College Preparatory Public School Fully Accredited by the Western Association of Schools and Colleges

PARENT AND STUDENT HANDBOOK
New Designs Charter Schools
6th-12th Grade College Preparatory Schools
2026 –2027

University-Park Campus
(Grades 9-12)
2303 South Figueroa Way
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Phone: 213-765-9084
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New Designs Charter Schools
Parent and Student Handbook

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FORM/S TO RETURN TO SCHOOL BY September 30, 2026.

Overview of New Designs Charter School

New Designs Charter Schools serve students in the sixth through twelfth grades living in southern LA. We provide a career-based, college-preparatory program for all students, regardless of socio-economic circumstances. We accomplish this by combining college-preparatory and career-readiness curriculum. The result is a unique opportunity for our students to develop both the academic knowledge to be successful in college and the technical skills required to advance their careers and achieve their dreams.

Mission

New Designs Charter Schools are committed to the development of a college-preparatory learning environment that enables students to become literate, self-motivated, and lifelong learners. New Designs' goal is to prepare its students for advanced careers in the fields of medicine, engineering, information technology, and law and diplomacy.

Vision

In pursuit of excellence, New Designs Charter Schools prepare students to succeed in a global, diverse, information-based, and technologically advanced society.

Our Belief and Commitment

At New Designs, we believe that urban students should have access to the most rigorous curriculum possible in a caring and nurturing learning environment.

Our commitment to college preparation is evidenced by the graduation requirements, which exceed the University of California A–G requirements. The college preparatory curriculum implemented by New Designs, therefore, includes a rigorous graduation requirement that ensures 100% of our high school graduates meet or exceed UC/CSU entrance requirements. New Designs graduates can thus be found in all leading colleges and universities in the country.

In addition, our focus on career readiness has led to the development of career pathways in our schools. We require all high school students to enroll in a career pathway that provides a rigorous curriculum designed to prepare students for success in college and their future career.

As an educational organization, we are very appreciative of the support of our parents and all stakeholders. If you are a parent of a student who attends one of our schools, I strongly encourage you to get acquainted with our Parent Resources and acquaint yourself with the resources available for you and your students.

Our History

New Designs Charter Schools was founded by Dr. Yaw O. Adutwum who saw a need for college preparatory educational opportunities for students in south Los Angeles. Dr. Adutwum, formerly the lead math teacher at Manual Arts High School in LAUSD and the USC Neighborhood Academic Initiative, acted on his idea and formed New Designs Charter School.

We opened our doors on September 7, 2004, to 120 students in grades six through eight. Since then, we have grown into three campuses serving 1100 students in the sixth through twelfth grades.

Governance

New Designs Charter Schools, are authorized by the Los Angeles Unified School District (LAUSD) and the State to implement a college-bound and career-ready educational program. The School has decision-making authority through its Board of Directors and the Central Management Organization. As such the Board of Directors creates policies for the organization without having to obtain approval from the LAUSD. The Schools are also exempt from certain education code requirements. The schools submit a charter petition to LAUSD every 5 years and when approved operates the schools as outline in the charter petition. The State of California and the LAUSD are hold New Designs accountable for operating the schools as outlined in the charter petitions.

Below is the list of the members of the Governing Board and the key leaders of New Designs Charter School.

1. Board of Directors

Name	**Position**
Mr. Lloyd T. McKinney	Board President
Mr. Sheldon Zaslansky	Board Finance Chair
Mr. Derek Asiedu-Akrofi	Board Secretary
Mr. Diego Abba	Board Member
Mr. Kojo Essien	Board Member

2. Key members of the Central Management Organization

Name	**Position**	**Location and Phone number**
Dr. Paul Okaiteye	Chief Executive Officer	1342 W Adams Blvd Los Angeles CA 90007 (323) 730-0330
Ms. Maryam Nyako	Director of Educational Services	
Mr. Edward Frimpong	Director of Human Resources	
Mr. Samuel Kyerematen	Director of Business Services	
Ms. Lizzi Rayos	Executive Assistant to the CEO	

School Site Leadership Team

3. University Park and Adams Campuses

Name	**Position**	**Location and Phone Number**
Dr. Stephen Gyesaw	Principal	2303 Figueroa Way Los Angeles CA 90007 (213) 765-9084
Mr. Luis Esparza	Dean of Discipline, University Park Campus	
Ms. Lucilla Nares	EL Coordinator	
Mr. Michael Santos	College Counselor	
Ms. Malayjha Oatman	Academic Counselor	
Ms. Maria Macias	Office Manager, University Park Campus	

Mrs. Kim Smith	Assistant Principal	1342 W Adams Blvd Los Angeles CA 90007 (323) 730-0330
Mr. Percy Porter	Dean of Discipline, Adams Campus	
Ms. Berenice Lopez	Office Manager, Adams Campus	
Ms. Melody Spencer	Resource Specialist (Special Education)	

4. Watts Campus

Name	Position	Location and Phone number
Mr. Devon Jackson	Principal	12714 S Avalon Blvd. Los Angeles CA 90061 (323) 418-0600
Mr. Glenn Wiltz	Dean of Discipline	
Ms. Latesha Thomas	Curriculum Specialist/EL Coordinator	
Ms. Sharon MacCray	Office Manager	

SCHOOL OF CHOICE PROVISION

New Designs Charter School (NDCS) is a school of choice with open enrollment. ALL students who apply are accepted unless there are more applications than there are seats available. If there are more applications received by the published deadline, then a public random drawing is held to provide an equal opportunity for students to enroll. Applications are randomly drawn to determine who will be enrolled for the coming academic year. Once all available slots are filled, students are placed on a waiting list in the order the application is drawn.

NDCS accepts and supports students with disabilities and has a Special Education program that serves students with different disabilities including those with 504 Plans. Students living within the attendance area of NDCS who do not desire to attend the charter school may attend another school in the surrounding area. Alternatives to the school for these students living within the NDCS attendance area who opt not to attend this charter will be the same as those offered to all other students currently residing in the district. These students may attend other district schools in accordance with existing enrollment and transfer policies of the district or county of residence.

NEW DESIGNS CHARTER SCHOOLS: DISCIPLINE POLICY

Dress Code/Uniform Policy

The New Designs Charter School staff reserves the right to enforce the following policy as well as any other measures that help ensure the safety of our students and staff. The responsibility for student dress rests with the parent and the student. While on campus or at any school sponsored event, students will be dressed and groomed in a manner which will not detract from or interfere with the educational program.

New Designs Charter School desires to keep the school and students free from threats or harmful influence of any groups or gangs that advocate violence, drugs, alcohol, tobacco use or any apparel, jewelry, accessories, trademark, or any other attribute that denotes membership in such a group.

APPROVED UNIFORMS:

Bottoms/pants uniform style with or without outside pant back pockets are acceptable:

6th grade - 8th grade: Navy Blue
9th grade - 11th grade: Khaki
12th grade: Black

***Note: **Corduroy, joggers or cargo pants** are unacceptable.

Tops:

6th grade – **7th** grades: White or Powder Blue polo shirt (**Must have school logo).**
8th grade: White, button-down, long sleeve or short sleeve **with school logo** and navy-blue tie
9th grade – **11th** grades: **University Park High School** wears white dress shirts, Cardinal Burgundy vest with school logo and Cardinal Burgundy tie. **Watts High School** wears Navy Blue vest with school logo and a Navy Blue tie.
12th grade**:** White, button-down, long sleeve or short sleeve **with school logo and selected senior year tie color (Varies by year)**

Middle School Girl's School Uniform

Shirt – White or Powder Blue polo or Peter Pan collar polo with **school logo** (6th – 7th grades only) or **(8th grade only) button-down, long sleeve or short sleeve with school logo**
Skirt or Skort - Pleated front **must be at knees (knee length).**
Pants – Uniform style with or without outside pant back pockets are acceptable in the prescribed color
Tights – White smooth opaque and/or cable knit tights
Shorts – Navy Blue (6th – 7th grades only) **(knee length).**
Socks – White, black, brown, or gray

Middle School Boy's School Uniform

Shirt – White or Powder Blue polo with **school logo** (6th – 7th grades only) or **(8th grade only) button-down, long sleeve or short sleeve with school logo**
Pants – Navy Blue uniform style with
Shorts – Navy Blue (6th – 7th grades only) **(knee length)**
Socks – White, black, brown, or gray

***PATHWAY UNIFORMS (High School)**

All students enrolled in pathway cohorts are **REQUIRED** to wear a vest with a **New Designs** logo patch that denotes the specific pathway **(e.g. technology students will have the technology patch; medical students will have the medical patch etc.)**

High School Girl's School Uniform

Skirt or Skort- prescribed color, pleated front and **must be at knees (knee length)**
Pants- prescribed color uniform style pants with or without outside pant back pockets are acceptable
Shirt - White button-down, long sleeve or short sleeve *with school logo*
Vest- **University Park** - Cardinal Burgundy/**Watts** - Navy Blue *with logo denoting pathway*
Socks or Tights – white smooth opaque and/or cable knit tights or white, black, brown socks
Tie-**University Park** - Cardinal Burgundy tie (plain) (12th grade only prescribed tie)
Watts- Navy Blue Tie or (12th Grade only prescribed tie)

High School Boy's School Uniform

Shirt - White, button-down, long sleeve or short sleeve **with school logo**
Pants – prescribed color uniform style pants
Vest- **University Park** - Cardinal Burgundy/**Watts** - Navy Blue **with logo denoting pathway**
Socks – White, black, brown
Tie- **University Park** - Cardinal Burgundy tie (plain) or (12th Grade only prescribed tie)
Watts- Navy Blue Tie or (12th Grade only prescribed tie)

Shoes:
Plain black, brown, gray, white or navy blue sneakers only. **Multi-colored shoes are allowed in the approved colors (**black, brown, gray, white or navy blue**).**

PHYSICAL EDUCATION (P.E.) UNIFORMS

- All students participating in physical education classes must be in complete school P.E. uniforms purchased in the student store with the school logo present.

The following represents items **in appropriate for school and/or school sponsored events:**

1. hats or headgear of any sort worn on campus.
2. Clothing or jewelry which suggests vulgarities, obscenities, or which promotes the use of weapons, drugs, alcohol, tobacco or any other illegal activity. (e.g. "Johnny Blaze", "187", "4:20").
3. Inappropriate tops (e.g. sheer blouses, bare midriffs, low-cut tops, off-the-shoulder tops, basketball jerseys without T-shirts, tank tops, halter tops, tube tops, undershirts bra-less outfits or spaghetti strap blouses or dresses.
4. T-shirts, letterman jackets or other clothing or any other support from another school.
5. Symbols, tattoos **(visible tattoos must be covered at all times while on campus or attending school sponsored events)**, emblems, or attire which disrupts, distracts, or interferes with the orderly maintenance of the campus (e.g. graffiti on backpacks, notebooks, clothing, etc.).
6. Clothing with holes and/or **frayed edges** (i.e. clothes must be in good repair).
7. Baggy or oversized clothing. clothing must be of the appropriate size (e.g. oversized pants that are stitched at the waist are not acceptable).
8. Pants worn below the waist level. (No sagging of pants, no visible undergarments).
9. Short shorts (e.g. "daisy dukes")
10. **Skin tight pants or shorts,** which visibly show or exaggerate the panty line. This includes **"skinny jeans"**
11. Any top, skirt or dress made to expose undergarments.

12. Any sweater or jacket that is not **solid** blue, black, white, gray, or brown. **Sweaters or jackets which contain any logo other than the NDCS logo.**
13. Hooded sweatshirts without a zipper or button-down front.
14. Any long-sleeved undershirt that is not plain white, grey, blue, or black.

