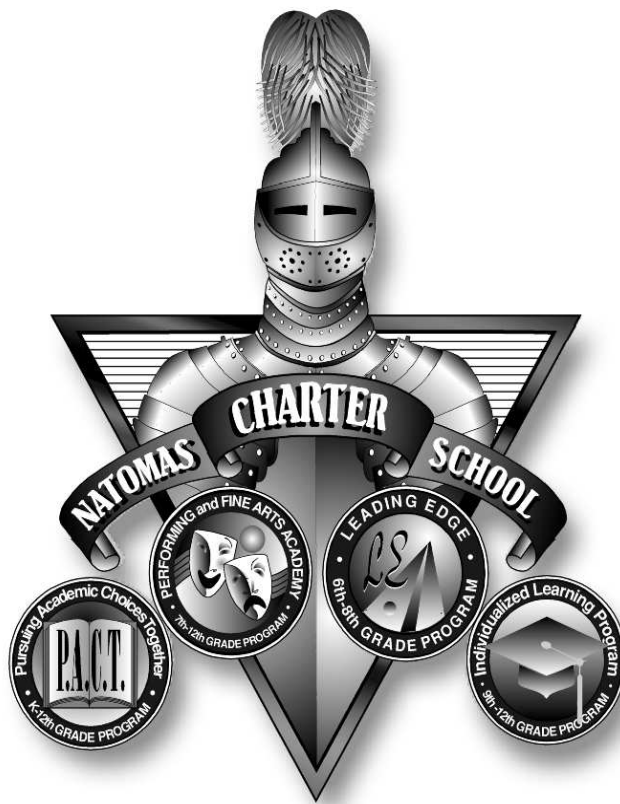


Natomas Charter School's P.A.C.T. Program



Handbook for 2011-2012

Natomas Charter School P.A.C.T. 2011-2012 School Handbook

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Welcome Families

Dear Families,

Welcome to Natomas Charter School's P.A.C.T. Program, an alternative public school established to provide services to home schooling families. Natomas Charter School (NCS) was approved by the Natomas Unified School District Board of Trustees in the spring of 1993 and began operations in the fall of 1993. Natomas Charter School seeks to provide students and parents with expanded choices in the types of educational opportunities that are available within the public school system. We proudly welcome you to Natomas Charter School, which was voted number one charter school in California for 2006.

Natomas Charter School is currently comprised of five very diverse and unique programs. Each program acts as a "school within a school," deploying its own type of innovative instructional delivery system.

***Pursuing Academic Choices Together (P.A.C.T.):** Now in its 15th year of operation, the K-8th grade P.A.C.T. Program provides families with the flexibility of home schooling along with many of the opportunities found in traditional public schools. Each family will meet with a credentialed teacher to support and guide each student's progress. Many optional courses are also offered on-site for students to participate in. Educational field trips, a resource center, and a computer lab are also some of the many benefits that are available to enhance each student's learning opportunity.*

We want you to think of the Natomas Charter School P.A.C.T. Program as your program. It truly is. We wouldn't exist without the enrollment of your children. The ADA (Average Daily Attendance) funds we receive from the state allow us to purchase curriculum, supporting instructional materials, school supplies, and services for your use as well as making it possible for us to offer classes and field trips for your children.

Parents are an integral part of school operation and governance. We invite our families to share ideas, suggestions, knowledge, and talents with the staff, the student body, and with other parents. As home schoolers, you often feel you are alone in what you are doing. Coming together as a team is a good way of reminding yourselves that you are part of a special group.

This is bound to be a very interesting year with many opportunities to put good ideas into action. Please take time to read this handbook and refer to it as needed throughout the year.

Natomas Charter School's

P.A.C.T. Program

The mission of Natomas Charter School's P.A.C.T. Program is to provide opportunities for children to receive a quality education in partnership with home and community by assisting and supporting parents in their quest to instill a passion in their children to become lifelong learners.

Natomas Charter School's Pursuing Academic Choices Together (P.A.C.T.) Program provides Kindergarten through Eighth grade students and their Parent-Teachers with expanded educational opportunities that are in direct support of our charter's philosophy.

The P.A.C.T. Program offers Parent-Teachers a resource center for curricular materials as well as instructional and technical support via Educational Advisors. Educational Advisors are experienced teachers who will act as "coaches" for home schooling families. Flexibility, however, is key in each student learning plan. Parent-Teachers assume the main responsibility for developing curriculum, planning lessons, and the general assessment of his/her student(s).

In keeping with its philosophy of individualized learning plans for each student, Natomas Charter School will assist and support all families in their endeavor to create unique educational opportunities for their student(s) through home and community.

Upon acceptance into the P.A.C.T. Program, each Parent-Teacher and student enters into a contract with Natomas Charter School. The school will supervise the Parent-Teacher's record-keeping of student work and student progress. Parent/student learning teams may be dropped from the program if records and logs are not kept to charter school standards and/or if they are not turned in at each scheduled meeting, or if the teams fail to meet with their Educational Advisor at mutually scheduled appointment times.

In the event that a team fails to meet the contractual agreements at any time during the school year, a letter will be issued stating the provision(s) that need to be met in order to fulfill the charter school contract and, therefore, remain in the program. If a team fails to meet the contractual agreements a second time during the school year, they will be released from the program.

Natomas Charter School Mission

Natomas Charter School provides K-12 students the opportunity to develop unique interests, uncover hidden talents, experience satisfaction in accomplishments, gain a sense of responsibility, and pursue education as a way of life through educational programs tailored to their own specific needs.

NATOMAS CHARTER SCHOOL PRINCIPLES

1. Our students will be responsible, productive citizens of society.
2. All participants in our school (adults and children alike) will show mutual respect.
3. All involved with our school will have an awareness of and an appreciation for individuals, cultures and ethnicities, as well as an understanding of the differences and similarities in all people.
4. Adult-child relationships and opportunities will cross in mutually meaningful ways. All adults involved with the charter school believe that all students can develop morally, ethically, intellectually, culturally, socially and emotionally to their fullest potential.

