

Appendix U: Student Handbook

NOVA MERIDIAN ACADEMY

850 Via Lata Suite 105 * Colton CA 92324 * (909) 370-2055



Minutes of Special Meeting of the Nova Meridian Academy August 22, 2008

The Board of Directors of Nova Meridian Academy met in a special meeting at 850 Via Lata Suite 105, Colton, CA at 4:00 p.m. on August 22, 2008.

The meeting was called to order at 4:04 p.m. and upon roll call, the following were present:

Mr. Gregory Pounds
Ms. Lizeri Guerrero
Mr. Michael Arroyo

The following were late:
None

The following were absent:
Ms. Yolanda Contreras
Mrs. Julia Nichols (CJUSD Representative)

The following were present representing staff of Nova Meridian Academy (NMA)
Mr. David Tellyer, Principal

The following were present representing Colton Joint Unified School District (CJUSD):
None

PUBLIC COMMENT

No public comment was provided.

PARENT'S REPORT

No parent's report was provided.

HEARING SESSION

A. Auditor's Interim Report 2007-2008

A review of the auditor's report was provided and discussion took place regarding the specifics of the findings. David Tellyer reported that responses to the findings have already been comprised. Board requested to have an action item be placed in the next regular meeting agenda and that the responses to the auditor's findings would also be provided.

ACTION SESSION

A. Approval of New Board Member- Elizabeth Beltran
Michael Arroyo motioned to approve Elizabeth Beltran as a Nova Meridian Academy Board Member, Michael Arroyo seconded and upon roll call the Ayes and Nays were as follows:

Ayes

Nays

Abstain

DRAFT

3

0

0

The motion carried to approve Elizabeth Beltran as a Nova Meridian Academy Board Member.

B. Approval of Minutes: July 21, 2008

Edtec confirmed that Action Item B from the minutes were completed and will email the recoding items to Board members.

Gregory Pounds motioned to waive the reading of minutes, Lizeri Guerrero seconded and upon roll call the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	0

The motion carried to waive the reading of the minutes.

Lizeri Guerrero motioned to approve minutes of July 21, 2008, Gregory Pounds seconded and upon roll call the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	0

The motion carried to approve the minutes of July 21, 2008.

C. Approval of Check Register (July)

Michael Arroyo motioned to approve check register for July; Gregory Pounds seconded and upon roll call the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	0

The motion carried to approve check register for July.

D. Approve Revised Budget

Gregory Pounds motioned to approve the revised budget presented, Lizeri Guerrero seconded and upon roll call the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	0

The motion carried to approve the revised budget.

E. Approval of New Teachers: Karla Galicia and Tiffany Urena

Discussion took place regarding the process of notifying the public when teachers are currently working on possessing their credential. David Tellyer stated that they will be notifying in the form of a letter. Board recommended to notify during a public meeting with parents in addition to the letter and to provide a biography for each teacher to show how they are qualified as teachers.

Gregory Pounds motioned to approve Karla Galicia as our Spanish teacher and Tiffany Urena as our Math teacher, Michael Arroyo seconded and upon roll call the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	0

The motion carried to approve Karla Galicia as our Spanish teacher and Tiffany Urena as our Math teacher.

F. Approval of Conflict of Interest Policy Form 700

Discussion took place regarding the need to complete Form 700. Board expressed concerns of the Form 700 in regards to the deadline already being passed due and weather the form is necessary to complete when the Bylaws have a conflict of interest policy already established. Gregory Pounds will research weather or not Form 700 is a requirement. Edtec stated that will do some research as well. Should this Form 700 be necessary to be completed, the Secretary of the Board will be assigned to assure that this form is completed annually.

Michael Arroyo motioned to delay the approval of action item F until further research is done regarding the Conflict of Interest Policy Form 700; Gregory Pounds seconded and upon roll call the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	0

The motion carried to delay the approval of action item F until further research is done regarding the Conflict of Interest Policy Form 700.

G. Approval of 2008-2009 Student/Parent Handbook

Discussion took place regarding items that were revised in the handbook for this school. Detailed discussion took place regarding the Extra Curricular Activities and Student Discipline sections of the handbook. Board provided suggestions on changing the GPA requirement to 2.0 and to establish an academic contract that would be made for those that will be allowed to participate in extra curricular activities providing that they meet specified requirements. Board provided suggestions on the student discipline section and to establish a behavior step level of consequences and to take away the demerit system due to the complexity of the system.

Gregory Pounds motioned to approve the 2008-2009 Student/Parent Handbooks, Lizeri Guerrero seconded and roll call the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	0

The motion carried to approve the 2008-2009 Student/Parent Handbooks.

H. Approval of 2008-2009 Bell Schedule with Instructional Minutes

8-22-08
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Lizeri Guerrero motioned to approve 2008-2009 Bell Schedules with Instruction Minutes with revisions made to take out the lunch on Fridays and the 5 minute passing minutes, Gregory Pounds seconded and the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	0

The motion carried to approve the 2008-2009 Bell Schedules with Instruction Minutes with revisions made to take out the lunch on Fridays and the 5 minute passing minutes.

CLOSED SESSION

Closed session was called to order at 6:25 pm.

A. Employee 5770 Contract

Michael Arroyo reported out to the public that no action took place, however discussion took place regarding contract for Employee 5770. A determination of the specific contract cannot be established until a review is conducted of the documentation requested from the employee. A sub committee will meet on Monday, September 8, 2008 at a time that has not yet been determined, to meet with employee and review requested documentation.

Lizeri Guerrero motioned to adjourn special meeting, Gregory Pounds seconded and upon roll call the Ayes and Nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	0

The meeting was adjourned at 7:59 pm.

Approved on: _____

Lizeri Guerrero
Executive Secretary



A Higher Standard Resulting
in Excellence

Student/Parent Handbook
2008-2009

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ORGANIZATION FOCUS

Vision

Nova Meridian Academy ("NMA") passionately envisions the creation of a positive student-centered learning environment and a culture of new excellence. This will be accomplished by providing opportunities for all students to become successful self-motivated lifelong learners and leaders in education through mastery of literacy, critical thinking, and self-determination within a diverse society. We at NMA propose to pledge our resources to create a school where all students are actively engaged in the process of learning in a multicultural and multifaceted setting. The NMA educational community will form a union for educational excellence to ensure that all NMA students fulfill their dreams of higher education, career, and beyond.

Mission

We the students, teachers, administrators, staff and parents of the Nova Meridian Academy will build a model 21st Century Academy with a high-quality academic culture of scholastic success through leadership, education, and technology employing AVID methods, processes, and philosophies.

Creed

Leaders in education, leaders in life, creating a quality community of excellence.

Values

N	noble	- making the right choices and doing the right thing all the time.
O	ongoing	- never giving up and always moving forward by learning from failure.
V	viable	- creating possibilities and providing solutions to problems.
A	amazing	- passion for continuously improving yourself towards excellence.

Goals

Ultimate Goal- 100% of our graduates to be well equipped for the university and professional world.

Our goals of developing academic standards and opportunities on campus while operating economically and efficiently will:

- (1) Create a standards based education program to help our students become self-motivated, competent, and lifelong learners.
- (2) 80% of our student population passes the CAHSEE by grade 11.
- (3) 80% of our student population apply and are accepted to a four year university.
- (4) 80% of our student population is certified in Microsoft Office Processing.
- (5) 80% of our student population can create and teach a unit of practice in a specific content area.
- (6) 80% of our student population create and implement a community service project and a theoretical non-profit organization.
- (7) 80% of our students participate in exemplary leadership and citizenship roles through counseling, peer tutoring, peer mediation, mentoring, serving, volunteering, and teaching.
- (8) NMA will meet AYP targets.

Objectives

NMA's objectives concerning its mission are:

- (1) Mastery- All students will achieve proficiency on CST, CAHSEE, CAT/6, etc.
- (2) Education- All graduating students will set educational and career goals, develop a realistic strategy to achieve those goals and apply content knowledge and critical thinking skills.
- (3) Leadership- All students will become leaders in education and leaders in life.
- (4) Technologically Capable- All students will be able to locate access, organize, evaluate, and apply information in a technological world.

OUTLINE OF COURSES
Grades 9-12

Course	Credits	Course	Credits
Grade 9		Grade 11	
(A-G) English 9	10	(A-G) English 11	10
(A-G) World History	10	(A-G) US History	10
(A-G) Alg.1/Geom/Alg. 2	10	(A-G) Alg. 2/Trig./Precalc	10
(A-G) Biology	10	(A-G) Physics	10
AVID	10	AVID	10
(A-G) Spanish 1	10	(A-G) Spanish 3	10
		(A-G) Drama	
Grade Total	60	Grade Total	60
Grade 10		Grade 12	
(A-G) English 10	10	(A-G) English 12	10
(A-G) World Religion	10	(A-G) Government	5
(A-G) Geom./Alg. 2	10	(A-G) Economics	5
(A-G) Marine Biology	10	(A-G) Trig./Precalc/Stat	10
AVID	10	(A-G) Chemistry	10
(A-G) Spanish 2/3/4	10	(A-G) AVID	10
		Leadership	5
		(A-G) Psychology	10
Grade Total	60	Grade Total	65

*Courses are subject to change by NMA Board of Directors

Health 5 credits

Can be taken during summer school of any year/or online

Independent Physical Education Program 20 credits

Pass/Fail required for graduation

Four Year Total: 270 credits

(A-G) Credits: 210

Non-(A-G) Credits: 60

GENERAL INFORMATION

School Address: Nova Meridian Academy
850 Via Lata, Suite 105
Colton, Ca 92324

School Phone Number: 909-370-2055

Principal: David Silas Tellyer, M.Ed.

Teachers: Tishri Campa, B.A. (English)
Karla Galicia, BA (Spanish)
John Hunly, Ph.D. (World Religions, AVID)*
Kenneth Segroves, Ph.D. (Biology, Marine Bio)
Tiffany Urena, M.Ed. (Math)
Nyeshia Williams, M.Ed. (World History, Religion)

AVID Coordinator: Tishri Campa, B.A.

