in the Visitor's Log Book.

SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom/campus as quietly as possible.
- Do not converse with students, teachers, and/or instructional aides.
- Do not interfere with any school activity during the visit.
- Do not use student restrooms.
- Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.

Per New LA Policy, parents <u>do</u> have the right to:

- Request and obtain approval of the principal/designee to enter a school campus;
- Request and obtain approval of the principal/designee to observe in the classroom or classrooms in which their child is enrolled within a reasonable period of time after making a request.
- Observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request.
- Request a meeting with the classroom teacher and/or school principal/designee following the observation.
- Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

Per New LA policy, parents <u>do not</u> have the right to:

- Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
- Disrupt class work, extracurricular activities or cause disorder in a place where a school employee is required to perform his or her duties.

Criminal Background Checks

A commitment to the safety and well-being of our children is a core value of New LA. To ensure the safety of the students, all individuals working at New LA will be required to submit to a background criminal investigation. No condition or activity will be permitted that may compromise that safety, and the well-being of students taking precedence over all other considerations. While we place great value on the contributions of staff, educators, and volunteers, there are conditions that are incompatible with unescorted access to children. Conditions deemed by the Board to preclude working at New LA include conviction of a controlled substance or sex offense, or a serious or violent misdemeanors or felonies, particularly those committed against minors or involving abuse or molestation. New LA has therefore adopted a strict policy of prohibiting any individual with such a history from contact with New LA students on school grounds, during field trips or other sanctioned school activities. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Director of Operations.

Registered Sex Offender Policy

For the protection of pupils while they are traveling to and from school, attending school, or at a school-related activity, the Principal and his/her designees should respond appropriately when apprised of information that a registered sex offender resides or works within two (2) miles of NLACS, or otherwise may be likely to attempt to visit NLACS for any reason whatsoever.

In accordance with "Megan's Law", the Principal or designee shall notify parents/guardians annually of the availability of information related to registered sex offenders. Since 2004, the public has been able to view information on sex offenders required to register with local law enforcement under California's Megan's Law. Previously, the information was available only by personally visiting police stations and sheriff offices or by calling a 900-toll-free number. Now, information about registered sex offenders may be obtained from the California Attorney General's Megan's Law website, found at http://meganslaw.ca.gov, (Penal Code 290.4), subject to the disclaimer found on said website.

New Los Angeles Charter Schools and its employees shall be immune from liability for the good faith dissemination of sex offender information so long as the dissemination is in the manner and to the extent authorized by law. (Penal Code 290).

When a school has received information about a registered sex offender from any source, the Principal or designee may, on a case-by-case basis, notify staff, including but not limited to, campus supervisors, bus drivers, staff who may be involved in visitor/outsider registration, and teachers. If the Principal or designee informs any staff member of the information about a

registered sex offender, the Principal or designee shall also inform the staff member of the following:

a) NLACS will share public registered sex offender information with staff members of a particular school to assist in identifying a danger;
b) Any person who uses registered sex offender information to commit a felony will be subject to criminal penalties; and
c) Staff is not permitted to notify any parents or any other members of the community of any information received pursuant to this policy without the written permission of the Principal or designee.

If a suspected registered sex offender is seen on or nearby school grounds and is not a parent or guardian of a pupil at the school, staff members shall immediately inform the Principal or designee. When the Principal or designee receives information that a suspected registered sex offender may be on or nearby school grounds or around any pupil, he or she will determine whether the suspected registered sex offender has received written permission for the entry onto school grounds, is a parent or guardian of a pupil at the school, and if possible, is actually a registered sex offender. Any such registered sex offender who does not have written permission for the entry onto school grounds or is not a parent or guardian of a pupil attending the school will be promptly directed to leave by the Principal or designee, who will notify law enforcement immediately. Law enforcement will determine if the registered sex offender is in violation of parole or probation conditions.

If a school learns or is notified that a registered sex offender is a parent/guardian of one or more pupils who attend the school, the Principal or designee should attempt to schedule a meeting with the parent/guardian for the following purposes:

a) To establish a positive, cooperative working relationship to the extent possible;
b) To discuss the incident(s) leading to the registration requirement, (NLACS recognizes that the parent/guardian is not required to discuss any criminal or personal history with representatives of NLACS);
c) To explain the limitations placed upon the parent's/guardian's participation in school programs, activities or visits, as specified in this policy;
d) To advise the parent/guardian that the regulations limiting his/her access to children at school will be strictly enforced with the assistance of law enforcement personnel, if required;
e) To develop joint strategies with the parent/guardian for "normalizing" the educational experience of his/her children to the fullest extent possible; and
f) To be advised of any judicial restraining orders or conditions of probation or parole that may limit the parent's/guardian's ability to participate in school activities.

This meeting shall be held on school grounds unless there is a concern for the safety or welfare of pupils or staff, and in that event, it may be held at a location within the Principal's or designee's discretion. If this meeting with the parent is not held, the Principal or designee shall notify the parent/guardian in writing of the information contained in this policy. NLACS recognizes the following rights of the parent/guardian to participate in his/her child's education:

a) To transport his/her child to and from school;

b) To attend regularly scheduled parent conferences with the teacher, Principal or other school official; and
c) To attend a regularly scheduled school program or activity in which their child is a participant.

The parent/guardian may not extend their presence at school beyond what is reasonable to exercise the aforesaid parental rights, and to that end, a registered sex offender shall not:

a) Serve as a school or class volunteer;
b) Act as a chaperone on a school field trip;
c) Be in the presence of children for any reason other than for the parent rights stated herein; and
d) Make individual contact with any students other than his/her own while at school or during a school activity.

Staff shall provide observation and/or supervision of a parent/guardian registered sex offender who is visiting a school or participating in a school activity defined herein.

When a parent/guardian is a registered sex offender, the school will make an effort to preserve the confidentiality of information obtained pursuant to the Megan's Law notification process to the fullest degree possible. School officials may share relevant information with employees as needed but will not share the information with unauthorized employees, other parents or with the community at large. In order to avoid a breach of confidentiality, copies of forms, materials or information distributed or used in connection with the implementation of this policy should be collected and/or destroyed. Under no circumstances is it appropriate to post notices, photographs, or the identity of a parent/guardian registered sex offender on school bulletin boards.

All schools shall inform parents annually about the existence of this policy regarding registered sex offenders. All schools shall cooperate to the fullest extent possible with local law enforcement for receiving, communicating and disseminating information concerning registered sex offenders.
NOTE: Pursuant to California Penal Code 290.45(e)(1), any person who uses registered sex offender information to commit a felony will receive a five-year state prison term; pursuant to California Penal Code 290.45(e)(2), any person who uses registered sex offender information to commit a misdemeanor will be fined at least $500 and not more than $1000.

EMERGENCY PREPAREDNESS

Every school should have emergency preparedness procedures readily on hand, including a list of up to date emergency contact numbers. This information should be discussed and disseminated before school starts, ideally at an all school staff meeting just when the teachers return to duty.

A wealth of information is available from various government and private organizations regarding this topic. That information is accessible via the following websites to include but not limited to:

The Department of Homeland Security (DHS): http://www.dhs.gov
Federal Emergency Management Agency (FEMA): http://www.fema.gov, http://www.ready.gov.
Federal Communications Commission (FCC): http://www.fcc.gov.
The United States Department of Education (USDE): http://www.rems.ed.gov.
California Office of Emergency Services (OES): http://www.calema.ca.gov.
California Department of Education (CDE): http://www.cde.ca.gov.
Urban Area Security Initiative grant program Houston, TX: http://www.readyhoustontx.gov.
American Red Cross: http://www.redcross.org
Pacific Gas and Electric Company (PG&E): http://www.pge.com.
Response Options ALICE Training Institute: http://www.alicetraining.com
D-Prep LLC: http://www.dprep.com

What follows is information taken from the resources and incorporated into selected topics which are necessary components for the development of a comprehensive safety program that satisfies the mandates of the CDE.

