

Nea

NEA
COMMUNITY
LEARNING
CENTER

2026-2027

Learner/Family Handbook

Phone #: (510) 748-4008

Nea Community Learning Center
A Public Charter School
1900 Third St., Alameda, CA 94501

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Dear Nea Mambas:

Nea is committed to helping all of our learners to be successful. Please take the time to review the learner handbook with your child so that they have a clear sense of the high expectations that we hold for all members of the school community.

This handbook is designed to give learners the basic information that they will need to navigate their school experience. Please keep it on hand as a reference to use throughout the year. It includes information about the calendar, bell schedule, school policies, and discipline codes.

We hope this handbook answers many of your questions about Nea. However, please feel free to call the school office for more information or clarification.

Best wishes for a wonderful year of learning and growth.

Sincerely,

Charlotte Pickett, Lead Facilitator

MIDDLE SCHOOL BELL SCHEDULE

2026-27 Nea Grades 7 - 8 Bell Schedule									
Monday (60 mins)		Tuesday (60 mins)		Wednesday (45 mins)		Thursday (60 mins)		Friday (50 mins)	
Facilitator Prep / Availability	8:10 - 8:30	Facilitator Prep / Availability	8:10 - 8:30	Facilitator Prep / Availability	8:10 - 8:30	Facilitator Prep / Availability	8:10 - 8:30	Facilitator Prep / Availability	8:10 - 8:30
								CCC	8:30 - 9:10
P1	8:30 - 9:30	P1	8:30 - 9:30	P1	8:30 - 9:15	P1	8:30 - 9:30	P1	9:14 - 10:04
P2	9:35 - 10:35	P2	9:35 - 10:35	P2	9:19 - 10:04	P2	9:35 - 10:35	P2	10:08 - 10:58
P3	10:40 - 11:40	P3	10:40 - 11:40	P3	10:08-10:53	P3	10:40 - 11:40	P3	11:02 - 11:52
P4	11:45 - 12:45	P4	11:45 - 12:45	P4	10:57-11:42	P4	11:45 - 12:45	P4	11:56 - 12:46
Lunch	12:45 - 1:23	Lunch	12:45 - 1:23	P5	11:46-12:31	Lunch	12:45 - 1:23	Lunch	12:46 - 1:22
P5	1:28- 2:28	P5	1:28- 2:28	Lunch	12:31-1:01	P5	1:28- 2:28	P5	1:26 - 2:16
P6	2:33 - 3:33*	P6	2:33 - 3:33*	P6	1:05-1:45	P6	2:33 - 3:33*	P6	2:20 - 3:10
M.A.S. / Office Hours*	3:35 - 4:00	M.A.S. / Office Hours*	3:35 - 4:00	M.A.S. & Staff Professional Development	2:30 - 4:00	M.A.S. / Office Hours*	3:35 - 4:00		

TK-6 SCHOOL BELL SCHEDULE

<u>Elementary Day Schedule</u> Monday, Tuesday, Thursday, Friday	
7:30am-8:15am	Beforecare as needed
8:30am-3pm	School Day
<u>Elementary Day Schedule</u> Wednesday	
7:30am-8:15am	Beforecare as needed
8:30am-1:45pm	School Day

NINE Nea PRINCIPLES

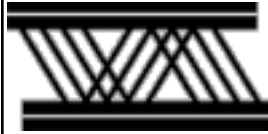
Nea is from West African Wisdom meaning “He who does not know can know from learning”. It is a symbol of knowledge, life-long education and continued quest for knowledge.

At all levels we emphasize, teach, model and celebrate the Nine Nea Principles: Teamwork, Persistence, Organization, Accountability, Compassion, Problem Solving, Courage and Integrity. Learn more about our Nine Nea Principles...

The Nine Nea Principles are the core values and Expected Learning Outcomes (ELOs) of Nea learners, facilitators, staff, families and extended Nea community. Internalizing these core values helps learners develop beyond academics into engaged citizens, productive and responsible people, and active and lifelong learners.

Curiosity (Sept.) We use Curiosity to:  • Help clarify problems, ideas, and situations • Actively explore the environment, ask questions and investigate possibilities • Demonstrate deep understanding beyond surface knowledge and <i>learn more</i> because of the desire to <i>know more</i>.	Organization (Oct.) We use Organization to:  • Select and apply appropriate technology to the task • Effectively use technology to critically gather information • Choose appropriate technology to communicate ideas • Participate in decisions that affect the learning experience • Effectively organize and manage time
Persistence (Nov.)  We use Persistence to: • Demonstrate the ability to maintain action regardless of the challenges in reaching goals. • Engage in effective self-reflection, assessment and revision of actions and products	Compassion (Dec.)  We use Compassion to: • Develop and apply keen awareness of interdependence of all things • Exercise leadership and work with diversity • Help others learn • Give back to the community and recognize the needs of others

Accountability (Jan.)



