



New Legacy Charter School

High School

Family Handbook

2018-19

Effective:
8-14-18

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WELCOME

Dear Students and Families,

It is truly an honor to welcome you to New Legacy Charter School (NLCS) and the 2018-19 academic year. We launched the school in 2015 and have seen three graduating classes, all with college acceptances in hand. We created a strong foundation for a program that effectively supports young parents in continuing their education and offers young children a great start in life.

We do this work because we believe young parents have the ability to do whatever they set their minds to and we believe in their potential. We see their ability to be leaders – in their lives, in their families, in our school, and in the community.

Our mission is to offer young parents a *rigorous, relevant, and engaging education* so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and careers. We are strongly committed to delivering a program that embodies these attributes:

- **Rigorous** – We are committed to college preparation for all and challenging all students appropriately. Our students deserve a rigorous education that pushes them, similar to high-performing schools across the state and country. We are similarly committed to providing support so our students can rise to challenge we set before them. Students, it's your job to show up every day and be mentally engaged in the work. We will walk with you, but having strong attendance and being mentally present is required.
- **Relevant** – We are committed to building a learner-centered curriculum that includes topics and themes of interest for students, choosing texts that are culturally relevant, and always helping students make connections between learning and relevance in *their lives*.
- **Engaging** – We are committed to learning that is hands-on and includes project-based elements where students work collaboratively to tackle real-world problems or challenges. We also believe learning occurs not just in school, but everywhere; therefore college classes, internships, and job certifications are available to all students before they graduate.

The purpose of this Family Handbook is to provide an organized source of detailed information specifically related to ways that students and families can partner with the program to ensure a high quality experience for all. The policies and procedures described in this booklet are written to provide a clear description of what families may expect of **New Legacy Charter School** and what **NLCS** expects of students and families.

Students and families, education is the best investment you can make in yourself and the future of your child. There are days when it will be hard to show up or the work at school will be particularly challenging, but keep your eyes set on your future goals and where your education will take you. We believe in you.

In partnership,

Steven Bartholomew
Executive Director

CONTACT

New Legacy Charter School

2091 N. Dayton Street
Aurora, Colorado 80010
Office: (303) 340-7880
Fax: (720) 367-5464

SCHOOL HOURS:

Monday – Friday: 8:00am to 4:30pm
For Absences: Call the main office (303) 340-7880

High School

Students can arrive as early as 8:00am.

HOURS:

Monday, Tuesday, Thursday & Friday: 8:00am to 4:30pm
Wednesday: 8:00am to 2:10pm

Students who wish to participate in the school **breakfast** program (for themselves &/or their children) should plan to arrive *no later* than 8:40 am. All non-school related appointments are encouraged to be made on Wednesday afternoons when the school is closed.

Early Learning Center (ELC)

Families can drop off their children as early as 8:15am and should have children picked up by end of day hours.

HOURS:

Monday, Tuesday, Thursday & Friday: 8:15am to 4:15pm
Wednesday: 8:15am to 2:10pm

Closed Campus

NLCS is a closed campus. When on campus, during NLCS's regular hours, students must always be in class and under the supervision of an adult. Students who leave campus without authorization will receive a disciplinary consequence.

Website: www.NewLegacyCharter.org



<https://www.facebook.com/newlegacycharterhigh>

WE BELIEVE

Mission

New Legacy Charter School's mission is to offer young parents a rigorous, relevant, and engaging education so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and careers.

Vision

Young families creating a legacy of education leading to a compelling career, financial independence, and positive parenting.

Statements of Principle

These statements are designed to clarify our mission and vision, as well as provide information about the core beliefs that drive our work and priorities.

- **Building a New Legacy:** We believe teen parents can build a legacy of financial independence and personal success through high-quality education and healthy parenting.
- **Access:** We believe all students -- regardless of background, financial circumstances, or parenting status -- deserve access to a high-quality high school and college education, followed by meaningful careers.
- **Quality Instruction:** We believe that instruction is most effective when the student is an active participant in the learning process. Building on a strong foundation of literacy, we work to create relevant, engaging learning opportunities and internships to ensure that all students have the critical thinking, collaboration, communication, and creative skills needed to succeed in college and beyond.
- **Innovation and Flexibility:** We believe an innovative and flexible educational program is needed to support non-traditional students in achieving academic success.
- **Comprehensive Support:** We believe it is the school's obligation to provide comprehensive support to teen parents to ensure their success.
- **Positive Parenting:** We believe that to support the healthy development of students' children, parenting skills must be explicitly taught and mentorship provided.
- **World-Class Early Childhood Education:** We believe the children of teen parents should have access to a high-quality, research-based learning environment where their educational, social, emotional, and physical well-being is nurtured and developed.
- **Personal Relationships:** We believe that to best meet students' academic and parenting needs, the school community must be safe, personal, and caring; built upon respect; and value each student as an individual of great potential.
- **Diversity:** We embrace diversity as an asset and are committed to inclusive excellence. We provide a culturally-relevant curriculum and employ culturally-responsive teaching strategies to ensure each student's success. We believe in inclusiveness.
- **Partnerships:** We believe family and community partnerships are essential for the success of the school's students.

OUR POLICIES & PROCEDURES

Anti-Discrimination Statement

New Legacy Charter School does not and shall not discriminate on the basis of race, ethnicity, religion, gender, age, national origin, disability, sexual orientation, gender identity, gender expression, marital status, military or veteran status, political affiliation, creed, color, ancestry, need for special education services, pregnancy or parenting status, or any other status protected under federal, state, or local law in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, appointment of board members, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our board, staff, students and their families, volunteers, community partners, and vendors.

Special Attendance Circumstances

Students who will be absent due to religious holidays must obtain administrative pre-approval.

Student Records

NLCS maintains an information file on each student. Parents/Guardians may review their student's file upon request. School officials may obtain access records for educational purposes only. All individually identifiable educational information is confidential.

Transportation

NLCS does not provide transportation for most student, but can provide two (2) bus passes per day for students who need them. NLCS can provide limited transportation to some students who meet criteria developed by the attendance team.

Visitors

All parents/guardians and visitors must sign-in and sign-out at the front desk and show photo identification when they enter or leave the building if they are not known by the front office staff. Parents/guardians are expected to abide by the school's visitor rules and core values in all interactions with faculty, staff, administration, other parents and students. Parents/Guardians will be asked to leave campus if the school's core values are not practiced. Parent/Guardians and visitors are asked to refrain from using their cell phones inside of the building.

Deliveries to Students

If a student leaves items at home, those items may be delivered to school and left at the Front Desk for the student to pick up. Food deliveries can only be received during student lunch hour, any deliveries received after this time will be given to students during the next passing period.

Media Release

NLCS maintains a website, a social media presence and periodically publishes promotional materials on occasion; NLCS may also receive media requests to highlight the schools and students. In all cases, NLCS will honor the Student Photo/ Information Release form completed by families during the enrollment process.

School Property

Students must treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment, books and laptops. Intentional actions to damage or harm school property will lead to a suspension and may lead to an expulsion hearing. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or receive appropriate action.

Responsibility for Personal Property

All property brought to school is brought "*at your own risk.*" NLCS will not assume responsibility for any personal property. Distracting or inappropriate objects will be no be allowed and could be confiscated and returned at the end of the day. Repeat violations will require a parent/guardian conference.

Lost and Found

Periodically throughout the school year, items not claimed from the lost and found will be donated to charitable organizations.

Commerce

Students (or parents/guardians) may not sell any articles on school property without the permission of the Director. Money or materials for personal purposes or for an outside organization may not be collected without prior permission from the Executive Director.

Anti-Bullying Act

According to Colorado HB 11-1254, "**Bullying**" means any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. "Bullying" is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination upon any of the bases described in section 22-32-109 (1)(11)(I). NLCS recognizes '**Cyber Bullying**' under this act and will act accordingly to any violation of this law.