INAPPROPRIATE ATTIRE and ITEMS:

- Hats, beanies, visors
- Other head gear of any sort, (Headbands, hairnets, bandannas, ladies scarves and combs in hair)
- Hooded Sweat shirts (With Exception of official NDCS sweater)
- Facial Piercings of any sort (tongue, lip, nose, eyebrow, etc.)
- Earrings for boys
- Earrings that are larger than a quarter
- Earrings containing the long, sharp, pointed back (This could pose a safety issue)
- Oddly colored hair (i.e. blue, purple, pink. green, etc.) If hair is died in any non-traditional color it **MUST NOT BE VISIBLE**
- Wallet chains
- Half jackets
- Denim Jackets
- Colored shoe strings
- Open toe shoes or shoes with visible/exposed heel
- Visible Tattoos of any sort
- Backless or strapped shoes
- Any long-sleeved undershirt that is not **white, grey, blue or black.**
- Chains or necklaces that are not tucked inside shirt (This could pose a safety issue)

Please Note: If a student comes to school without the prescribed uniform, his/her parent is notified and the student changes into the proper uniform. Additionally, the student will be issued a Uniform Citation indicating the infraction prior to attending classes.

STANDARD DISCIPLINARY PROCEDURES

New Designs Charter School has developed a discipline policy to help students understand what is expected of them and the consequences which follow the violation of these rules. Students are required to respond positively to staff requests to follow the school's discipline policy which has been established to guarantee the right of all students to an education in a safe and orderly environment. A positive school climate derives from an understanding among members of the school community that statements and actions which degrade others will not be tolerated (CA Ed. Code 32051).

A standard procedure for dealing with violations of the school's discipline policy has been developed to ensure fairness to students, faculty, and staff. (Please see attached Restorative Justice tiered alternative for suspension for student policy infractions.

Tardiness

All students reporting to school 10 minutes late or later may be assigned afterschool detention to be served on the same day that the student reported to school late. At the 20 minute late mark students are expected to meet with the Dean of students prior to entering into the class that they are 20 or more minutes late to on arrival. Detention is served from 3:45pm until 4:45 pm **WEDNESDAY AND FRIDAY ONLY.** In the event that a student cannot serve detention on the scheduled day, detention will then be assigned for the following SCHEDULED day.

****Detention for tardiness will be excused ONLY if students provide an official note coming directly from the desk of a doctor's or dentist's office. Family emergencies such as hospital visits and the passing of a family member are also acceptable excuses.**

Tardy sweeps

Tardy sweeps will be conducted at various times during a school day. Students are expected to be in class on time for every period of instruction. Parents will be contacted to serve as a courtesy for scheduling pick-up arrangements. Detention is served for tardy sweeps at the above-mentioned times. In the event that a student cannot serve detention on the scheduled day, detention will then be assigned for the following school day. If at any time a student fails to attend a detention without notifying the Dean prior to the absence that student will be issued an In-School suspension.

Detention Assignment Guidelines and Limitations

Detention assignment:

1. May NOT include corporal punishment or student ridicule
2. May not exceed 15 minutes if assigned same-day and without communication with parent
3. Must be preceded by communication with parent at least 24 hours in advance if the session exceeds 15 minutes in duration
4. Should include activities that will help the student to avoid making the same unacceptable decisions in the future
5. Should be assigned fairly and consistently, and reasonable fit the behavior

Computer Policy/Internet Use

Misuse of computers or Internet Access will lead to disciplinary action (e.g. changing computer settings, going to inappropriate Internet sites).

When on the Internet, the student will:

1. …be polite and refrain from harassing behavior/activity
2. …use appropriate language. The use of inappropriate language is strictly forbidden.
3. …restrict use to only those activities which are considered legal. Any illegal activity will constitute immediate cause for suspension and expulsion.
4. … use the internet in such a way as to not interrupt or disrupt the network for other users. (Rephrase # 4)
5. …treat all information and communication retrieved over the net as private property.
6. ***…. students cannot access any sites that are forbidden by their teacher or the school. i.e. Instagram and Tick Tock.***

Internet vandalism is defined as a malicious attempt to alter or destroy data gathered over the net by another user. This includes, but is not limited to, the creation and/or uploading of viruses. It will be cause for suspension or expulsion if any student is caught violating the provisions of this policy.

Personal Electronic Devices

Possession and use of personal electronic devices on school campus, at school-sponsored activities and while under the supervision and control of school employees is permitted under circumstances described herein.

Use of electronic devices during the school day and during Extended Learning Academy. These devices include and are not restricted to cell phones, cameras, camcorders, I-pods, and other portable music players.

The use of cell phones is restricted to after school **(OFF OF SCHOOL GROUNDS).**
CELL PHONES ARE TO REMAIN IN STUDENTS' PERSONAL BELONGINGS. IF THE CELL PHONE IS SEEN OR HEARD BY ANY FACULTY OR STAFF, IT WILL BE CONFISCATED FOR:
1st Offense: Verbal Warning/ Phone Call Home
2nd Offense: Phone is turned in daily for 5 days. On the fifth day parent will pick-up phone after school.
***Only parents will be allowed to retrieve the personal electronic devices after the 5th day.
3rd Offense and Subsequent: Phone must be left at home for 5 days. Phone will be confiscated for 5 days if student brings the phone to school. Only parents will be allowed to retrieve the personal electronic devices after the 5th day.

New Designs Charter School assumes non-liable for the loss, theft or misuse of any personal electronic device by another person.

Suspension/Expulsion Policy

Students who violate the school rules are subject, but not limited to the alternative justice to suspension with the habitual practice of behavior violations imminently resulting in suspension or expulsion:

Alternatives to Suspension:

- Restorative Justice
- Verbal Warning
- Loss of privileges (e.g. detention)
- A notice to parents
- Conference with student/parent

Suspension from school means the removal of a pupil from ongoing instruction for a period of one to five days. Expulsion means the removal of a student from the immediate or general supervision of school personnel for up to two semesters(California Ed. Code #48925). Students shall be suspended or expelled when other means of correction fail or when the student's presence is likely to be dangerous or disruptive to others. Students may be subject to one class "period" of suspension by a single teacher for up to two days (California Ed. Code) or Administrators have the discretion of an in-school suspension. According to California Ed. Code #48900, students may be suspended or expelled for the following reasons:

a. Caused, attempted to cause, or threatened to cause physical injury to another person.
b. Willfully used force or violence upon the person of another, except in self-defense.
c. Unlawfully possessed, used, sold, furnished, or was under the influence of a controlled substance, alcohol, or intoxicant.
d. Unlawfully offered, arranged, or negotiated to sell a controlled substance, alcohol, or other intoxicant, and then sold, delivered, or furnished something else instead, and represented it as a controlled substance, alcohol, or intoxicant.
e. Committed or attempted to commit robbery or extortion.
f. Caused or attempted to cause damage to school or private property, which includes but is not limited to, electronic files and databases.
g. Stole or attempted to steal school or private property, which includes but is not limited to, electronic files and databases.
h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, and chew packs.
i. Committed an obscene act or engaged in habitual profanity or vulgarity.
j. Unlawfully possessed, offered, arranged, or negotiated to sell drug paraphernalia.

k. Knowingly received stolen school or private property, which includes but is not limited to, electronic files and databases.

m. 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.

n. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

o. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil 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 pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

p. 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 section, "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 his or her own safety or for his or her 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 his or her immediate family.

q. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, 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 section shall apply to pupils in any of grades 4 to 12, inclusive.

r. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

s. 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 section shall apply to pupils in any of grades 4 to 12, inclusive.

t. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

- "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:
- 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 his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable student to experience substantial interference with his or her academic performance.

- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- "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:
- A message, text, sound, video, or image.
- A post on a social network Internet Web site including, but not limited to:
- 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.
- Creating a credible impersonation of another actual pupil 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 pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- 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 pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- An act of cyber sexual bullying.
- For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil 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.
- For purposes of this clause, "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.
- 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.

u. A pupil who aids or abets, as defined in 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 pupil 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).
v. Possessed, sold, or otherwise furnished any knife 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.

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

a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object 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.
b. Brandishing a knife at another person.
c. Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq
a. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in

Education Code Section 48900(n)

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. Teacher will provide pupil with assignments that will need to be completed during suspension.

1. Possession, use and/or sale of any controlled substance.
"Look-alike" drug, alcoholic beverage or intoxicant of any kind.
1st Offense = May include up to 5-day suspension and referral to the Board for expulsion, parent conference, police notification, and possible citation.

2. Possession, sale, or trade of drug paraphernalia.
1st Offense = May include up to 3-5 day suspension and parent notification.
2nd & Additional Offences=5-day suspension and recommendation for expulsion.

3. Possession of ANY gun, knife, pepper stray, explosive or other dangerous object at school activity.
1st Offense = Due to the seriousness of this offense, and the requirements of the CA Ed. Code 48900, Penal Section 245 and 626.9, the infraction of this rule may result in suspension and/or expulsion. The Los Angeles Police Department will be notified and a citation may be issued.

4. Possession of any replica or "look alike" weapon.
1st Offense = May include up to 1-5 day suspension. Possible recommendation for expulsion and possible citation. 2nd Offense =3-5 day suspension, referral to appropriate program, possible recommendation for expulsion and possible citation.

5. Under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
1st Offense = May include up to 5-day suspension and referral to the Board for expulsion, parent conference, police notification, and possible citation.

6. Profanity/obscene or vulgar acts or gestures.

1st Offense =**** Alternative means of correction or suspension.**
2nd Offense = May include up to 1-5 day suspension, parent conference, and possible referral for expulsion. 3rd & Additional Offences =3-5 day suspension and possible referral for expulsion.

**** "Alternative means of correction" Please see restorative justice tiered alternative to suspension.**
During a student's suspension, he/she is not to be on this or any other campus nor attend any school sponsored events or school activities and is remanded to the custody of the parent. Failure to adhere to these regulations will result in additional disciplinary action.

PUBLIC DISPLAY OF AFFECTION

Public display of affection (PDA) is unacceptable. **Hugging, holding hands, kissing, sitting on laps, and any other form of physical contact constitutes PDA.** Students violating the "PDA" regulation are subject to disciplinary measures. This regulation is in effect on school grounds and at all school activities. Students caught in any area of the campus or at a school event engaging in any type of sexual activity and/or lewd/obscene conduct (PDA) will be subject to immediate placement under a **"Final Contract",** suspension and/or expulsion.

7. Inappropriate public display of affection.

1st Offense = Warning **** Alternative means of correction**
2nd Offense = Parent conference if inappropriate behavior continues after being warned.

8. False fire alarm/fire setting.

1st Offense = Parent conference, notification of Fire Marshall, restitution and possible citation.
2nd Offense = Referral to appropriate program, notification of Fire Marshall, and possible citation.

9. Violation of closed campus policy.

1st Offense =Detention and parent contact.
2nd Offense =Saturday work/study and parent contact.

10. Theft, attempted theft, or possession of stolen school or personal property.

1st Offense = Alternative means of correction or suspension, possible referral for expulsion, and/or police involvement and possible citation.**
2nd Offense =3-5 day suspension, restitution, possible referral for expulsion, and/or police involvement and possible citation.
3rd Offense =5 day suspension, possible referral for expulsion, and/or police involvement and possible citation.

11. Vandalism, graffiti, destruction of school or private property.

1st Offense =**** Alternative means of correction or suspension.** Possible suspension,restitution, police involvement, and referral for expulsion and possible citation.
2nd Offense =3-5 day suspension, restitution, possible police involvement and/or referral for expulsion and possible citation.
3rd or Additional Offenses =5 day suspension, restitution, possible police involvement and recommendation for expulsion and possible citation.

12. **Possession or use of any tobacco products.**
    1st Offense = 1-3 day suspension and parent notification and possible recommendation for expulsion.
    2nd Offense = 5-day suspension, parent conference, possible recommendation for expulsion, and possible citation.

13. **Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or groups of students or caused, attempted to cause, threatened to cause or participated in an act of hate violence**
    1st Offense =** Alternative means of correction or suspension, and possible citation.
    2nd Offense =3-5 day suspension, parent conference, and possible referral for expulsion and possible citation.
    3rd & Additional Offenses =5 day suspension and possible referral for expulsion, and possible citation.