We use **Accountability** to:

- Achieve subject matter competency • Succeed on traditional assessment measures
- Produce high quality projects for a variety of audiences

Problem Solving (Feb.)



We use **Problem Solving** to:

- Overcome obstacles and find a solution that best resolves the problem
- Organize knowledge and develop strategies to correctly solve a problem • Evaluate results to determine best possible solutions to the problem.

Courage (Mar.)



We use **Courage** to:

- Exceed AUSD graduation standards • Generate new ideas and dreams and plan for the future
- Successfully meet college entrance and/or career path requirements

Teamwork (Apr.)



We use **Teamwork** to:

- Function in various group roles
- Contribute cooperatively to a group effort
- Take ownership and responsibility for the well-being of the community
- Participate in the democratic process, including judicial and governance

Integrity (May)

We use **Integrity** to:



- Demonstrate consistency of actions, values, methods, measures, principles, expectations, and outcomes
- Demonstrate honesty, truthfulness and accuracy in our actions
- Take ownership and responsibility for the well-being of the community and ourselves

The Nine Nea Principles Reflection (June)

As the school year wraps up, we use this opportunity to look back on the Nine Nea Principles and evaluate how well we have integrated them into our behavior and practices.

We take pride in those we have applied successfully and pledge to do better on those we must continue to work on. We are all striving to do better each day

SCHOOL OVERVIEW

NEA MISSION

The Nea Community Learning Center is an educational model that empowers all youth to take ownership of their educational experience, to celebrate their diverse community, and to actively participate as members in a democratic society.

HOURS OF OPERATION

The school doors open every morning at 8:10AM for grades 7th and 8th and beforecare for TK-6th starting at 7:30AM.

The office hours are 8:00AM to 4:00PM Monday through Friday.

BEFORE AND AFTER SCHOOL

Learners will not be allowed on campus until the school doors open at 8:10AM. The campus will be closed to learners 15 minutes after school is dismissed unless they are participating in an afterschool club, office hours or aftercare program. Learners may not be on campus or in front of the school unless they are waiting for their ride or are involved in an after school program or event.

CLOSED CAMPUS

Nea Community Learning Center is a closed campus. All middle school learners must remain on campus from the time they arrive until the time they are dismissed to go home. Leaving campus without permission is grounds for a loss of privileges and additional consequences per the .

SAFE TRANSPORTATION TO AND FROM SCHOOL

Nea encourages learners to walk or bike to school as much as they can. Please remind your children to obey the signal lights and the crosswalk signal. Learner bicyclists **MUST** wear a buckled helmet when riding and must **WALK** (not ride) bicycles in the crosswalk. Learners must **WALK** bikes onto campus, not ride them. Parents/Guardians who will be driving his/her child to school, please remind learners to use the nearest crosswalk if dropping them across the street.

We are asking all members of our community to help us keep learners safe and to be good neighbors.

- ☐ During pick-up and drop-off all adults and youth must cross the street using the crosswalk.
- ☐ **The white curbs on both sides of the street are for drop-off and pick-up only and is not parking zone.** Once it is filled, we will ask the first set of cars to move and loop around the block. Again, this is not a parking zone. Think of these two areas similar to that of the airport. Please keep in mind that if you want to park and wait you should use the Main St. parking lot.
 - No child should exit the car in the middle of the road.
 - The driveway down the side of the school **may not** be used for pick-up or drop-off, as it needs to be used for access by emergency vehicles and provide access to the Boys and Girls Club.
 - Please use the white curbs in front of the school, or the soccer parking lot on Main Street for pick-up or drop-off. Refrain from double parking and u-turning in the crosswalks.

LUNCH

AUSD Food Services provide our lunch program for the school year. The service includes breakfast and lunch. Lunch will be served as home style meals that are fresh and include a daily salad bar. School breakfast and lunch is free for all learners.

LUNCH TIME AREAS AND EXPECTATIONS

Grades TK eat lunch inside of their classroom. Kindergarten eats lunch on the Kindergarten playground at the lunch tables. Grades 1st-6th eat in the quad and garden unless weather conditions require them to eat inside of the classroom.

For grades 7th and 8th, the yard is a shared space with ACLC distinguished by the half court. Nea Learners are to use the yard on the Nea side of Campus up to the half court and ACLC will do the same respectively. Lunchtime areas include the following spaces for learners who do not have off campus lunch: the quad, yard and field (up to the dug out but not in the dug out).

Learners are expected to throw away all of their garbage and follow behavioral expectations such as no rough housing, using appropriate language, ensuring positive peer interactions.