Office Hours:

General School hours are 7:45 a.m. to 2:45 p.m. Administrative Office hours are 8:00 a.m. to 4:00 p.m. Scheduled appointments may be arranged to accommodate parent or student needs.

*Long term substitute

ADMINISTRATIVE RESPONSIBILITIES

- Provide a safe, orderly, and positive campus environment.
- Support the administration of a school-wide AVID program.
- Provide instructional leadership to ensure appropriate instructional practices and the delivery of a quality core curriculum to all students.
- Provide public recognition to staff and students who are successful in meeting their learning and performance goals.
- Provide support systems for parents, students, and staff who need special assistance.
- Maintain open communication between home and school.
- Provide appropriate professional development for staff to improve teaching and learning.

TEACHER RESPONSIBILITIES

- Provide a safe, orderly, and positive classroom environment.
- Provide appropriate instructional activities and maintain high standards.
- Support students.

- Make parent contact.
- Support the implementation of AVID strategies and philosophies in the classroom.
- Provide the opportunity for tutoring.
- Give student the information needed to be successful in high school and in college.
- Guide students into a four-year school.

STUDENT RESPONSIBILITIES

- Be on time for all classes, prepared with all necessary books, materials, homework assignments, and participate in the classroom work and discussions.
- Obey all school rules and the instructions or requests of all school personnel.
- Respect the rights of the teachers to teach, free from any disruptive conduct from the beginning to the end of the class period. Any behavior that disrupts instruction is inappropriate and unacceptable.
- Respect the rights of others to study and learn.
- Respect public property and carefully use and return all materials and equipment. Parents and students are financially responsible for lost, stolen, or damaged property.
- Maintain high personal standards of courtesy, decency, honesty, and responsible relationships with others.
- Take responsibility for their learning.
- Maintain outstanding citizenship and attendance in all classes.
- Complete all homework assignments every night.
- Get a grade check signed once a week by a parent or guardian.
- Maintain a 3.0 or higher GPA.
- Enroll in Honors or Advanced Placement courses by their Junior and Senior year in high school.
- Attend tutoring anytime they have a 75% C or lower in any academic class.
- Enroll in a four-year university after graduation.
- SEE AVID CONTRACT

PARENT RESPONSIBILITIES

- Establish and maintain expectations for appropriate school behavior in support of teaching and learning. Assume responsibility for regular and on time attendance of your child.
- Read materials and information provided by the school and initiate communication with members of the school staff as needed.
- Make sure that your student studies two or more hours nightly.
- Ensure that your student attends required tutoring any time he/she has a 75% C or lower in any class (Tutoring will be provided after school).
- Sign your student's grade check every week to be aware of his/her progress
- Provide a quiet environment at home for your student to complete homework.
- Provide home support and monitoring of student assignments, homework, and projects to reinforce high standards for learning.
- SEE AVID CONTRACT

STUDENT LEADERSHIP COUNCIL

The Student Leadership Council (SLC) Office handles activities and provides services to students during the school year. It is the student leadership organization at Nova Meridian Academy that incorporates social, academic, and community service activities for students. All monies raised help support school activities.

ASSEMBLIES

Assemblies are provided for the students' benefit and are scheduled as a part of the regular school day. Therefore, students must attend all assemblies. Students are expected to behave in a professional manner, always displaying respect for speakers and performers.

COLLEGE VISITATIONS

College visitations are a part of the AVID program in order to help students have a better understanding of the college application process. All NMA students are required to attend college visitation fieldtrips.

EXTRA CURRICULAR ACTIVITIES

All students participating in extra curricular activities must have a GPA of at least 2.0 in academics as well as good citizenship at the end of each quarter. If a student is ineligible in academics or citizenship, they will remain ineligible until they achieve a 2.0 or a good citizenship mark at the next grading period. Any D or F grade earned by a student at a grading period will disqualify them from participating in any clubs until the next grading period. Alternative requirements for participation may be considered at the administrator's discretion.

ATTENDANCE PROCEDURES

SCHOOL ATTENDANCE IS REQUIRED BY LAW (EC) 48200

Consistent and prompt attendance in class is required of all students in order to ensure academic success and is the responsibility of the parents or guardians and the student. Failure on the part of the parent to assure student attendance may be construed as a form of child neglect. Much of what is presented in courses is sequential; therefore, learning requires continuity of attendance and effort. NMA strongly believes that what occurs in class is vital to student learning. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required. A lack of consistent attendance over the course of the semester means that students will not get the benefit of the courses offered at Nova Meridian Academy, therefore, attendance may have an effect on a student's academic outcome in each course. Students will need to strive for 100% attendance.

MEDICAL APPOINTMENTS

Please make medical appointments when school is not in session. If a student needs to leave school, please bring in a note signed by the parent or guardian name on file and give it to the administrative assistant. An off campus permit will be issued.

CLEARING ABSENCES

Please call the school office at 909-370-2055 to report absences. All absences must be cleared. Parents can clear absences by calling the office or with a written note. All notes must include the student's first and last name, date of the absence(s), reason for the absence, and parent or guardian's signature. **Notes that do not include all of the above will not be accepted.** Forging notes or phone calls may result in detention or other disciplinary action. Absences need to be cleared by the next day following the absence.

EXCUSED ABSENCES

Excused absences include illness, funerals, religious holidays, medical or dental appointments, and court appearances. Class work may be made up for the work missed during an excused absence. Students must be present in class to be successful. Any absences are the student's responsibility to clear through the office. In order for the student absence to be excused they must provide the clearance slip to their teacher. If students are going to be absent ahead of time, they need to notify their teachers so they can provide the necessary work, and not fall behind. Make-up work must be discussed with the teacher when the student returns to school. Students will have the number of days plus one to turn in all work, make up tests, etc. Example: If the student misses Tuesday and returns on Wednesday, then they will have two days to complete the work, which means it will be due on Friday. Exceptions may be made only at the teacher's discretion. It is the student's responsibility to take the make-up test.

UNEXCUSED ABSENCES

Unexcused absences are any absences with parent permission not covered under excused absences. Teachers are not allowed to give make-up work for unexcused absences. For example: no transportation, babysitting younger siblings, etc. Each unexcused absence will result in a 10 point deduction from the student's participation grade. One unexcused absences will result in a phone call home. Five unexcused absences will result in a parent conference or other disciplinary action.

UNVERIFIED ABSENCES

Unverified absences include cutting or leaving class, uncleared absences, absences cleared with a forged note or phone call, **or being more than 15 minutes late for class.** Consequences for unverified absences may include, but are not limited to, parent notification, detention, and referral to the School Attendance Review Board (SARB). All cuts will remain as unverified absences. Teachers are not required to give make-up work for unverified absences.

NOTICE TO PARENTS/GUARDIANS

TRUANCY

Upon a pupil's initial classification as "truant," the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

- a) That the pupil is truant.
- b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- c) That parents or guardians who fail to meet the obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with section 48290) of Chapter 2 of Part 27.
- d) That alternative educational programs are available in the district.
- e) That the parent or guardian has the right to meet with the appropriate school personnel to discuss solutions to the pupil's truancy.
- f) That the pupil may be subject to prosecution under Section 48264.
- g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the principal of the academy.

STUDENT DISCIPLINE

PROGRESSIVE DISCIPLINE POLICY

The following progressive discipline policy shall be used whenever possible. If a student's actions are serious, then the student may be immediately referred to the Principal or designee.

OFFENSES:

- **Minor Classroom Disruption**
 - (chewing gum, disruptive behavior, inappropriate behavior, work not attempted, out of seat, horse play, cell phones, etc.)

- **Major Classroom Disruption**
 - (profanity/vulgarity, disrespect of others, damaging school property, etc.)

- **Major Offenses**
 - (threats, defiance, excessive profanity, etc.)

CONSEQUENCES

STEP 1: VERBAL WARNING

The teacher will tell the student what they have done wrong and give them a chance to apologize, and correct their behavior. **Failure to comply with the verbal warning will result in...**

STEP 2: LETTER OF APOLOGY

Student will type out a one page letter that discusses the rule they broke, why they decided to break the rule, and what they could have done instead. Finally, they will apologize to the staff member in this letter. This will go into the classroom portfolio. **Failure to comply with letter of apology will result in...**

STEP 3: PARENT NOTIFICATION

The teacher will call student's parents or guardians concerning their behavior. Since the student has had three opportunities to correct their behavior, and failed, their parents/guardians will be asked to correct their behavior at home. This will be noted in the student classroom portfolio. Parents will need to acknowledge with NMA staff that they have received notification. **Failure of parent notification strategy will result in...**

STEP 4: DETENTION (BEFORE, LUNCH, AFTER)

This will occur if the student's parents have failed to correct their behavior. This will be the beginning of school intervention for problematic student behavior. At this point, the student's behavior is becoming a serious problem, and the teacher will detain the student to deal with student's actions. The parent will be notified twenty-four hours in advance. A record of the detention will be put in the student's classroom portfolio. **Failure of student improvement after 3 detentions will result in...**

STEP 5: PRINCIPAL REFERRAL #1 AND #2 (STUDENT MAY BE SENT OUT OF CLASS)

The student will be sent to the Principal to discuss why they cannot be mature and civilized enough to handle their disruptive behavior in class at a high school age. Students should never reach this point, because they are allowed so many opportunities to get it right. Afterwards, the teacher will record the student referral in their classroom portfolio, discuss their session with the Principal, and then decide whether to have a parent conference or not. The Principal will decide which corrective actions will take place. Possible actions include detentions, community service, and loss of privileges. **Failure of student improvement after 2 referrals will result in...**

STEP 6: BEHAVIOR CONTRACT, PARENT CONFERENCE AND OBSERVATION

The student will be placed on a behavior contract that they will need to take with them from class to class. Each period the student will need to get the signature of the teacher. If they receive a week of approval from the teachers, then they will be taken off of the behavior contract. The behavior contract includes a parent conference and a one day parent observation at the school site. Board of Directors will be notified of student during closed session. **Failure of student improvement in their behavior while receiving three strikes on the behavior contract will result in...**

STEP 7: PRINCIPAL REFERRAL #3 (STUDENT MAY BE SENT OUT OF CLASS)

Step 7 includes complete school administrative involvement in a punishment for remaining obstinate and immature. This is absolutely unacceptable. Students may be suspended, pursuant to the suspension and expulsion policy. The student has proven them self completely irrational, uncivilized and childish. This will be recorded in their classroom portfolio and permanent school record. **Failure of student to improve their behavior could result in...**

STEP 8: BOARD REVIEW FOR EXPULSION

This is the final step in the academy's progressive discipline policy. This includes complete school involvement from the board of directors' review of the student's discipline history. Students may be expelled, pursuant to expulsion policy. This will be recorded in their classroom portfolio and permanent school record.

