



NEW HORIZONS CHARTER ACADEMY – K - 8

2022 - 2023

*Handbook for
Students and Parents*



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The New Horizons Charter Academy Difference

What makes New Horizons Charter Academy the school of choice for our students and parents is:

1. Arts, Science, Technology and Physical Education Program
2. High Academic Expectations
3. Citizenship Expectations
4. Effective Service of English Language Learners
5. Effective Service of Students with Special Needs
6. Public School with Small Class Sizes

The New Horizons Charter Academy

- **Our Mission** New Horizons Charter Academy prepares urban secondary students to succeed in college or on their chosen career paths and to ensure they will live fulfilling, self-directed lives.
- **Our Long-term Focus** goes beyond college as we support our students as they mature into leaders who will have the tools to effectively create a just and humane world.
- **Our Educational Pathway** includes an integrated curriculum which promotes critical thinking and intellectual depth, breadth, and agility. Our instruction, including unit and benchmark assessments, is aligned closely with California state standards. Practice for assessments, within the content areas along with test-taking practice, prepares our students for success on high-stakes state assessments. In addition a component of organizational and technology skills is included which will prepare students to be successful in their future college courses.
- **Our Support Mechanism** is top-down. The administration and staff are highly sensitive to the needs of our faculty providing on-going professional development. All adults on campus are highly involved with meeting the needs of all students. In addition, close relationships are built between our teacher and their students and parents. Teachers pay strict attention to students' needs and interests in order to support them individually.
- **Our Faculty** is building a professional learning community which focuses on collaboration for best practices and data-driven instructional decision making based on student-work and high-stakes assessment data. All teachers are in the process of attaining or have attained clear California State teaching credentials.
- **Our Students** have opportunities to take action on important social issues, and to enhance the learning power of these experiences through reflection and skill development in the classroom. As their student careers progress they are expected to become increasingly involved in the important work of the school community, through participation in student government, membership on school committees and by conducting themselves as upstanding members of our community.
- **Our Parents** are essential to the success of our school. Parent involvement in their own student's academic and school citizenship practices is critical to helping their student attain their goals. Parents are also given various opportunities to volunteer their time and efforts to support our school programs and the school community at large.



○ ○ ○ **Academy Mandala Words** ○ ○ ○

The word "mandala" means circle. It represents wholeness, and can be seen as a model for the organizational structure of life reminding us of our relation to the infinite, the world that extends both beyond and within our bodies and minds. Each member of our community which makes up New Horizons Charter Academy is expected to embrace the guiding principles represented by our Academy Mandala Words:

- ☼ **Scholars** - We are critical thinkers engaged in a lifelong pursuit of knowledge.
- ☼ **Activists** - We envision a just and humane world, strive to make it real, and inspire others to do the same.
- ☼ **Creator** - We express our uniqueness, imagine new possibilities, shape ourselves and, and impact the world.
- ☼ **Community** - We are able and willing to express our ideas, beliefs and feelings; to hear and respect the same from others. We take responsibility for the life of our community.
- ☼ **Empowerment** - We claim our power to define ourselves and to struggle for liberty.
- ☼ **Well-Being** - We nurture our minds, bodies and spirits by practicing healthy habits.
- ☼ **Love** - We care deeply about ourselves and others, and express this through our actions.
- ☼ **Integrity** – We have the strength and self-confidence to act in accordance with our beliefs.
- ☼ **Inquiry** - We constantly seek understanding by asking questions of ourselves and of the world around us.
- ☼ **Courage** - We have the strength to recognize and challenge our fears.