RECYCLING PROGRAM

Help Nea Go Green! Nea cares about the environment as it can directly and indirectly impact our community. We can help make a difference in greenhouse gas emissions, help reduce landfill space and save water and energy, and improve the environment in town and the Bay Area. So we are asking learners to be aware of the three types of waste bins located on campus and use them correctly. Please be aware of the bins on campus and what goes in them. Please see the chart below to be informed and help!

Bin Type	Labels	What goes in it?
Grey/Black	Landfill Waste	Very few things we use at school would be landfill waste: mirrors, vacuum bags, CDs, light bulbs, ceramics, rugs, balloons, tape, feminine products, diapers, rubber bands
Blue	Recycle	- Paper products: newspaper, magazines, scratch paper, milk cartons/juice boxes - Glass/Plastic bottles - Aluminum/Metal: cans, metal scraps, pots and pans

Green	Compost	- Food scraps: apple core, unfinished food, bread crust... - Food-soiled papers: used paper plates/cups, napkins, wooden chopsticks, take-out food cartons (pizza box), wet paper towels - Garden trimmings: flowers, weeds, leaves and branches
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GENERAL SCHOOL POLICIES

EMERGENCY INFORMATION SHEET

It is imperative that you return your completed emergency sheet by the **first day of school**. You **MUST** have an emergency sheet on file in the office. Parents/Guardians will be notified of accident situations and are responsible for transporting learners in case of an extreme emergency. **Two local emergency numbers are required for each learner in case parents/guardians cannot be reached.** Please contact the office immediately if your information changes.

CELEBRATIONS

Honor your friends with cards and verbal congratulations at school. Do not bring flowers, food, cupcakes and/or balloons to school as they are disruptive to our learning environment and will be held in the school office until lunch or the end of the day.

VISITORS

All visitors are required to register at the front desk upon entering and leaving the campus outside of drop off and pick up times.

- Parents/Guardians and other adults wishing to talk to facilitators must make an appointment with the facilitator.
- Parent/Guardians wishing to visit a classroom during school hours must obtain the Visitor Policy from the office and have approval from the Lead Facilitator.
- All visitors, including parents, must wear a visitor's pass.
- No learners from other schools are allowed to visit our campus.

SOLICITATION

Solicitation of or by any learner, parent, guardian, or staff member on school property for any cause except those authorized by the Lead Facilitator or designee is strictly prohibited.

REPLACEMENT POLICY

If a learner loses a textbook, computer, or library book, he/she or his/her parents are required to pay for its replacement. Similarly, if a learner damages any school equipment, books, computers, iPads, other school property, or the personal belongings of another learner, these items must be repaired where possible or replaced. Yearbooks and/or end of year privileges may be withheld if books are not returned in good condition or paid for.

INSTRUCTIONAL MATERIALS

California Education Code ("EC") Section 60010 (h) defines instructional materials:

"Instructional materials" means all materials that are designed for use by pupils and their teachers as a learning resources and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or nonprinted, and may include textbooks, technology-based materials, other educational materials, and tests.

EC Section 48904(a)(1) holds parents or guardians responsible for the cost of replacing a textbook that is willfully defaced or not returned.

EC Section 48904 (b)(1) allows schools to withhold student grades, diploma and transcripts:

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto.

TRANSFERS/UN-ENROLLING A STUDENT

The school asks that parents/guardians provide at least two weeks' notice if a learner must transfer from Nea for any reason. Such notice will allow the school to process the necessary transfer paperwork, including having the learner's records transferred.

If you are moving or would like to un-enroll your learner for any other reason please notify the school as soon as possible. The office will need you to complete a withdrawal form and return all books.

Learners who are disenrolled from Nea and want to return must re-enroll. There can be no guarantee that a learner, upon re-enrolling, will be accepted due to current enrollment, or, if they are accepted will return to the classes/facilitators from which they left.

ADD/DROP COURSE POLICY

Learner schedules for core classes (math, language arts, science, history) and physical education are locked. Learners may request changes to their elective classes only within the first two weeks of the Fall semester by completing the Schedule Change Request Form (available in the Front office or the counselor's office). Requests will not be accepted after the first two weeks of school. Requests must include the reason for the requested change. All attempts will be made to adjust schedules upon request, but changes are not guaranteed and are limited by availability and scheduling constraints.

No modifications or changes will be made after the **Add/Drop** period. No exceptions*.

*You may petition for a Hardship Withdrawal following the Add/Drop period if you are unable to complete a course(s) due to physical and/or mental debilitation, or unusual or extenuating circumstances beyond your control or religious restrictions. The petition must be submitted with supporting documentation to be reviewed and is subject to approval by Lead Facilitator.

RESTROOMS

The restrooms labeled "Boys" or "Girls" by the garden on the Nea campus are reserved for grades K-6th. In addition, our gender neutral bathroom is located by the front entrance by the quad.