Expected Schoolwide Learning Results

Natomas Charter School students are expected to:

1. Have knowledge of and the ability to demonstrate basic skills in reading, writing and speaking and computation.
2. Have a repertoire of problem solving approaches, including exploring alternatives to solving the same problem.
3. Have a basic understanding of technology (including computers, multimedia and the Internet) and its applications in and outside of the classroom.
4. Have an understanding of the interconnections between the systems, cultures and environments of the world.
5. A core knowledge which includes cultural literacy, knowledge of humanities, scientific literacy and an appreciation and understanding of the values that constitute the basis of our society.
6. Pursue continued and active "real-life" learning.
7. Possess the ability to internalize concepts and apply them.
8. Possess the ability to think logically and make informed judgments.
9. Possess appreciation, joy of and respect for the visual and performing arts.
10. Possess the understanding that a healthy lifestyle is important to one's well-being.

Why Home School?

If you are new to home schooling, you will be surprised at the number of people who will suddenly be concerned about your decision to educate your child at home. You will be asked three questions over and over again. The first two can be answered here with facts. The third answer will have to come from you.

1. Home schooling? Is that legal? Yes. There are several legal methods of home schooling in the state of California; Natomas Charter School's P.A.C.T. Program is one of them. As part of a public school, in a charter school, home schoolers do not need to file a private school affidavit or join an association for legal defense of home schoolers.

2. Don't you worry about socialization? Aren't you isolating your children from the real world? No. Most home school families are involved in their church or community. Most home schooled children are given many opportunities to socialize. They participate in church groups, clubs, and organizations like 4-H and scouts; they play organized sports, etc. Natomas Charter School's P.A.C.T. Program also provides opportunities for students to participate in group classes and activities. Many home school advocates will point out that spending 4-6 hours per day, for 180 days each year, for 13 years, in a room with 25 or more children the same age and one or two adult authority figures is not the real world. Some children who come from a classroom situation into home schooling will report that they miss their friends. We recommend that they keep in contact with friends, invite them over, call them on the phone, etc. There are a few children who welcome the absence of school peers. We recommend that you continue to offer them the opportunity to see other children.

3. Why should I home school?
 - a. Why home school? There are many different reasons for choosing home schooling:
 - ★ *Students benefit greatly from one-on-one instruction.*
 - ★ *Students can learn at their own pace and focus on areas of interest.*
 - ★ *Education takes place in the physical and emotional environment of the home allowing for sharing of family values and family-centered learning.*
 - ★ *Students become active participants in their education.*
 - ★ *Students can continue "school" while traveling.*
 - ★ *An alternative to crowded classrooms.*
 - ★ *Research has shown that home schooling is often a superior means of educating children. Nationwide surveys have consistently found home schooled children scoring above average on standardized tests. Tests of social adjustment and self-esteem generally find home schooled children ranking far above their classroom-educated peer group.*

 - b. Why not home school? Although most who try it find it very rewarding, home schooling is not appropriate for every student and family. Some of the reasons it may not be appropriate for you are:
 - ★ *It's time consuming. Home schooling, when done well, takes time. If you cannot dedicate 4-6 hours daily to planning and teaching; you probably should not consider this option.*
 - ★ *It can be frustrating. There are days when things do not go as planned.*
 - ★ *Intensity. You are constantly with your child. You should anticipate the possible stress of close proximity and investigate other options if this program does not meet your needs.*

Important Contact Information

P.A.C.T. Resource Center
1172 W. National Dr., Suite #30, Sacramento, CA 95834
pact.natomascharter.org

Phone: 419-3788

Fax: 419-9133

Hours of Operation: 8:00-4:00 Monday-Friday & by appointment

<u>Title</u>	<u>Name</u>	<u>Voice Mail Extensions</u>
Executive Director:	Charlie Leo	928-5353 x 113
Coordinator of Non-Site Based Programs	Laura Bariel	928-5353 x 116
Front Desk	Brittany Dorr	Ext. 100
Academic Enrichment Specialist:	Danielle Sigurdson	Ext. 103
Administrative Assistant:	TJ Majors	Ext. 101
General Academics Instructor:	Margaret Padilla	Ext. 120*
Technology Instructor:	Peggy Chapman	Ext. 122*
Educational Advisors:	Shari Anders	Ext. 115
	Donice Van Gilst	Ext. 113
	Marnie Hill	Ext. 114
	Jeany Plooy	Ext. 119
	Judy Romero	Ext. 116
	Debbie Schimke	Ext. 112
	Dani Sigurdson	Ext. 103
	Nedene Spencer	Ext. 111
	Patty Valdovinos	Ext. 110
	Rori Wright	Ext. 117
Resource Specialist:	Leigh Ann Walker	928-5353 x 271
Speech Therapist:	_____	419-3788 x 100

**please do not call during instructional time*

Natomas Charter School Main Campus
4600 Blackrock Drive ● Phone: 928-5353 ● Fax: 928-5333

My Educational Advisor is: _____ Advisor's Voice Mail Extension: _____

General Information

Educational Advisors

Educational Advisors will be available for appointments at the Resource Center and /or over the phone to encourage, support and collaborate with you to:

- identify student's needs
- set goals
- plan & order curriculum
- select materials
- monitor educational progress
- address any concerns you may have

Educational Advisors will not dictate the curriculum but will, instead, make recommendations and assist the Parent-Teacher to the best of their ability. They will collect the required paperwork and work samples and will be glad to assist you in this area of accountability. Talk to your Educational Advisor regarding any needs or concerns you may have.

MASTER AGREEMENT

Each semester students and parents are required to sign a Master Agreement that covers the policies of the program and outlines the expectations for that semester. All requisite signatures must be made on the Master Agreement before a student can be considered officially enrolled in the program. This Master Agreement also serves as the parent/student contract to the school, ensuring that the student will work to the best of his/her ability and adheres to program policies and that parents are committed to supporting the student's educational process.