Incident Command System – For Day Program

EMERGENCY RESPONSE TEAM ASSIGNMENT		
Team/Personnel	**Personnel**	**Responsibilities**
Incident Commander	Gabrielle Brayton Terrence Wright Kate O'Brien	Direct all emergency operations to ensure safety of everyone on campus. • Account for the presence of all students and staff • Implement and coordinate the emergency operations and control internal and external operations and communications
First Aid Station/ Mental Health Intervention	Nicole Buzzelli (7th) Robert Stevens (8th) Abraham Lee(6th)	Administers first aid, physiological support oversees care, treatment, and assessment of patients. • The coordinator records information on extended injuries and first aid administered and reports all special circumstances cases to the Incident Command Team.
Search and Rescue Team	Phil Scutari (6th) Javier Saenz Greg Smith Ernesto (may need to be rover)	Responsible for performing search and rescue operations during an emergency. In an orderly manner, the team checks each classroom, storage area, room, etc. visually, vocally and physically. • Members report the location of all injured students and staff to the First Aid Center
Student Supervision Team	**All teachers with their classes.** Olivia G- Stevens Lindsey B - Tarbell Vanesa-Buzzelli Gerardo H- Lee Edillon-Scutari	• Evacuate all classrooms using designated routes to the Emergency Area • Supervise and reassure students throughout the duration of the emergency • Take care of minor first aid needs • Take roll and report class status to Incident Commander Center
Request / Reunion Gate Team	Doris Velasquez * (Reunion) Emma Naranjo (Request) Estefani Rocha (Request) After School Staff (if on site) ***may also need to be rover and help with other teams**	Responsible for processing parent or guardian requests for Student release during an emergency. • Team greets parents/guardians and provides them with proper paperwork (Student release card) authorizing the holders to reunite with their students at the Reunion Gate.

Incident Command System – For Afterschool Program

EMERGENCY RESPONSE TEAM ASSIGNMENT		
Team/Personnel	**Personnel**	**Responsibilities**
Incident Commander	Sylvia Barragan Gabrielle Brayton Terrence Wright Kate O'Brien	Direct all emergency operations to ensure safety of everyone on campus. • Sound appropriate alarm to evacuate or shelter in place. • Request other emergency assistance as needed. • Account for the presence of all students and staff • Implement and coordinate the emergency operations and control internal and external operations and communications. • Give directions to police in search clearing procedures and take full responsibility for search. • Coordinate supervision of students and all clean-up or security efforts.
First Aid Station/ Mental Health Intervention	TBD	Administers first aid, physiological support oversees care, treatment, and assessment of patients. • The coordinator records information on extended injuries and first aid administered and reports all special circumstances cases to the Incident Command Team.
Search and Rescue Team	TBD	Responsible for performing search and rescue operations during an emergency. In an orderly manner, the team checks each classroom, storage area, room, etc. visually, vocally and physically. • Members report the location of all injured students and staff to the First Aid Center
Student Supervision Team	Program Leaders	• Evacuate all classrooms using designated routes to the Emergency Area • Supervise and reassure students throughout the duration of the emergency • Take care of minor first aid needs • Take roll and report class status to Incident Commander Center
Request / Reunion Gate Team	TBD	Responsible for processing parent or guardian requests for Student release during an emergency. • Team greets parents/guardians and provides them with proper paperwork (Student release card) authorizing the holders to reunite with their students at the Reunion Gate.

In advance of emergencies, the Site Manager should ensure emergency supplies are properly stocked and stored. Per FEMA and the American Red Cross, emergency supplies should include enough food and water to sustain at least 10% of students and staff for no less than 72 hours. Quantities are dependent on the number of children versus adults, those with special needs, hot or cold climates, etc. Recommended amounts per person may be found on FEMA's website at http://www.ready.gov. Other recommended items may include:

Solar blankets
First aid kits
Flashlights
Batteries
Radios
Megaphone
Walkie-talkies
General use hand tools (i.e. hammers, screwdrivers, pliers, etc.)
Log with special instructions from parents whose children have special needs

Drills

Drills are designed to prepare students and staff for real world crisis situations but in no way can account for all possible varieties of catastrophe or threat. It is the Principal's responsibility to schedule emergency drills throughout the year and record the date and time of each drill. The Director of Operations may be asked to help. As a K-8 span school, NLACS will conduct and record a minimum of one drill per month following the minimum requirement for elementary schools. Those drills are:

- **Fire Drill:** CA Ed Code (section 32001) requires fire drills to be conducted at the following intervals:
    - **Elementary:** once per month
    - **Middle school:** four times per school year. Fire drills should be conducted in which all pupils, teachers, and other employees are required to vacate the building(s). Current student rosters and/or roll sheets serve to account for all evacuated students and staff.
- **Lockdown/Shelter in Place**: Although not required by Ed Code, it is recommended that each school conducts a Lockdown/Shelter in Place Drill at least:
    - **Elementary:** once per quarter
    - **Secondary:** once per semester
    - The drill is designed to prepare students and staff for situations in which the classroom or school campus affords the best protection from criminal threats.
- **Earthquake/Evacuation Drill:** An Earthquake/Evacuation Drill should be conducted:
    - **Elementary**: once per quarter
    - **Secondary**: twice per school year
    - Not to be confused with a Fire Drill, Evacuation Drills are designed to prepare students and staff for situations in which the school campus is no longer a safe area due to natural/man-made disaster or criminal activity. A pre-designated site serves as the rally point for the all-out relocation of students and staff during a

perceived crisis or threat via established routes of travel. Current student rosters and/or roll sheets serve to account for all students and staff relocated.

Situations may/will arise during a crisis that require a combination of actions be taken such as "lockdown" followed by "evacuation". While constructing a safety plan it is important to keep this in mind. Prepare and drill in a manner in which flexibility and adaptability come into play as the dynamics of a potential crisis evolve.

Emergency Procedures

All classrooms should have the evacuation plan & maps posted near the door(s). In the case of an emergency, every adult should be aware of his/her role and responsibilities. Below are suggested roles and procedures:

1. Principal assesses the situation.
2. Principal notifies all staff of the emergency via applicable communications device(s).
3. Assigned person calls 911.
4. Principal or assigned person meets with emergency crews.
5. Assigned staff will establish triage location on the corner of Washington and Burnside to allow EMS services and Red Cross to provide services.
6. Assigned person(s) ensures all classrooms, hallways and restrooms on the first floor are empty after escorting their students to the assigned location.
7. Assigned person(s) ensures all classrooms, hallways and restrooms on the second floor are empty after escorting students their students to assigned location
8. Assigned person(s) ensures the cafeteria and gym are empty.
9. Assigned person(s) greet, organize and comfort students outside the building.
10. Each teacher takes role and office staff pick up the names of any missing students and report these names to the emergency crew chief and the Principal.
11. Assigned person(s) will direct students who need first aid to an assigned location.
12. The Principal determines, in consultation with the emergency crews, whether to release students to their homes or to return students to classes and makes an announcement via applicable communications device(s).
13. If students and staff are dismissed for the day, the custodian will be responsible for securing the building against vandalism and theft.
14. Office staff will ensure that students are released to guardians' care.
15. In the case that counseling services are subsequently needed by any students, the Principal and an assigned person will coordinate that effort.
16. In the case that media coverage is an issue, the Executive Director will control and organize press releases and media requests. Pre-made media packages/documents are recommended for distribution to concerned sources/media personnel. Such packages will include general information about the school location, number of students, grade levels, layout, etc.