14. **Cheating/Plagiarism**
    1st Offense =Student receives "0" on assignment and alternative means of correction to be based on the degree of the offense. All offenses will be logged on the student's file.
    2nd Offense = Student receives "0" on assignment, possible "F" for current grading period. and possible drop/fail from class.
    3rd & Additional Offense = Student is dropped from class and receives no credit.

15. **Violation of Dress Code**
    1st Offense =** **Alternative means of correction including parent notification and uniform citation** Warning and change required.
16. **2nd Offense = Parent contact, uniform citation and article of clothing may be confiscated and returned to parent only depending on infraction.**

17. **Failure to properly dispose of trash may result in disciplinary Action, including:**
    1st Offense = Cleanup Duty, and After School Detention
    2nd or Additional Offenses = Further disciplinary action through alternative means of correction.

18. **No facial piercings for girls/boys, no earrings for boys.**
    1st Offense = Student removes piercing and parent is notified.
    2nd Offense = Student removes piercing, parent is notified, alternative means of correction

19. **Ditching (On campus or Leaving campus**
    1st Offense= 1-2 day In School suspension, parent notification.
    **Any offenses that occur after the first offense will lead to an extended number of days spent serving an In School suspension up to 5 days per offense.

Please refer to the attached Restorative Justice Tiered Alternative to Suspension.

School/Classroom Discipline/Intervention Tier/Suspension Alternatives

Step 1: Verbal Warning
Step 2: Verbal Warning with 15-minute detention (This area will vary according to the classroom rules of each individual teacher).
Step 3: (If a student has failed to serve classroom detention) 30 minutes of detention is required for non-compliance. The detention can be completed in two (2) days, the teacher is to use discretion at the time the detention is assigned. In addition, there will be a student/teacher conference, there is a document that **must** be completed during the conference**.** ***Note:*** A parent contact is **not** required at this point. Allow the student to be responsible and serve detention after missing the initially assigned detention.
Step 4: (If a student has failed to serve classroom detention for the second time), the parent contact is mandatory, nonetheless; there is no need for an in-person conference, the teleconference should suffice. Moreover, a parent contact log **will** be completed with the date and time the teleconference was conducted. Finally, the student must serve a minimum of one-hour detention at this point. This can be served throughout the week, whether it be lunch or after-school detention, a maximum of 30 minutes per session. Prior to serving detention, the student will be referred to his/her grade-appropriate counselor for admonishment.
Step 5: (If the student fails to comply after step 4, there **must** be a second parent contact, a mandatory in-person conference. ***Note:*** ALL conferences will be held during teacher conference/prep period or after school, with the exception of the days professional/staff development is conducted. In addition, teachers will complete a teacher/parent conference form with signatures from all parties (Teacher, Parent, and Student).
Step 6: If the student continues to cause disruptions in the classroom or fails to comply with teacher directives, at this point, the student will be excused from class without a verbal warning and report to the dean of students, nevertheless; the teacher **must** document the behavior via discipline referral in Powerschool. All documents that have been accumulated during the tier must be copied and submitted to the dean.
Step 7: There will be a Student Success Team **(SST)** meeting scheduled for the student. Here, there will be a panel of the following: administration, counselor, teachers, student, and parent(s). Students will complete a daily Academic/Behavior Report and submit it to the assistant principal or dean of discipline to be filed for reference.
Step 8: Student Success Team **(SST)** Follow up (One (1) month from the first. At the SST follow-up meeting, the panel from step 7 will analyze the progress of the student and determine if behavior reports should continue and if an initial behavior contract is necessary. **Note:** If the follow-up meeting determines the student has improved in the area of academics and behavior, the daily reports will discontinue. However; if the parent decides the reports are helpful to the student's success, the reports will continue via parent discretion.
Step 9: In the case where step 8 for the student has produced no success, the student will be placed on an **INITIAL** behavior contract where there is a 3 strikes structure with three (3) meditations for each behavior violation with the assistant principal, dean, counselor, and safety/culture coordinator.
Step 10: When the student has violated and exhausted all resources in the initial contract, the **INTERMEDIATE** contract is implemented. Two (2) administrative mediations per violation.
Step 11: Student Success Team **ECHO**. This meeting expresses the behavior concerns of the student with an introduction to one-on-one counseling with the school site counselor. The counselor will anecdote meetings to disclose to administrators in order to support the student in the area of specific behavior needs, academic and behavior reports are now mandatory for the student going forward.
Step 12: Where violations have continued during the intermediate contract and completely breached, the students are placed on a **FINAL** contract. At this point, there is one (1) administrative mediation per violation.
Step 13: Disciplinary Committee Hearing (DCH). Discipline Panel that consists of teachers who are on the committee and administrators.

Non-Discrimination Statement

NDCS does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

NDCS adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

NDCS does not discourage students from enrolling or seeking to enroll in NDCS for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. NDCS shall not encourage a student currently attending Charter School to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with NDCS's charter and relevant policies.

NDCS shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or student over the age of 18 at the following times: (1) when a parent, guardian, or student over of the age of 18 inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a student.

NDCS is committed to providing a working and learning environment that is free from unlawful discrimination and harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). NDCS prohibits sexual harassment, including cyber sexual bullying, and discrimination and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by NDCS by any employee, independent contractor or other person with which NDCS does business, or any other individual, student or volunteer. This applies to all employees, student, or volunteers and relationships regardless of position or gender. Harassment is intimidation, bullying including cyber sexual bullying, or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or and conduct that is threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, all NDCS-UP programs and activities, including vocational and special education. The lack of English language skills will not be a barrier to admission to or participation in NDCS programs or activities.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in other NDCS policies that are available in all schools and offices. It is the intent of NDCS that all such policies be reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. NDCS prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

NDCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to NDCS Uniform Complaint Procedures ("UCP") Compliance Officer:

[Edward Frimpong]
[Director of Human Resources]
[1342 W Adams Blvd Los Angeles CA 90007]
Tel: (323) 739-0330
Email: Edward.frimpong@newdesignscharter.net

Sexual Harassment Policy

California Education Code Section 212.5 and Title 5 of the California Code of Regulations, Section4916, define sexual harassment as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by an individual is used as the basis of employment or academic decisions affecting the individual.
- 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 (also known as "hostile environment").
- 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.

Pursuant to Title 5, California Code of Regulations, Section 4910(k) "Gender," Section 4910(v) "Sex," and Section 4910(w) "Sexual orientation," are defined as follows:

- Gender shall mean a person's actual sex or perceived sex and includes a person's perceived identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth.
- Sex shall mean the biological condition or quality of being a female or male human being.
- Sexual orientation shall mean actual or perceived heterosexuality, homosexuality, or bisexuality.

Examples of Conduct Which May Result in Sexual Harassment: Sexual harassment may include, but is not necessarily limited to, the following:

- Verbal—unwelcome conduct such as the use of suggestive, derogatory, or vulgar comments; the use of sexual innuendo or slurs; making unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance.
- Visual—unwelcome conduct such as the display of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; the use of graffiti and/or computer-generated images of a sexual nature; and/or the use of obscene gestures or leering.
- Physical—unwelcome conduct such as unwanted touching, pinching, kissing, patting, or hugging; the blocking of normal movement; stalking; assault; and/or physical interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats, demands, or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and/or offers of benefits in return for sexual favors.

Confidentiality and Non-Retaliation: Sexual harassment complaints shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit distribution of information to those persons who need to know within the confines of the New Designs' reporting procedures and investigative process.

The New Designs will not tolerate retaliation against anyone for filing a complaint or participating in the complaint investigation process. These confidentiality and non-retaliation requirements extend to all parties involved.

NEW DESIGNS CHARTER SCHOOLS
EXTENDED LEARNING ACADEMY
POLICIES AND PROCEDURES

Our mission for the EXTENDED LEARNING ACADEMY is to provide a safe and enjoyable learning environment for our students. The Extended Learning Academy provides enrichment activities in the core subjects, test preparation, and innovative and rigorous course offerings in a well-supervised, structured setting. To ensure our success, please read the following guidelines carefully.

** Participation in the Extended learning Academy is MANDATORY. Therefore, all students must be enrolled in either 8th or 9th Period and must maintain attendance in Saturday School. **

Before School: Zero Period 7:00am-7:50am

After School: 8th Period 3:45pm-5:00pm
9th Period 5:15pm-6:45pm

Saturday School: 8am-12 Noon

It is imperative that children will be picked up on time at 6:45pm weekdays and 12noon.Saturdays. Students will not be able to leave during the course of instruction. Repeated offenses, such as early pick-ups, behavioral problems, and late pick-up may result in your child or children being withdrawn from the being withdrawn after-school program.

- In order to minimize disruption to the classroom environment and student learning, all students enrolled in the Extended Learning Academy are required to stay for the full length of their classes.

- Students are expected to remain on campus campus unless with a parent or their written permission. Any student who leaves the campus without permission will provide reason to school to dishonor readmission to the program.
  - To ensure student safety and security, a **parent** or **caregiver MUST** sign out a child before leaving the Extended Learning Academy. For children to be permitted to leave campus, Parents and caregivers should notify the front office ASAP at (213) 765-9084 of any pickup routines.

  - The Extended Learning Academy sessions are cancelled during school vacation and holiday periods, or teacher in service days (minimum days.)

  - Attendance is closely monitored and checked against the school absentee list. It is the student's responsibility to remain in the assigned class during the entire duration of the program.
  - Once a student is registered in a particular class they must stay in that course for the remainder of that semester. "Class jumping" is strictly discouraged.

Students must be off school property by 7PM daily.

Expectations

Students will:

- Be on time for the start of the program
- Follow instructions by teachers and staff
- Come prepared to work
- Show respect for others and their property
- Remain in the assigned area on campus during the entire duration of the program Leaving the campus for any reason without getting permission from the staff will provide school the reason to dishonor students' readmittance to the program

Consequences

In order for the After-School program to be successful and benefit all students involved, the following discipline policy will be enforced. Students and parents need to be aware of the consequences for failing to follow the rules and procedures.

1st offense * - verbal warning to student and discipline letter sent home for parent signature.
2nd offense * - Discipline letter sent home for parent signature
3rd offense *- parent notification of permanent removal of the student from the After-School program.
* Student may return to the program ONLY when the discipline form issued by the school is signed by parent/guardian.
**It is the program coordinator's discretion to supersede the consequences procedure at any time. Behavior, depending on its seriousness will be reported to the Assistant Principal.

The same expectations and discipline policies which apply during the school day remain during Academy hours. You will receive a discipline notice to sign any time unacceptable behavior occurs. After three discipline notice infractions, your child may be withdrawn from the Extended Learning Academy for the remainder of the school year, and a meeting with the parent will be required to accept your child (ren) the following year. For additional information about the Extended Learning Academy Program, please contact the Main office.

Uniform Complaint Procedure

Uniform Complaint Procedure ("UCP")

NDCS is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. NDCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity.

2. Complaints alleging a violation of state or federal law or regulation governing the following programs:

- Accommodations for Pregnant, Parenting or Lactating Students;
- Adult Education;
- Career Technical and Technical Education;
- Career Technical and Technical Training;
- Child Care and Development Programs;
- Consolidated Categorical Aid;
- Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
- Every Student Succeeds Act;
- Migrant Education Programs;
- School Safety Plans; and/or

3. Complaints alleging noncompliance with laws relating to pupil fees. A student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

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

Complaints of noncompliance with laws relating to pupil fees may be filed with the Executive Director or the Compliance Officer identified below.

4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or Local Control and Accountability Plans ("LCAP") under Education Code sections 47606.5 and 47607.3, as applicable. If NDCS adopts a School Plan for Student Achievement ("SPSA") in addition to its LCAP, complaints of noncompliance with the requirements of the SPSA under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under the UCP.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

Complaints regarding state preschool health and safety issues in local educational agencies exempt from licensing are governed by 5 C.C.R. sections 4690-4694, except as otherwise indicated.