ACADEMIC RESPONSIBILITIES

Advisor Meetings and Required On-site Classes

Each family is required to meet with the Educational Advisor to discuss and monitor student progress on assignments, student learning, and to receive assistance in planning future curricula. The date and time of the advisor meetings can be designed to fit into your overall schedule. Regular attendance at these appointments as well as attendance at any required classes are mandatory to stay enrolled in PACT. Therefore, students and parents must do the following:

Missed appointments or coming to appointments with inadequate work or Learning Record Forms and work samples could result in:

1ST TIME: **A First Warning will be given.** A warning letter will be sent home.

2ND TIME: **A Second Warning will be given.** A second warning letter will be sent home.

3RD TIME: **The student contract will be revoked.** This results in dismissal from the program.

(At the end of the advisor meeting, confirmation of the next appointment is necessary. Learning Record Forms and student work samples are due, so an advisor meeting must be rescheduled within the next week. Reschedule appointments only in the case of illness or an emergency. Parents and students are required to attend a rescheduled meeting to review work samples and LRFs submitted.)

Homeschool Paperwork Requirements

The following information details paperwork that must be included in your student's work record packet for each learning time period as indicated on the Learning Record Form. It should be ready to turn in at the beginning of your meeting with your Educational Advisor. Items one and two are required of all students for documentation and verification of attendance, while items three and four are required per advisor's request.

1. Learning Record Form (LRF is REQUIRED): The LRF lists the “Unit of Study” for each subject and should include specific concepts and/or content areas that will be covered during the learning period. Specific curriculum and assignments that will be used to cover the goals will be listed under “Coursework.” *If a daily log with specific details is included in the student work packet, then “See Attached” can be written in place of detailed coursework, otherwise that information needs to be included on your LRF.* In either case, you will bring the completed Learning Record Form that covers the learning period in question with you to your meeting as per mentioned above. It will be used as a guide for student evaluation during the meetings and kept in your student’s file.

Your Advisor will complete the evaluation section under each subject during the meeting and will record the TVE (Time Value Equivalency) from evidence as presented in completed work and during evaluation at the meetings. A minimum number of hours of **quality educational time** are required each week:

- Kindergarten-**16.5 hours minimum per week.**
- Grades 1-3: **20 hours minimum per week.**
- Grades 4-8: **25 hours minimum per week.**

This would include the minimum PE time requirement of 20 minutes per day (or 100 minutes per week) for grades 1 through 8 and 15 minutes per day for kindergarten. **The State of California requires that these minimums be met.** It is expected that the minimum number of hours as required by the State of California will be recorded. If your Advisor doesn’t see the work (the originals, clear copies, photographs, etc.) or the student doesn’t otherwise demonstrate that he/she has covered the goals as mentioned in the LRF, the goals can’t be evaluated as having been met and the TVE will reflect insufficient time accordingly. On the front side of the Learning Record Form, the Parent/Teacher will circle the attendance dates on the calendar and the team (PT, Student, & Advisor) will sign and date the bottom of this form at the conclusion of the meeting.

2. Work Samples (REQUIRED): In order to determine the TVE (Time Value Equivalency), all work in all subjects, which show that the goals listed on the Learning Record Form were completed and/or attempted **must** be brought to each meeting. The Parent-Teacher needs to evaluate and/or grade each assignment and mark the papers accordingly. **Your Advisor will need to look at all of the work.** In some circumstances, a discussion is all that’s required. He/She will usually choose one work sample from each subject and must include a minimum of four work samples that cover goals mentioned on the LRF in the student work packet for the time period in question.

3. Daily Log / Agenda Book (Optional - based on individual preference or requirement per advisor request): If required, a copy of your student’s daily log/agenda needs to be brought to *each* meeting and will be included in the student work packet. In most cases it will be a clear copy of the agenda book for the time period in question. This documentation lists particular assignments (page numbers, specific schoolwork, etc) that were worked on in *each* subject for *each* day. *IF a daily log with specific details is included in the student work packet, then “See Attached” can be written in place of detailed coursework on the Learning Record Form.*

4. Reading Log: (Optional - based on individual preference or requirement per advisor request): This is a separate sheet of paper in addition to your daily log. Each date of the learning period should be listed; the title of the selection, its author, and the number of pages read (or read to in the case of younger students) on that date needs to be included. This log is for reading that is *in addition* to that which is required by the schoolwork assignments and should take about 20 minutes per day. Preferably, the selections should be something the student reads for enjoyment. For younger children, it might be something read to them by a parent or a sibling.

A completed and well-documented student work record is an important part of your student’s P.A.C.T. file and helps to make our program run more smoothly.

Class Sign Up Information

Prior to the beginning of each semester, you will receive class descriptions and a class sign-up form for P.A.C.T. classes. Complete the sign-up form and turn it in to the front desk by the due date. In the event

that there are more requests for a class than there are spaces, we will have a lottery drawing of names until the class is filled. The rest of the names will be put on a wait list in the event that an opening in the class occurs. Students are limited to seven classes per semester. A limit of five classes is recommended for first year homeschoolers.

Please see your Educational Advisor or check our website for a list of classes and sign-up forms.

Natomas Charter School Inter-Program Classes (grades 7+):

Students enrolled in the P.A.C.T. Program may be allowed to take two (2) courses/classes at PFAA if space is available.*

*Attendance in the on-site, inter-program classes is mandatory, and absences will affect the student's overall grade and/or enrollment status in the course.

If a student misses the following number of classes in any semester, **for any reason**, he/she may be dropped from the course:

- 6 missed PFAA Academic/Elective classes

Attendance Information

******* Regular Attendance is Required by State Law *******

Your daily documentation of educational activities verifies your student's attendance. Please document all work done each day on the Learning Record Form (Daily Log Sheets or in the agenda book). Be sure to include specific page numbers and/or the content of the lesson. On average student spend five hours a day as indicated on the Master Agreement. **Your Educational Advisor will use your documentation to report attendance.** Failure to comply with the master agreement may result in the revocation of your contract.