CLASSROOM PROCEDURES/EXPECTATIONS FOR STUDENTS

1. Be on time and in your seat when the period starts.
2. Place all grade checks, absentee notes, passes, appointment slips, etc. in the teacher's designated area before the beginning of class. Teacher will tend to them as the period progresses and time allows. Teacher will not accept any of the forms after class begins, unless you have written permission.
3. Remain in your seat unless given permission to leave it.
4. Bring materials regularly. (pen, pencil, paper)
5. Keep on task with the noise level low.
6. Follow all school policies. (Professional Protocol, dress code, attendance, etc.)
7. There will be no restroom passes given during the period. So, do not ask to use the restroom. You may use the restroom during passing period, at lunch, and before or after school. However, in case of an emergency you have one chance a quarter to use your emergency restroom pass. If you do not use your pass for the quarter, then you will receive 50 points into your participation grade. If you cannot consistently keep for an hour, then you may have a medical problem and will be sent to the office. The student needs to provide a doctor's note in order for restroom accommodation. Likewise, if you are having gender specific difficulties, then you will be sent to the office and your

parents/guardians will be contacted. Get your drinks at lunch, during passing period, and before/after school, as well.

8. Raise your hand to speak. Only one person out of their seat at a time (except on academic/classroom, and not personal business)
9. Phone calls home will occur only as directed by the school administration.

TARDY POLICY

Students are considered tardy if they are not in class and prepared to work when the period begins. Tardiness is a disruption to the instructional program. Students who arrive late to school need to first check in with the administrative assistant before reporting to class.

Guidelines for assigning consequences within a semester:

- 1-2 tardies-student counseled, parent notified
- 3rd tardy-1 hour of detention, parents notified
- 4th tardy-2 hours of detention, parents notified
- 5th tardy- 1 day suspension, parent conference

More than 6 tardies in a 9-week grading period in one class will be considered continual willful defiance and disruptive. Consequences may include, but are not limited to, suspension from extra-curricular activities for up to 2 weeks, and referral to SARB.

DETENTION

Detention is implemented by an administrator's, teacher's, or designee's discretion before school, during lunch, or after school. . Because of transportation issues, every student assigned to detention will be given a 24-hour notice so transportation may be arranged. The student will be given a copy of the detention notice to take home which will include the date and the reason for the detention. A copy of the office referral will be mailed home to parents.

Transportation of students home from detention is the responsibility of the parent. No student will be excused from attending detention because of extra-curricular activities, transportation issues, or after school jobs. Failure to appear without prior permission will result in additional detention or suspension.

CLOSED CAMPUS

Nova Meridian Academy is a "closed campus" in the interest of student safety and supervision. Once students arrive on the school grounds they must remain on campus until the end of the school day except with proper authorization. Students who leave campus without proper written

authorization of their parents or guardians and permission of school authorities prior to leaving shall be classified as truant and subject to disciplinary action.

Consequences may include but are not limited to:

- Detention
- 1-5 day suspension for defiance of authority

Please note: These are guidelines that may be modified or combined at the discretion of the administration depending on the number of infractions.

PROFESSIONAL PROTOCOL

Nova Meridian Academy is a school whose focus is students becoming enrolled into a four-year university. The academy desires for its students to be recognized by other students, staff, parents, and the community as the most successful, professional, and ethical students in the Inland Empire. Students are expected that, when on-campus, they remain focused on accomplishing their academic goals and abiding by the PROFESSIONAL PROTOCOL that governs students' behavior concerning their actions, attire, and communication.

OFF CAMPUS BEHAVIOR

Students must be mindful of their actions off of the school's campus. School rules apply to students when going to school, leaving school, and attending school functions and events.

ON CAMPUS BEHAVIOR

Students are considered on campus when entering the parking lot in front and back of suite 100 and 105, in front of the courtyard of suite 100, and during lunch or recreation in area of suite 116, its parking lot, and any other designated area and are required to:

- Abstain from inappropriate displays of affection between students (e.g. hugging, kissing, fondling, and etc) is a violation of school rules. NMA students have the responsibility to be focused on their academic learning and maintain a level of professionalism when they are on the NMA campus. Their responsibilities include respecting the rights of others to study and learn as well as maintaining high personal standards of courtesy, decency, honesty, and responsible relationships with others.
- Conduct themselves in an appropriate manner and to contribute to a scholarly, safe, and orderly environment. Only by setting high expectations for student behavior can schools foster self-discipline, respect, consideration for others, and a sense of cooperation with all members of the school community. The purpose of all disciplinary action should be to change a student's behavior and all consequences should be meaningful and relevant to the type of behavior change that is desired.
- Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions. All employees of the academy share the responsibility for seeing that behavior of students

meets the standards of conduct conducive to the learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline oneself. Violations of the NMA policies will not be tolerated and offenders will be subject to action by school personnel in a manner that is fair, honest, and respectful of the student's constitutional freedoms. Unauthorized groups organized or gathered for the purpose of committing illegal or illicit acts or deemed to be disruptive to a safe, orderly environment will not be tolerated in the school setting. Such organizations will not be allowed to carry out any of their activities, advertise, or otherwise influence students while on school premises or at school-sponsored activities.

- Be honest in their communications, activities, and relationships. All information and records must be accurate and complete. Failure to provide complete information is just as unacceptable as providing false information.

DRESS CODE

NMA uniform:

Boys – Solid black or tan True Grits, Dockers, or Dickies style pants or knee-length shorts AND a True Grits blue oxford, navy, or green polo shirt with the NMA stitched logo. A web or stretch black/brown belt from True Grits. Sweatshirt, sweater vest, pullover, or jacket with the NMA stitched logo from True Grits. (Green button down shirts with the NMA logo from 2007-2008 are acceptable.) AVID t-shirts may be worn at special events at school or on field trips. . Appropriate footwear must be worn at all times. Slippers, flip-flops, sandals, or other footwear without hard soles are not allowed. Shoes that are backless are not allowed. Black-colored shoes are required to be worn with the NMA uniform.

Girls – Solid black or tan True Grits, Dockers, or Dickies pants, or True Grits skirts, and/or True Grits shorts or shorts that are knee length, AND True Grits blue oxford, navy, or green polo shirt with the NMA stitched logo. A web or stretch black/brown belt from True Grits. Sweatshirt, sweater vest, pullover, or jacket with the NMA stitched logo from True Grits. (Green button down shirts with the NMA logo from 2007-2008 are acceptable.) AVID t-shirts may be worn at special events at school or on field trips. Appropriate Footwear must be worn at all times. Slippers, flip-flops, sandals, or other footwear without hard soles are not allowed. Shoes that are backless are not allowed. Black-colored shoes are required to be worn with the NMA uniform.

***Uniforms may not be modified or altered**

Students are expected to dress in the NMA uniform four days out of the week and may dress in casual attire on Friday of every week. Students will dress in business attire on the designated "business dress" day. On "business dress" day, the students shall dress in a manner that will not be detrimental to the safety, health, and welfare of the students or staff of the school. Students' appearance should not be a distraction to the educational process of the school. **Improperly attired students or students without a uniform on a uniform day will be required to call their parent or guardian and remain in the office until proper attire is brought to school for the pupil.** Requests for financial assistance for uniforms can be made to the Principal. Requests will be kept confidential.

1. Tank tops, strapless or spaghetti strap tops or dresses, bare midriff shirts, tops with plunging necklines, tube tops, swimsuit tops, halter-tops, off the shoulder or backless tops are not appropriate at school, unless they are worn with a second cover top, which is not transparent. No stomach may show.
2. All undergarments must be covered at all times. Pants need to be worn at the waistline with no underwear showing, and must not drag on the ground. Pants may not be worn below the waistline.
3. All clothing should be in good repair and any slits above the knee or tears in clothing are unacceptable.
4. No chains or spiked accessories are allowed.
5. Hats and beanies cannot be worn inside the NMA facility and must be removed before entering any classroom or office. (This includes both male and female students.)
6. Clothing, apparel, hairstyles, or body piercing that is determined to disrupt or distract the educational process will not be allowed.
7. Clothing, jewelry, tattoos, personal items, binders, fanny packs, backpacks, gym bags, etc. with picture or any insignia which are crude, vulgar, profane, or sexually suggestive or which bear drug, alcohol or tobacco advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice will not be allowed.
8. Any clothing or jewelry that represents a safety hazard to the wearer or to any other students or school personnel will not be allowed. Only conservative jewelry that follows professional and business dress guidelines will be allowed.
9. Sunglasses may not be worn inside any building or classroom.
10. Pajamas are not acceptable school attire and cannot be worn to school.
11. Any attire that promotes gang involvement or is indicative of gang membership is strictly prohibited, including, but not restricted to hairnets, bandanas, handkerchiefs, or any other gang paraphernalia. Because gang-clothing styles are constantly changing, the school reserves the right to address new clothing styles as the need arises.

When representing Nova Meridian Academy, this dress code will be the minimum requirement. This includes field trips and off campus activities.