Administration, Staff and Faculty Directory

School Phone: 818-655-9602

Office hours are 8 am to 4 pm weekdays, except Wednesdays which are 8 am to 3 pm

Administration –

Mr. Richard Thomas, M. Ed, *Executive Director / Principal*

Mr. Guillermo Gomez, *Assistant Principal*

Mrs. Nicole Kraake, *Assistant Principal*

K-8 Support Staff –

Bea Italia, *Human Resource Manager*

Melina Minnasian- *Office Manager*

Nacem Rashid- *Data and Operations Coordinator*

Xiomara Medrano, *Pupil Services Clerk (Lankershim Campus)*

Nataly Figueroa, *Pupil Services Clerk (Fair Campus)*

School Staff –

Romik Abgaryan, *Teachers Aide*

Andrea Arellano, *Teachers Aide*

Emily Castellon, *Teachers Aide*

Samuel Johnson, *Teachers Aide*

Valerie Katona, *Teachers Aide*

Karen Reyes, *Teachers Aide*

Faculty

Kindergarten

Jesica Kahng

First Grade

Michelle Cheng

Second Grade

Yvette Steinorth

Third Grade

Sujata Alagh

Fourth Grade

Michelle Menjivar

Cindy Tanaka



Fifth Grade
Madalyn Geller

Sixth Grade
Perla Manzo
Jaqueline Barr

Seventh Grade
Rupinder Sahota

Eighth Grade
Javier Perez

Special Education/Inclusion
Alexandra Maertrens

Intervention
Elizabeth Wartiwarian

Admission and Enrollment Process

New Horizons Charter Academy is an open enrollment public school with priority given to current students and their siblings. Wait-listing does occur and students will be enrolled as seats become available on a first-come, first-served basis.

Admission packets may be picked up from our main office. In addition to the other forms necessary to complete enrollment, you must provide the following documents in order to complete the enrollment process:

- Unofficial transcript or current report card
- Pupil Accounting Record (PAR) from previous school

Upon admittance to our school, the enrollment process requires the following documents:

- Copy of birth certificate
- Copy of IEP and/or 504 Plan from previous school
- Copy of parent/guardian photo identification card
- Updated HRS Immunization Form – available from your physician's office

Note: Students will not be officially enrolled in school until receipt of all documents.

Records and Information Changes

Please inform the Office Manager immediately if there is a change in mailing address, telephone numbers or emergency contact names. Keeping our records up to date ensures you receive important notices about your student's education.

Withdrawal Process



It is sometimes necessary for a student to withdraw due to a family relocation or other circumstance. New Horizons Charter Academy wants to make this process as easy as possible for you and your student to ensure a smooth transition for enrollment at the new school. PLEASE SCHEDULE AN APPOINTMENT TO MEET WITH THE PRINCIPAL.

To withdraw your student from NHCA your student must be present for **a full day** on the last day of attendance:

- Call the Main Office to give notice of withdrawal – at least one day prior to the last full day
- Parent will need to check in at the Main Office to pick up a withdrawal form
- Student will need to bring all textbooks and other school property on their last day of attendance to be checked in to clear student account
- Parent will turn in the withdrawal form to the Main Office at the end of the day - student account will be closed out and student will be withdrawn.

Note: Official withdrawal will not be complete until student account is cleared. Transcripts, records, and diplomas may be held due to uncleared student accounts.



Curriculum and Instruction

Instructional key elements:

Parent and community connections: Partnerships with parents and community organizations create opportunities to connect classroom learning to real-world experiences and career exploration. Parent involvement is encouraged and greatly appreciated by our staff.

High expectations for all students: All children will be literate —read, write, listen, and speak—in English. Students will use prior knowledge and personal experience as well as knowledge about language to construct meaning from what they’ve read. They will write across a variety of genres for the purpose of learning how to write, demonstrate knowledge, and for real-life purposes and audiences. They will use oral language skills to communicate effectively to a variety of audiences.

Technology: Through technology, students access, organize, analyze, and draw conclusions about information and data. It also is a tool for research and presentation for student projects. Children engage with digital content from math, reading and writing programs to enhance their learning experience, gain valuable 21st-Century technology skills and develop avenues of exposure to a variety of resources through our blended learning instructional model.