The school administers an annual anonymous study survey to gather student input on a variety of issues, including students' impressions of the severity of any bullying that might be happening. In addition, the school has an advisory period that meets for one hour four times per week. During this period, students have opportunity to discuss with their advisor and with each other issues of character, bullying, and community. The school is very intentional in talking about creating an inclusive culture where all members are heard, valued, and treated with respect. Also, students have the opportunity for credit recovery in the advisory. Finally, the school has a Restorative Practices Committee that meets biweekly and monitors the school's climate, provides input on issues to address, and ways to continue building a positive school environment. This committee would advise the school administration on the severity and frequency of bullying incidents, if there were such incidents.

Military Recruitment Notice

Federal law generally requires Schools to release "directory type" information, upon request, to military recruiters. The law also provides that parents have the right to "opt out" of having their student contacted by military recruiters using School information. If you object to a

military recruiter contacting your student (in seventh grade or above), please ensure that the front office has an “opt out” form on file for you. If you do not “opt out,” the School will provide military recruiters with contact information, if that is requested.

Family Engagement Policy

The administration, staff and parents/guardians of NLCS believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school, community members, school administration, staff, students, and parents/guardians (as defined for purposes of this policy to all members of a student’s family involved in the student’s education). Parent/guardian involvement activities in the school will include opportunities for:

- Parents/guardians to volunteer and be involved in school activities.

The school has volunteer coordinators who are available to coordinate ways for parents to be involved in the school. They are typically at the school on Tuesday and Thursday mornings or available to meet at other times upon request.

- Staff development and parent education.

There are opportunities throughout the year for parents to learn how they can best support their student’s education.

- Parents to provide home support for their student’s education.

NLCS looks to parents/guardians to ensure that students have a way to get to school every day and to support their ability to do homework at home.

- Parents to participate in school decision-making.

Any parent/guardian is welcome and encouraged to participate on the school’s Accountability Committee, which meets every other month on the third Thursday of that month.

- Effective communication between the school and parents.

NLCS sends home communication with students and by mail at the end of each quarter. Updates are also posted on the school’s Facebook page and website. In addition, NLCS does phone blasts with critical information and parents are always welcome and encouraged to communicate with school staff members by email, phone, or in person.

Protection of Pupil Rights Amendment (PPRA)

See Appendix C

McKinney-Vento Homeless Assistance Act

See Appendix D

WEATHER AND EMERGENCY PROCEDURES

Accident or Medical Emergency

If a medical emergency occurs at school, first aid will be administered and the parent/guardian will be contacted immediately. If a parent or guardian cannot be reached, an emergency contact or the family physician will be contacted. If necessary, the school will call Emergency Medical Services (911).

School Closings

NLCS adheres by **Aurora Public Schools'** weather school closing decisions. If APS closes or has a delayed opening, NLCS will do the same. If APS is NOT closed or on a delayed schedule, NLCS will be open. Should NLCS need to close school early for other emergency reasons, every attempt will be made to inform parents/guardians to arrange for transportation.

Fire Alarms and Building Emergencies

Should an emergency require evacuation of the school, fire alarms will sound. All fire alarms are treated as real and require immediate evacuation of the building.

Evacuation procedures are as follows:

1. On sound of alarm, do not bring personal belongings such as backpacks or other items.
2. Silently follow staff directions and proceed out the nearest exit out to designated areas with teachers/staff.
3. Remain in designated area until a member of the administrative staff gives the "all-clear" signal.

Faculty and staff undergo emergency management training and yearly review. An emergency manual is available in each classroom for quick reference purposes.

The Early Learning Center staff is responsible for the evacuation of all children in the ELC in the case of an emergency or drill. **Students should not attempt to find or evacuate their child themselves.**

FOR STUDENTS

Core Values

Our core values are built around the acronym LEADER because we believe our students have a great opportunity to be leaders – in the direction of their lives, in their families and with their children, and in their communities (starting at school, and beyond). The values that we expect all students, staff, faculty, board members, families, and community partners to exhibit are as follows:

- **L**eadership: We value personal leadership through self-advocacy, family leadership through building a legacy for the next generation, and community leadership through giving students a voice in the world around them.
- **E**mpowerment: We value partnering with students and supporting them as they take control of their futures.
- **A**chievement: We value achievement and excellence in academics, personal development, and parenting.
- **D**etermination: We value hard work knowing that intelligence is gained incrementally through concerted, intentional effort.
- **E**nthusiasm: We value pursuing our work with enthusiasm. We focus on learning that provides inspiration and brings joy. We value creating dreams for the future and action plans to get there.
- **R**espect and **R**esponsibility - We value words, actions, and attitudes that reflect the inherent value of all people. We show respect for ourselves in our words, actions, and attitudes. We also value individuals taking ownership for their actions, making choices that lead to desired outcomes, and taking control of their future.

Restorative Practices

Restorative Practices (RP) is an effective alternative to punitive responses to wrong doing. RP is a philosophical framework that can be applied to education and community. This approach allows us to offer a more sustainable, equitable, and respectful alternative to dealing with attendance and misbehavior (from minor infractions to violence).

NLCS Restorative Practices Process:

1. PREVENTION
2. EARLY INTERVENTION
3. INTERVENTION
4. REINTEGRATION

The use of Restorative Practices as a primary lens for building culture and community is a proactive strategy where all members of the school community can feel valued and thrive. For purposes of student engagement and success RP will be used primarily with Academic and Campus Policies.

ACADEMIC POLICIES

Academic Integrity

Academic integrity is at the center of NLCS's commitment to its core values. Determination is critical to academic success at NLCS. Learning is based on mutual trust and respect between teacher and student. Students must take responsibility for learning by demonstrating integrity in their work.

Academic Honor Code Pledge:

I accept responsibility for maintaining honorable behavior in all academic work, in maintaining and promoting personal academic integrity, and to only submit individual work that is completely my own or properly cited.

Academic Honor Code violations include:

- Plagiarism = Direct duplication by copying another's work, whether from a book, article, web site, another student's assignment, inclusion of images, text or other forms of media, in whole or in part, from the internet or other electronic resource without proper citation, paraphrasing another's work closely, with minor changes, but with the essential meaning, form, and/or progression of ideas, using often-quoted phrases without citation, etc.
- Cheating = Allowing another student to copy your assignment, duplication in any manner of another student's work during a quiz, test, or exam, producing assignments with other people (another student, a tutor) that should be your own independent work.
- Possessing *any* unauthorized documents or resources during class time, including crib sheets, calculators or the internet.
- Piecing together sections of other works into a new whole.
- Submitting one's own work that has previously been submitted for assessment purposes in another subject or at another school.
- Pressuring others to violate the Academic Honor Code.
- Presenting group work as your independent work, or presenting an individual's work as that of a group.
- Falsifying or fabricating information, data, or sources.

Consequences of Academic Honor Code Violations:

- Receive a failing grade on the assignment or completing an alternative assignment
- Complete community service in the school as assigned

Advisory Program

NLCS's Advisory Program is an essential part of creating a powerful learning community centered on community and relationships. The advisor is committed to knowing each advisee and to providing counsel, guidance and support. The Advisory Program provides a small group community for academic planning, goal-setting, credit recovery, school-to-home communications, team building and reflection. **Advisors serve as the primary contact for parents/guardians and facilitate communication between teachers and other resource personnel.** Families with general concerns are encouraged to first contact the advisor. Students are assigned to an advisor with a group of 12 - 15 other students and meet multiple times during the week.

Grades

The letter grades represent a performance descriptor and are assigned to the quality of a student's completed work. Students will receive letter grades for each completed class.