Note to parents: The administration of Nova Meridian Academy reserves the right to require students to change or not wear clothing that is not conducive to a positive educational environment. If the school administration deems a student's dress to be inappropriate, the following will be the course of action during the course of a year:

- 1st offense-Warning: Student will be asked to change or he/she will be sent home. One warning only per student per year.
- 2nd offense-Detention will be assigned and the student will be sent home.
- 3rd offense- Suspension from school. Will be considered willful disobedience.

Subsequent offenses will be considered as willful disobedience with appropriate consequences.

ELECTRONIC DEVICES

Electronic devices (e.g. pagers, lasers, radios, cassette/CD players, Walkmans, ipods, MP3 players, electronic games, camera, video cameras, etc.) are **not allowed** on the Nova Meridian Academy. NMA is released from any responsibility of lost, damaged, or stolen items. Students possessing any such item may have the item confiscated by any staff member. **Confiscated items will only be returned to a parent/guardian with appropriate identification.** A student may have a cell phone on campus, but must put it away before entering the campus. Cell phones are not to be heard or used during the school day, except with permission and in the presence of a NMA staff member. If the cell phone is heard or used during the school day it may be confiscated by any staff member. **A confiscated cell phone will only be returned to a parent/guardian with appropriate identification.**

CHEATING AND PLAGIARISM

Cheating on homework will result in:

- Work being confiscated and given to the appropriate teacher.
- A Grade of "0" or "F" for the assignment. The teacher will notify the parent and principal.
- The inability to make up the assignment/grade on the plagiarized work.

Cheating on tests or other assignments will result in:

- Student receiving a "0" or "F" on the assignment or test. The teacher will notify the parents and principal.
- The inability to make up the assignment/grade on the plagiarized work.
- Principal notifying all other teachers.

SUSPENSION AND EXPULSION POLICY

ENUMERATED OFFENSES

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated Academy employee, with the Principal/Administrator or of designee's concurrence.
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to Academy property or private property.
7. Stole or attempted to steal Academy property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Disrupted Academy activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other Academy officials, or other Academy personnel engaged in the performance of their duties.
12. Knowingly received stolen Academy property or private property.
13. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in an Academy disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in or attempted to engage in hazing of another.
18. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
19. Made terrorist threats against Academy officials and/or Academy property.
20. Committed sexual harassment.
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned Academy activities.

ALTERNATIVE ACTIVITIES TO THE FOLLOWING OFFENSES COULD BE, COMMUNITY SERVICE, PUBLIC SERVICE ANNOUNCEMENTS, AND PRESENTATIONS MAY BE USED AS A FORM OF ALTERNATIVE ACTIVITIES TO SUSPENSION

PC308B Smoking or tobacco products (includes pipes, papers, Skoal, etc.)

PC415 Fighting or disturbing the peace (includes challenging gestures)

BP25662 Minor possess alcohol (any person under 18) Alcohol Drug Diversion

PC488 Petty theft (take anything not yours.)

PC647F Under the influence of alcohol and/or marijuana Alcohol/Drug/Diversion

PC594a Vandalism

PC594a (1) Minor possess aerosol paint can, Community service

PC594.2a Minor possess graffiti tools (marker, paint, tips, etc.)

PC640.6 Affix graffiti (any tagging, gang related or not)

HS 11357e Possess less than 1 oz. Marijuana

SBCC25.022 Daytime loitering on school days

GROUNDS FOR SUSPENSION AND EXPULSION OF STUDENTS

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

SUSPENSION PROCEDURE

Suspensions shall be initiated according to the following procedures:

1. Conference

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

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two Academy days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

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

2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to Academy. If Academy officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests immediately.

3. Suspension Time Limits/Recommendation for Placement/Expulsion

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

Upon a recommendation of Placement/Expulsion by the Principal or Principal's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Principal or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

AUTHORITY TO EXPEL

The authority to expel a student resides in the Board following a hearing before it or by the Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil whom it was offended by or a Board member of the Academy's governing board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

EXPULSION PROCEDURES

NOTICE

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

1. The date and place of the expulsion conference;

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

Administrative Panel and Board Appellate Procedures

If the student is recommended for expulsion, then he or she is entitled to a hearing to determine whether the student should be expelled before a neutral, unbiased factfinder. Unless postponed for good cause, the hearing shall be held within thirty (30) academy days after the Principal or designee determined that the Pupil had committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

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

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Academy's disciplinary rules which relate to the alleged violation;

4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Academy to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

SPECIAL PROCEDURES FOR EXPULSION HEARINGS INVOLVING SEXUAL ASSAULT OR BATTERY OFFENSES

The Academy may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the Academy or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Academy must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in Academy, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. If one or both of the support persons is also a witness, the Academy must present evidence that the witness' presence is both desired by the witness and will be helpful to the Academy. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

RECORD OF HEARING

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

PRESENTATION OF EVIDENCE

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

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

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

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) Academy days following the conclusion of the hearing. The Decision of the Board is final.

If the expulsion hearing panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

WRITTEN NOTICE TO EXPEL

The Principal or designee following a decision of the Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student.
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Academy.

The Principal or designee shall send a copy of the written notice of the decision to expel to the District.

This notice shall include the following:

- a) The student's name.
- b) The specific expellable offense committed by the student.

DISCIPLINARY RECORDS

The Academy shall maintain records of all student suspensions and expulsions at the Academy. Such records shall be made available to the District upon request.

EXPELLED PUPILS/ALTERNATIVE EDUCATION

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.

REHABILITATION PLANS

Students who are expelled from the Academy shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Academy for readmission.

READMISSION

The decision to readmit a pupil or to admit a previously expelled pupil from another Academy district or charter Academy shall be in the sole discretion of the Board following a meeting with the Principal and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the Academy environment. The Principal shall make a recommendation to the Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Academy's capacity at the time the student seeks readmission.

STUDENTS WITH DISABILITIES

Nova Meridian Academy will collect and produce data regarding the suspension and expulsion of special education students as required by the Modified Consent Decree. NMA will adhere to all provisions of the Individuals with Disabilities Education Act (IDEA) and its amendments, Section 504 of the Rehabilitation Act, AB 602, ADA, and the modified consent decree.

NMA acknowledges that many issues must be considered when disciplining or suspending students with disabilities so that the student's right to a free and appropriate education is not violated, including the manifestation determination, or in cases of 504 accommodations, the link determination. The Individuals with Disabilities Education Act (IDEA) includes several amendments addressing disciplining students with disabilities and will be utilized as a guideline for NMA policy. If a student with a disability is suspended for more than ten days within a school year, the IEP team must meet and determine the appropriate next steps. A functional behavioral analysis must be completed and an individual behavior management plan developed, or modified if one is already in place. In addition a manifestation hearing must be held to determine whether the behavior is a manifestation of the disability. If it is not a manifestation of a disability, the same disciplinary procedures applicable to children without disabilities may be applied, except that appropriate educational services must be provided. If it is a manifestation of the disability, the IEP team shall conduct a Functional Behavioral Analysis and implement a behavioral intervention plan (or review the current one if the student has it) and return the student to school.

In order to prevent violation of policy and procedure a Behavior Support Plan will be implemented if there is a student with cause or concern.

BSP is a:

- Proactive action planning to address behavior(s) that are impeding learning.
- Positive behavioral interventions, strategies, and supports.
- BSP focuses on understanding "why" the behavior occurs as a function or communicative intent.
- Teach an alternative behavior that meet the student's needs in an acceptable way. Instructional and environmental changes. Provide reinforcement. Reactive strategies and effective communication.

They are written to make sure:

- Free and Appropriate Public Education (FAPE) for everyone.
- Behaviors that interfere with the learning process need to be addressed for the benefit of the student, his peers, and general learning environment. Individuals with Disabilities Education Act (IDEA) that IEP team address/consider behaviors that impede the student's learning.

GENERAL POLICIES AND PROCEDURES

VISITORS

Student visitors are not permitted on campus, without permission from Principal, or Principal's Designee. It is too disruptive to have friends that are not NMA students attending classes or visiting during the day. Parents may visit campus by checking into the main office and attaining a visitor's pass. Former students may not visit the campus or teachers during the school day.

CALLING STUDENTS FROM CLASS

The administrators use call slips to see students during class time. Students should report immediately to the person requesting to see them.

MESSAGES AND DELIVERIES

Classes will not be disturbed for non-emergency messages. Birthday greetings, flowers, balloons, gifts, and other such items **will not be delivered** to classrooms. Any deliveries made at school will be held in the office where the student may pick them up at the end of the day.

PHONE CALLS

Students are not allowed to use the phones in the office unless they are ill and need to go home, or they need to call home after school for a ride.

Please do not call to leave messages that could be taken care of at home, i.e. doctor appointments, DMV appointments, work schedules, etc. All emergency phone calls will be referred to an administrator.

Cell phones are to be used only during emergencies. Please do not call your student on their cell phone during class time. If their cell phone rings in class, they will not be allowed to answer it and it will be confiscated.

TRANSPORTATION

Nova Meridian Academy does not provide transportation to or from school and is not liable or responsible for any incidents that occur as the result of carpooling.

PARKING

Students who drive to school are to observe traffic and safety regulations at all times and must possess a parking permit. Student vehicles are only to be parked in the back parking lot (on the east side of the building). Students are not allowed to park in the front of the school. Cars may be ticketed or towed if a violation occurs. Students may not be in the parking lot during the day without permission from the assistant principal or the principal. The school is not responsible for any accident or items stolen from vehicles while on school property.

LUNCH

All students eating lunch must remain in the designated lunch areas, or in designated teachers' classrooms. There will be no eating or food in the hallways during lunch. No students are to eat or loiter outside of the campus facility during lunch periods without proper supervision.

FOOD AND DRINK

Eating should be confined to the lunch areas. Students are expected to pick up their own litter following lunch and breaks and to leave their areas clean. Be proud of your school and place trash in the proper receptacles. A citation for littering will be issued to students who leave trash any where in the school.