Site Lockdown Procedures
Is used to prevent intruder access into the school building or prevent further access into the school or as a response to major internal, non-life threatening situations or external threat in the area.

If you hear, "LOCKDOWN" over the intercom or an administrator announces the lockdown in person:
Focus is student safety!

- No students in hallway. Check hallways and move any students into nearest classroom/office.
- Lock doors, pull down screen, turn off lights, and move away from windows and doors.
- Leave **orange** card the way it is if you are missing a student or have an extra student; turn to **green** if all students are accounted for and no extra students in your class **(only do this if you can).**

Never open the door. Everyone must remain in classroom until the administrator/police opens the door and gives the all-clear. They will have keys to open each door.

- PE classes should move to the nearest closet, classroom, or kitchen, lock the doors and keep quiet.
- Any students in the triangle/cafeteria should move to the kitchen or nearest classroom.
- If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.

- If an evacuation occurs, all persons/classrooms will be directed by law enforcement officers or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class.

DISASTER PLANS
Whenever there is any type of disaster, the primary concern is the safety of the students. The following general guidelines will offer assistance in a variety of disaster situations. Nothing in these guidelines should discourage a teacher or staff member from immediately contacting 911 themselves should a life and death emergency exist. Seconds count in time of crisis. Emergency personnel must be alerted as soon as possible to mitigate disaster.

Fire
Fire Alarm will sound

1. Students exit classroom and WALK in orderly lines.
2. Students evacuate the building by designated routes to the assembly area (see map).
3. NO TALKING IS PERMITTED!
4. Teachers:
    - Take your EMERGENCY BACKPACK.
    - Check that all students are out of the classroom.
    - Check that all exits are clear.

- Close classroom door. DO NOT LOCK. (Later entry may be required.)
- In assembly area, students line up in their advisory class. Teacher takes attendance and accounts for every student.
- Students remain in orderly and silent lines until all clear signal is given.
- Staff members not assigned to a class or team must report to the command center.

Earthquake

- Intense shaking occurs.
- Utilize solid desks and tables for cover from falling objects and debris.
- Turn away from windows.
- Utilize solid interior walls and archways.
- Cover your head with arms or hold to the cover and be prepared to move with it.
- Teacher gives command "DROP, COVER AND HOLD".
- Wait for shaking to stop.
- Check for injuries and/or trapped individuals. Move all students who can be moved when you evacuate. Assure trapped individual that help is on the way.
- After checking for blocked exits, give command to evacuate.
- Teachers will escort classes to the Emergency Assembly Area.
- Take emergency backpack.
- Follow evacuation map.

If outdoors:

- Lie down or crouch low to the ground.
- Look out for dangers that demand movement.
- Staff to follow evacuation procedures previously described.

Flood/ Severe Weather

Warnings of severe weather are usually received via the EAS. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

The Principal will assess the situation and make an announcement via PA device(s) to A) evacuate, B) stay in classes or C) release students to go home.
See emergency procedures previously described for evacuation directions.
(UTILITY SERVICE FAILURE – custodial staff should familiarize themselves with the appropriate service provider numbers and websites. Be able to identify pole numbers and which service provider is using them, i.e. electric company versus cable company, etc.)

Electrical Failure

1. Director of Operations or Site Manager notify the electrical company.
2. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored.

Gas Line Break

1. Director of Operations or Site Manager notify the gas company.

2. The Site Manager notifies the Fire Department.
3. Principal announces evacuation on the P.A.
4. Staff to follow the evacuation procedures previously described.

Water Main Break

1. Director of Operations or Site Manager immediately notify the local water control authority.
2. Custodian shuts off water.
3. Principal determines if it is necessary to follow the emergency procedures to evacuate students and staff.

Water Contamination

1. Principal instructs teachers to move students away from drinking fountains and sinks.
2. Custodian turn off pressure to drinking fountains and sinks.

Chemical Spill/ Incident

If Indoors:

1. Block or rope off area – DO NOT TOUCH ANYTHING.
2. Evacuate room and TURN OFF air conditioning system.
3. Notify the school office of the incident.
4. Office will contact the Custodian and contact 911 if necessary.
5. Custodian check for chemical safety data on chemical containers to determine clean up procedure.

If Outdoors:

1. Upon hearing of a chemical leak (usually from the EAS, fire department, or other city office) the Principla will determine if students should be evacuated.
2. If not evacuating, close doors and windows and turn off the air conditioning system. Teachers turn off air conditioning in classrooms. Custodian turn off air conditioning in common spaces.

Lockdown/Shooting Incident - (Weapons, Assault, Hostage)

Several strategies/philosophies exist in relation to how to properly respond to school site violence (i.e. A.L.I.C.E., Run- Hide-Fight, etc.). In the wake of many notable campus shootings, both public and private entities have devised different courses of action to take in the event of the "worst case scenario" (refer to list of sources located at the beginning of the Emergency Preparedness section). If a shooting, assault, or hostage incident takes place, the first priority is to protect students and staff from danger.

Upon being alerted to an event involving serious violence on campus:

1. Call 911. Nothing should discourage a teacher or staff member from immediately contacting 911 themselves should they find themselves in a life and death situation. Seconds count in time of crisis. Law enforcement must be alerted as soon as possible to mitigate the threat.
2. Principal institutes a "lockdown" or "evacuation" protocol.

3. Teachers assess the specific situation and direct students as to the plan of action for their specific classes.
4. Staff must immediately and continually communicate with other staff and students via all applicable devices the source/location/status of the threat. This will allow for more appropriate courses of actions, i.e. shelter instead of evacuate, vice versa, etc. Continually provide updates as practical until the threat no longer exists.
5. At the conclusion of such an event, the Executive Director will control, organize media and distribute media packages.
6. Shortly after the conclusion of an event, the Director of Special Education will ensure that counseling services are available as soon as possible.

In the event of hearing gunshots:

1. ***Run!*** In the opposite direction from where the shots were heard.
2. Evacuation the building if possible.
3. Help others escape if possible. (Do not attempt to persuade others to evacuate with you or attempt to retrieve your belongings.)
4. Prevent others from entering or going towards the direction of the gunshots by alerting them
5. Call 9-1-1 if safe.
6. ***Hide!*** If evacuation is not possible and remain ***Quiet!***
7. Follow the Site Lockdown Procedures if possible by locking a room and remaining in the Safety Triangle of any room.
8. As a last resort...***FIGHT!*** Attempt to incapacitate the shooter by acting with physical aggression, improvise a weapon, Commit to survival!

Bomb Threat

There are two primary ways a bomb threat may arise. One is through a phone call or written letter in which a bomb is discussed. The other is through the sighting of a suspicious object. Threats should be handled quickly and efficiently as if they were real and life threatening.

If there is a phone call or written threat of a bomb on campus, the person who took the call or read the note will:

1. If a phone call, try to obtain information from the caller such as where the bomb is, where it is set to explode, what it looks like, what kind of bomb it is, why it is there and who the caller is. Note any identifying features about the caller (i.e. gender, speech patterns).
2. Notify the Principal and Executive Director immediately.
3. Immediately notify law enforcement via 911. Never use alternate numbers to contact law enforcement as a bomb threat is considered a "crime in progress". Danger may be imminent. Emergency responders need as much warning as possible.

If there is a sighting of a suspicious object, the person would:

1. Notify the Principal immediately.
2. Keep all people away from the area.
3. Note any identifying features to describe it to the Principal and emergency crews.

In all cases:

1. If the Principal determines the need to evacuate, staff follows emergency procedures previously described.
2. Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated. However, a staff member may be asked to accompany emergency responders to assist in pointing out any suspicious/unfamiliar objects or packages.
3. Use wall phones to communicate with the Principal. If the Principal does not respond, call the front desk. Do not use devices that transmit radio frequencies such as cellular phones or walkie-talkies as the frequencies may set off an explosive device(s).