Complaints other than complaints relating to pupil fees must be filed in writing with the following Compliance Officer:

[Edward Frimpong]

[Director of Human Resources]

[1342 W Adams Blvd. Los Angeles CA 90007. Tel: (323) 730-0330]

Only complaints regarding pupil fees or LCAP compliance may be filed anonymously and only if the anonymous complainant provides evidence or information leading to evidence

to support an allegation of noncompliance with laws relating to pupil fees or LCAP.

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. All other complaints under the UCP shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which NDCS's Board of Directors approved the LCAP or the annual update was adopted by NDCS.

The Compliance Officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and NDCS's UCP Policy. The Compliance Officer shall provide the complainant with a final written investigation report ("Decision") within sixty (60) calendar days from NDCS's receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant.

The complainant has a right to appeal NDCS's Decision to the California Department of Education ("CDE") by filing a written appeal within thirty (30) calendar days of the date of NDCS's written Decision, except if NDCS has used its UCP to address a complaint that is not subject to the UCP requirements. The appeal must include a copy of the complaint filed with NDCS, a copy of NDCS's Decision, and the complainant must specify and explain the basis for the appeal of the Decision, including at least one of the following:

1. NDCS failed to follow its complaint procedures.

2. Relative to the allegations of the complaint, NDCS's Decision lacks material findings of fact necessary to reach a conclusion of law.

3. The material findings of fact in NDCS's Decision are not supported by substantial evidence.

4. The legal conclusion in NDCS's Decision is inconsistent with the law.

5. In a case in which NDCS's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

A complainant who appeals NDCS's Decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact,

conclusions of law, or corrective actions in the CDE's appeal Decision.

If a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

If NDCS finds merit in a UCP complaint, or the CDE finds merit in an appeal, NDCS shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

A complainant may pursue available civil law remedies outside of NDCS's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if NDCS has appropriately, and in a timely manner, apprised the complainant of the complainant's right to file a complaint in accordance with 5 C.C.R. § 4622.

A copy of the UCP shall be available on the school website or upon request free of charge. Please make your request for a copy of the UCP from the main office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the UCP, please contact the Director of Human Resources, Mr Edward Frimpong.

Parent Involvement Policy

Parent involvement is a critical component for effective schooling and student achievement. Active and consistent parent engagement with regards to their student's education generally leads to higher levels of student academic achievement. Every month we will have "Coffee with the Principal". Parents please feel free to attend and look at the newsletter for updates on times and dates.

Parent/Student/Staff School Agreement

NDCS believes students achieve higher levels of success when administrators, teachers, staff, and parents work in collaboration with each other. Your time, talent, and enthusiasm are an integral part of the day-to-day functioning of the school and the overall academic development of your child. As stated in the Parent/Student/Staff School Agreement, each accepts responsibility for the preparation of each student. This document is part of each student's enrollment packet and is explained to all new families at the beginning of the school year. Continuing parents and students will sign the agreement at the beginning of each new school year.

NDCS believes:

- Parents are critical partners to the success of their child at school and therefore they are needed to take active and meaningful roles ensuring the success of the school.
- Parents must be actively engaged in their child's education and responsible for supporting their child's learning at home.
- Parents should support the goals of the school through their voice and through volunteering or coming to parent meetings or Coffee with the Principal.

Helping Your Child Succeed

Effective and consistent parent participation leads to student success. The following suggestions are to help your child's academic success:

1. Encourage your student to be an active and responsible learner who completes and turns in assignments and homework when they are due and seeks assistance when needed.
2. Ensure that your student arrives to school on time each day and supports school policies such as discipline, safety, proper school attire, textbook care, etc.
3. Monitor your student's overall progress on a regular basis. Do not wait until progress reports and report cards are issued to find out how your student is doing in school.
4. If your student is struggling with their schoolwork or needs help, speak with his/her advisor and/or teachers and ensure that your student attends tutoring.
5. Help your student establish a regular time and place to study and to complete their homework and school projects.
6. Talk to your student about what is happening at school and what they are learning.
7. Attend all scheduled parent/teacher conferences, school activities and parent educational workshops.
8. Support your student's school by volunteering.

Volunteering

Parent volunteering is a great way to supporting the school and by supporting your child academically.

Possible Volunteer Opportunities to Support the School

- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Leadership activities such as serving as the parent representative for your child's advisory class, participation in the parent advisory committee, school board of directors, or participating in other school committees

NDCS values each of its volunteers and strives to ensure volunteer opportunities align with an individual's skills and interests. NDCS administration reserves the right to assign or re-assign volunteers in accordance with need.

Possible Volunteer Opportunities to Support your Child Academically:

- Parent workshop participation
- Classroom visits
- Classroom support
- Tutoring support
- Serving as a parent mentor

How to Volunteer

Feel free to call the school at the beginning of the school year or any time thereafter to volunteer. If you need more information, please contact the Main Office.

Leadership Opportunities for Parents

Leadership opportunities for parents include participation in the following committees:

- Advisory Committee
- Welcome Week Committee
- Communications Committee/Parent Representative for your child's advisory class
- Teacher Appreciation Committee.
- College Committee
- School Beautification Committee
- Recruitment Committee

Health and Safety Services

Procedures
Students in need of health services during class time must obtain a Health Referral from their teacher. A student must then report directly to the Office where a staff member will determine the student's needs and take appropriate action.

Illness and Discomfort
Students who feel ill during the school day are dismissed from class to the office. Parents are immediately notified and first aid is provided. If necessary, students can wait in the office until a parent arrives. Major injuries and pain will result in an immediate 911 and parent phone call.

Accidents or Injuries On-site
Parents are contacted as soon as possible if a student is injured during the school day. In the case of injuries requiring medical attention, the school will call 911. NDCS exercises reasonable care to ensure students are supervised on campus during class time, passing period, and lunch breaks. Witnesses of the injury will be asked to fill out an Incident Report.

Non-Prescription Drug Policy
School employees ***may NOT*** distribute any non-prescription medication. Students may NOT carry, consume, or distribute any non-prescription medication for pain relief (or for any other reason) to anyone.

Prescription Drug Policy
Students ***may NOT*** carry or distribute any prescription medication for any other reason. If a student has been directed by a physician to consume prescribed medication, it must be submitted to the office, in order to be logged-in and secured. All medication must be in its original packaging, labeled with the student's name, physician's contact information, and accompanied by administration factsheet.

In order for a student to be assisted by designated NDCS personnel in administering medication, the student's parents/guardians must provide both of the following:

1. A written statement from the student's authorized health care provider detailing the name of the medication, method, amount/dosage, and time schedules by which the medication is to be taken, and

2. A written statement from the parent, foster parent, or guardian of the student indicating the desire that NDCS assist the student in the matters set forth in the statement of the authorized health care provider.

These written statements specified shall be provided at least annually and more frequently if the medication, dosage/amount, frequency of administration, or reason for administration changes.

The primary responsibility for the administration of medication rests with the parent/guardian, student, and medical professionals.

SUICIDE PREVENTION POLICY

Protecting the health and well-being of all students is of utmost importance to New Designs Charter Schools. Our school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. Thiswill occur in all healthclasses.

2. The school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.

3. When a student is identified as being at risk, they will be assessed by a school employedmental health professional who will work with the student and help connect them to appropriate local resources.

4. Students will have access to national resources which they can contact for additional support,such as:

    - The National Suicide Prevention Lifeline –1.800.273.8255(TALK), www.suicidepreventionlifeline.org
    - The Trevor Lifeline – 1.866.488.7386, www.thetrevorproject.org
    - Suicide Prevention Crisis Line (877) 727-4747 – a 24-hour crisis line for individuals who are contemplating, threatening, or attempting suicide, including their family and friends.
    - Los Angeles County Department of Mental Health ACCESS (800) 854-7771 – collaborates with Crisis Counseling & Intervention Services for the administration and coordination of all mental health and law enforcement mobile response services in the event of a critical incident, including Psychiatric Mobile Response Teams (PMRT) and School Threat Assessment Response Teams (START). These teams respond to schools, offices, and homes.

5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need ofhelp.

6. For a more detailed review of policy changes, please see the school's full suicide prevention policy.

NDCS Visitor Management Policy and Procedures

1. A VISITOR is considered any person attempting to enter campus who is not currently a studentor employee of NDCSUP (with exception of members of the School's Board). Visitors may include parents of students, vendors, neighbors, and other potential stakeholders of NDCS.
2. All visitors will be prompted to present a current CA identification card. Other acceptable forms of identification include valid passports, driver's licenses, etc. The ID card should be presented to the appropriate guard for entry into the NDCSUP Visitor's Log.
3. Visitors under the age of 18 will not be permitted on campus without an accompanied adult. All visitors are limited to staff restrooms if it becomes necessary. Exceptions to this policy may be made by Principal, Assistant Principal, or CMO officer.
4. All visitors will be directed to check in at the site's Main Office for answers to questions, appointment scheduling, in-person visits, completion of work orders, and other appropriate arrangements.
5. Visitors are restricted to the Main Office and Lobby, unless approved to visit other areas of campus by an Administrator, Plant Manager, or CMO officer. All visitors allowed to visit areas of campus other than the Main Office will be issued and wear a Visitor's Pass and return this pass upon exit of campus.
6. Visitors will be held to appropriate behavior standards while on campus. Visitors participating in disrespectful, inappropriate, belligerent, and/or illegal behavior will be directed to leave campus immediately, and LAPD may be contacted to intervene if necessary. Visitors may be restricted from future visits to campus if deemed too dangerous by Administration.
7. Unless approved by an Administrator, visitors may not speak with any students except for their own children.
8. Visitors are only allowed on campus during regular hours of operation, specifically Monday – Friday 7:00am to 7:00pm, and Saturday School Saturdays from 8:00am to 12:00pm. Visits to campus outside of these hours must be arranged by special requests to Administration orCMO.
9. Visitors are expected to exit campus IMMEDIATELY after MainOffice/Administration/CMO business is concluded.

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 Designs Charter School ("NDCS" 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. NDCS school staff who 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 NDCS does business, or any other individual, student, or volunteer. This Policy applies to all employee, student, and volunteer actions and relationships, regardless of position or gender. NDCS 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. NDCS 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"):

[Mr Edward Frimpong]
[Director of Human Resources]
[1342 W Adams Blvd. Los Angeles CA 90007. Tel: (323) 730-0330

Email: Edward.frimpong@newdesignscharter.net]

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. Part 106) and California state law prohibit discrimination and harassment on the basis of sex. Under Title IX, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

In accordance with Title IX and California law, 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 NDCS.

NDCS 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 [1] 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 the student's physical or mental health.
3. Causing a reasonable student to experience a substantial interference with the student's academic performance.
4. Causing a reasonable student to experience a substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by NDCS.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, video 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 or transmission originated on or off the schoolsite, 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

[1] "Reasonable student" is defined as a student, including, but not limited to, an exceptional needs student, who exercises care, skill and judgment in conduct for a person of the student's age, or for a person of the student's age with the student's exceptional needs.

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 NDCS's education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that NDCS investigate the allegation of sexual harassment. At the time of filing a formal complaint of sexual harassment, a complainant must be participating in or attempting to participate in NDCS's education program or activity.

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

Bullying and Cyberbullying Prevention Procedures

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

1. Cyberbullying Prevention Procedures

NDCS 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.

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

2. Education

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

NDCS'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.

NDCS informs NDCS 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

NDCS 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 NDCS employees who have regular interaction with students.

NDCS 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 NDCS, 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.

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

Grievance Procedures

1. Scope of Grievance Procedures
NDCS will comply with its Uniform Complaint Procedures ("UCP") policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person's association with a person or group with one or more of the protected characteristics set forth in the UCP that:

a. Are written and signed;
b. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying based on a protected characteristic, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
c. Submitted to the NDCS UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, NDCS will utilize the following grievance procedures in addition to its UCP when applicable.

2. Reporting
All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene when safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Principal or Coordinator:

[INSERT NAME]
[INSERT TITLE]
[INSERT CONTACT INFO, INCLUDING OFFICE ADDRESS, PHONE NUMBER AND EMAIL ADDRESS]

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. NDCS will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the Principal Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.