Class Attendance:

Students are required to attend classes prepared, ready to learn, and on time. Tardy students disrupt the learning environment of a class. A student with 3 or more tardies for the semester may result in a dismissal from that class. Any student without adult supervision and the ability to productively use the time between classes may lose his/her class privileges. Students are not to be on-site unless attending classes or scheduled meetings. Students in grades K-3 must be supervised by an adult whenever on-site and not attending classes. Students in grades K-5 may not be on campus unsupervised for more than 20 minutes or a referral will be given. Students in 6th-8th are permitted to be on campus up to 2 hours if engaged in educational activities or lunch for 30 minutes. Class privileges may be revoked if paperwork requirements and/or meetings with Educational Advisor are not current.

Class Absence:

When a student is ill and expects to miss classes (due to a field trip, etc.), a Parent-Teacher/Guardian is required to phone the P.A.C.T. office on or before the day of the absence to have it excused. Please leave a voicemail message with your Educational Advisor if no one answers. Three unexcused absences in one class may result in dismissal from that class.

Excused Absence:

The following reasons would be considered excused absences: personal illness (doctor's note required) or funeral services. Students should make up missed work within the specified learning period.

Transfer to Another School:

If you know that you will be transferring from Natomas Charter School P.A.C.T. Program, notify your Educational Advisor and the office as far in advance as possible. You will be asked to complete a Pupil Transfer Information Form with your Educational Advisor, submit paperwork up to drop date (otherwise

student will be reported to the State Attendance Review Board as truant) and return all books, curriculum, videos, etc. at that time.

Transfer to another Natomas Charter Program:

If a student wishes to transfer from one NCS program to P.A.C.T. during the middle of a school year, a Student Study Team (SST) meeting must be held with the student, parents/guardians, coordinators of the programs, and the student's current teachers. The purpose of the SST is to determine if the transfer is appropriate and in the best interest of the student both academically and personally. The final decision for transfer will be determined by the SST team.

Retention Policy

Natomas Charter School's P.A.C.T. Program is committed to the success of each student. P.A.C.T. has adopted and follows a Student Success Team Policy ("SST") to establish and implement student support and intervention strategies in a timely manner. Despite the implementation of such strategies it may also be necessary to retain a student in the current grade level for the following school year. Students will be identified for retention using criteria objectively based on their inability to meet the minimum California state grade level standards for promotion in English language arts, reading, and mathematics for grades two through eight. A complete copy of the "Natomas Charter School P.A.C.T. Program Retention Policy" may be requested from the front desk.

504 Accommodation Plans for Students

If a student has a medical condition that inhibits their ability to learn and you would like to request a 504 accommodation plan, you should contact Laura Bariel, 504 Site Coordinator, to schedule an evaluation meeting.

Parent Support

P.A.C.T. Parent Meetings (C.H.A.T.)

All P.A.C.T. Parents are invited to attend our monthly CHAT meetings. Please look at the calendar on our website regarding days and times. Meetings will be held in the P.A.C.T. Conference Room. These meetings are your opportunity to influence the direction of the program and have your voice heard in a positive forum. Childcare is provided at no cost to parents.

The Resource Center

The P.A.C.T. Program offers a variety of resources available for your use.

Resource items available for use include:

- *Curriculum guides
- *Reference materials
- *Copy machine available
- *Reproducible activities and lessons

Items available for temporary checkout include:

- * Geo & Math Safaris
- * Videos
- * Audiocassettes/CD's
- * Math Games
- * Magnifiers
- *Magnetic Boards
- * Magazines
- * Puzzles
- * Science Kits
- * Math Manipulatives
- * Literature Books
- * Classical Curriculum
- * Educational Games
- * Maps
- * Textbooks

Parent Volunteer Hours - Natomas Charter School was created as a means of providing parents and students with an expanded choice in the type of educational opportunities available. The school is founded on the belief that active parental involvement in the school's program is a key component to student success. Because the charter's mission is to provide unique learning opportunities to its students, the school needs committed parents who are willing to assist the staff and faculty in making this happen. To this end, we require that all parents sign a contract stating that they will donate at least 10 hours per year to assisting the P.A.C.T. Program in achieving its mission.

The parent commitment can be fulfilled in many fun and enjoyable ways. Hours can be completed one at a time or in larger increments for a single event or fundraiser. Additionally, supplies may be purchased to help the program at the rate of \$15 for 1 hour of credit.

As a condition of enrollment at Natomas Charter School and to ensure compliance and facilitation of calculations:

1. Each family must contribute a minimum of 5 hours by the end of each semester. We encourage you not to wait until the last minute to complete these hours.
2. Families failing to achieve one half of their minimum hours near the end of the semester shall receive a letter informing them of their deficiency
3. A Parent Participation Tally Sheet may be obtained at the front desk and should be turned in at the end of each month.
4. Be sure to check in at the beginning of your volunteer time and check out at the end through the front desk or supervising staff member.

Parent Hours will be tallied and recorded at the end of each month. If there is a discrepancy in your reported hours, make the correction on your Hours Report and return it to the front desk.

Parents are encouraged to add their ideas and talents to a variety of aspects of the school program. It is the philosophy of Natomas Charter that parents should be a partner in their child's education. For more information about parent participation opportunities, please contact the front desk.

PACT Fundraisers

Our profits from the fundraisers help support our End of the Year Skate Party, educational field trips, monthly raffles, special events and miscellaneous program needs.

The following are the fundraisers we will promote this year:

- ✓ **Box Tops for Education (All year)**
Just by saving these box tops, we can earn money for our school. Our student body earned nearly \$300.00 last year without much effort.
- ✓ **Snack Machine (All Year)**
This is our biggest fundraiser/moneymaker. It is located in the family lounge.
- ✓ **Raley's/Bel Air Script card (All Year)**
Go online to www.raleys.com to activate a Quality of Life Card that you may pick up in the P.A.C.T. Resource Center. Present your card at the check stand each time you shop. Ask your friends and family to also help support our school. Just 100 participants spending \$300 a month will earn our program \$3,600 annually. Please show your support for this easy fundraiser.
- ✓ **See's Candies Winter Holiday Fundraiser (November)**
This is a fundraiser to help send P.A.C.T. students to Westminster Woods, an environmental education camp. Families may participate by selling a variety of boxes of delicious candy and will receive up to 50% profits to send themselves to camp or sponsor other students.
- ✓ **Original Works Yours (March/April)**
Children's artwork turns into professionally reproduced full color products. Parents, etc. may order products with the featured artwork. These make great presents and the child artist can't

help, but beam! Our art teachers provide students opportunities to create artwork worth reproducing! Artwork will arrive before Mother's Day.