Explosion

If indoors:

1. Take cover within, next to, or under solid objects or walls. Solid materials such as concrete walls can serve as adequate shelter in a blast. Be familiar with possible areas of indoor cover at your school site ahead of time.
2. Turn away from glass windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms of hold to the cover.
5. Hold the position until directed to evacuate the building.
6. Staff will follow the emergency procedures previously described.

If outdoors:

1. Lie down or crouch low to the ground. Solid materials such as concrete parking lot/playground curbs and planters can serve as adequate shelter in a blast. Be familiar with those possible areas of outdoor cover at your school site ahead of time.
2. Look out for dangers that demand movement.
3. Staff to follow emergency evacuation procedures previously described.

Death/Suicide

1. Principal and Executive Director will be notified in the event of a death or suicide on campus.
2. The Site Manager will call 911.
3. Principal will notify teachers to keep students in their classrooms until informed otherwise.
4. The Executive Director will control and organize the media. Distribute media packages and/or make references to the appropriate school website that contains media information.
5. Principal will notify relatives where the victim(s) have been taken and not divulge unnecessary details.
6. The Director of Special Education and School Counselor will ensure that the following procedures are followed:
    a. Provide professional development refresher on suicide awareness and prevention for all staff.

b. Provide guidance on proper instruction to students in coping skills to promote students' mental, emotional, and social health and well-being, including instruction in recognizing warning signs of suicidal intent in others.
c. Promoting a positive school climate that provides feelings of connectedness between the students and the school.
d. Providing and promoting parental awareness of suicide and suicide prevention.
e. Encouraging students to seek help when experiencing thoughts of suicide.
f. Provide counseling and positive strategies for helping students and staff in the aftermath of a student's suicide.

Intruders/ Vicious Animals

1. Principal will institute lockdown or evacuation protocol.
2. Nothing should discourage a teacher or staff member from immediately contacting 911 themselves should a life and death emergency exist. Seconds count in time of crisis. Emergency personnel must be alerted as soon as possible to mitigate disaster.
3. If it is unclear as to whether or not an unfamiliar person is authorized on campus or an animal is truly vicious, contact the main office to assist with confirmation/clarification. Office staff can take appropriate action at that point (i.e., contact police or animal control agency).

Allergic or Other Medical Reaction

There are many types of medical conditions that may trigger an allergic reaction, among them anaphylactic shock, diabetes and sickle cell anemia. Possible symptoms of an allergic reaction include skin irritation or itching, rashes, hives, nasal itching or sneezing, localized swelling, swollen tongue, restlessness, sweating, fright, shock, shortness of breath, vomiting, cough and hoarseness.

STAFF ACTIONS:

1. If imminent risk, call 911.
2. Send for immediate help (First Aid, CPR, medical) and medication kit (for known allergies).
3. Notify Principal.
4. Assist in getting an "Epi" (Epinephrine) pen for individuals who carry them (usually in a backpack), and/or prescription medications (kept in office). For individuals who require an Epi pen, but do not carry one, we have them in the office.
5. If an insect sting, remove the stinger immediately.
6. Assess the situation and help students/staff members to be comfortable.
7. Move students or adults only for safety reasons.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

1. If imminent risk, direct Site Manager or other available adult to call 911 (always call 911 if using "Epipen).
2. Administer medication, by order of a doctor, if appropriate; apply an ice pack to the affected area, keep the victim warm or take other actions as indicated.

3. Notify parent or guardian.
4. Observe for respiratory difficulty.
5. Attach a label to the person's clothing indicating: time & site of insect sting or food ingested, name of medicine, dosage and time administered.

OTHER PREVENTATIVE/SUPPORTIVE ACTIONS:

1. Train key office staff in use of Epi pens.
2. Keep an Epi pen in the school office and notify staff as to location.
3. Emergency health cards should be completed by parents for each child and should be easily accessible by school personnel.

CAMPUS ENVIRONMENT

Notice of Regulations

New Los Angeles Charter School's administration ensures that students and their parents/guardians are notified in writing upon enrollment of all discipline policies, rules and procedures. The Family Handbook satisfies this requirement by describing expectations for student behavior, plans for managing student behavior and consequences for not adhering to expectations.

Respect For Self & Others: Expectations for Families and Students

The goal of the New LA mission of Respect for Self and Others is to facilitate a learning community that is safe, positive, and respectful. The school aims to meet these objectives by:

- Providing students and families with education and support;
- Stating clear standards for student behavior;
- Implementing positive reinforcement strategies and natural consequences for students who make choices that are not aligned with the school's mission.

Respect for Self and Others Agreement

All families receive a *Respect for Self and Others Agreement* at the start of the school year via home communication folders. This agreement is signed by students, teachers, administrators and a parent or guardian. The document states that students at New LA are expected to conduct themselves in a manner that demonstrates the school's mission of respect for self and others. The school commits to providing students and families with training and support on the behavior expectations.

<u>Behavior Contracts</u>

In the event that a student is having continued difficulty with meeting the behavioral expectations of New LA the teacher or assistant principal will recommend the student to be on a Behavior Contract. The contract will be implemented using the following process:

- *Initial Meeting*
  Assistant principal, student, parent and teachers meet to discuss strengths and areas of need. Goals for the contract are decided based on the areas of need. The team will establish the term of the contract.

- *Execution of the Contract*
  Student will receive the contract from the assistant principal on Monday mornings. The student will have all teachers sign the contract using the EMAD system (smiley faces or +/- on a simplified version) for each of the goals daily. Parents review and sign the contract each night. Parents are expected to enforce the contract by rewarding positive feedback and having consequences to support behavior changes.

- *Teacher Feedback*
  As the term of the contract nears an end, teachers submit feedback about general behavior and the use of the contract. The assistant principal gathers data and completes the Behavior Contract Check-In form.

- *Behavior Contract Check-In*
  The assistant principal meets with the student and shares feedback from teachers and administrators regarding behavior and the contract. They determine if the contract is to be continued or if the student is ready to exit from the contract program. If the contract is to be continued, they will discuss any revisions as suggested by teachers, administrators, parents or the student and a new term will be established.

Conduct and Behavior

Academic Integrity

The goal of the New LA Academic Integrity Code is to ensure that all students have the opportunity to discover their passion for learning and uphold ethical academic standards. New LA expects all students to abide by ethical academic standards. The Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

- Plagiarism is presenting somebody else's ideas, words or work as one's own.
- Cheating includes copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.

The following are possible consequences for Academic Integrity poor choices:

- Parent notification
- Loss of privileges
- Record of infraction on progress report

Expectations for Students

Students at New LA will:

- Have a positive attitude;
- Demonstrate ownership and self-responsibility through community engagement;
- Respect themselves and others;
- Take advantage of the opportunities presented at New LA and explore their passions for learning;
- Be safe on campus and promote a safe learning environment for others.

Support for Students

The purpose of the New LA Respect for Self and Others Agreement is to support students to make meaningful and positive contributions to their school and community through their personal choices. Students receive the following support to help them make good choices and understand the expectations at New LA Charter:

- Advisory Program
  - *Respect for Self and Others Agreement* is discussed in-depth during advisory
  - Students participate in discussions and activities to clarify expectations throughout the year
  - Students will participate in community-building activities including restorative and practices
- Sexual Harassment Education by the UCLA Rape Treatment Center
- Bullying and Harassment Education
- Drug and Alcohol Education
- Online Safety and Digital Footprint Training
- Mental Health and Suicide Prevention

The school also provides parent education sessions with specialists on adolescent health and development. For more information, please contact the main office.