7th and 8th grade learners gender neutral bathroom is located by the front entrance by the quad. Boys and Girls restrooms for grades 7th and 8th are located in the portable building and the Boys and Girls Club Gym (during PE only). Nea learners may **NOT** utilize restrooms on the ACLC campus. Learners must have a pass from the facilitator when traveling to the restroom and do so in a quick and quiet manner as to not disrupt business or classes being conducted.

HOME-SCHOOL COMMUNICATION

FORMS OF COMMUNICATION

Parents/Guardians and learners are made aware of school activities and learners' progress through a variety of means. These include but are not limited to:

- The school website: neacdc.org
- Facilitator Websites
- PowerSchool
- ParentSquare
- ROBO calls for special communications or announcements
- Learner Lead Conferences (LLCs)
- Report Cards
- Nea Family Forum (Google Group)

PowerSchool

Parents/guardians and learners will use PowerSchool as a platform for viewing learner grades and attendance online. Within the first few weeks of school, every learner/guardian(s) will be set up with a PowerSchool account. Information for accessing the online account will be sent via email. The administration highly encourages all parents/guardians to set up a PowerSchool account online.

Parent Square

Parent Square is our online platform for communicating newsletters, school announcements and many school forms. Families can select their home language on this platform so that all of our communications will be translated. We use this platform to communicate effectively and consistently with families and learners. Please contact the main office if you need support signing in or accessing this site.

HEALTH & SAFETY

EMERGENCY DRILLS

The school holds emergency drills throughout the school year within the school hours. Signals and procedures have been established for all types of disaster drills and safety areas have been designated. Facilitators are equipped with instructions and all drills will be practiced with learners on a regular basis. The entire school will practice natural disasters and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

MEDICATION IN SCHOOL

If your child needs to take prescription medication at school, you are required to complete a medication form signed by you and the health care provider.

Learners should not carry any kind of medication on them unless noted by the doctor on their medication form. This includes: prescription medication, Ibuprofen, cold medicine, Midol, etc. If your child has a cold or is in pain and needs to take medicine, he/she should stay home. The office does

not provide any kind of medication to students for any reason.

ATTENDANCE

ATTENDANCE REGULATIONS

Regular attendance in school plays an important role in student achievement. Learners are expected to be punctual and attend all classes on regularly scheduled school days.

Parents/guardians are legally responsible for their child's attendance at school.

If your child is going to be absent or tardy, make sure to call the **main office at (510) 748-4008** as soon as possible. Any absence that has not been verified by a parent/guardian within 48 hours will be considered unexcused and recorded towards Truancy.

Learners are responsible for getting and making up any assignments they missed due to an absence. To facilitate this process, learners should do one of the following to get missed assignments:

- Go to their facilitators website for assignments
- Contact a classmate for homework
- Speak to facilitator directly upon return to school

If your child is absent from the school day, he/she may not participate in any school events, such as sports, plays or dances on that date.

EXCUSED ABSENCES

Absences may be excused for the following reasons when called in to the office: ·

Illness

- Medical, dental, optometric appointment
- Bereavement of an immediate family member
- Religious observance days
- Court appearance

Illness, bereavement, and religious observance days will be excused after the office receives a parent note or phone call. Appointments and court appearances will be excused after the office receives a doctor's note or court official documentation.

If your child will be absent, please call the main office at (510)-748-4008.

ILLNESS POLICY

We have learned that sick children seldom, if ever, gain anything by attending school. It is better to keep them at home where they will get the necessary care for recovery and early return to school. Keeping ill children at home also protects other children, their families, and the school staff.

Your child should be kept at home when you suspect that he/she is ill or observe the following:

- Diarrhea Vomiting Skin Rash
- Ear Infections/Earaches Sore Throat Red and Runny eye(s) Elevated Temperature (>99F) Pain Lice
- Early signs of colds
- Keep your child home at least 24 hours after a fever (>99) and 24 hours after starting antibiotics.

MEDICAL/DENTAL APPOINTMENTS

Parents/Guardians are urged to schedule medical appointments outside of school hours whenever possible. If the appointment is in the morning before school and the student will be tardy, please have your learner check into the office with his/her doctor's note and we will write him/her a pass to class. If you must make an appointment during school hours, the procedure is as follows:

1. Send your learner to the office with a note explaining what time the appointment is and when the learner will be picked up or needs to leave.
2. Your learner will be called to the office at the appropriate time and needs to be signed out before leaving the campus.
3. Upon return to school your learner needs to check in to the office with his/her doctor's note and will be given a pass to return to class.
4. If the appointment is last minute, and the learner does not know about it, please arrive at the office with enough time for us to retrieve your learner.