✓ **Spring Picture Day (April)**

Students, siblings and parents are all welcome to have their photo taken during the Spring Picture Day Fundraiser. P.A.C.T. will earn \$1.00 for every picture taken. When the photos come in, you have the option to make your selection or return the photos to the P.A.C.T. front desk. The pictures will have a nice outdoor setting for the background. Come support the P.A.C.T. Program.

✓ **P.A.C.T. Open House Extravaganza (May)**

This is a fun-raiser! Our silent auction and raffle earnings support classes, technology, and curriculum.

Scholastic Book Orders

Studies show that the more children read and the more parents support their children's reading, the better readers these children will be. The books offered through Scholastic provide both pleasure and information to build reading skills. Books may be ordered from Scholastic Book Club flyers. Each month, order forms will be provided in the library area. A wide selection of books will be offered at discounted prices. You may also order books online, for instructions see the front desk. Just select the books you want, mark them on the order form along with your first and last name, and return the order form with a check made out to Scholastic Book Club by the due date stamped on the order form. When ordering from more than one club, one check may be written for the sum of the order amounts. Please enclose in an envelope and give to the front desk. The books will arrive about two weeks after the order is sent. There is never an obligation to order. However, each order placed helps us earn free books and teaching materials for the P.A.C.T. Resource Center.

Campus Policies

Supervision

Kindergarten – 5th grade students must remain in the PACT Resource Center between classes and while waiting to be picked up.

6th – 8th grade students enjoy the privilege of remaining on campus for a period of no longer than 2 hours to work on their daily educational goals. 6th – 8th grade students may also use 30 minutes of this time for their lunch and may eat in the family lounge area.

Lunch Policy – All P.A.C.T. students may bring a lunch to eat in the family lounge area. Families may use the lunch area for 30 minutes at a time. They may also purchase lunch in the MPR on the main campus at 4600 Blackrock Drive. Middle school students (grades 6-8) also have the option of eating with PFAA students. Check with the main campus for the schedule.

General Maintenance – Students are expected to make every effort to keep ALL school property (including furniture, books, and supplies as well as hallways, restrooms, and garden/lawn areas) as neat and clean as possible. As a courtesy to others and in respect for the environment, students should make every effort not to waste paper or dispose of litter inappropriately. Restitution must be made to NCS for any damage to property loaned to or used by students during the school year before a student's records are released.

Parent Visitation to Classrooms – Natomas Charter School has an "open door" policy and welcomes parents to visit classrooms. We do ask, however, that you notify teachers at least 48 hours in advance if you wish to go into their rooms to observe or assist in a class. Parents must also sign in at the P.A.C.T. front desk and receive a visitor's pass prior to entering classrooms.

Cell Phone – Students may carry cell phones on campus. Phones may be turned on while on campus but must be kept on silent mode at all times and may not be utilized during class time. Phones that are used or

cause a disturbance in class/study situations will be confiscated and must be picked up at the office by a parent.

Medicine – Any medication must be checked in at the front desk and accompanied by a signed medication form from a parent and doctor, including dosage. This includes all prescription and over-the-counter medication, such as Tylenol and cough medicine. Students may not carry any medication while on campus. Possession of such medication may result in suspension from school.

Visitors – Any non-charter **student** who wishes to visit the Natomas Charter School main campus during the school day must be pre-approved by the Student Affairs Director or Program Coordinator at least one day in advance. He/She must have a signed note from a parent or guardian.

Dress Code – P.A.C.T. expects all students and parents to come to campus dressed appropriately for learning. The purpose of the following dress code regulations is to ensure a healthy, safe, and orderly learning environment for everyone.

- A. No head coverings or hats shall be worn in class or school rooms (unless directly related to a family's religion). At any time, based upon his/her discretion, a staff member or administrator may prohibit a student from wearing certain head coverings to school.
- B. Commercial lettering/pictures/illustrations will be allowed on shirts, buttons or other items brought to school provided that it does not depict or make reference to drugs, alcohol, illegal substances, or violence. Wording and pictures may not be sexually suggestive, racist, demeaning or offensive.
- C. Gang (or gang-like attire) or items associated with group intimidation or gang affiliation is strictly prohibited on campus or at any school-related activity. Administration reserves the right at all times to determine what is considered gang or gang-like attire.
- D. Garments shall be sufficient to conceal underclothes, and all personal parts of the body should be appropriately covered. Short shorts are not acceptable.
- E. Pants and shorts shall be worn at the waist or waistline, no sagging.
- F. Straps of overalls and suspenders must be worn appropriately -- no hanging straps/chains.
- G. Tube tops, tops with spaghetti straps, or clothing revealing the midriff, back or cleavage is unacceptable. Shirt sleeves or straps must be at least one inch wide. Dresses and skirts must be fingertip length or longer.
- H. Shoes must be worn at all times. Slippers may not be worn at school or at school-sponsored activities.
- I. Pajama bottoms or tops may not be worn at any time.
- J. Sunglasses may not be worn in classrooms and are to be removed at the request of any school employee.

This list is not all inclusive; administrators may use their discretion. At any time, a staff member or administrator may prohibit a student from wearing certain apparel to school.

Students who violate any of the above regulations or dresses in a manner that causes a distraction or disruption of school activities, will be subject to disciplinary action.

Other Program Expectations – In order to track student progress, students are expected to participate in a variety of assessments including: STAR, Standards-based assessments, NWEA, and others.