Safe Campus/Zero Tolerance

The goal of the New LA Safe Campus Code is to ensure that our campus stays safe. There will be no tolerance for students who willfully endanger the safety of our community by:

- Possession, sale or otherwise furnishing a firearm, explosive or other destructive device
- Brandishing a knife
- Selling controlled substances
- Committing or attempting to commit sexual assault or battery

Students who violate the Safe Schools Code will be automatically suspended for five days and may be recommended for expulsion.

Behavioral Consequences [NOT including Suspension or Expulsion]

New LA teachers and staff may assign a variety of consequence for behavioral infractions and violation of school rules, based on the nature and severity of the offense. These consequences may include:

1. Phone call/email/letter home
2. Written reflection
3. Parent/teacher conference
4. Behavioral contract
5. Loss of privileges (social events, field trips)
6. Saturday School
7. Conflict mediation
8. Discussion circle
9. Afterschool detention [at the discretion of the teacher and not to exceed one (1) hour after the end of the regular school day.

New LA is committed to using restorative practices such as discussion circles and conflict mediation as ways to help students learn from poor choices. These practices are intended to complement our progressive discipline policies and will be implemented whenever possible.

Closed Campus
New Los Angeles Charter Schools are closed campuses. All students are required to remain on school grounds during the regularly scheduled school day, including lunch period. It is unlawful for anyone to take a student away from school during the regular school day without parent and/or guardian permission. Students released before regular dismissal time must be signed out in the office.

SCHOOL CLIMATE AND STUDENT DISCIPLINE SYSTEM

In accordance with the District's *Discipline Foundation* Policy and the *School Discipline Policy and School Climate Bill of Rights* Board of Education resolution, New LA Elementary focuses on creating a positive school climate to prevent discipline issues and implementing an appropriate and progressive discipline policy when issues do arise.

Foremost is building a positive school climate through a positive behavior support plan. Some of the following strategies will be used to prevent discipline issues from arising in the first place:

- *Safe School*: Students should never feel threatened physically or emotionally and New LA makes sure that the school environment is a safe one for all students.
- *Consistent classroom management and school norms*: When students know exactly what is expected of them and what to expect if they make a poor decision it lowers the anxiety of the unknown and thus reduces discipline incidents.
- *Engaging and Effective Instruction*: When students are highly engaged in lessons that are well structured they have little need or opportunity to act out.
- *Cultural Awareness*: Teachers and staff will be aware of the cultural backgrounds of students who have cultural norms that sometimes conflict with school norms. This awareness helps adults in the Charter School better understand student intentions and enables them to respond more appropriately to issues that may arise.
- *Culture of mutual respect*: A culture of respect results in students feeling that their voices are heard and respected so there is less need to work against the system and resort to negative behaviors. Students are be expected to respect adults on campus but teachers are also aware that respect is a two-way street and needs to be earned.
- *Positive Reinforcement*: At New LA Elementary we honor and celebrate positive student behaviors. This may takes the form of shout outs, awards, "caught REPping New LA" campaigns, Student of the Month, student leadership opportunities and more.

When discipline issues do arise New LA is committed to handling them in the most appropriate ways. In accordance with the District's Policies New LA will implement a tiered behavior intervention system, which will include alternatives to suspension. Please see the chart below for further description of Tiered Behavior Intervention:

Tier 1 focuses on prevention of negative behaviors as well as appropriate responses to minor student behaviors. Tier 2 and 3 are progressive consequences and responses to continued behaviors when a student is unresponsive to the interventions in the lower tiers.

Tier 1	Tier 2	Tier 3
• Positive school culture • Mutual respect • Consistent classroom norms and effective classroom management • Consistent consequences for student behavior • Engaging lessons • Positive reinforcement • Collaboration with families • Classroom meetings/circles	• Individualized alternatives to suspension for students who are unresponsive to Tier 1. • Collaboration with families • Counseling/social skills instruction through partner programs • Increased academics support • Behavior contracts • Classroom management support for teachers	• Individualized alternatives to suspension for students who are unresponsive to Tier 1 and Tier 2. • Collaboration with families • Alternatives to suspension • Counseling and social skills instruction. • SSPT meeting • Multi agency collaboration • Community and service learning • Restorative conferences

Restorative Justice:
Restorative justice is embedded in behavioral support and social emotional practices at New LA Elementary. New LA faculty know that the first step of running a school with restorative justice at the core is to focus on building relationships and community. Relationship building (individually, in the classroom and school-wide) sets the stage for students and staff to have trust in each other. When issues do arise, situations can be addressed in the spirit of repairing or restoring relationships. This can take the form of a class circle to address behavior that effected the whole class or a restorative conference to address major disciplinary incidents. A restorative conference is a process by which the various parties involved in an incident come together to restore harm. It is a mediated conference in which there is reflection and goal setting and administrators are trained in facilitating these conferences as an alternative to suspension.

Alternatives to suspension: At New LA Elementary we believe strongly that students are best served when in the classroom and we view the teachers and staff's role when it comes to discipline as teachers and not punishers. We know that students make mistakes and we treat discipline situations as mistakes that can be learned from. Thus we employ alternatives to suspension whenever possible, a partial list of some alternatives to suspension are listed below:

- Conflict resolution
- Restorative justice
- Reflective Journaling
- Parent conference
- Behavior contract
- Counseling
- Individualized student safety plan
- Change of schedule/class

Professional development: Teachers at New LA Elementary receive professional development in effective classroom management techniques and building a positive classroom culture and Culturally Responsive Teaching. Additionally, as stated above we consider the teacher role to be a supportive and instructive one. While consequences may be necessary in some situations our teachers will be trained in implementing developmentally appropriate consequences that help the student learn about their poor decisions and make better ones in the future. Teachers will use the Pre-Referral Intervention Manual (PRIM) as a reference for appropriate responses to classroom behaviors.

It is the responsibility of the principal to train and support teachers in positive behavior support, and to communicate the Charter School's policies and practices including how to file a complaint with families.

Using Data: New LA has a comprehensive system of Positive Behavior Interventions and Supports. Using R.E.P. as common language (Respect, Engagement, Passion) around the mission pillars and PBIS, students are empowered to modeling positive behavior. Every week students who receive REP tickets are entered into a raffle for small prizes that are announced during an all school morning assembly.

When a student does not R.E.P. by breaking a rule or expectation, the situation is usually often handled by the classroom teacher. One-on-one engagement with students, conflict resolution, mindfulness practices, frequent communication with parents and incentive systems are all examples of strategies used in the classroom to prevent and respond to discipline incidents. When an incident cannot be handled by the classroom teacher or yard supervisor, the student is referred to the Assistant Principal who employs similar techniques and establishes appropriate consequences when necessary. Each of these incidents is documented and logged in Power School. These data are used in a variety of ways:

- Individual student data is shared during parent/teacher conferences (2x year) and reflected on.
- School-wide discipline data is reviewed by the PBIS committee to inform changes to the PBIS plan.
- The PBIS committee, led by the Assistant Principal presents data each trimester to the full staff.
- Data in Powerschool can be analyzed by incident type, gender and race/ethnicity and date

In-School Suspension

As stated above we believe that it is important for students to remain in class as much as possible. However, there are cases in which a student may need to be removed and placed in an in-school suspension. A student may be assigned to in-school suspension, at the discretion of the Executive Director or his/her designee, for one of the enumerated offenses for discretionary suspension set forth below, provided the student poses no threat or danger to the safety of the Charter School campus, students, and/or staff. To ensure the safety of all Charter School students, staff, and visitors, students who violate Education Code Sections 48900.3 (caused, attempted to cause, threatened to cause, or participated in an act of hate violence), 48900.4

(engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel), or 48900.7 (made terrorist threats against school officials or school property, or both) are precluded from in-school suspensions.