NDCS acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

NDCS prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker and any person who facilitates an informal resolution process will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

3. Supportive Measures

Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or

preserve equal access to NDCS's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or NDCS's educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. NDCS will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of NDCS to provide the supportive measures.

4. Investigation and Response

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of NDCS, the Coordinator (or administrative designee) will promptly initiate an investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator (or administrative designee) determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator (or administrative designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator (or administrative designee) will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Coordinator (or administrative designee) will not reveal confidential information related to other students or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

- Notice of the Allegations
    - Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
        - A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
        - A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
        - A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and
        - A statement that NDCS prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.
- Emergency Removal
    - NDCS may place a non-student employee respondent on administrative leave

during the pendency of a formal complaint of sexual harassment grievance process in accordance with NDCS's policies.
    - NDCS may remove a respondent from NDCS's education program or activity on an emergency basis, in accordance with NDCS's policies, provided that NDCS undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
    - This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.
- Informal Resolution
    - If a formal complaint of sexual harassment is filed, NDCS may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If NDCS offers such a process, it will do the following:
        - Provide the parties with advance written notice of:
            - The allegations;
            - The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
            - The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
            - Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and
        - Obtain the parties' advance voluntary, written consent to the informal resolution process.
    - NDCS will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- Investigation Process
    - The decision-maker will not be the same person(s) as the Coordinator or the investigator. NDCS shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.
    - In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
    - The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.

  - The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
  - A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
  - Prior to completion of the investigative report, NDCS will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.
  - The investigator will complete an investigation report that fairly summarizes all relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.
- Dismissal of a Formal Complaint of Sexual Harassment
  - If the investigation reveals that the alleged harassment did not occur in NDCS's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable NDCS policy.
  - NDCS may dismiss a formal complaint of sexual harassment if:
    - The complainant provides a written withdrawal of the complaint to the Coordinator;
    - The respondent is no longer employed or enrolled at NDCS; or
    - The specific circumstances prevent NDCS from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
  - If a formal complaint of sexual harassment or any of the claims therein are dismissed, NDCS will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.
- Determination of Responsibility
  - The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
  - Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
  - NDCS will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
    - The allegations in the formal complaint of sexual harassment;
    - All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
    - The findings of facts supporting the determination;
    - The conclusions about the application of NDCS's code of conduct to the facts;
    - The decision and rationale for each allegation;

- Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
- The procedures and permissible bases for appeals.

5. Consequences
Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including expulsion from NDCS or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by NDCS in response to a formal complaint of sexual harassment.

6. Right of Appeal
Should the reporting individual find NDCS's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of NDCS's decision or resolution, submit a written appeal to the President of the NDCS Board, who will review the investigation and render a final decision.

The following appeal rights and procedures will apply to formal complaints of sexual harassment:

- The complainant and the respondent shall have the same appeal rights and NDCS will implement appeal procedures equally for both parties.
- Within five (5) business days of NDCS's written decision or dismissal of the complaint, the complainant or respondent may submit a written appeal to the Coordinator.
- The decision-maker(s) for the appeal will not be the same person(s) as the Coordinator, the investigator or the initial decision-maker(s).
- The complainant and respondent may appeal from a determination regarding responsibility, and from NDCS's dismissal of a formal complaint or any allegations therein, on the following bases:
    - Procedural irregularity that affected the outcome of the matter;
    - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
    - The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- NDCS will notify the other party in writing when an appeal is filed.
- The decision-maker for the appeal will: 1) give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; 2) issue a written decision describing the result of the appeal and the rationale for the result; and 3) provide the written decision simultaneously to both parties.

7. Recordkeeping
All records related to any investigation of complaints under this Policy are maintained in a secure location.

NDCS will maintain the following records for at least seven (7) years:

- Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.
- Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
- Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

NEW DESIGNS CHARTER SCHOOLS
1342 West Adams, Los Angeles, CA 90007
www.newdesignscharter.com

TITLE IX, Harassment, Intimidation, Discrimination & Bullying COMPLAINT FORM

Your Name: _____ Date: _____
Date of Alleged Incident(s): _____
Name of Person(s) you have a complaint against: _____
List any witnesses that were present: _____
Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e., specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

_____
_____
_____
_____

I hereby authorize NDCS to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including termination.

_____ Date: _____
Signature of Complainant

_____
Print Name

<u>To be completed by the Charter School</u>:

Received by: _____ Date: _____

Follow up Meeting with Complainant held on: _____

NDCS Teacher and Student Interactions

NDCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

(a) Giving gifts to an individual student that are of a personal and intimate nature.
(b) Kissing of any kind.
(c) Any type of unnecessary physical contact with a student in a private situation.
(d) Intentionally being alone with a student away from the school.
(e) Making or participating in sexually inappropriate comments.
(f) Sexual jokes.
(g) Seeking emotional involvement with a student for your benefit.
(h) Listening to or telling stories that are sexually oriented.
(i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
(j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

(a) Giving students a ride to/from school or school activities.
(b) Being alone in a room with a student at school with the door closed.
(c) Allowing students in your home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisors of the circumstance and occurrence prior to or immediately after the occurrence)

(a) Remarks about the physical attributes or development of anyone.
(b) Excessive attention toward a particular student.
(c) Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

(a) Getting parents' written consent for any after-school activity.
(b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
(c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).

(d) Keeping the door open when alone with a student.
(e) Keeping reasonable space between you and your students.
(f) Stopping and correcting students if they cross your own personal boundaries.
(g) Keeping parents informed when a significant issue develops about a student.
(h) Keeping after-class discussions with a student professional and brief.
(i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
(j) Involving your supervisor if conflict arises with the student.
(k) Informing the DHR about situations that have the potential to become more severe.
(l) Making detailed notes about an incident that could evolve into a more serious situation later.
(m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
(n) Asking another staff member to be present if you will be alone with any type of special needs student.
(o) Asking another staff member to be present when you must be alone with a student after regular school hours.
(p) Giving students praise and recognition without touching them.
(q) Pats on the back, high fives and handshakes are acceptable.
(r) Keeping your professional conduct a high priority.
(s) Asking yourself if your actions are worth your job and career.

NDCS School Climate Bill of Rights

New Designs Charter School (NDCS) is committed to providing safe and healthy school environments that support all students in every aspect of their well-being. NDCS students, staff and parents/guardians value fair and consistent guidelines for implementing and developing a culture of discipline based one positive behavior interventions and away from punitive approaches that infringe on instructional time.

New Designs Charter School is committed to providing students a vigorous education that promotes opportunities to select college or career paths that will lead them to becoming productive members of society. All New Designs Charter School students will attend schools with climates that focus on safety, teaching and learning interpersonal relationships, and the institutional environment that influence student learning and well-being. These positive school climates will offer:

School-Wide Positive Behavior Intervention and Support (SWPBIS)
NDCS will implement alternatives to suspension that will be supported by the positive behavior interventions in the Los Angeles Unified School District Discipline Foundation Policy. NDCS realizes that appropriate prevention and intervention approaches provide accountability and reconciliation through understanding the impact of the discipline incident and repairing the harm caused through a shared decision-making process.

• ***Alternatives to suspension and positive behavior interventions and supports***
Alternatives to suspension strategies will be utilized for all students and in a consistent and age-appropriate manner except where the severity of the offense necessitates forgoing alternatives to suspension. Under NDCS's charter, no student will be suspended or expelled for a "willful defiance" (48900(k) offense.

• Restorative Justice (RJ) approaches that resolve student interpersonal conflict
Beginning in 2015-2016 schools will have begun to develop of Restorative Justice (RJ) approaches, when appropriate, that resolve school disciplinary incidents by having personnel trained in restorative strategies and all parties involved willingly come together, identify the harm that was caused, and develop an agreement on how to restore harmony. Through the restorative process, the group develops a shared agreement for repairing harm and addressing root causes to prevent future harm. Restorative Justice (RJ) approaches may be used as an intervention consistent with the School-Wide Positive Behavior Intervention and Support (SWPBIS) policy for all school disciplinary incidents unless a recommendation for expulsion is required as under NDCS's charter or when safety is at risk.

• A District SWPBIS Task Force
The SWPBIS Task Force shall include a teacher, student, administrator and a parent representatives as well as members from community organizations (when available) to make recommendations, and will make recommendations for implementing a school-wide culture of positive and Restorative Justice (RJ) approaches to working with students, staff and parents/guardians.

• Guidelines regarding the roles and responsibilities of School Police Officers on campus Students have the right to safe and healthy school environments that minimize the involvement of law enforcement, probation and the juvenile and criminal justice system, to the greatest extent possible and when legally feasible.

• A system to file a formal complaint if School-Wide Positive Behavior Intervention and Support is not implemented
Students and parents/guardians have the right to file a formal complaint if SWPBIS is not implemented within 60 days of a request (See General Complaint Policy).

NDCS is committed to providing a learning environment that is free from harassment of any kind. Harassment of any student by another student, employee, or teacher is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school hours or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment
Any written or verbal language or physical gesture directed at a teacher or a student that is insolent, demeaning, abusive, or implicitly or explicitly implies a threat of bodily harm is totally unacceptable and shall be deemed harassment and will be dealt with as such.

Physical Harassment
Unwanted physical touching, contact, assault deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment
Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures.

Sexual Harassment
Includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile or offensive educational environment.

It is the responsibility of NDCS to:
1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

1. Conduct herself/himself in a manner, which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Complaint filing and investigation procedures

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion or termination.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

COLLEGE & CAREER PLANNING

New Designs Charter School Graduation Requirements

<u>245 Credits</u> (1 semester class = 5 credits)

- **4 years English** (40 credits)
- **4 years Mathematics** (40 credits)
- **3 years History/Social Science** (30 credits)
  - 1 year Modern World History
  - 1 year United States History
  - 1 semester US Government
  - 1 semester Economics
- **3 years Science** (30 credits)
- **2 years Physical Education** (20 credits)
- **2 years Language Other Than English** (20 credits)
- **1 year Visual/Performing Arts** (10 credits)
- **1 year College-Prep Elective** (10 credits)
- **3 years Career Pathway** (30 credits)
- **1 semester Health/Life Skills** (5 credits)
- **1 semester Engineering (college-level)** (10 credits)

The following courses meet New Designs Charter School's graduation requirements, and requirements for admission to the University of California and California State University systems. These courses also carry transferable credit to other high schools for purposes of fulfilling the "a-g" requirements.

 denotes courses that have been approved for extra honors credit: a = 5, b = 4, c = 3

a – History/Social Science – 2 years required

Two years of history/social science, including one year of World History, Cultures or Geography; and one year of US History or one-half year of US History and one-half year of American Government/Civics.