Grade	Performance Descriptor	Points
A	Excellent	90 – 100
B	Good	80-89
C	Satisfactory	70-79
D	Approaching	60-69
F	Fail/Incomplete	Below 60

Grades below a "D":

Any work that is deemed unsatisfactory does not receive a passing grade and the student will receive an **I: Incomplete**. Students who earn an incomplete ("I") will be given the opportunity to complete or improve specified work over a defined period of time (no later than one week after the end of each quarter) to earn credit in the class. If the work is not completed satisfactorily at the end of this prescribed time, the student will receive an F and must retake the course for credit.

Missing Work, Make-Up Work, and Late Work

After absences, whether excused or unexcused, students are responsible for making up missed assignments, quizzes and tests and are expected to make it up independently.

Graduation Policy

Credit Requirements: In order to graduate with a high school diploma, New Legacy Charter School (NLCS) requires all students to earn the equivalent of at least 22 units of credit, which is the same total amount that Aurora Public Schools requires. These credits must include minimum amounts in the following areas:

English	4.0 units of credit
Mathematics	4.0 units of credit*
Science	3.0 units of credit
Social Sciences	3.0 units of credit (including 0.5 unit of civil government – at NLCS, civics is integrated into humanities courses)
Health	0.5 unit of credit
Parenting Education	0.5 unit of credit
Additional Credits	7.0 units of credit**
Minimum credits to graduate	22.0 units of credit required for graduation

* It is recommended that students who plan to attend a 4-year college or university complete at least algebra II.

**It is recommended that students who plan to attend a 4-year college or university also get at least 1.0 units of world language credit.

Individual Career and Academic Plan (ICAP): In addition to credits required for graduation, students are also required to complete an ICAP with the following mandatory components that must be complete at least one month prior to graduation:

Apply to at least two post-secondary institutions (technical, 2-year, or 4-year colleges).

Apply for at least two scholarships.

File the Free Application for Federal Student Aid (FAFSA) for financial aid.

Take the ACT or SAT.

Graduation Competencies – Beginning with the Class of 2021: In order to satisfy demonstration of minimum competencies for college and career readiness required by the State of Colorado, each student must achieve a minimum score on one or more assessments from the menu of options approved by the Colorado State Board of Education in September 2015, listed below:

	English	Math
Accuplacer	62	61
ACT	18	19
ACT WorkKeys	Bronze+	Bronze+
Advanced Placement	2	2
ASVAB	31	31
Concurrent Enrollment	Passing Grade	Passing Grade
International Baccalaureate	4	4
SAT	430	460

These requirements can be modified for students on an Individualized Education Program (IEP) or an Advanced Learning Plan (ALP), which may include modified district academic content standards and state minimum competency demonstrations.

Exceptions to the School’s Required Measures: If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the executive director or executive director’s designee may determine that such assessment or other measure is acceptable and meets the school’s graduation requirements.

Early Graduation: NLCS believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities at an earlier age. Therefore, the executive director may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy.

LEGAL REFS.: C.R.S. 22-1-104
 C.R.S. 22-32-109 (1)(kk)
 C.R.S. 22-32-132
 C.R.S. 22-33-104.5

C.R.S. 22-35-101 *et seq.*
C.R.S. 22-30.5-525
C.R.S. 22-2-136

Report Cards

Students receive report cards at the end of each quarter. After the second quarter, parents/guardians and students are required to attend a conference with the Advisor and discuss the student's report card and progress at the school.

Dean's Honors and Awards

At the end of each quarter, academic (Dean's List) and core values honors are awarded to students.

A **Dean's List** is an academic award, or notation, used to recognize the level of high scholarship, attendance and leadership demonstrated by students. In order to participate in the Dean's List, the following requirements must be met each quarter:

1. GPA of 3.3 or higher
2. No more than two (2) unexcused absence
3. Demonstrate leadership (no behavior referrals)

The following awards may be presented to students at the end of each quarter:

- **Improvement Award:** Given to students who have improved the most over the previous quarter.
- **Core Value Honors:** Awarded to students who best live and represent the school's core values on a daily basis, as determined by the school staff.
- **Leadership Award:** Awarded to a student who best lives and represents the school's core values on a daily basis, as determined students and school staff.
- **Attendance Award:** Given to students with strong attendance at the end of each quarter.

Textbooks

When required, school textbooks will be provided. Students must maintain the quality of each book, using a book cover if necessary. At the end of the year, the exact numbered copy issued must be returned to receive credit for the book. Damaged or lost book fees will be assessed accordingly.

Paper-Based Testing Policy

Students will complete state assessments in the best format for each assessment. If a test is designed to be an online test such as CMAS or ACCESS, students will test online using Chromebooks. If a test is designed to be a paper test such as SAT and PSAT, students will test using paper and pencil.

Parent Refusal Policy

New Legacy Charter School has information available in the main office for parents/guardians who are concerned about the school's testing requirements. A Standardized Assessment Refusal Form must be completed and submitted to the main office prior to the start of the testing period in order to exempt a student from a particular test.

Laptop Computers

Use of the laptop is a privilege - not a right - and can be revoked at any time. Laptop use and all school technology resources are governed by NLCS's acceptable use policy (See Appendix A). NLCS reserves the right to enforce the Acceptable Use Policy and to limit or revoke a student's privileges at any time. Parents/guardians may not use the student's email account to send emails to any student or group of students without the permission of the High School Principal. When laptops are used, students will be asked to review the condition of the computer and report any noticeable problems via the Laptop Checkout form.

Violation of technology use will be brought to the attention of the High School Principal who will be responsible for implementing appropriate consequences for each violation. Some examples of violation include:

Minor Violations – for example, carelessness with the computer but no damage, using the computer for non-school related activities in class, etc.

Major Violations – cyber bullying, visiting inappropriate websites, repairable damage could result in student being responsible for the cost of repair and non-repairable damage could result in 50% of computer replacement cost.

Distribution of Published Materials or Documents

School Materials: With prior approval by the Executive Director, Advisor or teacher, publications prepared by students may be posted or distributed to the greater community. Such items may include school posters, brochures, murals, etc. The school newspaper, the yearbook and all school publications available to students are supervised by staff members and may be edited or taken down at the sole discretion of the school.

Non-School Materials: Unless a student (or parent/guardian) obtains specific prior approval from the Executive Director, written materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus.

CAMPUS POLICIES

Electronic Devices

Cell phones are a reality in our world. Along with computers, cell phones are a tool. Students will properly use that tool in a school setting. Phone/headphones should not be visible unless teacher gives class explicit permission for use. Use personal headphones only if teacher permits listening to music. Inform teacher at start of class if you have important personal business that may require use of cell phone during class - limit this business to under 5 minutes. If students do not comply with expectations, staff will ask to keep the phone until the end of class. In the ELC, there are **absolutely no phones**. **Failure to comply with staff instruction may result in a referral to the High School Assistant Principal and may result in the removal of device from student which will only be released to a parent/guardian.**

Dress Code

The purpose of the NLCS dress code is to create a professional, safe and respectful community where students can place their sole focus on learning. The Dress Code will be enforced when students are on campus. *The school may ask a student to remove anything that causes a distraction to the community.* NLCS faculty and staff reserve the sole right to interpret and enforce the student dress code. Students who violate the dress code will be given clothes to change into or allowed to make a phone call home to request appropriate clothing to be brought to school. Students will not be allowed to return to class until the dress code violation has been addressed. **Dress appropriately for a professional environment. This includes, but not limited to:**

- Stomachs should be covered.
- Undergarments should not be visible at any time.
- Sunglasses are not permitted without medical necessity.
- Hats and headgear are allowed, but must not cover the student's face
- Text and images that are overtly violent, sexual, gang-related, drug-related, or contain profanity are not permitted.
- If wearing shorts or skirts, must be mid-thigh in length.
- Students must wear appropriate footwear to school appropriate for the classes and activities occurring.