If a student were assigned to in-school suspension he/she would be provided with work to complete from his/her classroom teacher and would check in with that teacher at the beginning and end of the day be caught up on what was missed. Any student serving an in-school suspension will be appropriately supervised at all times during the school day in a separate room from their regular classroom. Students with disabilities will continue to be provided with all supports and services as described in their IEP. In addition, the student would be expected to complete a reflection about his/her behavior and set goals for future behavior. When appropriate, the student would receive counseling support either from a school administrator or school counselor.

In-school suspension shall be preceded, if possible, by a conference conducted by the Principal or his/her designee with the student and his or her parent/guardian and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Principal or designee. The conference shall be conducted in a manner consistent with the conference conducted for out-of-school suspensions, as described below. Upon decision to assign a student to in-school suspension, the parent will be contacted by phone and written notice, outlining the reason for and duration of the in-school suspension. In-school suspension would be limited to 1 day per incident and 5 days in one academic school year.

Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the Charter School or at any other school or a School sponsored event, occurring at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; or d) during, going to, or coming from a school-sponsored activity.

Suspension Offenses

At New LA Elementary, we believe in the goals of the District's Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support. We believe that it is the right of all students to attend schools with climates that focus on safety, teaching, learning and interpersonal relationships that enhance student learning and well-being. Every student has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. New LA Elementary will develop a culture of discipline built on positive behavior support and interventions.

There are situations that may require suspension in response to student misconduct; however, suspension, including supervised suspension (such as in-school suspension and class suspension), will be utilized for adjustment purpose only when other means of correction have failed to bring about proper conduct and/or safety is at risk. Prior to issuing a student suspension, Charter School administrators will implement a system of positive behavior support and strategic intervention that are age appropriate and designed to progressively and effectively address and correct the student's specific misconduct.

Whenever possible, the Charter School will utilize positive behavior support and interventions for violations, prior to or in lieu of suspension, to resolve disciplinary issues. Students enrolled in kindergarten and grades 1 to 3 shall not be suspended or expelled due to sexual harassment, an act of hate violence, or threats and intimidation against district personnel or pupils. To date, New LA Elementary has maintained a 0% suspension rate since the inception of the Charter School.

1. Discretionary Suspension Offenses. The following list may change, and the Charter School will review and update the list annually to comply with applicable laws and policies. Students may be suspended for any of the following acts when it is determined the pupil:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force of violence upon the person of another, except self-defense.
- Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property, which includes, but is not limited to, electronic files and databases.
- Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
- Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a student's own prescription products by a student.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Knowingly received stolen school property or private property, which includes, but is not limited to, electronic files and databases.
- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in hazing. For the purposes of this policy, "hazing" means a method of initiation or pre-initiation into a student organization or body, whether

or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, “hazing” does not include athletic events or school-sanctioned events.

- Made terroristic threats against school officials and/or school property, which includes, but is not limited to, electronic files and databases. For purposes of this policy, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes, but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.
- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 4 to 5, inclusive.
- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This provision shall apply to pupils in any of grades 4 to 5, inclusive.
- Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This provision shall apply to students in any of grades 4 to 5, inclusive.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
    a. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
        i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.

ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
iii. Causing a reasonable student to experience substantial interference with their academic performance.
iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

b. "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
   i. A message, text, sound, video, or image.
   ii. A post on a social network Internet Web site including, but not limited to:
      1. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
      2. Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
      3. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
   iii. An act of cyber sexual bullying.
      1. For purposes of this policy, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
      2. For purposes of this policy, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

c. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- A student who aids or abets, as defined in Section 31 of the Penal Code Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
- Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

2. Non- Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other destructive device unless, in the case of possession of any device of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
- Brandished a knife at another person.
- Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, *et seq.*
- Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 of former Section 288a of the Penal Code or committed a sexual battery as defined in Penal Code Section 243.4.

Suspension Procedure

Suspensions shall be initiated according to the following procedures:

Conference

Suspension shall be preceded, if possible, by a conference conducted by the Principal or designee with the student and the student's parent/guardian and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Principal or designee. The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against the student and shall be given the opportunity to present their version and evidence in their defense, in accordance with Education Code Section 47605(c)(5)(J)(i). This

conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a student for failure of the student's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent/guardian at the conference.

Notice to Parents/Guardians

At the time of suspension, the Principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense(s) committed by the student as well as the date when the student may return to school following the suspension. In addition, the notice may also state the time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Suspension Appeal

A student may appeal a suspension to the Executive Director in writing within 3 (three) school days following the suspension. The Executive Director shall make a determination on the appeal within two (2) school days following receipt of the appeal. The decision of the Executive Director is final.

During the appeal, the student may participate in his/her educational program as normal.

Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of expulsion by the Executive Director or Director's designee, the student and the student's parent/guardian or representative will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the student or the student's parent/guardian, unless the student and the student's parent/guardian fail to attend the conference. This determination will be made by the Executive Director or designee upon either of the following determinations: 1) the student's presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

<u>Expellable Offenses</u>

1. Discretionary Expellable Offenses: Students may be recommended for expulsion when it is determined the student:

   - Caused, attempted to cause, or threatened to cause physical injury to another person.
   - Willfully used force of violence upon the person of another, except self-defense.
   - Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
   - Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
   - Committed or attempted to commit robbery or extortion.
   - Caused or attempted to cause damage to school property or private property, which includes, but is not limited to, electronic files and databases.
   - Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
   - Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a student's own prescription products by a student.
   - Committed an obscene act or engaged in habitual profanity or vulgarity.
   - Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
   - Knowingly received stolen school property or private property, which includes, but is not limited to, electronic files and databases.
   - Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
   - Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
   - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
   - Engaged in, or attempted to engage in hazing. For the purposes of this policy, "hazing" means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, "hazing" does not include athletic events or school-sanctioned events.
   - Made terroristic threats against school officials and/or school property, which includes, but is not limited to, electronic files and databases. For purposes of this policy, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to

another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes, but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.

- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 4 to 5, inclusive.
- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This policy shall apply to pupils in any of grades 4 to 5, inclusive.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
    1. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
        1. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
        2. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
        3. Causing a reasonable student to experience substantial interference with their academic performance.
        4. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
    2. "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
        1. A message, text, sound, video, or image.
        2. A post on a social network Internet Web site including, but not limited to:

1. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
2. Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
3. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.

3. An act of cyber sexual bullying.
    1. For purposes of this policy, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    2. For purposes of this policy, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
3. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- A student who aids or abets, as defined in Section 31 of the Penal Code Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
- Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

2. Non-Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the student:

- Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
- Brandished a knife at another person.
- Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, *et seq.*
- Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 of former Section 288a of the Penal Code or committed a sexual battery as defined in Penal Code Section 243.4.

If it is determined by the Administrative Panel or the Governing Board that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the student shall be provided due process rights of notice and a hearing as required in this policy.

The Charter School will use the following definitions:

The term "knife" means (A) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means any explosive, incendiary, or poison gas, including but not limited to: (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than one-quarter ounce, (E) mine, or (F) device similar to any of the devices described in the preceding clauses.

Authority to Expel

As required by Education Code Section 47605(c)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled either by the neutral and impartial Administrative Panel following a hearing before it or by the Board upon hearing an appeal of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel shall consist of at least three (3) members who are certificated and neither a teacher of the student nor a member of the Charter School's governing board. Each entity shall be presided over by a designated neutral hearing chairperson. The Administrative Panel may decide to expel any student found to have committed an expellable offense. The Board of Directors shall make the final determination if the Administrative Panel's decision is appealed.

Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Executive Director or designee determines that the student has committed an expellable offense and recommends the student for expulsion.