EVALUATION OF STUDENT PROGRESS

The classroom teacher shall determine the grade given to each student in the class based on variable criteria, which will include, but not be limited to homework, exams, participation, projects, and reports. Teachers will inform the parents and students of the criteria for determining grades, as well as the minimum standards for successfully completing a course.

The school year is divided into two semesters, each of which is divided into two quarters. Grades are issued at the end of the quarter. First and third quarter grades are considered progress reports. Second and fourth quarter grades are considered semester grades, which become part of the student's permanent record. Each semester ends with a final examination schedule.

SEARCH AND SEIZURE

The administration maintains authority over buildings, parking lots, and grounds and has the right to search them with reasonable suspicion. Students entering the school facility may be subject to a search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion, and/or arrest.

ACADEMIC YEAR 2008-2009

<u>Semester 1</u> (August 25-January 29)	90 days
Quarter 1 (August 25-October 28)	45 days
Quarter 2 (October 29-January 29)	45 days

***First day of school is AUGUST 25**

<u>Semester 2</u> (February 2-June 16)	90 days
Quarter 3 (February 2-April 3)	44 days
Quarter 4 (April 13-June 16)	46 days

***Last day of school is JUNE 16**

- **School days in the year for students 180**
- **Holidays- No Attendance**
- **Labor Day- September 1**
- **Columbus Day- October 13**

- Veteran's Day- November 11
- Thanksgiving Recess- November 24-28
- Winter Recess- December 15-January 2
- Martin Luther King Day- January 19
- Presidents' Day- February 16
- Spring Recess- April 6-10
- Memorial Day- May 25



August, 2008

This is to certify that I have received the 2008/2009 Nova Meridian Academy Student and Parent Handbook. I further agree that I will read it and review it with my son/daughter.

I understand the school rules and I will abide by the school behavioral guidelines.

Student Name: _____

Grade: _____

Student Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Appendix V: Insurance Policy



Nova Meridian Academy

SUMMARY OF COVERAGES - 2008-2009

This is to certify that the insurance hereinafter described has been bound as follows. Coverage is per JPA terms, conditions, limitations and exclusions. This policy has the following underlying deductibles, which apply to a covered loss for each **OCURRENCE** or **CLAIM** as described in this summary.

NOTE: This is NOT an insurance policy. This is a Summary/Outline of the limits of coverages bound, but may not be exhaustive. Your insurance policy(ies) contains various exclusions from coverage. For a complete list of terms, conditions, coverages and exclusions, a copy of the excess written policies are available through California Charter Schools Association Joint Powers Authority (CCSA JPA). This can be requested in writing to CCSA JPA.

Insured Coverage Information	
Insured:	Nova Meridian Academy
Mailing Address:	850 Via Lata, Suite 105 Colton, CA 92324
School(s) Address:	Nova Meridian Academy 850 Via Lata, Suite 105 & 116 Colton, CA 92324
Average Daily Attendance:	141
2008-2009 Payroll \$:	\$446,000.00
# of Employees:	12
Building Values (if Owned/Required by Lease):	Leased
Contents:	\$100,000.00
Electronic Data Processing Equipment/Computers:	\$10,000.00
Total Insured Values:	\$110,000.00
Vehicle Description:	None Reported
Vehicle Values:	\$ 0.00



Nova Meridian Academy

Liability Coverage	
Term:	Effective at 12:01 a.m. on 7/1/2008 and ending at 12:01 a.m. on the last day of 6/30/2009. Standard time at the address of insured as stated herein.
Deductible:	\$0 applies to Third Party Bodily Injury and Property Damage \$5,000 for School Board Legal Liability
Coverage	Limits
Comprehensive General Liability <ul style="list-style-type: none"> ▪ Subject to the following sublimit: <ul style="list-style-type: none"> - Premises Medical Payments: 	\$1,000,000 Per Occurrence \$10,000 Any One Person \$50,000 Any One Occurrence
Automobile Liability <ul style="list-style-type: none"> ▪ Subject to the following sublimit: <ul style="list-style-type: none"> - Automobile Medical Payments: - Uninsured Motorist/Underinsured Motorists: - Non-Owned Automobile Liability: - Hired Automobile Liability: 	\$1,000,000 Per Occurrence \$10,000 Any One Person \$50,000 Any One Occurrence \$1,000,000 Per Occurrence \$1,000,000 Per Occurrence \$1,000,000 Per Occurrence
Excess Liability	\$25,000,000 Per Occurrence/Aggregate combined for the CCSA JPA and its members
Automobile Physical Damage	\$1,000,000 Per Occurrence
School Board Errors & Omissions <ul style="list-style-type: none"> ▪ Retroactive Date: 7/1/2007 	\$1,000,000/ Per Occurrence \$4,000,000 Pool Agg.
Employee Benefits Liability <ul style="list-style-type: none"> ▪ Retroactive Date: 7/1/2007 	\$1,000,000/ Per Occurrence \$2,000,000 Pool Agg.
Sexual Harassment <ul style="list-style-type: none"> ▪ Retroactive Date: 7/1/2007 	Included in SBLL
Sexual Abuse <ul style="list-style-type: none"> ▪ Retroactive Date: 7/1/2007 	Included in SBLL
Crime <ul style="list-style-type: none"> ▪ Money & Securities: ▪ Forgery or Alteration: ▪ Employee Dishonesty: 	\$300,000 Per Occurrence \$300,000 Per Occurrence \$300,000 Per Occurrence



Nova Meridian Academy

Property Coverages	
Term:	Effective at 12:01 a.m. on 7/1/2008 and ending at 12:01 a.m. on the last day of 6/30/2009. Standard time at the address of insured as stated herein.
Deductible:	\$1,000 All Perils Per Occurrence
Coverage	Limits
Limit of Insurance	
<ul style="list-style-type: none"> ▪ Buildings: ▪ Business Personal Property: ▪ Subject to the following sublimits/aggregates: <ul style="list-style-type: none"> - Flood and Surface Water: - Earthquake: - Builder's Risk: - Unintentional Errors & Omissions: - Personal Effects of Officers and Employee of the Insured: - Property in Transit: - Newly Constructed or Acquired Property (120 Days): - Outdoor Property including Debris Removal: - Electronic Data Processing Equipment and Data Media: - Extra Expense: - Property at Undescribed Premises: - Valuable Papers: - Debris Removal: - Accounts Receivable: - Pollution Cleanup and Removal: - Claim Data Expense: - Ordinance or Law: - Utility Services: ▪ Boiler and Machinery: ▪ Subject to the following sublimits/aggregates: <ul style="list-style-type: none"> - Hazardous Substance: <ul style="list-style-type: none"> ▪ Ammonia Contamination: ▪ Any Other Substance: ▪ Water Damage: 	<p style="text-align: right;">Per Occurrence combined for the CCSA JPA and its members:</p> <p style="text-align: right;">\$50,000,000</p> <p style="text-align: right;">\$50,000,000</p> <p style="text-align: right;">Excluded</p> <p style="text-align: right;">Excluded</p> <p style="text-align: right;">\$2,500,000</p> <p style="text-align: right;">\$1,000,000</p> <p style="text-align: right;">\$250,000</p> <p style="text-align: right;">\$1,000,000</p> <p style="text-align: right;">\$5,000,000</p> <p style="text-align: right;">\$1,000,000</p> <p style="text-align: right;">\$1,000,000</p> <p style="text-align: right;">\$1,000,000</p> <p style="text-align: right;">\$500,000</p> <p style="text-align: right;">\$1,000,000</p> <p style="text-align: right;">\$250,000</p> <p style="text-align: right;">\$1,000,000</p> <p style="text-align: right;">\$100,000</p> <p style="text-align: right;">\$25,000</p> <p style="text-align: right;">\$2,500,000</p> <p style="text-align: right;">\$1,000,000</p> <p style="text-align: right;">\$50,000,000</p> <p style="text-align: right;">Per Occurrence combined for the CCSA JPA and its members:</p> <p style="text-align: right;">\$100,000</p> <p style="text-align: right;">\$100,000</p> <p style="text-align: right;">\$100,000</p>



Nova Meridian Academy

Workers' Compensation Coverage									
Term:	Effective at 12:01 a.m. on 7/1/2008 and ending at 12:01 a.m. on the last day of 6/30/2009. Standard time at the address of insured as stated herein.								
Deductible:	\$0 Each Occurrence								
Coverage	Limits								
<ul style="list-style-type: none"> ▪ Workers' Compensation: ▪ Employers' Liability: 	<table style="width: 100%; border: none;"> <tr> <td style="width: 15%; text-align: center; vertical-align: top;">Statutory</td> <td style="padding-left: 10px; vertical-align: top;">Per Occurrence combined for the CCSA JPA and its members</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">\$1,000,000</td> <td style="padding-left: 10px; vertical-align: top;">Bodily Injury by Disease</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">\$1,000,000</td> <td style="padding-left: 10px; vertical-align: top;">Bodily Injury by Accident</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">\$1,000,000</td> <td style="padding-left: 10px; vertical-align: top;">Bodily Injury by Disease policy limit</td> </tr> </table>	Statutory	Per Occurrence combined for the CCSA JPA and its members	\$1,000,000	Bodily Injury by Disease	\$1,000,000	Bodily Injury by Accident	\$1,000,000	Bodily Injury by Disease policy limit
Statutory	Per Occurrence combined for the CCSA JPA and its members								
\$1,000,000	Bodily Injury by Disease								
\$1,000,000	Bodily Injury by Accident								
\$1,000,000	Bodily Injury by Disease policy limit								

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Nova Meridian Academy

Student Accident Coverage		
Term:	Effective at 12:01 a.m. on 7/1/2008 and ending at 12:01 a.m. on the last day of 6/30/2009. Standard time at the address of insured as stated herein.	
Deductible:	\$0 applies per accident	
Coverage	Limits	
Student Accident <i>(includes sports)</i>	\$25,000 52 Weeks \$5,000 \$250,000	Aggregate Maximum Limit Benefit Period Accidental Death & Dismemberment Benefit Aggregate Limit of Indemnity per Location