Attendance

The high expectations NLCS holds for each student makes daily attendance imperative. Participation in class and in community is critical to learning and growth. Furthermore, credit acquisition hinges on attendance; being present allows students to access consistent instruction, learning, and community opportunities.

Attendance and Credit Acquisition Eligibility

*Students will only be eligible for traditional credit acquisition only if they have missed **fewer than 5 classes** per course in a given quarter. This includes excused and unexcused absences. Absences will be tracked by individual classes - not by half or full days. Thus, students will accrue absences from classes for arriving late or leaving early.*

If a student is able to show learning and complete assigned work from the course they miss *on the same day as an absence before 5PM*, the absence will not count against the student's credit acquisition eligibility.

The following supports have been included to help students remain eligible for credit acquisition:

- All classroom teachers will keep make-up work readily accessible for students when they return.
- Students will have access to alternate make-up materials at all times in case of an unforeseen absence.
- Flex time allows teachers and students to communicate regarding missed work during the school day.
- After three missed classes, students/families will receive a phone call home from the Attendance Team.
- After four missed classes, students will meet with a case manager from the Attendance Team.
- After five missed classes, students will no longer be eligible to receive credit in that course and will transition to an alternate credit plan for the remainder of the quarter.

Alternative Credit Plans

- After five absences, students will work with their case manager to determine the feasibility of acquiring credit in that course.
- If it is deemed possible to still acquire credit, case managers will build an alternative credit plan for the student. This plan will include projects designed to show student mastery of content standards and outline the expectations for success.
- During the remaining days of the quarter, students will report to their classes as usual, but they will not participate in general education opportunities. Rather, they will work independently to complete the alternative credit plan.
- At the end of the quarter, students will be awarded pass/fail credit by their case manager based upon the completion of the alternative credit plan.

Attendance and Truancy

NLCS will act in compliance with the Colorado compulsory attendance law (Colo. Rev. Stat. 22-33-104) which requires every child between the ages of 6 and 17, unless excused, to attend school for at least 172 days each school year (out of 183 days) and that **unexcused absences for 4 days per month or 10 days in one year makes a student "habitually truant."** For the purpose of defining a habitually truant student, absences due to suspension or expulsion will be considered excused.

- Students between the ages of 6-16: After two (2) weeks of non-attendance and non-communication, NLCS may file paperwork for truancy with the county of residence.
- For students between the ages of 17-21: After two (2) weeks of non-attendance and non-communication, NLCS may request that a parent/guardian come in to complete paperwork to withdraw student. If no response is received, NLCS reserves the right to withdraw student.

Notification of Absences

In the event of a necessary absence, a parent/guardian or the student must **call the main office (303)- 340-7880** and report the absence as soon as possible (preferably before 9:00AM). The person calling in the absence needs to include the **student's name, the date of absence, the reason for the absence, and a contact number. In addition, they must include if the student has a child in the Early Learning Center and whether or not the child will also be absent for the day.** This notification does not automatically excuse the absence (see *Unexcused/Excused Absence Policy* below).

Students/families will be contacted after 10:00AM if student is not in attendance for first period and the school has not received notification of the absence.

When a student's child is sick and cannot attend the Early Learning Center, the student will be encouraged to find alternative, safe care that day (e.g. a grandparent) so the student does not have to miss school (See ELC Family Handbook).

Unexcused/Excused Absence Policy

Unexcused absences are defined as those defined as not meeting the 'Excused Absences' policy below and/or deemed unacceptable by the Principal and/or Attendance Team regardless of prior approval or knowledge of parent/guardian.

Excused Absences

- Educationally valuable experiences: internship opportunities, mentorships, college-related experiences
- Illness: fever, contagious diseases, illness rendering student to bed rest (doctor's note required after the third day of such absence)
- Injury resulting in physical disability (doctor's note required)
- Mental disability (doctor's note required)
- Emotional disability (doctor's note required)
- Family emergency (call from parent/guardian required)
- Legal circumstance (notification from appropriate judicial office required)
- Student in custody of law enforcement
- Mandatory court appearance (court document required)
- Student in custody of human services
- Maternity/paternity leave

Early Departures

Students who need to leave early must check-in with the front office. In order to pick up a child in the ELC, students must have a note from the front office verifying their departure. Early departures count against a student's credit acquisition in the five absence policy and may be

excused or unexcused. If students wish to leave and do not have documentation (or guardian permission), they will be permitted to do so, but only after an attempt to contact the guardian, and the resulting absence will be counted as unexcused.

Late Arrivals

Students who arrive late must check-in with the front office. Tardies after ½ of a class period will remain absences and will be marked excused or unexcused depending on documentation. Classes missed earlier in the day will count against a student's credit acquisition in the five absence policy.

Standardized Testing and Final Exam Attendance

To assess the effectiveness of NLCS's rigorous, integrated and personalized academic curriculum, students are required to be present and take various scheduled standardized tests and final exams.

Maternity/Paternity Leave Policy

New mothers are encouraged to take a six-week maternity leave following the birth of the child. This is a crucial time in the development of a healthy attachment between the parent and child. The student will remain enrolled at the school but will be identified as being on medical leave. NLCS has developed home-based curricular options that students can do independently to earn credit during maternity leave. The Homebound and Personalized Instruction Teacher will conduct at least two home visits during the time a student is on leave. If maternity leave is needed beyond six weeks for medical or other reasons, the student and family should remain in communication with the school.

New fathers are encouraged to take a one- or two-week paternity leave to also develop a bond with the child and support the family. Students on paternity leave are expected keep up with school work to earn full credit for the block.

THE DISCIPLINE PROCESS

Core school behavior expectations are based on and supported by the school values and core principles. The behavior expectations are taught and modeled among and between all members of the school community. When behavior infractions occur, the school values that govern behavior expectations are reinforced and re-taught as opposed to an emphasis and enforcement of school rules. When any disciplinary incident occurs, the student is always provided an opportunity to tell his/her version of the incident. All referrals and interventions will be documented in Infinite Campus. See Appendix E: School Wide Discipline Protocol.

Type One Behaviors

- Type One behaviors are handled by the attending NLCS member(s).
- Chronic Type One behaviors **could** result in a referral to the Dean of Student Culture.

Type One Behaviors include the following:

- **Disruptive behavior anywhere on campus** (arriving late, leaving early, refusing to put electronic devices away during class, picking on, bothering, or distracting other students, purposefully not following directions, wandering during class time without a pass, sitting/laying on floors, laps, tables, disruptive during school wide events, etc.)
- **Inappropriate language** (Use of profanity or vulgarity, gang/harm affiliated)
- **Inappropriate public displays of affection** (consensual but inappropriate physical contact)
- **Dress code violation**
- **Violation of school property policy** (unauthorized use of school policy, defacing school property like writing on tables, littering, abuse of equipment, etc.)
- **Violation of academic policy** (scholastic dishonesty like plagiarism, cheating, etc.)

PREVENTATION: Provide clear expectations and school wide support and relationship building.

Prevention Strategies Includes: Student Survey, Family Handbook with Expectations to be signed, frequent restorative conversations, and high student expectations from all staff.

Type Two Behaviors

- Type Two behaviors are handled by the attending NLCS member(s).
- Chronic Type Two behaviors **will** result in a referral to the Dean of Student Culture.

Type Two Behaviors include the following:

- **Repeated Type One offenses**
- **Bullying: Level I** (e.g., physical acts of aggression or intimidation verbal, written or cyber)
- **Harassment: Level I** based on race, ethnicity, sexual orientation, gender identity, disability, or religion (e.g., verbal, written or cyber harassment)
- **Violation of campus policy** (being under the influence of drugs or alcohol, and tobacco use on campus)
- **False activation of a fire alarm**

EARLY INTERVENTION: Support students by identifying challenges.