Dispute Resolution Process - The intent of this dispute resolution process is to:

- resolve disputes within the school pursuant to the school's policies
- minimize the oversight burden on the district and district personnel
- ensure a fair and timely resolution to disputes
- avoid disputes regarding oversight and renewal matters

Disputes arising from within the school: When a complaint is communicated to the school or an employee of the school, the following is the procedure that should be followed. This may

include disputes among and between students, staff, parents, volunteers, advisors, partner organizations, and NCS Board of Directors.

Complaints regarding sexual harassment, however, will follow the guidelines specified in the NUSD sexual harassment policy (also stated in the Natomas Charter School employee and student handbook).

Procedure:

- 1) The complaint is initially addressed to the person the complaint is about. If no resolution, then complaint is forwarded to the Coordinator of the program involved. The coordinator will respond in writing within seven workdays.
- 2) If no resolution, then complaint is forwarded to the Executive Director of the charter school. The Executive Director will respond in writing within seven workdays.
- 3) If no resolution, then the complaint is communicated to the NCS Board of Directors and submitted to the Dispute Resolution Committee, which is comprised of a heterogeneous group of Board of Directors members. This committee will bring a possible resolution or suggestion back to the Board of Directors for action.

Unless the NCS Board of Directors or Dispute Resolution Committee is out of compliance with the charter or superior law, the NCS Board of Directors' action will make the final determination regarding the dispute. It will be the responsibility of the complainant to demonstrate, show and/or prove that there is non-compliance by the NCS Board of Directors or Dispute Resolution Committee. In such a case, the complaint will then be forwarded to the NUSD Board of Trustees for action.

Behavior Guidelines

RESPONSIBILITIES OF CITIZENSHIP - All Natomas Charter students have signed a contract committing themselves to becoming responsible citizens of the school. The following are the Charter School Policies, by which all students and adults must abide:

- I. RESPECT & ENCOURAGE OTHERS AT ALL TIMES. (No put-downs, keep your hands to yourself, allow others their "personal space," etc.)
- II. COME TO CLASS WITH REQUIRED MATERIALS. BE PREPARED TO LEARN.
- III. FOOD OR DRINK WILL NOT BE ALLOWED IN THE CLASSROOMS.
- IV. BE PROMPT & READY TO BEGIN CLASS WITH THE TEACHER.
- V. ROUGH HOUSING, PLAY FIGHTING, OR VULGAR LANGUAGE WILL NOT BE TOLERATED.
- VI. THERE WILL ABSOLUTELY BE NO DISRUPTION OF OTHER ACTIVITIES OR CLASSES.

Please note this list is not all-inclusive.

BEHAVIOR EXPECTATIONS, POLICIES AND CONSEQUENCES

The guiding philosophy of Natomas Charter School consists of four principles:

1. Our students will be responsible, productive citizens of society.
2. All participants in our school (adults and children) will show mutual respect.
3. All involved with our school will have an awareness of and an appreciation for individuals, cultures and ethnicities as well as an understanding of the differences and similarities in all people.
4. Adult-child relationships and opportunities will cross in mutually meaningful ways. All adults involved with the Charter School believe that all students can develop morally, ethically, intellectually, culturally, socially and emotionally to their fullest potential.

PACT Classroom Rules

To maximize the learning atmosphere in our classrooms, the following **rules** will be observed:

- ☺ I will respect the teacher and other students.
- ☺ I will follow adult directions the first time given.

- ☺ I will do my personal best.
- ☺ I will attend class prepared and ready to learn, on time.
- ☺ I will make every effort to complete any assignment given in the time designated.

When the above rules are not followed, or if the student engages in plagiarism, cheating, abusive or vulgar language or gestures, or non-physical aggression the following consequences will be given.

- ✓ 1st time - A verbal warning logged, parent notified
- ✓ 2nd time – Referral, Notify parent. Removal from class and or school site. A written letter of apology is required for student’s return on campus.
- ✓ 3rd time – Referral and Parent notification: Three documented incidents will result in loss of privilege to attend class(es) and/or on site privileges for the remainder of the semester.
- ✓ A second referral for any offense, and each referral thereafter, may result in a suspension from school.

PLEASE NOTE: THE LIST OF VIOLATIONS AND CONSEQUENCES FOR BEHAVIOR IS NOT ALL INCLUSIVE AND REFERRALS MAY BE GIVEN BY ANY STAFF MEMBER WHEN WARRANTED.

ANY DISRUPTIVE OR UNSAFE BEHAVIOR IS SUBJECT TO DISCIPLINE AT THE ADMINISTRATOR’S DISCRETION. ANY OFFENSE DEEMED OF A SERIOUS NATURE BY SCHOOL ADMINISTRATION MAY RESULT IN IMMEDIATE CONTRACT REVOCATION.

Please refer to the Natomas Charter School’s Behavioral Expectations & Consequences for campus guidelines, especially if your student is attending any PFAA classes.

PACT Campus Rules

P.A.C.T. General Campus Rules

1. **RESPECT:** I will respect the supervising adult and all P.A.C.T. Staff and follow their directions the first time asked. Consequences will be enforced if rules are not followed.
2. **PURPOSE:** My purpose while in the P.A.C.T. Library and Grand Hall will be to study. I will bring appropriate learning/study materials with me.
3. **QUIET:** I will study quietly. I will only speak in a “Library” voice. I understand that horse-play is not allowed at P.A.C.T.
4. **FOOD:** I will only eat in the family lounge area.
5. **RESPECT:** I will keep my hands, feet, and objects to myself at all times.
6. **PRIVILEGE:** I understand the privilege of being at P.A.C.T. can be taken away by the adult supervisor or P.A.C.T. Staff so I agree to **follow** all P.A.C.T. rules.

P.A.C.T. Playroom Rules (children ages 0-5 must be directly supervised by a parent/adult)

1. Use inside voices.
2. Be respectful of others.
3. Use walking feet at all times.

4. Kicking, hitting, or biting is NOT allowed.
5. Clean up before leaving room.

P.A.C.T. Family Lunch Room Rules

1. Use inside voices.
2. Be respectful of others (watch language, conversation topics, etc).
3. Clean up after self before leaving room.