The Administrative Panel conducts the hearing and makes the decision whether to expel. The hearing shall be held in closed session (complying with all student confidentiality rules under the Family Educational Rights and Privacy Act ("FERPA")) unless the student makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination,

the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the Charter School or Panel Chair. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of their right to (a) receive five (5) days notice of their scheduled testimony, (b) have up to two (2) adult support persons of their choosing present in the hearing at the time the complaining witness testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
4. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours the complaining witness is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany the complaining witness to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising their discretion to remove a person from the hearing whom they believe is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the student being expelled, the complaining witness shall have the right to have their testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided

notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing
A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence
While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A decision by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have their testimony heard in a session closed to the public.

Expulsion Decision
The decision of the Administrative Panel shall be in the form of written findings of fact and will serve as a final determination regarding the expulsion.

If the Administrative Panel decides not to expel a student, the student shall immediately be returned to their previous educational program.

The Board of Directors may also determine to suspend the enforcement of the expulsion order for a period of not more than one (1) calendar year from the date of the expulsion hearing and return the student to the student's previous educational program under a probationary status and rehabilitation plan to be determined by the Board. During the period of the suspension of the expulsion order, the student is deemed to be on probationary status. The Board of Directors may revoke the suspension of an expulsion order under this section if the student commits any of the enumerated offenses listed above or violates any of the Charter School's rules and regulations governing student conduct. If the Board revokes the suspension of an expulsion order, the student may be expelled under the terms of the original expulsion order. The Board of Directors shall apply the criteria for suspending the enforcement of the expulsion order equally to all students, including individuals with exceptional needs as defined in Education Code Section

56026. The Board of Directors shall further comply with the provisions set forth under Education Code Section 48917, except as otherwise expressly set forth herein.

Expulsion Appeal
A student may appeal the Administrative Panel's expulsion decision to the Charter School Board of Directors in writing within ten (10) school days following the Administrative Panel's decision. The Board shall make a determination on the appeal within ten (10) school days following receipt of the appeal. The decision of the Board is final.

If the Board of Directors reverses the Administrative Panel's expulsion decision, the pupil shall immediately be returned to his/her educational program.

Written Notice to Expel
The Executive Director or designee following a decision of the Administrative Panel to expel, or the Board of Directors to uphold the Administrative Panel's decision to expel, shall send written notice of the decision to expel, including the adopted findings of fact, to the student and student's parent/guardian. This notice shall also include the following:

- Notice of the specific offense committed by the student
- Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.
- Rehabilitation Plan

The Executive Director or designee shall send a copy of the written notice of the decision to expel to the chartering authority. This notice shall include the following:

- The student's name
- The specific expellable offense committed by the student

Disciplinary Records
The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the chartering authority upon request.

Expelled Students/Alternative Education
Parents/guardians of students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Rehabilitation Plans
Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The

rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the student may reapply to the Charter School for readmission.

Readmission or Admission of Previously Expelled Student
The decision to readmit a student after the end of the student's expulsion term or to admit a previously expelled student from another school district or charter school who has not been readmitted/admitted to another school or school district after the end of the student's expulsion term, shall be in the sole discretion of the Board following a meeting with the Executive Director or designee and the student and student's parent/guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Executive Director or designee shall make a recommendation to the Board following the meeting regarding the Executive Director's or designee's determination. The Board shall then make a final decision regarding readmission or admission of the student during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The student's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission or admission to the Charter School.

Notice to Teachers
The Charter School shall notify teachers of each student who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

HARASSMENT POLICY

EMPLOYEE POLICY PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION

New Los Angeles Charter Schools is an equal opportunity employer and is committed to providing a work environment free of harassment, discrimination, retaliation, bullying, or other unprofessional conduct based on race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, and gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

It also prohibits discrimination, harassment, bullying or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

New LA does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Principal or designee.

When New LA receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Principal) or the Principal or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. New LA is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

New LA is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years

thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal. See Appendix A for the "Harassment/Discrimination/Retaliation Complaint Form." See Appendix B for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
    - Rape, sexual battery, molestation or attempts to commit these assaults and
    - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
    - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
    - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
    - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:

    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive,

sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
- Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate New LA policy.

STUDENT TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, New Los Angeles Charter School ("New LA" or the "Charter School") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age or association with a person or group with one or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, the Charter School will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. New LA school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom New LA does business, or any other individual, student, or volunteer. This Policy applies to all employees, students, or volunteer actions and relationships, regardless of position or gender. New LA will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this Policy in a manner that is not deliberately indifferent and will take appropriate corrective action, if warranted. New LA complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and response to reports of misconduct prohibited by this Policy.

Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator ("Coordinator"):

Kate O'Brien
Head of Schools
1919 S. Burnside Ave.
Los Angeles, CA 90016
Phone: (323) 939-6400

Definitions

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or school because of sex, race or any other protected basis.
- Retaliation for reporting or threatening to report harassment.
- Deferential or preferential treatment based on any of the protected characteristics listed above.

Prohibited Unlawful Harassment under Title IX

Title IX (20 U.S.C. § 1681 *et seq.*; 34 C.F.R. § 106.1 *et seq.*) and California state law prohibit discrimination and harassment on the basis of sex. In accordance with these existing laws, discrimination and harassment on the basis of sex in education institutions, including in the education institution's admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by New LA.

New LA is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment,

education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against themselves or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
    - Rape, sexual battery, molestation or attempts to commit these assaults.
    - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
    - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
    - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
    - Subjecting or threats of subjecting a student or employee to unwelcome sexual attention or conduct or intentionally making the student's or employee's performance more difficult because of the student's or the employee's sex.

- Sexual or discriminatory displays or publications anywhere in the work or educational environment, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the work or educational environment.
    - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
    - Displaying signs or other materials purporting to segregate an individual by sex in an area of the work or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

Prohibited Bullying

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student or students in fear of harm to that student's or those students' person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
3. Causing a reasonable student to experience a substantial interference with their academic performance.
4. Causing a reasonable student to experience a substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by New LA.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Electronic act means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1) A message, text, sound, video, or image.
2) A post on a social network Internet Web site including, but not limited to:
    a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
    b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
    c) Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
3) An act of "Cyber sexual bullying" including, but not limited to:
    a) The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit

photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

b) "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

4) Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

Formal Complaint of Sexual Harassment means a written document filed and signed by a complainant who is participating in or attempting to participate in New LA's education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that New LA investigate the allegation of sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Bullying and Cyberbullying Prevention Procedures

New LA has adopted the following procedures for preventing acts of bullying, including cyberbullying.

1. Cyberbullying Prevention Procedures

New LA advises students:

a) To never share passwords, personal data, or private photos online.
b) To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
c) That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
d) To consider how it would feel receiving such comments before making comments about others online.

New LA informs Charter School employees, students, and parents/guardians of New LA's policies regarding the use of technology in and out of the classroom. New LA encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

2. Education

New LA employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. New LA advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at New LA and encourages students to practice compassion and respect each other.

Charter School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected characteristics.

New LA's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

New LA informs New LA employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

3. Professional Development

New LA annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other New LA employees who have regular interaction with students.

New LA informs certificated employees about the common signs that a student is a target of bullying including:

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

Charter School also informs certificated employees about the groups of students determined by New LA, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth ("LGBTQ") and those youth perceived as LGBTQ; and
- Students with physical or learning disabilities.

New LA encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for New LA's students.

TABACCO/CONTROLLED SUBSTANCES

The goal of the New LA Tobacco/Controlled Substances Policy is to ensure that our school is drug and alcohol free. New LA is a tobacco, alcohol, and drug free campus. Possession, use, purchase

or sale of tobacco or any controlled substance on campus or at a school-sponsored activity is not allowed.