Intervention Strategies Include: Reflections, Calls to parent/guardian, Home Visits, Referral to the High School Assistant Principal, School Service

Reintegration: Provide support for reintroducing students back in our community.

Type Three Behaviors

- Type Three behaviors **will** result in an immediate referral to the Dean of Student Culture.

Type Three Behaviors include the following:

- **Repeated Type Two offenses**
- **Severe disruptive behavior: Level II** (defiance of authority/disobedience of any member of school community and physical contact such as fighting which may include incidents that result in minor injuries like cuts, scrapes, and bloody noses)
- **Bullying: Level II** (e.g., physical acts of aggression or intimidation verbal, written or cyber and repeat Bullying Level I behavior)
- **Harassment: Level II** based on race, ethnicity, sexual orientation, gender identity, disability, or religion, repeated type two offenses (e.g., verbal, written or cyber harassment)
- **Sexual harassment** (acts of physical harassment. NLCS will reference Aurora Public Schools Policies JBB and JLF to determine whether the student's behavior rose to the level of an offense that must be reported to law enforcement or the Department of Human Services.
- **Violation of campus policy** (being under the influence of drugs or alcohol, use/sale/distribution of drugs & tobacco on campus)
- **Violation of school property policy** (unauthorized use of school policy, defacing school property like theft & graffiti \$500 abuse of equipment, etc.)
- **Theft** from an individual (\$500-5000)

INTERVENTION: Provide alternatives to traditional discipline actions that result in students being out of school.

Intervention Strategies Include: Referral to Dean of Student Culture, Home Letters, Conference (student, parent/guardian, teacher, & the High School Assistant Principal), Behavior Contracts, In-School Community Service, Support Tier Groups (after-school), In-School Suspension, Authority Involvement, Withdraw, and Expulsion.

Reintegration: Provide support for reintroducing students back in our community.

Type Four Behaviors

- Type Four behaviors **will** result in an immediate referral from the High School Assistant Principal and **could** result in the immediate removal from NLCS spaces and campus.

Type Four Behaviors include the following:

- **Repeated Type Three offenses**
- **Child Abuse**

- **Severe disruptive behavior: Level III** (e.g., fighting incidents with significant injuries to any member of NLCS community, but which do not rise to the '1st or 2nd degree assault but may be classified as 3rd degree assault for reporting purposes, false allegation of abuse against any NLCS member)
- **Bullying: Level III** (e.g., physical acts of aggression or intimidation verbal, written or cyber and repeat Bullying Level II behavior)
- **Harassment: Level III** based on race, ethnicity, sexual orientation, gender identity, disability, or religion, repeated type two offenses (e.g., verbal, written or cyber harassment)
- **Sexual harassment: Level I** (acts of physical harassment. NLCS will reference Aurora Public Schools Policies JBB and JLF to determine whether the student's behavior rose to the level of an offense that must be reported to law enforcement or the Department of Human Services.
- **Violation of campus policy** (possession of a knife or weapon, an explosive (non-firework/firecrackers) that seriously endangers the welfare or safety of other students or school personnel, being under the influence of drugs or alcohol, use/sale/distribution of drugs & tobacco on campus)
- **Violation of school property policy** (unauthorized use of school policy, defacing school property like theft & graffiti over \$5000, abuse of equipment, etc.)
- **Theft** from an individual (over \$5000)
- **Hazing activities** (e.g., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group)
- **Arson**
- **Robbery**

INTERVENTION: When possible, provide alternatives to traditional discipline actions that result in students being out of school.

Intervention Strategies Include: Referral to the High School Assistant Principal, Home Letters, Conference (student, parent/guardian, teacher, & Dean of Student Culture), Behavior Contracts, In-School Community Service, Support Tier Groups (after-school), In-School Suspension, Authority Involvement, Withdrawal, and Expulsion.

Reintegration: Provide support for reintroducing students back in our community.

Habitually Disruptive Behavior

Any student who receives four in-school suspensions for disruptive behavior, as defined by this policy, during any one school year while in school or on school grounds, at a school sanctioned activity or event, or while being transported in a school approved vehicle, may be declared habitually disruptive and may result in expulsion. A remedial discipline plan will be developed after the first in-school suspension. The plan will be reviewed and modified after the second suspension and the student will be placed on disciplinary probation. In such cases, the student and his/her parent/guardian will be notified in writing.

If a teacher has a student who is habitually disruptive in the classroom and the classroom teacher has made efforts to address the behavior through preventative, early intervention, and regular intervention (as defined through the school's restorative practices), the teacher may

remove that disruptive student from the classroom. When this has happened two times, a behavior intervention plan will be developed in consultation with the High School Principal, Assistant Principal, and school psychologist or social worker. After a third classroom removal, the teacher can remove the student for the remainder of the quarter, so long as the behavior plan was developed and being implemented. After the second time a student is removed from a class, the teacher, principal, or assistant principal will contact the parent/guardian and request his or her attendance at a meeting regarding the disruptive behavior, the classroom removal, and a behavior plan that supports the student staying in class.

Disruptive behavior by a student identified as a student with disabilities, as defined by school policy, will be managed in accordance with the student's individual education plan (IEP). Students with disabilities will be subject to recommendation for expulsion as a habitually disruptive student only if determination has been made by the student's special education staffing team that the disruptive behavior is not a manifestation of the student's disability.

Drugs Alcohol and Tobacco

Student use, possession, distribution, or sale of alcohol, tobacco or illicit drugs is prohibited on school grounds, at any school-sanctioned activities, when students are being transported in school sponsored vehicles, or at any time or in any place where the student's conduct interferes with or obstructs the educational program or operations of the school, or the health, safety or welfare of students or employees. A student violation of this policy will lead to an in-school suspension, reporting to authorities, and/or a recommendation for expulsion, as required by law and at the discretion of the school and school district. *If a student receives an in-school suspension for a first violation of this policy, a student may be encouraged to enroll in a rehabilitation/counseling program. The student and his/her parent/guardian, when appropriate, will be required to report back with an assessment, diagnosis and treatment plan. A second violation of this policy may result in expulsion.*

Weapons

Guns, knives, explosives, or weapons of any type (even items that appear to be weapons) are not permitted in the school, on the campus, anywhere on the premises, and at any off-campus school related activities or events. Violations are very likely to lead to expulsion.

Gang Affiliation

This policy has been adopted pursuant to the requirements of state law, in recognition of the fact that gang activities at school impose a threat to the welfare and safety of students, students' children, and others in the school community. The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school. The term "gang" as used in this policy refers to all groups of three or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

Prohibited gang affiliation or appearance includes: Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by virtue of color, arrangement, trademark, uncovered gang-related tattoos or other attribute is associated with or denotes membership in or affiliation with any gang. Gang grooming or apparel will not be allowed in

school buildings or on school grounds, at school sanctioned activities and events, or while being transported in school approved vehicles. Gestures, signals, or graffiti which denote gang membership or activities are prohibited in the school building and on school grounds, at school-sanctioned activities and events, and while being transported in school approved vehicles. The prohibition on gang-related apparel and actions will be applied at the discretion of the staff at NLCS. Consequences will be applied according to the circumstances of the infraction and may include in-school suspension.

Student Searches

School property is under the control of the school. A search of school property (including but not limited to lockers and vehicles parked on school property) may be made at the discretion of the school administration if a reasonable suspicion arises that items considered illegal, disruptive, unsafe, or a general nuisance to the educational process are being kept at school. School authorities may also search a student's personal property, locker, desk area, and backpack whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Furthermore, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials.

Student Restraint

NLCS does not use chemical, mechanical, or prone restraint on a student, except if a student were displaying a deadly weapon.