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CALIFORNIA CHARTER SCHOOLS ASSOCIATION
 JOINT POWERS AUTHORITY

Nova Meridian Academy

Terrorism Liability Coverage		
Term:	Effective at 12:01 a.m. on 7/1/2008 and ending at 12:01 a.m. on the last day of 6/30/2009. Standard time at the address of insured as stated herein.	
Deductible:	\$0 applies to Third Party Bodily Injury and Property Damage \$5,000 for School Board Legal Liability	
Coverage		Limits
Terrorism Liability ■ Claims Made Policy	\$5,000,000	Per Claim/Aggregate combined for the CCSA JPA and its members

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Nova Meridian Academy

Appendix

Coverage	Carriers	Policy Numbers
Liability Package	London Package Program	J086207
Excess Liability (4M xs 1M)	Insurance Company of the State of PA	4890828
Excess Liability (20M xs 5M)	Insurance Company of the State of PA	7251825
Property	Travelers Indemnity Insurance Co.	KTJCMB296T651-0-08
Workers' Compensation	Republic Indemnity Co. of America	RIC-0403072-08
Student Accident	Markel Insurance Company	4102AH312992-0
Terrorism Liability	Lloyds of London	J087310

Appendix W: WASC



Accrediting Commission for Schools

533 Airport Boulevard, Suite 200
Burlingame, California 94010
(650) 696-1060 • Fax (650) 696-1867
E-mail: mail@acswasc.org • Website: www.acswasc.org

DAVID E. BROWN, PH.D.
Executive Director

MARILYN S. GEORGE, ED.D.
Associate Executive Director

GEORGE BRONSON, ED.D.
*Associate Executive Director,
Operations*

COMMISSION MEMBERS

THOMAS C. BEECHER
*Chairperson
President
Mater Dei Catholic High School*

DALE MITCHELL
*Assistant Chairperson
Superintendent
Winters Joint Unified School District*

RUTH A. BALSDON
*Teacher (Retired)
Lick-Wilmerding High School*

KENNETH E. BERGMANN
Public Member

KELLY BOCK
*Director, Office of Education
Pacific Union Conference
of Seventh-day Adventists*

KAREN LEONG CLANCY
California School Boards Association

HASMIK DANIELIAN
*Associate Superintendent
Hacienda La Puente Unified School District*

GARY DAVIS
*Superintendent (Retired)
Oxnard Union High School District*

SUSAN DILLON
*Teacher
Central Catholic High School*

JOYCE GREGORY EVANS
*California Association of
Independent Schools*

SHABAKA HERU
Public Member

SHARON LOUCKS
*Director, Special Projects/Special Education
Soledad Unified School District*

GEORGE MARTINEZ
California Federation of Teachers

ANTHONY MONREAL
*Deputy Superintendent
California Department of Education*

BRUCE MURRAY
Public Member

PAUL PEROTTI
*Superintendent (Retired)
Santa Clara Unified School District*

ROBERT PETERS
*Headmaster
Hanalei School*

LINDA RESER
*Librarian
Iolani School - Lower School*

RICHARD SEXTON
*Superintendent of Catholic Schools
Diocese of Fresno*

NANCY SODERBERG
*Principal
Konawaena Middle School*

MICHAEL STONE
*Teacher
Aliso Viejo Middle School*

ROSALINE TURNBULL
*California Congress of Parents and
Teachers, Inc. (PTA)*

FRED VAN LEUVEN
*Superintendent
Santa Ynez Valley Union
High School District*

WILLIAM WONG
*Superintendent
Albany Unified School District*

June 25, 2008

Mr. David Silas Tellyer
Principal
Nova Meridian Academy
850 Via Lata, Suite 105
Colton, CA 92324

Dear Mr. Tellyer:

I am pleased to inform you that the WASC Commission has granted Nova Meridian Academy candidacy status during the WASC Summer Commission meeting. The term of candidacy will run through June 30, 2011.

Candidate schools are required to submit a written report to the Commission during the spring of the school year following the Initial Visit. The report should include the progress being made in meeting the recommendations of the Initial Visit Committee. The report should be submitted by **June 1, 2009**. Instructions for preparing the report will be sent in the year the report is due.

Prior to the end of the term of candidacy, schools must complete a self-study assessment and submit a written self-study report, including progress made in addressing the initial recommendations. The emphasis of the self-study should be the evaluation of the effectiveness of the school's programs and operations to support high achievement of all students based on the WASC criteria. The resulting schoolwide action plan should reflect a synthesis of the identified growth areas and serve as a guide for ongoing improvement.

Self-study training is provided in three sessions and must be attended beginning in the fall eighteen (18) months prior to the scheduled full self-study visit. Schools will be expected to have key staff participate in these training sessions.

Subsequently, the school will be visited by a WASC Visiting Committee to evaluate the school's programs and operations and the impact on student learning. The team will review the school's self-study findings and review supporting evidence, conduct classroom observations, and dialogue with all stakeholders. As a result of this visit, the Visiting Committee will recommend a term of accreditation to the WASC Commission. The WASC Commission will then grant or deny accreditation to the school.

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June 25, 2008
Nova Meridian Academy
Page 2

In order to gain a better understanding of the WASC accreditation process during the candidacy period, we encourage schools to arrange for staff members to serve on WASC Visiting Committees to other schools. A Volunteer Data Sheet is enclosed to allow you to apply for this opportunity.

The approval of candidacy status entitles you to use the following phrase on transcripts or in school advertising: **Candidate for Accreditation. Approved by the Schools Commission of the Western Association of Schools and Colleges**, until such time as candidacy has either lapsed or been denied. The school is NOT authorized to use the word accredited or accredited by until full accreditation has been granted by the Commission. Candidate schools MAY NOT use the WASC logo accreditation stamp on transcripts, but the above phrase should be typed thereon.

If you choose to disclose your candidacy status in any communications with the public, you must specify the programs or grade levels which are covered by the candidacy status. You must also include the name, address and phone number of the Accrediting Commission for Schools in the same communication. The information to include is:

Western Association of Schools and Colleges
Accrediting Commission for Schools
533 Airport Blvd., Suite 200, Burlingame, CA 94010
Phone: (650) 696-1060

Again, welcome to the WASC family. We believe that WASC can support you in "adding value" to the education of the students whom you serve. Please contact us if you have questions or if we can be of further assistance.

Sincerely,



David E. Brown, Ph.D.
Executive Director

DEB:cl

Enclosures: Initial Visit Report, Volunteer Data Sheet

cc: Chairperson, Initial Visit Committee



Accrediting Commission for Schools

533 Airport Boulevard, Suite 200
Burlingame, California 94010

(650) 696-1060 • Fax (650) 696-1867

E-mail: frivette@acswasc.org • Website: www.acswasc.org

DAVID E. BROWN, Ph.D.
EXECUTIVE DIRECTOR

MARILYN S. GEORGE, Ed.D.
ASSOCIATE EXECUTIVE DIRECTOR

GEORGE BRONSON, Ed.D.
ASSOCIATE EXECUTIVE DIRECTOR
OPERATIONS

INITIAL VISIT VISITING COMMITTEE REPORT — CALIFORNIA PUBLIC SCHOOLS

This form is to be used in conjunction with the *WASC Initial Visit Procedures Manual for California Public Schools* and is to be used for all California Public and California Charter Schools. Note: Criteria A7 and A8 pertain only to California Charter Schools.

Part I

Name of School: Nova Meridian Academy

School Address: 850 Via Lata, Suite 100B, Colton, CA 92324

Grades Reviewed Grades 9 & 10

School Type(s): Charter School

Comprehensive, Community Day School, Alternative Education/Continuation, Independent Study, Charter School, Home Study, Online Distance Learning, etc. (if more than one school type, list approximate percentages)

Initial Visit Chair: Janet Torncello

Initial Visit Team Member(s): _____

Date of Visit: June 2, 2008

The Visiting Committee recommends to the Commission that Nova Meridian Academy be granted _____ status through June 30, _____.

IMPORTANT: This recommendation is CONFIDENTIAL. It should NOT be given to the school.

Introduction

Write a paragraph summarizing the important information found in Part I and II of the *Initial Visit Application/School Description for California Public Schools*.

The Nova Meridian Academy (NMA) serves the communities and families in and around the city of Colton. NMA's charter was approved on July 20th, 2006 by the Colton Joint Unified School District's Board of Education. The first day of instruction occurred on August 27th, 2007. NMA serves 62 students in grades 9 -10 (forty-nine 9th graders and thirteen 10th graders). The teacher to student ratio is about 15:1.

The school's mission is to build a model 21st Century Academy with a high-quality academic culture of scholastic success through leadership, education, and technology employing AVID methods, processes, and philosophies.

There are five classrooms, a multipurpose room, a student lounge, and office space within the student lounge. The administration has installed a new fire alarm system in order to bring the campus building into code compliance. Science facilities still need to be updated as the school expands. There is currently one science class. The physical education program is done outside of school hours at local parks, neighborhoods, trails, etc.

The student body is 5% Asian, 9% Black, 27% Caucasian, 49% Hispanic, and 7% Other/Multi-racial. 7 % of the population is low income. 4 % of the population is Limited English Proficient. The student body is 47% male and 53% female. Many of the students were low performing and/or failing in 2006-2007 and have struggled with the rigorous program at NMA. A total of 96 students started the 07-08 school year. However, due to the rigorous nature of the school, and the lack of a transportation system for the students, there have been increases and decreases in the student population since August. NMA has maintained between 79 and 62 students for the 07-08 school year.

NMA incorporates the Advancement Via Individual Determination (AVID) program school-wide. AVID prepares students for college eligibility and success. NMA seeks to become AVID certified this year, and within a few years, become an AVID National Demonstration School.

Category A: Organization

A1. Vision and Purpose Criterion: To what extent does the school have a clearly stated vision or purpose based on its student needs, current educational research, and the belief that all students can achieve at high levels? Supported by the governing board and the central administration, to what extent is the school's purpose further defined by expected schoolwide learning results and the academic standards? To what extent do the expected schoolwide learning results stress attainment of the academic standards?