Grading

New Horizons Charter Academy has four reporting periods during the school year during which teachers report on student progress in academic areas, behavior and citizenship, and social development. Teachers measure student’s progress in English and Spanish reading through the benchmark assessment. The benchmark assessment measures the student’s accuracy, fluency, and comprehension.

4	Advanced Proficient-Evidence Demonstrates Mastery of Standards
3	Proficient-Evidence Demonstrates Significant Mastery Standards
2	Partial – Evidence of Mastery
1	Minimal – Evidence of Mastery

- First Quarter—Ten-week Standards-Based Report Card
- Second Quarter—Ten-week Standards-Based Report Card
- Third Quarter—Ten-week Standards-Based Report Card
- Fourth Quarter—Ten week Standards-Based Report Card

Conferences

Parent-Teacher conferences are held three times a year. The first conferences are held prior to the first report period at which time student goals are discussed with parent and teacher input. The first conference is the ideal time to discuss student needs and strategies to ensure academic, physical, and social growth. Subsequent conferences are held after the first semester and at the end of the school year.

Student Lunch Program

New Horizons Charter Academy is proud to be able to offer a free-or reduced-lunch nutritional snack and lunch five days per week to all students. Research has shown that students that have eaten a balanced meal are better able to concentrate, learn and ultimately perform better on assessments. Nutrition offers a grain, fruit juice and milk. Nutrition is served at morning recess and usually offers a grain, fruit juice and milk. Lunch is catered and the menu varies month to month. Lunch usually consists of a hot entrée along with a possible side option of bread, salad, fruit or fruit juice, and milk. We are a closed campus to outside foods. Please do not send food with your student. We are happy to accommodate special diets due to medical or religious concerns with appropriate documentation.

Community Rules

Creating a place where no student infringes on the right of another student to learn is of the utmost importance. Ensuring that the physical environment for our students remains safe and clean and the learning environment remains undisrupted is key. Therefore, it is important to understand that each member of New Horizons Charter Academy's community has a responsibility for adhering to a set of rules and a code of conduct.

Community Rules –

- **Attendance** – All students will be in attendance daily at 7:50 a.m. *Please call school before 8:00 a.m.* if your student will not be attending due to illness. Both excused and unexcused absences must be cleared with a written note on the day student returns.
- **Tardies** – All students are expected to be in their seats, ready to learn, **by 7:55 a.m.**
- **Closed Campus** – New Horizons Charter Academy is a closed campus. Students are not permitted to leave except for pre-arranged appointments and a parent sign-out.
- **Dress Code** – At New Horizons Charter Academy, we have a dress code created to minimize distractions and to focus students on academics rather than appearance. Our dress code policy is as follows:
 - **Shirts- Grades TK/K through 4 (Lankershim Campus):** blue collared shirt with school logo, or other school-issued shirts are allowed only if pre-approved by administration.
 - **Shirts- Grades 5 through 8 (Fair Avenue Campus):** Maroon collared shirt with school logo, or other school-issued shirts are allowed only if pre-approved by administration.
 - **Pants** – khaki pants, shorts, jumpers or skirt not higher than arm's length. Baggy pants are not acceptable and are at the discretion of the Principal. Yoga pants, leggings, jeggings, tights worn as pants, low rise pants, hip huggers or any type of questionable attire is not permitted.
 - **Accessories** – jewelry is acceptable as long as it is not excessive.
 - **Footwear** – footwear must be closed-toe and appropriate for physical activity.
 - **Headgear** – any accessory on the head is never permitted on school grounds unless it is for religious observance and a letter from the student's religious leader is on file, or health reasons and a doctor's note is submitted. This includes wearing a hood when on school grounds.
 - **Sweatshirts** – school-issued New Horizons Charter Academy Academy sweatshirt or plain blue, black, gray, or tan outer garment. Absolutely no logos on sweatshirts are permitted. The only exception is sweatshirts that promote a University (not a sports team).
- **Toys**—Students are not allowed to bring toys to school, unless it is for a special occasion, such as a School Spirit Day, or Share Day.
- **Electronic Devices** – Use of electronic devices is not allowed on campus. We are not responsible for lost or stolen items. This includes ipods or other music devices.