P.A.C.T. Emergency Procedures

There may come a time in the near future when you come on campus when an emergency drill (or possibly the real thing) is in progress. Please be aware of your surroundings whenever you come on campus and look for the red flag that signals an emergency or drill in progress.

For example, if you come on campus when a “Lock Down” drill is in progress, you will notice that the windows will be covered and doors will be locked. The correct thing to do is to return to your vehicle and leave campus immediately. If your parent has already left, seek shelter in the building.

If you arrive on campus during an evacuation drill, you may notice an empty building and classrooms with students, teachers, and staff gathered across the street from the campus. All P.A.C.T. students and family members who arrive on campus when an evacuation drill is in progress should report to the group and stay there until the all clear signal is issued.

Please discuss these procedures with your student so that he/she knows what to do in an emergency.

Learning through Experience **Field Trip Procedures**

Information for each Learning through Experience field trip will be posted on the field trip board and easily accessible on our website.

Procedure for Signing-up for a field trip:

- Read the information posted on the field trip board for desired field trip.
- Sign your names on the sign up sheet and indicate if you want to carpool and leave a phone number. (Parents will be responsible for contacting each other.)
- Take all information such as maps, detailed information sheet, etc., found near the field trip board.
- Fill out a P.A.C.T. Student Field Trip Registration Form (see sample) for each desired field trip and be sure to include parent/guardian signature. (NOTE: you may want to fill in the information on the form that will be the same each time and make copies to use for future sign-ups.)
- Complete chaperone/ sibling payment envelope and enclose payment.
- Take P.A.C.T. Student Field Trip Authorization Form and payment envelope to the front desk.

Attendance & Cancellation Policy

- When a family signs up for a field trip their tickets are purchased ahead of time by the school, thus it is very important that students and chaperones attend. We make fieldtrips a priority at PACT and want to ensure that as many students as possible get to attend the fieldtrips.
- When a student and/or chaperone cannot attend the field trip, the family is responsible for calling the PACT office to cancel at least 48 hours in advance. This allows us to contact the next person on the waitlist or to cancel the spot on the trip with the company.
- When the family does not meet the 48 hour cancellation policy, then the cost of the student fee and/or chaperone fee cannot be recovered by the school.
- When a student and/or chaperone does not attend two fieldtrips (or does not cancel at least 48 hours in advance) then they will not be allowed on any more fieldtrips for the remainder of the academic school year. Privileges will be reset at the start of the next school year.

Chaperone, Spouse, and Sibling Fees

- Many field trips require a chaperone fee at a group rate. If space is available for a spouse, the chaperone fee x 2 is required.
- Siblings may be able to attend some field trips at the student rate.
- We accept cash or a check made out to NAEF for chaperones and siblings. At times, only one form of payment may be indicated on the information flier.
- To make a chaperone/sibling payment, enclose the exact payment amount (please note that the front desk will not be able to make change) in an envelope provided and stamped with, “Chaperone Fee for:”. You will need to write in the name of the field trip and the names of the field trip attendees.
- If space is not available, your envelope will be returned to you.

Additional Required Form for carpools:

- A completed Volunteer Personal Automobile Use Form will be required per year for each driver who would like to transport additional students or participate in carpools to field trip destinations. (Included in the registration packet at the beginning of the year and kept on file at the front desk)
- Each driver must provide P.A.C.T. with updated information through out the school year.

Before the Field Trip:

- At least 48 hours in advance, if you are planning to take siblings or someone else other than yourself and your students, check-in with Dani to make sure space is available. Payment will be returned if there is no space available.
- Make sure you have the directions, information, and Dani’s cell # 916-826-5336.
- Check your email by 7:00AM the morning of the field trip for any last minute changes that may occur. You will receive an email message from Dani if a trip must be cancelled due to inclement weather.
- Cancellations must be made 48 hours in advance to receive a refund. You may also find someone to take your place to receive a refund.
- For cancellations, contact Dani by calling her voicemail or email.

Classical Education Studies K-8

What is a Classical Education?

A Classical Education provides a framework for learning using “living books” and primary sources in the content subjects of History, Science, and Literature, rather than using a textbook approach. It is an education that strives for truth, goodness, and beauty and not only expands the mind, but cultivates and nourishes the soul.

A classical education applies the principles of the Trivium, a teaching methodology that organizes learning around the child’s developing mind:

- Grammar (K-4) Fact-centered; focus is on memorization and laying the groundwork for the next stage. Emotional need: consistency, things need to stay the same.
- Logic (5th-8th) Skill-centered; focus is on logical thinking. Emotional need: to plan for the unexpected.
- Rhetoric (9th-12th) Idea-centered; focus on expressing own ideas. Emotional need: to be different; “I am me.”

The Trivium applies to all learning in all subjects:

- The learner must acquire information-(grammar)
 1. Parent’s role is to provide information and fill young minds with images and concepts and to encourage creativity. This does not require parents to become experts in the subjects!
 2. Prioritize reading, writing, grammar and math. Add history & science when it is possible.
- The learner must grasp it intellectually using abstract thought-(logic)
 1. Parent’s take on the role of a mentor and will help their student see the patterns and relationships of the facts learned in the grammar stage.
 2. Students need supervision, but are becoming independent learners.
- The learner must use it purposely through writing and speaking.-(rhetoric)

1. Parent's role is still as mentor and outsourcing is encouraged for subjects the parent is not comfortable with.
2. Student may specialize in a subject of personal interest.

Class Sequences:

- o Classes/subjects are learned in cycles or through progression.
 1. Classes/subjects taught in cycles: These follow a pattern of four-year rotation and the student will repeat the subject matter, but studies it at a different stage of development.
 - o History/Geography
 1. Ancients
 2. Medieval/Early Renaissance
 3. Late Renaissance/Early Modern
 4. Modern
 - o Science
 1. Biology (plants, animal kingdom, human body)
 2. Earth Science & Astronomy
 3. Chemistry
 4. Physics

Progressive classes/subjects are studied in sequence.