Expulsion

Expulsion is very likely, even on a first offense, for:

- Robbery
- First or second degree assault, and sexual assault
- Sale or distribution of, or intent to sell or distribute, unauthorized drugs or controlled substances
- Carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or District (including any firearm or firearm facsimile that could reasonably be mistaken for an actual firearm, spring action or compressed air devices such as BB guns, fixed-blade knives with blades longer than 3", pocket knives with blades longer than 3.5", spring-loaded knives, and any other objects used or intended to be used to inflict death or serious bodily injury)

Expulsion is mandatory under federal law for:

- Possession of a firearm

Additionally, NLCS may recommend an expulsion hearing for offenses including, but not limited to, the following:

- *Repeated Suspensions*: Receiving in-school suspension three times over the course of a school year.
- *Gang-Related Activity*: Evidence of gang-related activity.

- *Serious Violation*: A more serious violation of school rules and expectations which the school administration deems the circumstances of that violation warrant a more significant consequence than suspension.
- *Drug and Tobacco Use*: Violation of the drug and tobacco policy.

Grievance Process

NLCS has an Open Door Policy that encourages parents, guardians, and students to openly discuss concerns or complaints with the relevant person or the Executive Director. **NLCS** believes that parent/guardian and student concerns are best addressed through this type of informal and open communication. In the interest of equitable and efficient operations, all parents/guardians and students shall be afforded a mechanism by which grievances can be resolved at the earliest opportunity, should informal discussions through the Open Door Policy not immediately resolve the complaint. Except as noted herein, a parent/guardian or student may grieve any action which the parent/guardian or student believes violates or inequitably applies Board policies or procedures, or is in violation of applicable law. Disagreements should be solved whenever possible among the people most closely involved while preserving positive relationships. Therefore, when parents/guardians and students have complaints or disagreements with any parties at **NLCS**, they should observe the following guidelines:

1. If the complaint involves a situation with a **NLCS** teacher or staff member, the parent/guardian or student should seek to resolve the issue with the individual as is appropriate.
2. If a resolution with the person directly involved is not possible, or if the complaint is with a school-wide policy or procedure, the parent/guardian or student should seek to resolve the issue with the Executive Director.
3. If the Executive Director is not successful in resolving the issue, the parent/guardian or student may address a complaint to the Board of Directors as follows:
 - a. Complaints must be made in writing. This allows all parties involved to work from a consistent body of information. Email addresses for board members can be found on the school's website: www.newlegacycharter.org.
 - b. The Board of Directors, in general, will not address a parent/guardian or student complaint based on hearsay or made on behalf of another student, parent/guardian, or family.
 - c. The Board of Directors, in general, will not address a complaint if resolution with the appropriate individuals in Items #1 and #2 has not yet been attempted in good faith.
 - d. The Board of Directors reserves the right not to address a complaint that is made anonymously.
 - e. The Board of Directors, in general, will not address specific complaints about the performance of individual school employees in a public meeting. If such a complaint is brought at a public meeting, the Board will take the complaint under advisement and will provide an appropriate response at a later time.
 - f. The Board of Directors reserves the right to notify individual school employees about complaints brought against them.
 - g. The Board of Directors will discuss said grievance in closed session and respond to said complaint via a written letter. This will occur within 30 days of receiving said grievance.

4. If a parent/guardian or student is not satisfied with the School Board's determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance, the grievant may submit its concerns in written format to the Institute within five business days from receiving the written decision of the School Board. After review, the Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School's Board will not be overturned unless there are compelling grounds that the School violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or csi_info@csi.state.co.us. This Grievance Policy is not designed to supersede or supplant federal law under The Individuals with Disabilities Education Improvement Act of 2004 and the Family Educational Rights and Privacy Act (FERPA) as amended, 1996 (See Appendix B).
5. Parents/guardians or students who have complaints concerning unlawful harassment may skip a step in this process and go directly to the next step if they would otherwise be required to report their grievance to the person they believe is harassing them.

Appendix A: TECHNOLOGY ACCEPTABLE USE POLICY

New Legacy Charter School provides students and staff with a variety of technology resources for the purpose of supporting our educational mission. This acceptable use policy is intended to explain the responsibilities and limitations of technology use at NLCS. **Additional rules may be added as necessary.**

It is important that all users of NLCS technology remember that access to these resources is a privilege, not a right. Access to NLCS technology resources is only given to students who act in a considerate and responsible manner. Users of technology are expected to exhibit appropriate behavior and care in the use of computers and school computer networks just as they are in a classroom or a school library. Still, as technology is integrated into the fabric of virtually all instruction at NLCS, and appropriate use is critical to ensure learning happens for all, **violation of these policies will be treated as a disciplinary issue.**

Policies

1. Inappropriate usage of technology will lead to serious disciplinary consequences. We expect students to apply the core values of responsibility and respect that govern their conduct in their life at NLCS to also govern their use of NLCS's computers at home and off-campus.
2. NLCS staff reserves the right to define inappropriateness in this context and to check any student's laptop at any time.
3. General school rules and expression of core values apply to all use of technology.
4. Reference to laptops also includes tablets or other kinds of technology provided or authorized by NLCS.
5. All work created on or by or stored on any NLCS equipment belongs to NLCS and may be reviewed and/or retained for any purpose in line with its educational mission.
6. Computer and network storage areas may be accessed by network administrators as needed for school purposes. All files (including email and internet) viewed and stored on NLCS servers or computers will be considered public, and may be viewed by a NLCS staff member at any time. Within reason as determined by the deans and director, freedom of speech and access to information will be honored.
7. At school and/or during school hours, students will use computers and other technology resources for school related purposes only, unless they receive specific permission to do otherwise. In classrooms, students will use technology only as directed by the teacher.
8. In the event of damage to the computer or its peripheral parts, either payment for replacement/repair of the damage or the cost of the deductible will be charged. If financial hardship is an issue, contact one of the school's administrators.
9. NLCS reserves the right to withhold technology resources from the student responsible for unpaid damages until appropriate arrangements have been made.
10. Additional consequences may be levied in the event of multiple damage incidents by a given student.

Student Appropriate Use

1. Materials printed at school are to be academic in nature. Documents not pertaining to school are not to be printed from the NLCS laptop and teacher permission is required to print.
2. Students will respect the intellectual property of others by using appropriate citation, refraining from all forms of plagiarism, and abiding by federal copyright laws.
3. All students must log on with their own username and password. Passwords must be kept confidential. Users are responsible for all actions that occur with their user account and computers. Users should change their password from time to time and guard it carefully. It is ALWAYS appropriate to ask someone to step away while one enters a password, and courteous to do so without being asked.
4. Students must not attempt to access or tamper with files, folders, programs, drives or any equipment on the network that do not belong to them.
5. Students will conserve the use of technology resources such as bandwidth, printing supplies, etc. Personal files, music, video, or other personal multimedia files unrelated to school may NOT be saved on the desktop or in Google Docs. This also includes the background of your laptop – you must use one of the windows 7 backgrounds, and you may not use any other image for your laptop background.
6. Students may not download or install programs or inappropriate media or info. NO PROGRAM OR PROGRAM ENHANCEMENTS ARE TO BE DOWNLOADED or installed from any source. If a program, or any portion of it, is on your hard drive without permission, it constitutes computer misuse.
7. The Internet is available to students for academic pursuits. Students may not use it in an inappropriate manner, or give out personal information about yourself or classmates over the Internet without specific staff permission. Students may not use their laptop for any streaming content unless it is specifically for an academic class.
8. The school will provide all students with access to the Internet and an e-mail account. These are privileges and may be rescinded if used in an inappropriate manner. Any student who uses inappropriate language or uses the Internet or his/her email to harass, attack or defame another person or send inappropriate pictures in any communications faces disciplinary action. Email is an educational tool provided for the express purpose of furthering NLCS's educational mission. As such, NLCS reserves the right to inspect any NLCS email messages, to rescind or modify privileges in any way or at any time in the enforcement of this policy.
9. Students will follow NLCS technology use protocols. For instance, Instant Messaging (or having IM programs on the student computer – see Downloading above), emailing during class, and playing music out loud during school hours are not acceptable.
10. Students may not subscribe to Listserv services on a NLCS account, in which mail is automatically sent to a student account, without expressed written permission from a teacher.
11. Students will not use technology for illegal or commercial enterprise.
12. Students will take all precautions with their laptops to avoid damage or theft (see Laptop Care & Maintenance Document below), and report any damage, theft or malfunction immediately.