- **Transportation** – Student drivers will follow the cones into NHCA campus. If you decide to park your vehicles on the street and please abide by all city ordinances. Bicycles, skateboards, skates, etc. are not to be ridden *on* school campus. Storage is available for these items during the school day. We are not responsible for any damaged, lost or stolen items.
- **Clean Campus** – Students are expected to pick up after themselves. There is no littering, no food or drinks in classrooms, and no gum allowed.
- **Public Displays of Affection** – Students are to act professionally within our learning community. Students should understand the difference between friendly (loving) or professional contact such as a quick hug or a handshake and inappropriate public displays of affection such as kissing and prolonged hugging.
- **Parent Hours** – Every family is asked to provide 30 hours of service for the school every year.

Special Note for 5th and 8th grade students – Participation in promotion and other special grade level activities is a privilege at New Horizons Charter Academy. Participation requirements include a minimum cumulative GPA of 2.0, and good citizenship, attendance, and punctuality. Students who do not meet these requirements may forfeit these privileges. Additionally, students who are suspended from school or commit other serious rule violations may forfeit these privileges.

Code of Conduct

As members of a community, students should remember that their behavior and actions, on and off campus, reflect on the reputation of New Horizons Charter Academy. We expect that students will develop a deep commitment for the well-being of the school and exhibit a conscientious, moral attitude about self, others and the community as a whole. The following traits exemplify an upstanding New Horizons Charter Academy student:

- **Respect of others** – All students must show respect for fellow students, volunteer parents and other workers, faculty, staff, after-school staff, and the administration.
- **Respect of personal and school property** – All students must keep their personal property in order. They must keep school classrooms, bathrooms, hallways, and lunchrooms clean and neat, in addition to taking special care of textbooks and other school materials entrusted to their care.
- **Cooperation** – All students should work collaboratively to meet the vision and mission of New Horizons Charter Academy and to respect the rights of all community members.
- **Honesty** – All students should create an atmosphere of honesty and trust with all member of our community.
- **Responsibility** – All students should assume responsibility for their own actions and as they progress and grow in maturity, students should take on increased responsibility for the community life.

Discipline

Students are responsible for living their daily campus lives within the guidelines of respect for the community rules and the code of conduct. New Horizons Charter Academy is committed to enforcing a fair and consistent set of consequences for students who break rules and do not follow the code of conduct. *A discipline matrix is available upon request.* Disciplinary action may be determined by the Office Staff, and/or Administration and will occur for infractions regarding, but not limited to:

- Attendance/Truancy
- Tardies



- Dress code violations
- Littering or other disrespect of school property
- Scholastic dishonesty
- Disrespect of community members
- Use and/ or possession of illegal substances

New Horizons Charter Academy Attendance Policy

It is the intent of the governing Board of the New Horizons Charter Academy ("Charter School") to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

Unexcused Absences/Truancy for Classroom Based Attendance

Students shall be classified as truant if the student is absent from school without a valid excuse three full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Executive Director or designee.

In addition, students shall be classified as a chronic truant if the student is absent from school without a valid excuse for 10 percent or more of the school days in one school, from the date of enrollment to the current date.

The Executive Director, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

TRUANCY

The pupil's parent shall be notified of the initial classification as a truant pupil:

- That the parent or guardian is obligated to compel the attendance of the pupil at school.
- That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution.
- That alternative educational programs are available in other schools
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- That the pupil may be subject to prosecution.
- That the pupil may be subject to suspension.
- That it is recommended that the parent or guardian accompany the pupil to school and attend



classes with the pupil for one day.

Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year after an appropriate school officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil.

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
 - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester.

Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including the information outlined above.
4. Healthcare provider verification



- a. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
- b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused if allowed under applicable law.