UNEXCUSED ABSENCES

All absences, including missing a single class, are unexcused until given proper notification. Any absences due to any other reason besides those stated in the Excused Absences section are considered unexcused.

EXTENDED ABSENCES/ INDEPENDENT STUDY CONTRACTS

Absences as a result of family vacations are not considered excused and will be recorded as unexcused. When planned in advance, an Independent Study Contract may be requested a week prior to departure. Completed Independent Study Contracts must be returned to the main office with 3 days of return in order for attendance to be corrected and excused. Contact the main office for more information.

TARDY POLICY

Nea Community Learning Center believes regular school attendance relates directly to success in academic work, benefits learners socially, provides opportunities for important communication between facilitators and learners, and establishes habits of dependability important to the future of the learner.

A learner is tardy when they are not in class and seated at the beginning of each class period ready to learn. Learners who are late will be required to "give back time". In addition, excessive tardiness may lead to learners not being able to participate in school activities and or events such as field trips. Excessive tardiness can result in a learner being referred to the COST team and or fall under Nea's truancy policy.

TRUANCY

Defined by Education Code Section 48260, a learner is considered truant when he or she is:

- absent from school without a valid excuse three full days
- tardy/absent without excuse for more than a 30-minute period during the school day on three occasions
- any combination of the two

Truancy letters will be mailed 3 times a year as they are also reported to the State. If you receive a letter,

your student is considered a habitual truant and a parent conference will be held. Parent/Guardians may also be held legally accountable by the District Attorney for continued Truancy.

Bathroom & Leaving Class Policy: Learners are not to leave class during the first or last 10 minutes of class to prevent tardies/early departures. Learners who need to use the restroom or fill up a water bottle must sign out via the facilitator's system (paper or electronic), and have 7 minutes to use the restroom and return. If a learner returns after 7 minutes, they will be marked T for Tardy. If a learner leaves class without permission, the student should be marked tardy. If the student goes to/checks in with a Nea staff member and the reason is valid/an emergency, the student will be marked present by the office.

Emergency Situations: Learners who declare that they have an urgent bathroom "emergency situation" will be allowed to leave the classroom, but must return with a pass from a Nea staff member so this can be tracked and we can verify that learners are not abusing this exception to the bathroom rule.

SCHOOL CULTURE & STUDENT DISCIPLINE

SCHOOL CLIMATE: A CULTURE OF RESPECT

All learners have the right to a public education in a positive environment free from disruptions that interfere with teaching and learning activities. Additionally, all learners have the right to a public education free from discrimination or harassment, including harassment based on gender, race, national origin, religion, sexual orientation, perceived orientation, or disability. In order to promote an atmosphere conducive to learning, attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged.

CLASSROOM RULES

Classroom rules are consistent with the general rules outlined in this handbook; facilitators may use their own consequences to reinforce rules prior to referring learners to the office. Facilitators are responsible for informing all learners about classroom expectations at the beginning of each year. Actions they may take for improving learner behavior include: meeting with learners, changing learner's seating, referring a learner to the school counselor, and requiring classroom community service. Facilitators may hold learners for up to 15 minutes after-school without notifying the parent/guardian. Facilitators may also utilize the discipline referral process.

THE DISCIPLINE REFERRAL PROCESS

All Nea Community Learning Center staff, including facilitators, paraprofessionals, administrators, office personnel, custodians, and campus supervisors, have the authority to refer a learner to the administrators for misconduct.

Cell Phone and Device Policy

Rationale: In order to create a focused learning environment.

Policy: Put cell phones and other personal electronic devices in a backpack or bag before or as soon as you enter the classroom, unless instructed by your facilitator to get them out. If you have your personal electronic device(s) (cell phone, headphones, or smart watch/device) out while in class, your item(s) will be confiscated. Personal electronic devices should not be seen, heard, or used during class time including during bathroom or water breaks.

Consequences (But why go there? Just stow your stuff!):

- First warning: Device is confiscated and returned at the end of the period.
- Second Warning: Device is confiscated and turned into the office to get at the end of the day.
- Condition should it continue to be an issue: Learners will turn their electronic devices in to the office each morning and will be able to get them at the end of the school day (starts with weekly, and then escalates to turning it in everyday for the semester)

Other Technology

Learners are expected to engage appropriately with other technology such as Chromebooks, 3D printers, etc. during designated academic time. During these times, learners should be using devices in accordance with the assigned task at hand and in accordance with the Nea learner handbook. Learners who violate these expectations will be subject to logical consequences and/or restriction of privileges.

Bathroom Use

We want to make sure Learners maximize learning time and do not miss out on crucial instruction. We have clear policies and procedures for learners taking a bathroom break.