Selected statements from the school application:

NMA has a clearly stated vision, mission, and purpose for the stakeholders of our community. NMA's mission includes:

- (1) Mastery- All students will achieve proficiency on CST, CAHSEE, CAT/6, etc.
- (2) Education- All graduating students will set educational and career goals, develop a realistic strategy to achieve those goals and apply content knowledge and critical thinking skills.
- (3) Leadership-All students will become leaders in education and leaders in life.
- (4) Technologically Capable- All students will be able to locate access, organize, evaluate, and apply information in a technological world.

NMA has identified 8 Goals:

- (1) Create a standards based education program to help our students become self-motivated, competent, and lifelong learners.
- (2) 80% of our student population passes the CAHSEE by grade 11.
- (3) 80% of our student population will apply and be accepted to a four year university.
- (4) 80% of our student population is certified in Microsoft Office Processing.
- (5) 80% of our student population will create and teach a unit of practice in a specific content area.
- (6) 80% of our student population will create and implement a community service project and a theoretical non-profit organization.
- (7) 80% of our students participate in exemplary leadership and citizenship roles through counseling, peer tutoring, peer mediation, mentoring, serving, volunteering, and teaching.
- (8) NMA will meet AYP targets.

Visiting Committee comments:

The school's vision is tightly connected to using AVID as a vehicle to create a college-going culture. This is a good start, but as one of the parents noted during the interview, there needs to be a stronger focus on college preparedness as the center of the school's culture. The school has not yet developed Expected Schoolwide Learning Results (ESLRS) but understands that they have some articulated expectations that can be agreed upon by the learning community and adopted officially as the schoolwide learning outcomes at NMA.

A2. Governance Criterion: To what extent does the governing board (a) have policies and bylaws that are aligned with the school's purpose and support the achievement of the expected schoolwide learning results and academic standards based on data-driven instructional decisions for the school; (b) delegate implementation of these policies to the professional staff; and (c) monitor results regularly and approves the single schoolwide action plan and its relationship to the Local Educational Agency (LEA) plan?

Selected statements from the school application:

The NMA governing board of directors has bylaws that support the school's purpose. The board makes decisions based on the reports given to them by the NMA administrative staff and teachers.

The NMA governing board of directors has delegated implementation of school procedures to professional staff as dictated by the board approved job descriptions and roles of the chief executive officer and principal of NMA. Currently, there are no parents on the governing board, however parents are welcome to attend the monthly board meetings and the agenda is posted both at the school and website. Time is given to the public for comment. Colton Joint Unified School District is represented on the Board.

The NMA Board of Directors monitors the implementation of the approved charter through the monitoring of the progress and performance of the chief executive officer and principal of the academy. The NMA board has provided an evaluation for the CEO/Principal on a semester basis. The board meetings follow the Brown Act and Robert's Rules for public entities. There is no process by which the governing authority is evaluated. Complaint and conflict resolution policies are provided for in the NMA charter element fourteen.

Visiting Committee comments:

The Board of Directors agree that the development of Board adopted Policies would assist the administrative staff to perform their duties more efficiently. The Board also intends to formally define the relationship between the Board and the principal. This will ensure there is no overlap or redundancies between these entities. This will enable the Board to better evaluate the principal's performance as it relates to the specified duties.

The Board is very committed to the school and believes strongly in its Mission and Vision. It is evident that this commitment has gone a long way in supporting the progress the school has made in their first year.

A3. Leadership and Staff Criterion: Based on student achievement data, to what extent does the school leadership and staff make decisions and initiate activities that focus on all students achieving the expected schoolwide learning results and academic standards? To what extent does the school leadership and staff annually monitor and refine the single schoolwide action plan based on analysis of data to ensure alignment with student needs?

Selected statements from the school application (optional):

Built within the professional community is a monthly review of student achievement data based on teacher created assessments administrated each month. The assessments are aligned to the state content standards and are used to evaluate the proficiency level of students. Professional development time is spent discussing instructional strategies that have worked and not worked in the classroom.

The NMA leadership and staff monitor and refine the schoolwide action plan, which is the charter, on a monthly basis.

During professional development time discussion occurs concerning the academic progress of students in each subject. NMA staff uses the AVID system of weekly gradechecks and creates a mandatory tutoring for any students with a 75% or lower in any subject, except AVID. If students do not attend required tutoring, they are placed in academic detention on Friday in order to finish their work. This has helped to increase the overall participation in after school tutoring and has led to an increase in study time and thus academic achievement on the assessments. NMA expects all students to pass their courses and achieve mastery of the standards.

Visiting Committee comments:

The staff meets weekly (Wednesday mornings, 7:55-9:25) with the principal to analyze benchmark assessments, share instructional practices and receive professional development. The principal organizes and directs these meetings. Next year there will be a stronger focus on developing a curriculum pacing-guide for each course that can ensure that students master the most critical standards and are prepared for end of year exams. Benchmark assessments will be built into the guide. Using a "Backward Mapping" technique teachers will ensure that every course is aligned to the focus standards and the instruction is relevant to the class.

A4. Qualified Staff Criterion: To what extent does a qualified staff facilitate achievement of the academic standards and the expected schoolwide learning results through a system of preparation, induction, and ongoing professional development?

Selected statements from the school application (optional):

Currently there are five teachers on staff. Every teacher has a preliminary or clear credential in his or her course subject. Two staff members' preliminary credentials are in the BTSA induction program facilitated by the principal.

The AVID teacher provides professional development for staff. AVID tutors are provided for the AVID class.

A NMA board member volunteers for both year book and creative writing club. The clubs meet at least once a week, and help to provide a creative culture on the campus. This has lead to writing contests, field trips, and festivals for our students. This person is a valuable asset to our academy. Other community volunteers have helped to proctor examinations, supervise, or speak at our guest lectures, but not on a regular basis.

Teachers are evaluated annually using the six criteria for the California Standards for the Teaching Profession, and the Organizational Focus of the academy its values, mission, vision, and creed. The evaluation consists of a pre-observation conference, an observation, and post-observation conference.

Informally, teachers are regularly evaluated using a rubric and matrix related to Standard Two of the California Standards for the Teaching Profession relating to classroom environment, and a Walk-Through form looking for various instructional strategies, student engagement, and organization of time and students in the classroom. These Walk Through sheets are copied and placed in the teachers' mailboxes.

Visiting Committee comments:

The Master Schedule, attached, shows a course sequence appropriate for ninth grade (and to a lesser degree 10th grade). There is adequate credentialed staff to teach the current courses. Next year an art history course will be added along with a Physics course. Teachers with the appropriate credential will teach both of these classes.

Teachers are at will employees who are evaluated annually and invited to return each year via an annual agreement. The first year both the math and biology teachers were replaced during the year.

A5. Ongoing Professional Development Criterion: How does the school ensure that the leadership and staff are involved in ongoing professional development that focuses on identified student learning needs?

Selected statements from the school application (optional):

The staff of five teachers and principal attended the week long AVID Summer Institute during July 2007. The AVID Coordinator attends quarterly professional developments. The principal attends AVID administrative professional developments that pertain to integrating the high school with higher educational standards. There are also Write Path trainings once a quarter in content specific areas such as math and science that are professional developments for using the writing process in other subjects than English.

The student learning needs are identified via the monthly assessments that are based on the California state standards for a specific subject. Then teachers evaluate the AVID methods and processes used to help the students achieve the standards-based objectives. The student performance guides the focus in instruction and curriculum. NMA staff uses each other as resources to help meet student needs in the classroom.

Visiting Committee comments:

A more formal professional develop plan could assist NMA in ensuring that students are prepared for college. The teachers have varying skill in instructional practices that engage students in learning at high levels. In some classrooms teachers used primarily the white board and to keep and sustain student interest. Since a rigorous instructional program is the goal of the school more support for teachers in this area is suggested.

A6. Resources Criterion: To what extent are the human, material, physical, and financial resources sufficient and utilized effectively to support students in accomplishing the academic standards and the expected schoolwide learning results?

Selected statements from the school application (optional):

There is a multi-year budget in place that is reviewed on a monthly basis with administration, board, and the charter school business management organization EdTec. The school projected 112 student enrollment for the first year of operation, and fell short of that number. Many upgrades to the program were put on hold, such as a mobile computer lab, interactive smart boards, etc. However, the core textbooks, teacher computers, students computers, and LCD projectors were all able to be acquired for the school.

The school projected 112 students for the first year of operation, and enrollment fell short of that number. Many upgrades to the program were put on hold, such as a mobile computer lab, interactive smart boards, etc. However, the core textbooks, teacher computers, students computers, and LCD projectors were all able to be acquired for the school.

The school is facility is adequate, safe, functional, and well-maintained.

Visiting Committee comments:

The school is expanding to additional facilities in the same complex for the coming year. This will allow for two new classrooms to be created out of the current lunch/meeting room. The large common room currently under utilized will become the lunchroom and recreation area.

While technology is a part of the main focus of the school, the ability to provide more resources has been set back due to the smaller enrollment. The school will end the year in the black and hopes to enroll additional students next year. One of the Board of Directors is in the technology field and is eager to assist in expanding this support tool.

NOTE: CRITERIA A7 AND A8 APPLY ONLY TO CHARTER SCHOOLS.

A7. Resource Planning and Fiscal Health Criterion: To what extent has the charter school governing authority and the school leadership executed responsible resource planning for the future? Is the charter school fiscally solvent and does it use sound and ethical accounting practices (budgeting/monitoring, internal controls, audits, fiscal health and reporting)?

Selected statements from the school application:

The NMA Board assures sound fiscal management, solvency, and health by adopting board fiscal policies, engaging a professional business services firm, and implementing an internal control program. The Board adapted the following fiscal policies from model policies available from CCSA and EdTec. The school will use EdTec's Charter Operations Book (ECO Book) as a basis for establishing its fiscal policies.