Course Title	Transcript Abbreviation(s)	Category	Honors Type	Course Notes
AP European History	AP Eur Hist	World History/Cultures/Historical Geography	AP	
AP United States History	AP United States History AP US History	U.S. History	AP	
AP World History	AP World Hist	World History/Cultures/Historical Geography	AP	
Journey for Justice in America	Journey for Just A Journey for Just B	Civic/American Government		
U.S. History and Public Health	U.S. History and Public Health	U.S. History		
United States History A/B	US Hist US History	Civics/American Government		
US Government	US Government	Civics/American Government		Semester
World History	Wld Hist	World History/Cultures/Historical Geography		

b – English – 4 years required
Four years of college preparatory English and literature required, integrating extensive reading, frequent writing, and practice listening and speaking with different audiences. Students may only use 1 year of ESL/ELD English

Course Title	Transcript Abbreviation(s)	Category	Honors Type	Course Notes
AP English Language & Composition	AP Eng Lang A/B AP Engl Lang	English	AP	
AP English Literature & Composition	AP Engl Lit	English	AP	
Applied Medical English	MS1: App Medical Eng A MS2: App Medical Eng B	English		
Critical Reading & Writing 9	CRW 9A/B	English		
Designing the American Dream: English 11	DAD 11 Designing the American Dream: English 11	English		
English 10 AB	English 10	English		
English 11	Eng 11 English 11	English		
English 12	English 12	English		
English 9 A/B	English 9	English		
Integrated Marketing and English	Finance 10: Int Mkt A Finance 10: Int Mkt B	English		
Language Takes the Stage	Language Takes the Stage Language TS	English		
Modes of Writing and Argumentation	Modes of Writing and Argumentation MWA A MWA B	English		

c – Mathematics – 3 years required, 4 years recommended
Three years of college preparatory mathematics that includes the topics covered in Elementary Algebra, Advanced Algebra, and two- and three- dimensional Geometry

Course Title	Transcript Abbreviation(s)	Category	Honors Type	Course Notes
Algebra I A/B	Algebra I	Algebra I		
Algebra II A/B	Algebra II	Algebra II		
AP Calculus AB	AP Calc AB Calc AB	Calculus	AP	
AP Statistics	AP Stat	Statistics	AP	
Geometry A/B	Geometry A/B	Geometry		
Trigonometry	Trig AB	Advanced Mathematics		

d – Laboratory Science – 2 years required, 3 years recommended
Two years of laboratory science are required (three years are strongly recommended), providing fundamental knowledge in two of the following: biology, chemistry, or physics. Interdisciplinary science courses can also fulfill all or part of this requirement

Course Title	Transcript Abbreviation(s)	Category	Honors Type	Course Notes
AP Biology	AP Biology	Biology/Life Sciences	AP	
AP Environmental Science	AP Environ Sci	Interdisciplinary Sciences	AP	
Biology	Biology	Biology/Life Sciences		
Chemistry	Chem	Chemistry		
Physics	Physic	Physics		

e – Language Other than English – 2 years required, 3 years recommended
Two years of the same language other than English (three years recommended)

Course Title	Transcript Abbreviation(s)	Category	Honors Type	Course Notes
AP Spanish Language and Culture	AP Spanish A/B	LOTE Level 4+	AP	
Spanish I	Spanish I	LOTE Level 1		
Spanish II	Spanish II	LOTE Level 2		
Spanish III	Spanish III	LOTE Level 3		

f – Visual & Performing Arts – 1 year required
One year required, chosen from one of the following categories: dance, music, theater, or visual arts (e.g. painting, web/graphic design, film/video, inter/multimedia arts)

Course Title	Transcript Abbreviation(s)	Category	Honors Type	Course Notes
Drama	Drama	Theater		
Theater Arts	Theater A/B	Theater		
Visual Arts I A/B	Vis Art I	Visual Arts		

g – College-Preparatory Elective – 1 year required
One year chosen from the "a-f" courses beyond those used to satisfy the requirements of the "a-f" subjects, or courses that have been approved solely in the elective area

Course Title	Transcript Abbreviation(s)	Category	Honors Type	Course Notes
AP Macroeconomics	AP Macroeconomics	History/Social Science	AP	Semester
AP Microeconomics	AP Microeconomics	History/Social Science	AP	Semester
Business Statistics	Bus Stats Business Statistics	Mathematics		Semester
Economics	Econ	History/Social Science		Semester
Foundations of Justice	Law 2:FoJ A/B Law 2: Foundations A/B	History/Social Science		
Introduction to Business Finance	Intro to Business Finance/IBF	Interdisciplinary		

NDCS Annual Notices

2026-2027

Animal Dissections

Students at NDCS may perform animal dissections as part of the science curriculum. Any student who provides their teacher with a written statement, signed by their parent/guardian, specifying the student's moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may be excused from such activities if the teacher believes that an adequate alternative education project is possible. The alternative education project shall require a comparable time and effort investment by the student. It shall not, as a means of penalizing the student, be more arduous than the original education project. The student shall not be discriminated against based upon their moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof.

Availability of Prospectus

Upon request, NDCS will make available to any parent or legal guardian, a school prospectus, which shall include the curriculum, including titles, descriptions, and instructional aims of every course offered. Please note that, pursuant to law, NDCS may charge for the prospectus in an amount not to exceed the cost of duplication.

Cal Grant Program Notice

NDCS is required by state law to submit the Grade Point Average ("GPA") of all high school seniors by October 1 of each year, unless the student (if the student is 18 years of age or older) or parent/guardian (for those under 18 years of age) opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the student (or parent/guardian, if the student is under 18 years of age) has opted out by or before February 1.

California Healthy Kids Survey

NDCS will administer the California Healthy Kids Survey ("CHKS") to students at grades seven, nine, and eleven whose parent or guardian provides written permission. The CHKS is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency that enables NDCS to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

Campus Search and Seizure

NDCS recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or Charter School rules and regulations, jeopardizes the health, safety and welfare of students and Charter School employees.

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses which are safe, secure, and peaceful. As such, Charter School has adopted a Policy outlining the reasonable search of students and their property, student use

areas, and/or student lockers and the seizure of illegal, unsafe, unauthorized or contraband items and materials through a search based upon reasonable suspicion.

Student lockers, including P.E. lockers, are school property and remain at all times under the control of NDCS. Students shall assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized, or contraband materials. The acceptance and use of locker facilities on school campus by any student shall constitute consent by the student to the search of such locker facilities by authorized school personnel and/or law enforcement. Inspections of lockers may be conducted by school personnel and/or law enforcement through the use of trained dogs.

A student's personal cell phone, smartphone, or other personal electronic device shall not be searched by school officials without a warrant, the student's consent, or a legitimate emergency, unless the device is lost or abandoned. An emergency is any *situation involving danger of death or serious physical injury to any person, that requires access to the information located or reasonably believed to be located on the electronic device.* If NDCS has a good faith belief that the device is lost, stolen, or abandoned, NDCS may only access electronic device information in order to attempt to identify, verify, or contact the owner of the device.
NDCS is not prohibited from seizing/confiscating a student's personal electronic device, without searching its contents, if the student's use or possession of the private electronic device is in violation of Charter School rules or regulations. The complete Policy is available for review at the main office.

Concussion/Head Injuries

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Because NDCS has elected to offer an athletic program, we must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until the athlete is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

Diabetes

NDCS will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.
3. A recommendation that students displaying or possibly suffering from risk factors or

warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
4. A description of treatments and prevention of methods of type 2 diabetes.
5. A description of the different types of diabetes screening tests available.

A copy of the information sheet regarding type 2 diabetes is available at: https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp.
Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet.

The Charter School will provide an information sheet regarding type 1 diabetes to the parent or guardian of a student when the student is first enrolled in elementary school, pursuant to Education Code Section 49452.6. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 1 diabetes.
2. A description of the risk factors and warning signs associated with type 1 diabetes.
3. A recommendation that parents or guardians of students displaying warning signs associated with type 1 diabetes should immediately consult with the student's primary care provider to determine if immediate screening for type 1 diabetes is appropriate.
4. A description of the screening process for type 1 diabetes and the implications of test results.
5. A recommendation that, following a type 1 diagnosis, parents or guardians should consult with the pupil's primary care provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist.

A copy of the information sheet regarding type 1 diabetes is available from the CDE. Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet.

Education of Foster and Mobile Youth

Definitions: For the purposes of this annual notice the terms are defined as follows:

- *"Foster youth"* means any of the following:

    1. A child who is the subject of a petition filed pursuant to California Welfare and Institutions Code ("WIC") section 309 (whether or not the child has been removed from the child's home by juvenile court).
    2. A child who is the subject of a petition filed pursuant WIC section 602, has been removed from the child's home by the juvenile court, and is in foster care.
    3. A nonminor under the transition jurisdiction of the juvenile court, as described in WIC section 450, who satisfies all of the following criteria:
        a. The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile court.

   b. The nonminor is in foster care under the placement and care responsibility of the county welfare department, county probation department, Indian tribe, consortium of tribes, or tribal organization.
   c. The nonminor is participating in a transitional independent living case plan.
4. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court.[2]
5. A child who is the subject of a voluntary placement agreement, as defined in WIC section 11400.

- "*Former juvenile court school student*" means a student who, upon completion of the student's second year of high school, transfers from a juvenile court school to NDCS.

- *"Child of a military family"* refers to a student who resides in the household of an active duty military member.

- *"Currently Migratory Child"* refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to NDCS from another Local Educational Agency ("LEA"), either within California or from another state, so that the child or a member of the child's immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child's eligibility for migrant education services. This includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.

- *"Student participating in a newcomer program"* means a student who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant students that has as a primary objective the development of English language proficiency.

Within this notice, foster youth, former juvenile court school students, a child of a military family, a currently migratory child, and a student participating in the newcomer program will be collectively referred to as "Foster and Mobile Youth." Within this notice, a parent, guardian, or other person holding the educational rights for a Foster and Mobile Youth will be referred to as a "parent/guardian."

Foster and Mobile Youth Liaison: The Principal or designee designates the following staff person as the Liaison for Foster and Mobile Youth:

University Park Campus	**Adams Campus**	**Watts Campus**
Maria Macias	Kim Smith	Dr. Latesha Thomas
Office Manager	Assistant Principal	Recruitment Coordinator
2303 S. Figueroa, LA CA 90007	1342 West Adams, LA CA 90007	12714 Avalon Blvd., LA CA 90061
213-765-9084	323-730-0330	323-418-0600

[2] The Charter School shall not require an Indian tribe or tribal court representative to certify that any student is a dependent of an Indian tribe, consortium of tribes, or tribal organization.

The Foster and Mobile Youth Liaison's responsibilities include but are not limited to the following:

1. Ensuring and facilitating the proper educational placement, enrollment in school, and checkout from school of foster children.
2. Assisting foster children when transferring from one school to another school in ensuring proper transfer of credits, records and grades.

School Stability: NDCS will work with foster youth and their parent/guardian to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils, including, but not necessarily limited to, interscholastic sports. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Foster youth, currently migratory children and children of military families have the right to remain in their school of origin if it is in their best interest. NDCS will immediately enroll a foster youth, currently migratory child or child of a military family seeking reenrollment in NDCS as the student's school of origin (subject to NDCS's capacity and pursuant to the procedures stated in NDCS's charter and Board policy). If a dispute arises regarding a foster youth's request to remain in NDCS as the school of origin, the foster youth has the right to remain in NDCS pending the resolution of the dispute. NDCS will also immediately enroll any foster youth, currently migratory child or child of a military family seeking to transfer to NDCS (subject to NDCS's capacity and pursuant to the procedures stated in NDCS's charter and Board policy) regardless of the student's ability to meet normal enrollment documentation or uniform requirements (e.g., producing medical records or academic records from a previous school).

Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin following the termination of the child's status as a foster youth, currently migratory child or child of a military family, as follows:

1. For students in Kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the academic year in which the student's status changed.
2. For students enrolled in high school, the student will be allowed to continue in the school of origin through graduation.

Graduation Requirements: Foster and Mobile Youth who transfer to NDCS any time after the completion of their second year of high school, and pupils participating in a newcomer program who are in their third or fourth year of high school, shall be exempt from any of NDCS's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless NDCS makes a finding that the student is reasonably able to complete NDCS's graduation requirements by the end of the student's fourth year of high school.

To determine whether a Foster and Mobile Youth is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer or the length of the

student's school enrollment may be used, whichever will qualify the student for the exemption. In the case of a pupil participating in a newcomer program, enrollment in grade 11 or 12 may be used to determine whether the student is in their third or fourth year of high school.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into NDCS, NDCS shall notify the student, the parent/guardian, and where applicable, the student's social worker or probation officer, of the availability of the exemption and whether the student qualifies for an exemption.

NDCS shall notify students who are exempted from NDCS's additional graduation requirements and the student's parent/guardian how any of the requirements that are waived will affect the pupil's ability to gain admission to a postsecondary educational institution and provide information about transfer opportunities available through the California Community Colleges.