13. So as not to unnecessarily burden NLCS support staff, students will learn and exercise skills to undertake basic troubleshooting, including taking advantage of (in the following order):
 - a. Online computer and web help sources
 - b. fellow students
 - c. teachers
14. Students will take precautions against viruses and other threats and will report all issues or infections immediately to prevent damage.

NLCS Public Schools Laptop Care and Maintenance Physical Security (keeping your laptop physically safe):

1. DO NOT leave laptop in your car, an unlocked locker, or a classroom.
2. Your locker must have a lock on it, as you will need to return your laptop to your locker for lunch.
3. DO NOT eat or drink near your laptop. You may not use the laptop in the lunchroom during lunch. You may not have a water bottle at your desk if you are using your laptop.
4. Be cautious about leaving the laptop unattended anywhere that there is a chance it could easily be knocked onto the floor, sat on, stepped on or otherwise damaged. Know that dropping, jostling, or bumping might cause damage to the hard drive.
5. Always hold the laptop by the bottom (keyboard half), **NEVER** the screen. Use two hands when carrying.
6. Never twist the screen on its hinges (could crack the screen).
7. DO NOT scratch or push on the screen.
8. Never close the lid on a pencil, pen, papers or other items left on the keyboard.
9. DO NOT slam the lid down.
10. DO NOT place the laptop near any electrical appliance that could generate a magnetic field, it can damage data.
11. Use a luggage tag or other unique item to attach to your laptop case to help identify your computer.
12. Be careful when removing the power cord. Yanking it out of laptop from afar will cause damage.
13. DO NOT wrap the cord tightly around itself or tie it in knots. Instead, for storage, loosely wrap it in a circular or figure eight pattern. Secure it with a Velcro strap, twist tie or other means intended to secure cords.
14. Remember as the thermometer lowers that cold is not your computer's friend. So do not leave it in the car. Do not store your laptop anywhere that is very cold or very warm.

Internal Security (keeping dangerous data from harming your laptop):

1. Do not download ANYTHING from the Internet without specific permission from a teacher. Many applications appear to have legitimate useful functions; however, many apps contain or are a common conduit of viruses, spyware or adware, all of which will damage your computer, waste resources, generate pop-up ads, download more garbage and report your personal information back to the company that provides that software.
2. Downloaded software and screensavers often cause conflicts that can cause your laptop to go very slowly and crash. Remember that the laptop is a tool for learning and keeping it free of extras will keep it working efficiently and properly.

When to seek help:

Shut off the notebook immediately and bring it to a teacher for servicing if you have the following problems:

- When the power cord or plug is damaged or frayed.
- If liquid has been spilled on the computer.
- If it has been dropped or the case has been damaged.
- Any physical damage is noticed.
- The system has crashed/locked.

Cleaning your laptop:

Display/Screen

- Soap can leave a residue on the computer, **ONLY** use a slightly damp to wipe the screen and case.
- When cleaning the screen, spray onto a soft lint free cloth and never spray the screen directly.

Keyboards and Case

- To clean the keyboard, you can use a vacuum (suction or blower; small units are available at Office Depot or other computer/office supply stores) with a tiny extension nozzle to free dust and debris from the keys. Wipe down the surfaces/keys with a slightly damp cloth. Do not allow moisture to seep into any part of the keyboard.
- If significant cleaning is needed, use rubbing alcohol or a mild household cleaner (avoiding contact with the screen), applied to a lint free cloth. If water gets between the keys, do not use the laptop until the water has had time to evaporate.
- To clean the exterior casing of your laptop, wipe using a slightly damp cloth, allowing no moisture to get inside any openings or drives. Do not use compressed air on the CD-Rom, it can damage the lens.

Violation of technology use will be brought to the attention of the Dean of Student Culture who will be responsible for implementing appropriate consequences for each violation. Some examples of violation include:

Minor Violations – for example, carelessness with the computer but no damage, using the computer for non-school related activities in class, etc.

Major Violations – cyber bullying, visiting inappropriate websites, repairable damage could result in student being responsible for the cost of repair and non-repairable damage could result in 50% of computer replacement cost.

Internet Safety Policy

Introduction: It is the policy of NLCS to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions: Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material: To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Operations.

Appendix B: Family Educational Rights and Privacy Act (FERPA)

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

1. ***The right to inspect and review the student's "education records."*** Under Colorado law, the time for a response to a request for records is generally three business days. Parents or eligible students who wish to inspect their child's or their education records should submit a written request that identifies the records they wish to inspect to the Executive Director.
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 to amend their child's or their education record should write the Executive Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.
3. ***The right not to have records disclosed without consent if the record includes personally identifiable information (PII) from the student's education records, except in those cases in which FERPA permits disclosure without consent.*** School officials with legitimate educational interests may access the records as needed, without consent. Such official include school employees, board members, volunteers, contractors or consultants and, certain officials of the school's authorizer, the Colorado Charter School Institute (CSI). In the case of volunteers, contractors, or consultants this must be a person who performs a service or function for which the school could use its own employees and who is under control of the school with respect to the use and maintenance of PII from education records. This may include a professional employed by the schools (such as an attorney or therapist) or a person who is assisting a school employee in fulfilling their responsibilities. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her assigned responsibility.

The School may also disclose educational records without consent in over a dozen other specific circumstances identified in the regulations implementing FERPA. These include, with certain requirements, such cases as health and safety emergencies and responding to judicial subpoenas. For more details refer to section 99.31 of the regulations. See:

<http://www2.ed.gov/policy/gen/guid/fpco/pdf/2012-final-regs.pdf>

If you believe FERPA has been violated you are, of course, welcome to bring this to the School's attention. You also have the right to file a complaint with the U.S. Department of Education. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Appendix C: Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) and Colorado law afford parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility, or social security number.

Receive notice and an opportunity to opt a student out of such surveys and —

1. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
2. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and in a timely manner —

1. Surveys of students covered by the PPRA;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Should the School undertake a survey or activity covered by PPRA, it will provide appropriate advance notice and opportunity to opt out, as required by law, at that time. The School may unilaterally undertake formal threat assessments or suicide assessments, report suspected child abuse or neglect, perform routine health screening required by law, administer educational exams (as otherwise provided in state law), and allow journalism students to conduct surveys under teacher supervision.

If you believe PPRA has been violated you are, of course, welcome to bring this to the School's attention. You also have the right to file a complaint with the U.S. Department of Education. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Appendix D: McKinney-Vento Homeless Assistance Act

In compliance with federal law, it is the policy of New Legacy Charter School to provide a free, appropriate education for all children as defined in the McKinney-Vento Homeless Assistance Act. Homeless children and youth must be given full opportunity to meet state and local academic achievement standards. New Legacy Charter School will ensure that homeless children and youth are free from discrimination, segregation and harassment because of their homeless status.

Definition of the Term “Homeless Children and Youth”

The term “homeless children and youth” is defined by the McKinney-Vento Homeless Assistance Act as:

- Children who lack a fixed, regular and adequate nighttime residence.
- Children and youth who are sharing the housing of others, with or without their parents, due to loss of housing (doubled up).
- Children living in motels or hotels or trailer home due to lack of alternative adequate accommodations.
- Children living in emergency or transitional shelters.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Unaccompanied youth includes youth not in the physical custody of a parent or guardian.
- Migratory children and youth who are living in a situation described above.
- Children awaiting foster care placement.