- Learners should use the restroom before school, during passing periods, or during lunch.
- During core classes, learners will be allowed to use the restroom during independent practice time only, except in an emergency. They should be out of class no longer than 5 minutes.
- During the first and last 10 minutes of class, passes will not be issued for the bathroom.
- Learners who need to use the bathroom more frequently should have a medical note on file.
- Learners must have a pass from the class and sign out before the learner is released from class.
- Learners who need an escort (adult or learner) because of not meeting bathroom procedures previously (or being on in-school suspension) will be identified to all grade-level staff, including enrichment facilitators and coverage staff.

Parent Concern Form

Nea encourages learners, parents, and staff to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus staff. Concerns need to be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Step 1- Meeting/discussion with the specific staff member

Step 2- Meeting/discussion with the person's supervisor (if applicable)

Step 3- Meeting/discussion with the Principal

Step 4- Meeting/discussion with the Area Superintendent or Executive Director

-----Contact information available from the school office-----

If an informal conference regarding a concern fails to reach an outcome that is satisfactory to the staff member, learner, or parent, he/she may initiate the formal process by filing a written complaint which can be found [here](#) (Also on the ACLC Website in the ACLC policies section)

Even after initiating the formal complaint process, learners and parents are encouraged to seek informal resolution of their concerns. A learner or parent whose concerns are resolved may withdraw a formal complaint at any time.

Families may also utilize the Uniform Complaints Procedure, which can be found [here](#) (also on the Nea Website under the Nea policies section) to investigate and resolve complaints related to the following:

- *Unlawful* discrimination, harassment, intimidation, retaliation, or bullying based on actual or perceived mental or physical disability, gender, gender identity, gender expression, sexual orientation, national origin, nationality, race or ethnicity, ancestry, religion, age or color.

ADMINISTRATIVE DISCIPLINARY ACTIONS

At the administrative level, efforts are taken to educate the learner about the school rule being broken and to guide the learner in making better choices about his/her behavior in the future. Parents/guardians may be notified when a learner has been referred to the administration for incidents which result in a consequence.

Disciplinary interventions include, but are not limited to, the following progressive consequences:

Learner conference with the administrator, including a first warning.

- Referral to school counselor.
- Learner reflection and repair.
- School community service.
- Parent/Learner conference with the administrator.
- Suspension from school for one or more days.
- Loss of semester privileges for repeated referrals.
- Expulsion

Nea Community Learning Center Discipline Matrix

Community Learning Center Schools, Inc is committed to teaching, modeling and enforcing high standards of conduct and will assign consequences for misbehavior in order to foster the lifeskills of Trustworthiness, Respect, Responsibility, Caring, and Citizenship, and to ensure that schools are safe, healthy, learning environments for all learners.

The following chart indicates the types of disciplinary action that may apply to each type of misbehavior infraction. In each instance, an opportunity to teach appropriate behavior through the use of intervention and a restorative action is implied. **Each situation or violation involving learner conduct should be individualized. The administration shall, however, determine whether a specific infraction warrants the corrective action described on the chart. Administration can call for a higher level of consequence based on the circumstances of the event, number of infractions within one event, and past actions with the overall safety of the school in mind.** Corrective action taken by the administration shall take place after progressive discipline interventions by the school fail to bring about the proper conduct. These corrective measures are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus.

Key Code for Learners

Based on the severity or persistent nature, consequences may lead to more severe consequences at the discretion of the school administration.

****If the school does not offer On-Campus Suspension (OCS) a consequence of comparable value at the administration's discretion will be offered.**

Indicates law enforcement MUST be notified pursuant to EC 48902, PC 245, PC 626.9, or PC 626.10.

Category I -Infractions

Offense	Consequences and Interventions
<i>Includes but is not limited to-</i>	1 st Incident – 1 x Give Back Time/alternative placement/1:1 Restorative Conversation
Ed. Code 48900 (a)(1) (PS:501) Caused, attempted to cause, or threatened to cause physical injury to another person - Near Fight-behavior (501) - Horesplay (501) - Gang/Clique Related Items (501)	2 nd Incident – 2 x Give Back Time/alternative placement/1:1 Restorative Conversation and/or loss of privilege(s)
Ed. Code 48900 (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object Having an object of no reasonable use (104)	3 rd Incident – 3-5 Day Give Back Time/alternative placement/1:1 Restorative Conversation and/or loss of privilege(s)
Ed. Code 48900 (f) Caused or attempted to cause damage to school or private property - Vandalism # (< \$99) (512) - Defacing school property (512)	4 th Incident – On Campus Suspension**
Ed. Code 48900 (f) Caused or attempted to cause damage to school or private property - Vandalism # (< \$99) (512) - Defacing school property (512)	5 th Incident – 1 Day suspension
Ed Code 48900 (g) Stole or attempted to steal school or private property Theft of Stolen Property # (< \$49) (601)	<i>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior. These interventions may include:</i> - School and classroom behavior expectations clearly defined with all learner(s) and families - Learner and facilitator conference about behavior - Parent contacted - Parent/facilitator/learner conference - Counselor/learner conference - Administrator/learner conference - Parent/facilitator/administrator/learner conference - Learner Support Team (LST) - Administrative Assignment/Community Service - Behavior Contract including incentives and consequences <i>After ten days of suspension, a multi-disciplinary team (e.g. SST) must be held to attempt to correct and improve the learner's behavior, attendance, and/or academic performance.</i>
Ed Code 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity Obscene Act (gestures/language/physical actions) (510)	
Ed Code 48900 (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia Possession of Drug Paraphernalia (204)	
Ed Code 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties - Cheating/Forgery (511) - School/Classroom Disruption (511) - Defiance (511) - Inappropriate use of an electronic device (recording others w/o permission, recording a fight) (511) - Gambling (<\$20) (511) - Inappropriate Physical Contact (511) - Safety Violation (e.g. riding skateboards, bikes,	