Upon reaching ten (10) unexcused absences, the student will be referred to a Student Success Team (SST) and the School Attendance Review Team (SART). In addition, the parent/guardian will receive a "Habitual Truancy Re-classification Letter #3."

The SART panel will be composed of Executive Director/Principal, Admin. Designee, Pupil Services Clerk, School Counselor and ILT Lead Teacher (s) . The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.

The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.^[1] The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:

- i. Parent/guardian to attend school with the child for one day
- ii. Student retention
- iii. After school detention program
- iv. Required school counseling
- v. Loss of field trip privileges
- vi. Loss of school store privileges



vii. Loss of school event privileges

viii. Required remediation plan as set by the SART

ix. Notification to the District Attorney

The SART panel may discuss other school placement options. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

1. If the administrative action conditions of the SART contract are not met, the student may incur additional administrative action.
2. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.
3. If student is absent ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily disenrolled and notification of the disenrollment be sent to the student's district of residence.
4. If, after the above procedures have been followed, the student continues to have unexcused absences, the parent/guardian may receive notice that the student is in violation of the SART contract. The student will then be required to appear before the SART panel again to discuss the unexcused absences. After such meeting, or after reasonable attempts by the SART panel to schedule the meeting if the parent/guardian is nonresponsive, the SART panel may recommend additional administrative action. The parent will receive written notice of the SART panel's recommendation.

Referral to Appropriate Agencies or County District Attorney:

It is the Charter School's intent to identify and remove all barriers to the student's success, and the School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents fail to attend a required SART meeting, the Charter School shall notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.



These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

Mandatory Expulsion Process

New Horizons Charter Academy strictly upholds the California Education Code for mandatory expulsion for the following offences:

- Habitual attendance, truancy or discipline issues
- Causing serious physical injury to another person
- Possession of any knife, explosive, or other dangerous object
- Unlawful possession of any controlled substance
- Selling any controlled substance
- Robbery
- Assault or battery upon any school employee
- Possession of any firearm
- Committing or attempting to commit a sexual assault

Lost and Found

New Horizons Charter Academy is not responsible for lost or stolen items kept in student backpacks, whether they are school issued textbooks or other materials or personal items including electronic devices. Students are encouraged to not bring anything valuable to school.

Any found items of value should be turned in to the main office or Principal. Other found items can be claimed from the Lost and Found. Unclaimed items will be donated to a local charity at the end of each quarter. Please check immediately if you have lost an item.



Nondiscrimination Statement

New Horizons Charter Academy is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. New Horizons Charter Academy prohibits discrimination and harassment based on an individual's age, ancestry, color, disability (mental or physical), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), 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.

Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by New Horizons Charter Academy. Harassment is intimidation 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 New Horizons Charter Academy programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in New Horizons Charter Academy 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 New Horizons Charter Academy policies that are available in all schools and offices. It is the intent of New Horizons Charter Academy 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. New Horizons Charter Academy prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

For information, assistance or to file a complaint related to discrimination or harassment based on student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact the Executive Director or Principal at (213) 381-8484



New Horizons Charter Academy

Family Educational Rights and Privacy Act Policy

(Adopted January 28, 2010)

New Horizons Charter Academy complies with the Family Educational Rights and Privacy Act (“FERPA”), a federal law which was enacted in order to protect students’ education records at all schools that receive funds under a program of the United States Department of Education.

Rights of the Student or Parent

FERPA gives a student’s parents certain rights over the student’s education records until the student reaches the age of 18 or attends a school beyond the high school level. At that time, the rights are transferred from the parents to the eligible student. These rights enable the eligible student or parents to:

*Inspect and review student’s education records maintained by the school. If the student and parents are unable to review the records at the school, they may request copies from the school (and may be charged a fee for them.)

*Request that a school correct the student’s records if they believe that they are incorrect or misleading. If the school chooses not to update the student’s records, the student or parent has the right to a formal hearing. If, after the hearing, the school still decides not to modify the student’s records, the parent of school can include a statement in the records which contests the information.