NDCS shall not require any student who would otherwise be entitled to remain in attendance at NDCS to accept the exemption from NDCS's additional graduation requirements or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. NDCS shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption. An eligible student's exemption from NDCS's additional graduation requirements will continue to apply while the student is enrolled in NDCS or if the student transfers to another school even after the court's jurisdiction terminates or the student no longer meets the definition of a child of a military family, a currently migratory child or a pupil participating in a newcomer program.

NDCS shall not require or request that a student transfer schools in order to qualify the student for the exemption. Nor shall a student, a student's parent/guardian or educational rights holder, or a student's social worker or probation officer request a transfer solely to qualify for an exemption from NDCS's additional graduation requirements.

If a student who is exempted from NDCS's additional graduation requirements completes the California minimum coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and would otherwise be entitled to remain in attendance at NDCS, NDCS shall not require or request that the student graduate before the end of the student's fourth year of high school.

If NDCS determines the student is reasonably able to complete NDCS's graduation requirements by the end of the student's fifth year of high school, NDCS shall do the following:

1. Inform the student of the student's option to remain at NDCS for a fifth year to complete NDCS's graduation requirements.
2. Inform the student, and the educational rights holder for the student, about how remaining in school for a fifth year to complete NDCS's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Provide information to the student about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at NDCS for a fifth year to complete NDCS's graduation

requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the educational rights holder for the student.

Acceptance of Course Work: NDCS will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a Foster and Mobile Youth.

NDCS will provide Foster and Mobile Youth credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, NDCS shall not require the student to retake the portion of the course the student completed unless NDCS, in consultation with the holder of educational rights for the student, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the Foster and Mobile Youth shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

Student Records: When NDCS receives a transfer request and/or student records request for the educational information and records of a foster youth from a new local educational agency ("LEA"), NDCS shall provide these student records within two (2) business days. NDCS shall compile the complete educational record of the student, including but not limited to a determination of seat time, full or partial credits earned, current classes and grades, immunization and other records, and, if applicable, a copy of the student's special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational record keeping needs of Foster and Mobile Youth.

NDCS shall not lower a foster youth's grades as a result of the student's absence due to a verified court appearance, related court ordered activity, or a change the placement of the student made by a county or placing agency. If a foster youth is absent from school due to a decision to change the placement of the student made by a county or placing agency, the grades and credits of the pupil will be calculated as of the date the student left NDCS.

In accordance with NDCS's Educational Records and Student Information Policy, under limited circumstances, NDCS may disclose student records or personally identifiable information contained in those records to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parent/guardian consent. Students who are 16 years of age or older or have finished 10th grade may access their own school records.

Discipline Determinations: If NDCS intends to extend the suspension of any foster youth pending a recommendation for expulsion, NDCS will invite the student's attorney and an appropriate representative from the relevant county agency to participate in the meeting at which the extension of the suspension will be discussed.

If NDCS intends to suspend for more than ten (10) consecutive school days or expel a student with a disability who is also a foster youth due to an act for which the recommendation for expulsion is discretionary, NDCS will invite the student's attorney and an appropriate representative from the relevant county agency to participate in the Manifestation Determination Review meeting.

Complaints of Noncompliance: A complaint of noncompliance with any of the requirements outlined above may be filed through NDCS's Uniform Complaint Procedures. A copy of the Uniform Complaint Policy and Procedures is available upon request at the main office.

Availability of Complete Policy: For any Foster and Mobile Youth who enrolls at NDCS, a copy of NDCS's complete foster youth policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the main office.

Education of Homeless Children and Youth

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence. It includes children and youths who (42 U.S.C. § 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by NDCS Liaison.

School Liaison: The Principal or designee designates the following staff person as the School Liaison for homeless students (42 U.S.C. § 11432(g)(1)(J)(ii)):

University Park Campus	**Adams Campus**	**Watts Campus**
Maria Macias	Kim Smith	Dr. Latesha Thomas
Office Manager	Assistant Principal	EL Coordinator
2303 S. Figueroa, LA CA 90007	1342 West Adams, LA CA 90007	12714 Avalon Blvd., LA CA 90061
213-765-9084	323-730-0330	323-418-0600

NDCS Liaison shall ensure that (42 U.S.C. § 11432(g)(6)):

1. Homeless students are identified by school personnel and through outreach and coordination activities with other entities and agencies, and through the annual housing questionnaire administered by NDCS

2. Homeless students enroll in and have a full and equal opportunity to succeed at NDCS.

3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by NDCS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.

4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.

6. Enrollment/admissions disputes are mediated in accordance with law, NDCS's charter, and Board policy.

7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.

8. Charter School personnel providing services receive professional development and other support.

9. NDCS Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from NDCS Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

The California Department of Education publishes a list of the contact information for the Homeless Education Liaisons in the state, which is available at: https://www.cde.ca.gov/sp/hs/

Housing Questionnaire: Charter School shall administer a housing questionnaire for purposes of identifying homeless children and youth. Charter School shall ensure that the housing questionnaire is based on the best practices developed by the CDE. Charter School shall annually provide the housing questionnaire to all parents/guardians of students and to all unaccompanied youths at Charter School. The housing questionnaire shall include an explanation of the rights and

protections a student has as a homeless child or youth or as an unaccompanied youth. The housing questionnaire shall be available in paper form. The housing questionnaire shall be available in English, and if fifteen (15) percent or more of the students enrolled at Charter School speak a single primary language other than English, it shall also be written in the primary language. The questionnaire shall be translated into other languages upon request of a student's parent/guardian or an unaccompanied youth. Charter School shall collect the completed housing questionnaires and annually report to the CDE the number of homeless children and youths and unaccompanied youths enrolled. (Education Code Section 48851.)

High School Graduation Requirements: Homeless students who transfer to NDCS any time after the completion of their second year of high school shall be exempt from any of NDCS's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless NDCS makes a finding that the student is reasonably able to complete NDCS's graduation requirements by the end of the student's fourth year of high school.

To determine whether a homeless student is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into NDCS, NDCS shall notify the student, the student's educational rights holder, and the School Liaison of the availability of the exemption and whether the student qualifies for an exemption.

NDCS shall notify students who are exempted from NDCS's additional graduation requirements and the student's educational rights holder of how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and provide information about transfer opportunities available through the California Community Colleges.

NDCS shall not require any student who would otherwise be entitled to remain in attendance at NDCS to accept the exemption from NDCS's additional graduation requirements or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. NDCS shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption. An eligible student's exemption from NDCS's additional graduation requirements will continue to apply while the student is enrolled in NDCS or if the student transfers to another school even after the student no longer meets the definition of a homeless child.

NDCS shall not require or request that a student transfer schools in order to qualify the student for the exemption. Nor shall a student, a student's parent/guardian or educational rights holder, or a student's social worker or probation officer request a transfer solely to qualify for an exemption from NDCS's additional graduation requirements.

If a student who is exempted from NDCS's additional graduation requirements completes the California minimum coursework requirements specified in Education Code section 51225.3 before

the end of the student's fourth year of high school and would otherwise be entitled to remain in attendance at NDCS, NDCS shall not require or request that the student graduate before the end of the student's fourth year of high school.

If NDCS determines the student is reasonably able to complete NDCS's graduation requirements by the end of the student's fifth year of high school, NDCS shall do the following:

1. Inform the student of the student's option to remain at NDCS for a fifth year to complete NDCS's graduation requirements.
2. Inform the student, and the educational rights holder for the student, about how remaining in school for a fifth year to complete NDCS's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Provide information to the student about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at NDCS for a fifth year to complete NDCS's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the educational rights holder for the student.

Acceptance of Course Work: NDCS will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a homeless student.

NDCS will provide homeless students credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, NDCS shall not require the student to retake the portion of the course the student completed unless NDCS, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

For any homeless student who enrolls at NDCS, a copy of NDCS's complete policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the main office.

English Learners

NDCS is committed to the success of its English Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. NDCS will meet all applicable legal requirements for English Learners as they pertain to annual notification to parents, student identification, placement, program options, English Learners and core content instruction, teacher qualifications and training, reclassification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. NDCS will implement policies to assure proper placement,

evaluation, and communication regarding English Learners and the rights of students and parents.

Information Regarding Financial Aid

NDCS shall ensure that each of its students receives information on how to properly complete and submit the 1) Free Application for Federal Student Aid (FAFSA) or 2) the California Dream Act Application as appropriate, at least once before the student enters 12th grade. NDCS will provide a paper copy of the FAFSA or the California Dream Act Application upon request.

- The FAFSA form and information regarding the FAFSA are available at:
  - https://studentaid.gov/h/apply-for-aid/fafsa
- The California Dream Act Application and information regarding the California Dream Act is available at:
  - https://www.csac.ca.gov/post/resources-california-dream-act-application

National School Lunch Program: Universal Free Meals

NDCS participates in the National School Lunch Program. Commencing with the 2022-23 school year, NDCS shall provide two (2) nutritionally adequate meals to each student who requests a meal without consideration of the student's eligibility for a federally funded free or reduced-price meal, with a maximum of one (1) free meal per meal service (breakfast and lunch) each school day. This shall apply to all pupils in kindergarten through grade twelve (12). Applications for school meals are included in the first day packets to all families and can also be obtained on NDCS website and in the main office. All families are encouraged to complete the application form. Completed application forms can be returned to the main office.

A copy of the complete Policy is available upon request at the main office. NDCS also maintains a School Wellness Policy pursuant to state and federal requirements.

Human Trafficking Prevention

California has the highest number of incidents of human trafficking in the U.S., and all students may be vulnerable. NDCS believes it is a priority to inform our students about (1) the prevalence, nature of and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance, and (2) how social media and mobile device applications are used for human trafficking.

In accordance with the California Healthy Youth Act, NDCS will provide age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment. You have the right to excuse your child from all or part of the instruction on the prevention of human trafficking. An opt-out form is available at the main office for your convenience. Your consent for this instruction is NOT required. If we do not receive a written request to excuse your child, your child will be included in the instruction.

Information and materials for parents/guardians about the curriculum and resources on prevention of human trafficking and abuse, including sexual abuse, assault, and harassment are available on Charter School's website for your review.

Immunizations

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must provide proof of having received required immunizations (shots) before they can attend school unless they meet the requirements for an exemption. Immunization records are required for all incoming students. Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, NDCS follows and abides by the health standards set forth by the state of California. The immunization status of all students will be reviewed periodically. Those students who are not in compliance with the State requirements must be excluded from attendance until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of NDCS.

These required immunizations include:

Child's Grade	List of shots required to attend school
TK/K-12 Admission	Diphtheria, Tetanus and Pertussis (DTaP) - Five (5) doses Polio - Four (4) doses Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses Varicella (chickenpox) – Two (2) doses **NOTE:** Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of DTaP meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday (also meets the 7th-12th grade Tdap requirement.) One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement for DTaP. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines.
Entering 7th Grade	Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose Varicella (chickenpox) - Two (2) doses **NOTE:** In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet the requirements listed for grades K-12 as well as requirements for 7th grade advancement (i.e., polio, MMR, varicella and primary series for diphtheria, tetanus, and pertussis). At least one dose of pertussis-containing vaccine is required on or after the 7th birthday.

Involuntary Removal Process

No student shall be involuntarily removed by NDCS for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice"). The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include the charges against the student and an explanation of the student's basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with NDCS's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until NDCS issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to NDCS's suspension and expulsion policy.

Upon parent/guardian request for a hearing, NDCS will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall include a copy of NDCS's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If the parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the student will be disenrolled effective the date of the hearing.

If, as a result of the hearing, the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) days.

A hearing decision not to disenroll the student does not prevent NDCS from making a similar recommendation in the future should student truancy continue or re-occur.

Lost or Damaged School Property

If a student willfully damages NDCS's property or the personal property of a Charter School employee, or fails to return a textbook, library book, computer/tablet or other Charter School property that has been loaned to the student, the student's parents/guardians are liable for all damages caused by the student's misconduct not to exceed ten thousand dollars ($10,000), adjusted annually for inflation. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, NDCS may withhold the student's grades, transcripts, and diploma until the damages have been paid. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, NDCS will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades and diploma will be released.