- o Math
- o Grammar
- o Foreign language

P.A.C.T.'s Classical Home Education Studies Pathway (CHES) is structured around, *The Well-Trained Mind*, by Susan Wise Bauer and Jessie Wise. If you are interested in participating in this program, begin by reading the book. Please contact Dani Sigurdson, the Academic Enrichment Specialist for further information.

"A classical education is worth every drop of sweat—I can testify to that. I am constantly grateful to my mother for my education. It gave me an immeasurable head start, the independence to innovate and work on my own, confidence in my ability to compete in the job market, and the mental tools to build a satisfying career."

~Susan Wise Bauer

<p>Natomas Charter School - Acceptable Use Policy</p>
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Network

1. The use of Natomas Charter School's Network is to promote the exchange of information to further education and research and is consistent with the mission of Natomas Charter School.
2. The network is not for private or commercial business use, political, or religious purposes.
3. Any use of the network for illegal activity is prohibited.
4. Any use of the network for purposes other than those set by faculty members is prohibited, including online games, chat (instant messaging), or browsing the Internet for any purpose other than school related.
5. Use of the network to access obscene, pornographic, hateful, or otherwise inappropriate material is prohibited.
6. Sending material likely to be offensive or objectionable to recipients is prohibited.
7. Using programs that harass network users or infiltrated a computing system and/or damage the software components is prohibited. (Including, but not limited to any type of hacking software).
8. Please make the most efficient use of network resources to minimize interference with others.
9. Any use of the network that accesses outside resources must conform to the "Acceptable Use Policy."
10. Subscriptions to email, listservs, bulletin boards and online services must be pre-approved by the Teacher and/or Technology Coordinator.
11. NCS has the right to review any material stored on any system provided by the school and to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
12. No personal computers or laptops may be brought to school and connected to the Network for any purpose, including Internet Use without permission from the Technology Coordinator.

Security

1. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. You may not share your account with anyone or leave the account open or unattended.
3. You will keep all accounts and passwords confidential and not accessible to others.
4. You are responsible for making back-up copies of the documents critical to you.

Hardware

1. All pieces of technology must be returned to their original state before a student is excused to leave the classroom or complete the activity.
2. Students must notify their teacher or the technology coordinator immediately if damage is discovered or caused to any piece of technology, including computers, printers, cameras, scanners, etc.
3. Any defacing or damage caused to a piece of technology may result in restitution and the loss of technology use privileges.
4. Students must closely follow classroom procedures when using technology, and must remain on the assigned task.
5. Students may never use technology without the knowledge and approval of a faculty or staff member.

Software

1. You are responsible to take precautions to prevent viruses on your own equipment and on Natomas Charter School's equipment.
2. The illegal installation of copyrighted software or files for use on school computers is prohibited.
3. Please contact the school's Technology Coordinator to install any software on school computers.

Acceptable Use Policy Agreement

Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of Natomas Charter School. Any questions or issues regarding this policy should be directed to Natomas Charter School's Technology Coordinator. Violation of any condition of use described herein, will be cause for disciplinary action, and removal of a student's privilege to use technology at Natomas Charter School.

Major violations of the Acceptable Use Policy, such as the willful tampering or destruction of other students' computer files or folders, or the use of school computers to access or distribute obscene or objectionable materials, will result in the immediate loss of all school computer privileges for the rest of the school year, and the student will be placed on technology probation for the following school year.

As a condition of using NCS's network, I understand the use of the network and access to public networks, ie. the Internet, is a privilege, and agree to the following:

1. I will abide by such Policies and Regulations as adopted by Natomas Charter School.
2. NCS has the right to review any material stored on any system provided by the school and to edit or remove any material. I hereby waive any right which I may otherwise have in and to such material.
3. All information and services available on the Internet and school network are placed there for informational purposes. I use the school network at my own risk.
4. NCS does not warrant the function of the network or any of it accessible through the network to meet specific requirements I may have, or that the network will be error free or uninterrupted.
5. In consideration for using the Internet and having access to public network, I hereby release NCS and its officers, employees and agents from any claims and damage arising from my use, or inability to use the network.
6. I have read and agree to comply with the Acceptable Use Policy. I understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate disciplinary action will be taken.

**NATOMAS UNIFIED SCHOOL DISTRICT
Nondiscrimination and Sexual Harassment Policy**

Nondiscrimination

The governing Board is committed to equal opportunity for all individuals. District programs and activities shall be free from discrimination based on age, sex, race, color, religion, political affiliation, national origin, ethnic group, ancestry, marital or parental status, disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities, while at the same time providing personnel practices based on fitness and merit.

This policy is subscribed to in the belief that we must ensure equal treatment for all persons. It is a goal of this governing board to achieve and maintain a work force representative of the general population for all occupations and at all levels.

District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with handicaps. The Superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities and activities available to them.

Any student, staff member or parent who feels that discrimination has occurred should immediately contact the teacher, principal of the school, or district Title IX Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator.

Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical contact of a sexual nature made by someone from or in the work or educational setting.

Any student, staff member, or parent who feels that harassment has occurred should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed. This may be initiated at the school or by directly contacting the district Title IX Coordinator

To File a Complaint

Filing a complaint: Put the complaint in writing and submit it to the Executive Director or the Title IX Coordinator at the NUSD office. If a complainant is unable to put a complaint in writing, district staff shall help him/her to file the complaint.

1. **Mediation:** Mediation is optional. It involves a third party to help resolving the dispute.
2. **Investigation:** The school or district will investigate the complaint and provide a written report of the investigation and decision within 30 days of receipt of the complaint.
3. **Appeals:** If the complainant is dissatisfied with the decision, he/she may file the complaint with the Board of Education within five days.
4. The person filing the complaint may also pursue action in civil court.

Complaints will be kept confidential.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a complaint, contact a site administrator or:

**Title IX Coordinator -
Natomas Unified School District,
1901 Arena Boulevard
Sacramento, CA 95834
(916) 567-5400**