The Board has asked that the principal select a staff member to lead the recruiting and future facilities committee. The side agreement with CJUSD dictates that we keep a four percent reserve. The budget has been created for a five year projection to address long range capital needs, such as buildings equipment, etc. A CJUSD representative is assigned to the NMA Board as a nonvoting member. At regular board meetings financial updates are given, and financial needs are disclosed to the public.

Visiting Committee comments:

While the school had to scale back some of their plans due to a smaller than anticipated enrollment, they adjusted their budget and are currently within the 4% reserve required in their charter. Assisted by both EdTech and the Colton-Joint Unified School District NMA is careful and prudent with their budget.

A8. Operational Standards and Procedures Criterion: To what extent has the charter school developed policies, procedures, and internal controls for managing the financial operations that meet state laws, generally accepted practices, and ethical standards?

Selected statements from the school application:

Components of NMA's internal control include the school's information systems which produces reports containing operational, financial, and compliance-related information that make it possible to run and control the school. EdTec prepares monthly cash flow statements comparing actual cash flow to budget, and make monthly presentations to the NMA Board.

NMA's Internal Control Activities include approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets, and segregation of duties. Another internal control activity is budget development, which begins each year immediately following the January announcement of the governor's K-12 State Budget Proposals and continually refined through the May Revision to the Final State Budget Act.

The NMA Board will oversee selection of an independent auditor. The audit will verify the accuracy of the school's financial statements, attendance, enrollment, and accounting practices and review the school's internal controls. The audit will be conducted in accordance with generally accepted accounting principles applicable to the school. The annual audit will be completed within four months of the close of the fiscal year. A copy of the auditor's findings will be forwarded to the CFO of NMA. The non-profit corporation's audit team will review audit recommendations or deficiencies and report to the corporation's governing board and the sponsoring district their plan of action. Exceptions/deficiencies will be resolved to the satisfaction of the Chartering Authority.

Visiting Committee comments:

The NMA Board and administrative staff have the necessary safe guards and processes in place to ensure the appropriate monitoring and budgeting required for fiscal solvency for now and into the future. The only unknown is the enrollment. A better recruitment process would assist in allowing the school to better anticipate revenue. Once the school is in place for a few more years this may resolve itself.

Category B: Standards-based Student Learning: Curriculum

B1. Standards-Based Curriculum Criterion: How does the school ensure that all students participate in a rigorous, relevant, and coherent standards-based curriculum that supports the achievement of the academic standards and the expected schoolwide learning results?

Selected statements from the school application:

NMA has created a course outline and graduation requirements that will ensure entrance into a four year university. The University of California A-G requirements was adopted as the graduation requirements. The students know and are expected to pass their classes with no less than a C average. When the students sign the AVID contract, they are committing to academic rigor by enrolling in an honors or Advanced Placement (AP) class by their junior year. Currently the only electives that students take is the A-G elective (psychology) and AVID which is an elective that supplements their college preparation through improving the writing, inquiry, collaboration, and reading skills for college entrance essays, the SAT, vocabulary, and discussion

Visiting Committee comments:

The course of study will lead to college readiness. Students are monitored and assisted as they take these A-G courses. Students understand that the goal is to take the courses needed for college, but they are not fully informed about the sequence of courses required. Due to the size of the school the options are very limited. However, a "four year" plan for each student would assist them in understanding where they have choices and why in some cases they must take certain courses.

B2. Student Access Criterion: How does the school ensure that all students have access to the school's entire program and assistance with a personal learning plan to prepare them for the pursuit of their academic, personal, and school-to-career goals?

Selected statements from the school application:

The students must take five core classes per year plus an AVID elective to be on the college path. NMA uses the University of California A-G recommendations as its academic and personal plan to prepare students for university and then a career. Learning plans have not yet been implemented.

Visiting Committee comments:

The school is building the A-G path as the student's progress from grade to grade. Even though they started with both 9th and 10th graders in 2007-2008, the 10th graders were greatly reduced in number and will not return in 2008-2009. This will give the school another year to refine the first two years of school and prepare for the junior and senior year. Bringing students from high school (grade 9) into a new school as 10 graders did not work out. These students proved to be too big a challenge for the school.

Some students expressed frustration with the AVID course requirement for all students. For the gifted students AVID as it is currently constructed may not be as relevant as for the average student. The administration understands this issue and is planning to deepen the AVID content to address all students' needs.

B3. Graduation Criterion: How does the school ensure that upon completion of the high school program, students will be able to meet all the requirements of graduation? List (or attach) the graduation requirements of the school.

Selected statements from the school application:

NMA has set a four-year sequence of courses that meet the A-G requirements for all students as their graduation requirements. 270 credits are required for graduation.

Students have signed a contract that states they will participate in an honors or AP course by at least their junior year. The CAHSEE requirements are communicated to every student, and CAHSEE prep courses are available prior to the CAHSEE examination.

Visiting Committee comments:

The school originally wanted to have chemistry as a 10th grade course but still lacks the science lab necessary to support it. Physics was moved to the 10th grade and chemistry will be offered in the junior year. The arts are handled via an art history course being added next year.

Category C: Standards-based Student Learning: Instruction

C1. Challenging Learning Experiences Criterion: To achieve the academic standards and the expected schoolwide learning results, how does the school ensure that all students are involved in challenging learning experiences?

Selected statements from the school application (optional):

AVID supports the acquisition of rigorous standards. Driven by the WIC-R method (writing, inquiry, collaboration, and reading), the AVID course supports student ability, desire and determination. The College Path is a program within AVID that improves students' understanding of the path to college. It includes a sequential approach to college preparation, skills, the admissions process, and decision-making.

Every student will study and practice test taking strategies to help them succeed in high school, apply to college and thrive in college when they get there. Parent contact and involvement will be a very important part of the program in order to help each student do as well as possible.

Visiting Committee comments:

The school continues to build a strong academic program that will lead to all students being prepared for college. AVID recommends a student possess at least a 2.50 (possibly going up to 2.75) GPA in order to best take advantage of AVID techniques and programs. As a public charter school NMA does not turn anyone away, students that "fit" best at NMA are at least "C" students.

C2. Strategies and Resources Criterion: To what extent does the school ensure that all teachers use a variety of strategies and resources, including technology and experiences beyond the textbook and the classroom, that actively engage students, emphasize higher order thinking skills, and help them succeed at high levels?

Selected statements from the school application:

During AVID on Tuesdays and Thursdays students work in groups with an AVID tutor facilitating a Socratic discourse. AVID tutorials promote academic discussion among students and encourage students to become experts. Teachers use a variety of AVID instructional methods including philosophical chairs, Socratic seminar, Cornell Notes, summary, and reflection etc. to support learning for all students while addressing their various learning styles. Teachers are encouraged to share their quest for college and their college learning experiences. Teachers use benchmark assessments to modify their instructional program. Student use a variety of research tools and multimedia to make class presentations, create an outline, and create an assessment tool.

Visiting Committee comments:

AVID is the heart of NMA. The teachers are still learning to use the strategies daily in their content courses. The student use of research tools and multimedia is somewhat limited due to the impact low enrollment has had on resources.

Category D: Standards-based Student Learning: Assessment and Accountability

D1. Data Collection and Analysis Criterion: To what extent does the school use a professionally acceptable assessment process to collect, disaggregate, analyze and report student performance data to the parents and other shareholders of the community?

Selected statements from the school application (optional):

Students receive their grades on a weekly basis. The students report grades to parents. Data is received at the mid term for poor work and reported to the parents, at the quarters/semester grading period. NMA reports this data to the stakeholders including students, parents, teachers, and Board members. NMA had a majority of students take the Practice SAT exam on October 17, 2007.

Visiting Committee comments:

NMA is still developing and refining the formative assessment program. Parents and students are kept informed about academic progress.

D2. Variety of Assessment Strategies Criterion: How does the school ensure that all teachers employ a variety of strategies to evaluate student learning? How does the school ensure that the students and teachers use these findings to modify the teaching/learning process for the enhancement of the educational progress of every student?

Selected statements from the school application (optional):

The school ensures that all teachers employ a variety of strategies to evaluate student learning by meeting during professional development time, looking at benchmark examinations, and providing collegial feedback for the general class, and for specific students.

The school ensures that all teachers employ a variety of strategies to evaluate student learning by meeting during professional development time, looking at benchmark examinations, and then provide collegial feedback for the general class, and for specific students.

The data is shared with the students so that they too can understand the need to improve and in what areas need improving.

Visiting Committee comments:

The principal visits classes regularly and works with teachers to ensure that all students are successful. The teachers understand their content but not all use a variety of instructional practices to fully engage students in the learning.

D3. Review of Student Progress Criterion: To what extent does the school with the support of the district and community have an assessment and monitoring system to determine student progress toward achievement of the academic standards and the expected schoolwide learning results?

Selected statements from the school application:

The students are made aware of the expectations via discussion, school assemblies, and fliers. The benchmark data is shared with staff and students and used to make instructional, curricular, and financial decisions.

NMA has not yet participated in the STAR examinations, so there are no results to report back to stakeholders. The best indicators are the benchmarks, and that information is shared with stakeholders.

Visiting Committee comments:

NMA has just completed the first year of operation. The classroom based assessments are valuable to each teacher but can't be used to make judgments about the academic, school wide program. Once the CST scores are released more concrete data can be used to make general observations

D4. Assessment of Student Achievement Criterion: To what extent does the assessment of student achievement in relation to the academic standards and the expected schoolwide learning results drive the school's program, its regular evaluation and improvement, and the allocation and usage of resources?

Selected statements from the school application:

There are informal surveys, summative assessments, and formal benchmarks that provide data on student achievement in relation to the academic standards and expected schoolwide learning results.

NMA communicates the progress of the student to parents on a daily basis through an online gradebook, and teachers on a weekly basis through grade checks, to the board on a monthly basis, and to the community on a quarterly basis through progress reports.