Mental Health Services

NDCS recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and/or violence. Access to mental health services at NDCS and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students can learn problem-solving skills and achieve in school and, ultimately, in life. The following resources are available to your child:

Available on Campus:

- School-based counseling services – your child is encouraged to directly contact a Charter School counselor by coming into the counseling office during school hours and making an appointment to speak with a counselor. Our Charter school counselors support students by providing individual sessions, group or parent consultations whenever a student is having a difficult time due to academic stress, transition to changes in their environment, or social concerns, including isolation. Counseling services, whether provided by our Charter School or by an outside provider listed herein, are voluntary.
- Special education services – if you believe your child may have a disability, you are encouraged to directly contact Michael Sithole at 323-730-0330 to request an evaluation.
- Prescription medication while on campus – if your child requires prescription medication during school hours and you would like assistance from School staff in providing this mediation to your child, please contact the Main office.

Available in the Community:

- Los Angeles County Department of Mental Health (LACDMH)
  LACDMH's Help Line is available 24/7 to provide mental health support, resources and referrals at **(800) 854-7771**

Available Nationally:

- National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 1-800-273-8255.
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at 1-866-488-7386 or visit** https://www.thetrevorproject.org/**.**
- Big Brothers/Big Sisters of America – This organization is a community- based mentorship program. Community-specific program information can be found online at https://www.bbbs.org or by calling (813) 720-8778.

Nondiscrimination Statement

NDCS does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

NDCS adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with

Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

NDCS does not discourage students from enrolling or seeking to enroll in NDCS for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. NDCS shall not encourage a student currently attending Charter School to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with NDCS's charter and relevant policies.

NDCS does not request nor require student records prior to a student's enrollment.

NDCS shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or student over the age of 18 at the following times: (1) when a parent, guardian, or student over of the age of 18 inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a student.

NDCS is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). NDCS also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

NDCS does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which NDCS does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. NDCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to NDCS Uniform Complaint Procedures ("UCP") Compliance Officer:

Mr. Edward Frimpong
Director of Human Resources]
1342 W Adams Blvd Los Angeles CA 90007
Tel: (323) 730-0330
Email: edward.frimpong@newdesignscharter.net

The lack of English language skills will not be a barrier to admission or participation in NDCS's programs or activities. NDCS prohibits retaliation against anyone who files a complaint or who

participates or refuses to participate in a complaint investigation.

Opioid Information Sheet

NDCS annually provides each athlete with an Opioid Factsheet for Patients published by the Centers for Disease Control and Prevention. The athlete and, if the athlete is 17 years of age or younger, the athlete's parent or guardian shall sign a document acknowledging receipt of the Opioid Factsheet for Patients and return that document to NDCS before the athlete initiates practice or competition. The fact sheet is available at:
https://www.cdc.gov/drugoverdose/pdf/AHA-Patient-Opioid-Factsheet-a.pdf

Parent and Family Engagement Policy

NDCS aims to provide all students in our school significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps while abiding by guidelines within the Elementary and Secondary Education Act ("ESEA"). NDCS staff recognizes a partnership with families is essential to meet this goal. Our Parent and Family Engagement Policy leverages and promotes active involvement of all families as partners with schools to ensure student success. A copy of NDCS's complete Policy is available upon request in the main office.

Physical Examinations and Right to Refuse

A parent/guardian having control or charge of any child enrolled in NDCS may file annually with the Principal a written and signed statement stating that the parent/guardian will not consent to a physical examination of the child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Pregnant and Parenting Students

NDCS recognizes that pregnant and parenting students are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting student is entitled to eight (8) weeks of parental leave, or more if deemed medically necessary by the student's physician, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. NDCS will ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program.

Upon return to school after taking parental leave, a pregnant or parenting student will be able to make up work missed during the pregnant or parenting student's leave, including, but not limited to, makeup work plans and reenrollment in courses. Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in NDCS if it is necessary in order for the student to be able to complete any graduation requirements, unless NDCS determines that the student is reasonably able to complete the graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

Complaints of noncompliance with laws relating to pregnant or parenting students may be filed under the Uniform Complaint Procedures ("UCP") of NDCS. The complaint may be filed in writing with the compliance officer:

Mr. Edward Frimpong
Director of Human Resources]
1342 W Adams Blvd Los Angeles CA 90007
Tel: (323) 730-0330
Email: edward.frimpong@newdesignscharter.net

A copy of the UCP is available upon request at the main office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Principal.

School Bus and Passenger Safety

All students who are transported in a school bus or school student activity bus shall receive instruction in school bus emergency procedures and passenger safety. A copy of the complete Policy is available upon request at the main office.

School Safety Plan

NDCS has established a Comprehensive School Safety Plan. The Plan is available upon request at the main office.

Section 504

NDCS recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of NDCS. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by NDCS. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Principal. A copy of NDCS's Section 504 policies and procedures is available upon request at the main office.

Sexual Health Education

NDCS offers comprehensive sexual health education to its students in grades 7-12. A parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. NDCS does not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation in comprehensive sexual health education and HIV prevention education in writing to NDCS.

- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When NDCS chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
    - The date of the instruction
    - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Code sections 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks (including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes concerning or practices relating to sex) may be administered to students in grades 7-12. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent ("opt-out") process. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to NDCS.

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if NDCS has received a written request from the student's parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Special Education /Students with Disabilities

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. NDCS provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the [SELPA/AUTHORIZER]. These services are available for special education students enrolled at NDCS. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. NDCS collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the IDEA and relevant state law, NDCS is responsible for identifying, locating, and evaluating children enrolled at NDCS with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. NDCS shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact [INSERT NAME, TITLE, PHONE NUMBER].

State Testing

NDCS shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress ["CAASPP"].) Notwithstanding any other

provision of law, a parent's or guardian's written request to Charter School officials to excuse their child from any or all parts of the CAASPP shall be granted. Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

Student Records, including Records Challenges and Directory Information

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

1. The right to inspect and review the student's education records within 5 business days after the day NDCS receives a request for access. Parents or eligible students should submit to NDCS Principal or designee a written request that identifies the records they wish to inspect. NDCS official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask NDCS to amend a record should write NDCS's Principal or designee, clearly identify the part of the record they want changed and specify why it should be changed. If NDCS decides not to amend the record as requested by the parent or eligible student, NDCS will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If NDCS decides to amend the record as requested by the parent or eligible student, the Principal must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.

3. The right to provide written consent before NDCS discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to Charter School officials with legitimate educational interests. A Charter School official is a person employed by NDCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on NDCS's Board of Directors. A Charter School official also may include a volunteer, consultant, vendor, or contractor outside of NDCS who performs an institutional service or function for which NDCS would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or contracted provider of digital educational platforms and/or services; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance

committee; or a parent, student, or other volunteer assisting another Charter School official in performing their tasks. A Charter School official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, NDCS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

Note that Charter School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

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

   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

5. The right to request that NDCS not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to Charter School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires NDCS to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A Charter School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following parties:

2. Charter School officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
3. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, NDCS will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. NDCS will make a reasonable attempt to notify the parent or eligible student of the request for records at the parent's or eligible student's last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, NDCS will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for a hearing;

4. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
5. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
6. Organizations conducting certain studies for NDCS in accordance with 20 U.S.C. § 1232g(b)(1)(F);
7. Accrediting organizations in order to carry out their accrediting functions;
8. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
9. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
10. Persons who need to know in cases of health and safety emergencies;
11. State and local authorities, within a juvenile justice system, pursuant to specific State law;
12. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by NDCS for students and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by NDCS; and/or
13. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by NDCS with respect to that alleged crime or offense. NDCS discloses the final results of the disciplinary proceeding regardless of whether NDCS concluded a violation was committed.

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. NDCS may disclose the personally identifiable information that it has designated as directory information without a parent's or eligible student's prior written consent. NDCS has designated the following information as directory information:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Participation in officially recognized activities and sports

12. Weight and height of members of athletic teams
13. Degrees, honors, and awards received
14. The most recent educational agency or institution attended
15. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want NDCS to disclose directory information from your child's education records without your prior written consent, you must notify NDCS in writing at the time of enrollment or re-enrollment.

Please notify the Principal at: [INSERT CONTACT INFORMATION]. A copy of the complete Policy is available upon request at the main office.

Sudden Cardiac Arrest Prevention and Automated External Defibrillators

NDCS is invested in the health of its athletes, especially their heart health. Sudden cardiac arrest ("SCA") is when the heart stops beating, suddenly and unexpectedly. Those wishing to participate in athletics at NDCS must review the information sheet on sudden cardiac arrest via the following link: https://www.cdc.gov/dhdsp/docs/cardiac-arrest-infographic.pdf

Surveys About Personal Beliefs

Unless the student's parent/guardian gives written permission, a student will not be given any test, questionnaire, survey, or examination containing any questions about the student's, or the student's parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion.

Teacher Qualification Information

As NDCS receives Title I federal funds through the Elementary and Secondary Education Act ("ESEA"), as reauthorized and amended by the Every Student Succeeds Act ("ESSA"), all parents/guardians of students attending NDCS may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals, including at a minimum:

1. Whether the student's teacher:
    a. Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    b. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    c. Is teaching in the field of discipline of the certification of the teacher; and
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Upon request, NDCS will provide the information to the parents/guardians in a timely manner. Parents/guardians may contact the Principal at [INSERT PHONE/EMAIL] to obtain this information.

Tobacco-Free Schools

Ample research has demonstrated the health hazards associated with the use of tobacco products,

including smoking and the breathing of secondhand smoke. NDCS provides instructional programs designed to discourage students from using tobacco products. NDCS's Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with the goals of NDCS to provide a healthy environment for students and staff.

In the best interest of students, employees, and the general public, the Board therefore prohibits the use of tobacco products at all times on Charter School property and in Charter School vehicles. This prohibition applies to all employees, students, visitors, and other persons at school or at a school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from NDCS.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. Smoking or use of any tobacco-related product is also prohibited within 250 feet of the youth sports event in the same park or facility where a youth sports event is taking place. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

The Principal or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on Charter School premises share in the responsibility of adhering to this policy. Additionally, NDCS will post signs stating "Tobacco use is prohibited" prominently at all entrances to school property.

Use of Student Information Learned from Social Media

NDCS complies with all federal, state, and local guidelines regarding the gathering and/or maintenance of information about any enrolled student obtained from social media in the student's educational record. NDCS gathers student information from social media. Such information shall be maintained in NDCS's records with regard to the student and shall be destroyed within one (1) year after a student turns 18 years of age or within one (1) year after the student is no longer enrolled in NDCS, whichever occurs first. A non-minor student or a student's parent or guardian may access the student's records for examination of the information, request the removal of information or corrections made to information gathered or maintained by NDCS by contacting the Principal.

NEW DESIGNS CHARTER SCHOOLS

Parent and Student Handbook 2026-2027 Agreement

I acknowledge with my signature below, that I have received and read the contents of New Designs Charter Schools' Parent and Student Handbook 2026-2027. I understand and will comply with the policies, rules and procedures contained therein.

CAMPUS: _____

STUDENT NAME: (Please print)_____ COHORT _____

STUDENT SIGNATURE_____ DATE _____

PARENT NAME: (Please print) _____

PARENT SIGNATURE_____ DATE _____

Please sign and return by September 30, 2026.

Reconozco con mi firma abajo, que he recibido y leído el contenido del manual de Padres y Alumnos 2026-2027 de New Designs Charter Schools. Entiendo y cumpliré con las políticas, normas y procedimientos contenidos en el mismo.

PLANTEL: _____

NOMBRE DEL ESTUDIANTE (en letra de molde)_____GRUPO _____

FIRMA DEL ESTUDIANTE_____ FECHA_____

NOMBRE DEL PADRE _____

FIRMA DEL PADRE_____ FECHA _____

Favor de firmar y regresar para el 30 de Septiembre del 2026.