When New Horizons Charter Academy Does Not Need Written Consent

Generally, the school must have written permission from the parent or student before releasing any information from the student’s records. Schools can, however, disclose the student’s records without the student’s or parent’s consent to any of the following parties or under any of the following conditions:

- *School officials with legitimate educational interest
- *Other schools to which the student is transferring
- *Specified officials for audit or evaluation
- *Appropriate parties in connection with the student’s financial aid
- *Organizations which are conducting studies for, or on behalf of, the school

Disclosure of Directory Information

The school does not need consent to disclose “directory” information, such as the student’s name, address, telephone number, date of birth, place of birth, honors and awards, and dates of attendance. It must, however, tell parents and the student about the directory information and give them a reasonable amount of time to request that the directory information not be disclosed.

Annual Notification of Rights

Each year, New Horizons Charter Academy notifies students and parents of their rights under FERPA. This notification may come in the form of a letter or in the parent/student handbook.



New Horizons Charter Academy Notice for Directory Information

(Adopted January 28, 2010)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that New Horizons Charter Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications.

Examples include: the annual yearbook; Graduation programs; and Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories— names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want New Horizons Charter Academy to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by February 1. The school has designated the following information as directory information:

- * Student's name
- * Address
- * Telephone listing
- * Electronic mail address
- * Photograph
- * Date and place of birth
- * Dates of attendance
- * Grade level
- * Participation in officially recognized activities and sports
- * Degrees, honors, and awards received
- * The most recent educational agency or institution attended
- * 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 SSN, in whole or in part, cannot be used for this purpose.)



Parent Complaint Procedure

(Adopted January 28, 2010)

New Horizons Charter Academy is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The School shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs. New Horizons Charter Academy encourages the early, informal resolution of complaints whenever possible.

Procedure

Compliance Officer: The individual responsible for receiving and investigating complaints and ensuring the School's compliance with the law is:

Richard Thomas, Executive Director

5955 Lankershim Blvd

North Hollywood, California, 91601

818-655-9602

Notifications:

The School shall notify its students, parents and other interested parties of these procedures and the person responsible for processing complaints.

Filing of Complaints:

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the School. Complaints alleging unlawful discrimination may be filed by a person or group of individuals who allege that he/she or they have personally suffered unlawful discrimination. Discrimination complaints must be filed no later than six months from the date of the alleged discrimination or when the complainant first obtained knowledge of the facts of the discrimination.

If someone is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, School staff shall help him/her to file the complaint.

Civil law remedies may be available in addition to this procedure.

Investigation:

The Compliance Officer may informally discuss with the complainant the possibility of using mediation to resolve the complaint. If mediation is agreed upon, the Compliance Officer shall make all arrangements for this process. If mediation does not resolve the complaint, the Compliance Officer shall proceed with his investigation of the complaint.

Response:

The Compliance Officer shall send the complainant a written report of the investigation findings, corrective action, if any, and a rationale for the findings within 60 days of receiving the complaint.

Appeal:

If a complainant is dissatisfied with the School's decision, he/she may appeal in writing to the California Dept. of Education within 15 days of receiving the School's decision. The appeal must be in writing, it must state the reason for the appeal, and it must include a copy of the original complaint and the School's decision.



New Horizons Charter Academy Student Non-Harassment Policy

(Adopted January 28, 2010)

New Horizons Charter Academy 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 deliberately 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 New Horizons Charter Academy 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 Executive Director;
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 Executive Director.
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 Executive Director, 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.



Parent Overview Guidelines

Receipt and Agreement: Parent/Student Handbook

I ACKNOWLEDGE that I have received a copy of the New Horizons Charter Academy 2017-18 Handbook for Students and Parents. I have read and understood the contents of the Handbook, and have been given the opportunity to ask questions I might have about the policies in the Handbook.