- Students must turn in all prescriptions and medications to the front office for proper administration.
- Student belongings are subject to search by school officials under the LAUSD Random Search Policy.
- Students in violation of the No Tobacco and No Controlled Substances Policy will be subject to consequences including suspension and expulsion, and will be advised to participate in counseling.
- Students under the influence of any controlled substance while on campus or at a school-sponsored event will be subject to consequences including suspension and expulsion.

DRESS CODE

ELEMENTARY DRESS & APPEARANCE STANDARDS POLICY

The goal of the New Los Angeles Charter School ("Charter School or "New LA") Dress and Appearance Standards is to ensure that students carry themselves in a way that is appropriate for a learning environment, appropriate to volunteer in the community or meet community leaders, and shows respect for themselves and others. In committing to the mission of our school community, parents and students are expected to comply with the following Policy:

The New LA Uniform Includes:

- Royal blue or gray New LA Charter Polo Shirt, New LA Charter t-shirt (Fridays only);
- Solid-colored, long-sleeved undershirts may be worn beneath the polo (white, black, gray, or blue only);
- Solid-colored, blue, black, gray, or khaki brown slacks or jeans that fit appropriately, are free of rips and tears, and are in good condition;
- Solid colored, knee-length blue, black, gray or khaki brown shorts or skirts that fit appropriately, are free of rips and tears, and are in good condition;
- Safe, sturdy footwear that are appropriate for school and physical education activities;
- New LA sweatshirt, jacket or fleece;
- Students may accessorize with scarves, socks, or colored leggings;
- Hats for sun protection or warmth may be worn while outside.

The following clothing items and accessories are prohibited:

- Earbuds or headphones;
- Cut off or frayed shorts;
- Any accessories that are inappropriate for a learning environment;
- Shoes that are inappropriate for the learning environment (rollies, high heels, cleats, etc);
- New LA t-shirt (Monday-Thursday)

Free Dress Days:

On Free Dress days (first Tuesday of every month or other days as designated by the school) students are not required to wear their New LA uniform; however, students are expected to uphold the following dress standards:

- Shorts and skirts must be knee length;
- Safe sturdy footwear (no open toes, rollies, cleats or high heels).
- Students must be able to participate in physical activities;
- No costumes unless it is specifically designated a costume day.
- Clothing must properly cover the body - No visible undergarments, cleavage, or midriffs permitted
- No spaghetti straps, plunging necklines or sagging pants;
- No inappropriately tight clothing;
- No articles of clothing or jewelry that promote tobacco, alcohol, drugs, and other controlled substances, or advertise establishments that sell them
- No articles of clothing or jewelry which display language or images that condone racism or prejudice
- No articles of clothing or jewelry that display sexually suggestive, vulgar, or profane language or images
- No articles of clothing or jewelry that display gang-related language or images
- Hats, hoods and sunglasses cannot be worn. Head coverings worn for religious reasons will be allowed;

There may also be themed free dress days (pajama, sports, college, etc.). On those days, students are encouraged to dress in the theme and they still must follow the guidelines above.

Students who do not come to school dressed appropriately will be sent to the front office immediately. Reception will call home and a parent/guardian must come to the school to bring appropriate attire for their child. Inappropriate accessories (hats, sunglasses, etc.) will be confiscated and held in the front office. Parents must arrange an appointment with the assistant principal to discuss the issue and retrieve their child's items.

MIDDLE SCHOOL DRESS & APPEARANCE STANDARDS POLICY

The goal of the New Los Angeles Charter School ("Charter School or "New LA") Dress and Appearance Standards is to ensure that students carry themselves in a way that is appropriate for a learning environment, appropriate to volunteer in the community or meet community leaders, and shows respect for themselves and others. In committing to the mission of our school community, parents and students are expected to comply with the following Policy:

<u>The New LA Uniform Includes:</u>

- Navy, light blue, royal blue or gray New LA Charter Polo Shirt;
- Solid-colored, long-sleeved undershirts may be worn beneath the polo (white, black, gray, or navy only);
- Solid blue or black jeans (colored jeans are not permitted);
- Navy blue, black, gray, or khaki brown slacks that fit appropriately, are free of rips and tears, and are in good condition;
- Knee-Length navy blue, black, or khaki brown shorts that fit appropriately, are free of rips and tears, and are in good condition;
- Knee-Length blue, black, or khaki brown skirts or skorts;
- Safe, sturdy footwear that are appropriate for school and physical education activities;

- New LA cardigan;
- New LA Sweatshirt;
- New LA Fleece Jacket;
- Students may accessorize with scarves, socks, or colored leggings (grey, blue, or black).

The following clothing items and accessories are prohibited:

- Earbuds or headphones;
- Cut off or frayed shorts;
- No hats or hoods worn inside. Head coverings worn for religious reasons will be allowed. Hats may be worn outside as sun-protection;
- Sunglasses;
- Sweat pants, workout pants, sports shorts;
- Colored, acid wash or distressed/torn jeans;
- Non-New LA jackets, sweaters or sweatshirts inside the building, including during Nutrition or Lunch.

Free Dress Days:

On Free Dress days (first Tuesday of every month or other days as designated by the school) students are not required to wear their New LA uniform; however, students are expected to uphold the following dress standards:

- Shorts and skirts must be knee length;
- Clothing must properly cover the body - No visible undergarments, cleavage, or midriffs permitted
- No spaghetti straps, plunging necklines or sagging pants;
- No inappropriately tight clothing;
- No articles of clothing or jewelry that promote tobacco, alcohol, drugs, and other controlled substances, or advertise establishments that sell them
- No articles of clothing or jewelry which display language or images that condone racism or prejudice
- No articles of clothing or jewelry that display gang-related language or images
- No articles of clothing or jewelry that display sexually suggestive, vulgar, or profane language or images
- No articles of clothing or jewelry that display gang-related language or images
- Hats, hoods and sunglasses cannot be worn. Head coverings worn for religious reasons will be allowed;
- Safe sturdy footwear (no open toes).

There may also be themed free dress days (pajama, sports, college, etc.). On those days, students are encouraged to dress in the theme and they still must follow the guidelines above.

Students who do not come to school dressed appropriately will be sent to the front office immediately. Reception will call home and a parent/guardian must come to the school to bring appropriate attire for their child. Inappropriate accessories (hats, sunglasses, etc.) will be confiscated and held in the front office. Parents must arrange an appointment with the assistant principal to discuss the issue and retrieve their child's items.

SAFETY BEFORE AND AFTER SCHOOL

For the safety of students, parents or guardians are not to drop students off, nor are students to arrive at school, prior to 25 minutes before the start of school, unless the student is involved in a regular school activity, meeting, or community program. Similarly, it is the responsibility of the parents or guardians to arrange to have their student leave or be picked up right after school, unless the student is involved in a regular school activity, meeting, or community program or is staying at the request of school personnel. In case of emergency, all students should go directly to the school office at any time before or after school.

PROCEDURES FOR NOTIFYING TEACHERS OF DANGEROUS PUPILS

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended, site leadership will send a notification to the relevant teachers with required information. The teacher can also access the suspension by looking at the student's discipline screen. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is CONFIDENTIAL, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent of the school's authorizing district regarding students who have engaged in certain criminal conduct. This information is forwarded to the head of school. The head of school is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and the student's counselor.

CHILD NEGLECT AND ABUSE REPORTING

The New LA Board recognizes the importance of protecting the total well-being and safety of each student. The Board affirms its position by supporting the regulations of the California Penal Code and the California Education Code, which define the requirement of New LA employees to be trained annually in child abuse identification and reporting.

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

New LA will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars ($1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.