Identification

In collaboration with school staff, New Legacy’s social worker will identify homeless children and youth in the school, as well as students who are at-risk of becoming homeless. The social worker will work to identify and provide support to students at risk of becoming homeless.

Enrollment

New Legacy Charter School cannot delay or deny enrollment of a homeless student. The school must immediately enroll students in homeless situations, even if they do not have required documents, such as: school records, birth certificates, immunization records, medical records, proof of residency, or other documents. Unaccompanied youth must also be enrolled immediately in school. Unaccompanied youth may either enroll themselves or be enrolled by a non-parent caretaker or older sibling. Students are able to enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.

Transportation

Homeless students have the right to receive transportation vouchers (bus passes) to and from New Legacy Charter School to where they are currently living, if requested. The request may come from the parent, guardian or the student. New Legacy Charter School will provide additional transportation vouchers (bus passes) if students need them to address access to other community services.

Training

The social worker will conduct the training for district staff, parents, transitional housing facilities, and other community agencies. The training and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to homeless children and youth.

Coordination

The social worker will coordinate with and seek support from the Colorado Department of Education; public and private service providers in the community; housing and placement agencies; neighboring local liaisons; and other organizations and agencies. Coordination will include conducting outreach and training to those agencies participating in the local continuum of care, homeless coalition, homeless steering committee, and other relevant groups.

Student Rights

Homeless children and youth have the right to:

- Attend school, no matter where they live or how long they have lived there.
- Continue in the school in which they last attended before they became homeless.
- Participate in school programs and services with non-homeless students, including receiving tutoring, remedial assistance, Early Head Start, state pre-K, special education, gifted, and Title I programs.
- Participate in extracurricular school activities without paying fees.
- Automatic eligibility for free meals.
- To not be isolated or stigmatized because of their homeless status.
- Be enrolled in school without the assistance of a parent or guardian.
- Free and public education to until they have reached their high school graduation or equivalent, or their 26th birthday in special education.

Parents Rights

- To choose to send their child or youth to New Legacy Charter School.
- To appeal if the school refuses to admit a child or a school refuses to keep a child enrolled.
- To a written explanation from the school regarding enrollment disputes.
- To seek assistance of liaisons, advocates or attorneys.
- To receive tutoring or remedial assistance for their children.

Appendix E: Safe and Welcome School Resolution

Passed by the New Legacy Charter School Board of Directors on February 28, 2017

WHEREAS, New Legacy Charter School (School) is committed to providing safe and welcoming spaces where all students are able to focus on their education, secure in the knowledge that the School will support their safety and emotional well-being regardless of immigration status, national origin, race, or religion; and

WHEREAS, the School's Board is committed to protecting students' constitutional rights including their Fourth Amendment right to be free from unreasonable searches and seizures and their constitutional right to access a free public K-12 education; and

WHEREAS, the School's Board finds that federal immigration law enforcement activities at our schools or during our school activities will significantly disrupt the learning environment and will significantly interfere with our students' constitutional rights to be free from unreasonable search and seizures and to access a free public education; and

NOW, THEREFORE, BE IT RESOLVED, that the School shall do everything in its lawful power to protect our students' confidential information and ensure that our students' learning environments are not disrupted by immigration enforcement actions, including but not limited to the following actions:

- The School will continue its practice not to collect or maintain any information about our students' immigration status.
- Any request by a federal immigration official (a) for entry into the School, (b) to communicate with any student while that student is under the supervision of the School during any school activity, or (c) for any information about our students shall be immediately forwarded to the School's attorney.
- In responding to such requests, the School's attorney will not share information or provide access to our students unless required by law and will do everything in the School's lawful power to protect the constitutional and legal rights of the School's students.
- For example, the School's attorney will not grant access to our students unless the official presents a valid search warrant issued by a federal or state judge or magistrate. In very narrow and rare "exigent circumstances," which are defined by federal law, School employees are legally required to allow access without a valid search warrant. It is extremely unlikely that exigent circumstances will be present while our students are engaged in school activities because exigent circumstances generally involve situations where law enforcement is in hot pursuit of a fleeing criminal suspect or where evidence of a crime is about to be destroyed.

BE IT FURTHER RESOLVED, that the School shall provide additional resources to the School's families to help ensure the safety and well-being of our students who may be impacted by immigration enforcement actions; and

BE IT FURTHER RESOLVED, that the School shall post this Resolution at the school and distribute it to staff and families in both English and Spanish; and

BE IT FURTHER RESOLVED, that the school's administration shall update any policies and procedures necessary to implement and shall broadly communicate the commitments of this Resolution.

Appendix F: Parents' Right to Know

As a parent of a student at New Legacy Charter School, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the school to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact Jennifer Douglas, Executive Director, at 303-340-7882 or jdouglas@newlegacycharter.org if you would like to receive any of this information.

Appendix G: Enrollment Policy

General Enrollment Policy

To enroll at New Legacy Charter High School, a student must be between 14 (at least 9th grade eligible) and 21 years of age. NLCS does not discriminate against applicants or their families on the basis of: race, ethnicity, religion, gender, national origin, disability, sexual orientation, gender identity, gender expression, marital status, political affiliation, creed, color, ancestry, need for special education services, or any other protected status. NLCS is open to all students, but is designed for pregnant and parenting teens – both male and female.

New Legacy Charter High School will collect Intent to Enroll forms from students until the last business day in January prior to the school's coming academic year. Intent to Enroll forms will be made available in Spanish and other languages spoken in the community. The forms will be distributed through partner organizations and other Aurora schools. Enrollment information will also be available on the school's website.

On the first business day of February, if the school has received more intent-to-enroll forms for students than seats are available, the school will hold an enrollment lottery for the available seats. Because the school does not have traditional grade levels, there will not be separate lotteries by grade; instead, all students will go into one lottery, regardless of academic background. The enrollment lottery will be held in public at the school on the first business day of February. Once the lottery has been pulled for all open seats, the remaining names in the lottery will be pulled in order to create a waiting list.

After the lottery takes place, all students who were drawn in the lottery will be notified within one week of the lottery. Notification will be provided in English and Spanish; NLCS will also work to provide enrollment materials in other languages spoken by students interested in attending the school. Students who receive a seat at the school must complete enrollment paperwork by the end of February for the school to hold their seats. Students who do not enroll by the end of the February will lose their seat and the school will contact the next person on the waiting list to offer him or her the open seat.

Once the annual lottery takes place on the first business day of February, students may enroll on a first-come-first-served basis as space is available.

Mid-Year Transfers

NLCS's annual calendar is based on four quarters, intentionally designed to allow more frequent points of entry for students. If space is available, students may enroll in any of the quarters, so long as enrollment paperwork is complete 10 days prior to the start of the quarter. New students and their parent/guardian are requested to attend an important orientation prior to the start of the quarter. If the student does not complete enrollment paperwork 10 days prior to the start of the quarter, then the student will be encouraged to enroll at the next quarter.

When a student transfers in to NLCS, the school will request academic records, including IEPs, from the student's previous school. To help expedite the transfer process, NLCS asks that

students or parents inform the school that an IEP exists at the time of submission of the transfer paperwork.

Withdrawal Policy

NLCS's goal is to graduate college-ready students with a high school diploma, and then support them as they continue to receive further education. Student withdrawal prior to graduation will be strongly discouraged; the school is committed to providing relentless support towards removing barriers to attendance and academic success. However, if a student does decide to withdraw, NLCS will have the student complete a withdrawal packet that includes a survey regarding the reasons for withdrawal, contact information for the student, information on the new school the student plans to attend, and a release form so NLCS can send any pertinent academic records and all legally-required documents (such as IEPs) to the new school. If NCLS is not able to verify enrollment at another school after a student withdraws, the student will be coded in the school's student database as a dropout.