heellies®, scooters, etc. on campus; reckless driving on campus*; etc.) (511) - False identification to staff/refusal to give name when asked by school officials (511) - Being in an unauthorized area without permission from school personnel, including being outside the classroom without a pass (511) - Being off campus without explicit permission from school staff or a signed and submitted Off Campus Form (511) - Refusing a directive from school staff (511) - Refusing to follow a directive from a school staff member to cease behavior which is interfering with the learning of others or endangering the safety of others. (511) - Failure to serve an assigned consequence (e.g. skipping detention, office hours) (511)	
EC 48900 (L) Knowingly received stolen school or private property Possession of Stolen Property # (< \$49) (602)	
EC 48900 (Q) Engaged in, or attempted to engage in hazing Engaged in the act of Hazing (509)	
EC 48900(R) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel Harassment/Bullying (cyber and/or verbal) such as teasing or name-calling (513)	
CLCS does not suspend for 48900(k) as the primary suspension code in Grades TK-12 (511)	

Category II Infractions		
Offense	Consequences	Interventions
<i>Includes, but is not limited to-</i>	See alternatives to suspension and hold a disciplinary team meeting prior to issuing suspension. See if an alternative can be issued rather than a suspension.	
	1 st Incident – 1-3 day suspension	
Ed. Code 48900 (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person Fighting/Fight Aggressor (501, 504)	2 nd Incident – 2-3 day suspension	
Ed Code 48900 (a)(2) Willfully used force or violence upon the person of another, except in self-defense Assault/Threat on School Staff (501, 504)	3 rd Incident – 3-5 Day Suspension	
	If behavior continues, then the school has the	

• Fighting: Serious injury/assault (501, 504) • Fighting: Gang related (501, 504)	ability to recommend expulsion with secondary findings Secondary findings are defined as: 1) Other means of correction are not feasible or have failed to bring proper conduct, and/or 2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others
Ed. Code 48900 (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object • Possessed, sold, or otherwise furnished any knife or other dangerous object (101, 103, 104) • Possession of weapon/injurious object excluding fire arm or explosive # (105) • Look-a-Like Weapon (102)	
Ed. Code 48900(c) Possessed, used, sold, or otherwise furnished; or been under the influence of any controlled substance, alcohol or intoxicant • Controlled Substance, including alcohol, and other drugs (unlawful possession/furnishing or under the influence) # (201, 202)	
Ed. Code 48900 (e) Committed or attempted to commit robbery or extortion • Extortion # (600) • Robbery # (600)	<i>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior.</i> • Administrator/Learner Conference • Counselor/Learner Conference • Administrator/Facilitator/Learner Conference • Learner Support Team (LST) • Behavior Contract including incentives and consequences • Referral to Community-Based Services <i>After ten days of suspension, a multi- disciplinary team (e.g. SST) must be held to attempt to correct and improve the learner's behavior, attendance, and/or academic performance.</i> <i>After fifteen days of suspension, a multi-disciplinary district team (e.g. SBRT) must be held to attempt to correct and improve the learner's behavior, attendance, and/or academic performance</i> Education Code 48903
Ed. Code 48900 (f) Caused or attempted to cause damage to school or private property • Vandalism # (>\$99) (512)	
Ed Code 48900 (g) Stole or attempted to steal school or private property • Theft of Stolen Property # (> \$49) (601)	
Ed. Code 48900 (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packers and betel • Tobacco and nicotine products (possession, furnishing) (300)	
Ed Code 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity • Profanity/Verbal Abuse directed toward a School Employee (510)	
Ed Code 48900 (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia • Paraphernalia for a controlled substance (204)	
Ed Code 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties • Tampered with the fire alarm or other safety device (511) • Gambling (>\$20) (511)	