I understand that the statements contained in the Handbook are guidelines for parents and students concerning some of the New Horizons Charter Academy policies and procedures.

I understand that I may request a copy of the discipline matrix.

I ACKNOWLEDGE that I have read and understood the contents of the FERPA documents included in the Handbook, and have been given the opportunity to ask questions I might have.

I understand that the FERPA documents include: Privacy Act Notification, Notice for Directory Information, Parent Complaint Procedure, Student Non-Harassment Policy, and Family Educational Right and Privacy Act Policy.

I have read and do agree, by signing below, to abide by all of the New Horizons Charter Academy policies and procedures outlined in the Handbook including but not limited to:

New Horizons Charter Academy Staff agrees to:

- Send regular correspondence to parents, informing of activities, events, and meetings.
- Provide a parent friendly classroom and school environment, where parents are encouraged to visit and fully participate in the education of their child.
- Schedule parent conferences for the parent(s) to attend.
- Provide regular homework opportunities that each student will be able to successfully complete independently or with parental assistance.
- Ensure that each student receives the rigorous curricular standards for each grade level as set by the California Department of Education.
- Enforce a fair and consistent discipline plan that includes both rewards and consequences and to provide students the skills to resolve conflicts as they occur.
- Consistently provide a quality research based program of first and second language instruction that will equally benefit both English and Spanish speaking students.
- Provide all students a safe and orderly environment for optimal learning.

New Horizons Charter Academy Students agree to:

- Act in a respectful manner.
- Work hard and encourage classmates to do their best work.
- Take responsibility to right any wrongs done to others.
- Complete homework on time and to the best of your ability.
- Older students perform as positive role models for younger students.

New Horizons Charter Academy Parents agree to:

Please sign and return to school.



- See that your child arrives to school on time everyday and stays the entire day.
- Provide a consistent time and place for your child to do homework nightly and check to see that it is finished. *Please contact the teacher the following day if any directions are not clear.*
- Inform the school/teacher if you child has special medical or educational needs that may require special case.
- Update the school office if there are any changes to the emergency card information. *This card contains names and phone numbers of individuals that will be contacted in an emergency or allowed to pick up the child from school.*
- Attend all parent conferences.
- Attend Back to School Night, Open House Night, and all meetings specific to your child's education program.
- Volunteer a minimum of 30 hours per year, assisting in the school or classroom. NOT MANDATORY but encouraged to support our school-wide activities and classroom programs.
- Teach your child to treat all adults and classmates with respect.

I/We agree to abide by the agreements stated above.

Student Name

Student Signature

Date

Parent or Guardian Name

Parent or Guardian Signature

Date



Parent Volunteer Policy

Research shows that parent involvement in children's learning positively impacts student achievement levels. 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 a condition of enrollment at New Horizons Charter Academy families agree to become actively involved by serving as a parent volunteer through filling out the Volunteer Application. Although the minimum level of volunteer participation is 30 hours per year, many of our parents go above and beyond the minimum knowing that every volunteer hour is greatly appreciated. Volunteer Hours are **NOT MANDATORY**.

There are a number of ways you can volunteer and demonstrate your commitment at NHCA throughout the year. Volunteer service hours are earned by directly supporting the school and by supporting your child academically.

School Support

Possible volunteer activities to support the school include:

- Office support
- Fundraising activities
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Attending Board Meetings
- Attending Monthly Parent Meetings
- Donations
- Assistance in cleaning
- Parent workshop participation
- Classroom support
- Tutoring support

If you need more information, please contact the Office Manager.

Recognition

Parents who exceed the NON-MANDATORY, encouraged - 30 volunteer hours will be invited to an end-of-the-year parent volunteer "Thank You" celebration. In recognition parents will receive a certificate and be eligible to participate in a school raffle to win special prizes.

I have read, understand, and agree to the responsibilities described above.

Student Name

Student Signature

Date

Parent or Guardian Name

Parent or Guardian Signature

Date

Please sign and return to school.