CLCS does not suspend for 48900(k) as the primary suspension code in Grades TK-12 (511)	
Ed Code 48900 (l) Knowingly received stolen school or private property • Possession of Stolen Property (>\$49) (602)	
EC 48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel (513) • Severe or pervasive physical or verbal act of conduct, including communications made in writing and including one or more acts committed by a learner(s) as defined in EC Section 48900.2, 48900.3, 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: • a) Placing a learner in fear or harm to their person or property • b) Causing a learner to experience a substantially detrimental effect on his/her physical or mental health. • c) Causing a learner to experience substantial interference with his/her academic performance • d) Causing a learner to experience substantial interference with his/her ability to participate in or benefit from the services, activities or privileges provided by a school.	
Ed Code 48900 (r)(2) Cyber Bullying (513) • Intentional threats, intimidating or menacing, inciting or creating a hostile environment, bullying etc. of learners and staff. Threats made to school learners or staff whether during school hours or not are investigated equally. • a) A message, text, sound, video, or image. Recording fights of learners and/or staff is also strictly prohibited and will receive consequences based on severity. • b) A post on a social network Internet Web Site, including, but not limited to: posting or creating a “burn page” (write derogatory things or fabricated gossip). • c) Impersonating: device someone by pretending to be someone else. • d) Creating a false profile	
Ed. Code 48900.2 Sexual Harassment - unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature • Sexual Harassment (grades 4-12) (403)	
Ed. Code 48900.3 Hate Violence: Caused, attempted to cause, threaten to cause, or participated in an act of hate violence • Caused or participated in hate violence (505)	

Ed. Code 48900.7 Pupil has made terroristic threats against school officials, school property or both • Making terrorist threats against school officials or school property or both (508)	
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Category III *: Infractions	
Offense	Consequences
<i>Includes, but is not limited to-</i>	1st Incident – Recommendation for expulsion Education Code 48915c School Resource Officer contacted
Ed Code 48900 (a)(2) Willfully used force or violence upon the person of another, except in self-defense • Battery on school staff # (400)	
Ed. Code 48900 (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object • Brandishing Knife # (103) • Possession of an explosive device (105) • Possession of, or brandishing a firearm # (100)	
Ed Code 48900 (c) Possessed, used, sold , or otherwise furnished, or been under the influence of a controlled substance , alcohol, or intoxicant • Drugs/Sale # (200)	
Ed. Code 48900 (n) Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code • Sexual Assault/Battery # (400, 401, 503)	

Schools are mandated to uphold federal and state laws and Board of Education policies as they apply to learners:

- . (1) While on school grounds;
- . (2) While going to or coming from school;
- . (3) During the lunch period on or off the campus; and
- . (4) During or while going to or coming from a school sponsored activity.

These laws do not apply to learners after they have reached their destination away from school or school activities. EC 48900 (s)

SEARCH OF SCHOOL PROPERTY

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for use of learners is subject to inspection, clean-outs, access for maintenance, and search pursuant to this policy. The Lead Facilitator or designee may search a desk, locker, or any other storage areas and its contents when there are reasonable grounds for a search.

SEARCH OF LEARNER'S PERSON

The Lead Facilitator or designee may search the person of a learner if the school official has reasonable grounds to believe that the learner is in possession of contraband. Searches of

the person shall be conducted out of the presence of other learners and as privately as possible. At least one other person shall witness the search. The parent/guardian of any learner searched shall be notified of the search as soon as reasonably possible.

LOSS OF PRIVILEGES

A learner who has committed a serious infraction of the rules or a series of minor infractions may be placed on the Loss of Privileges List. This is intended to raise the learner's awareness of the need to follow behavior expectations and school rules and to teach the learner to be accountable for his/her conduct. The learner may be ineligible to participate in extracurricular activities such as: dances, after school sports, school plays, assemblies, and field trips.

GROUND FOR SUSPENSION OR EXPULSION

According to EC 48900, administrators may suspend learners and, in some cases, recommend them for expulsion. The California Education Code limits the grounds of suspension to:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Examples of dangerous objects include, but are not limited to, B.B. guns, pellet guns, air rifles, pepper spray, razors, laser pointers, brass knuckles, fist packs, nunchuks, and any object likely to cause injury to person or property that has no reasonable use at school.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stolen or attempted to steal school property or private property.
9. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property (including electronic files and databases) or private property.
14. Possessed an imitation firearm.
15. Committed or attempted to commit a sexual assault as defined in Penal Code section 261.266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4.
16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness, or retaliating against that student for being a witness.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing as desired in Section 32050.
19. Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
20. Committed sexual harassment as defined in the Education Code. The sexual harassment must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive as to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. (EC 48900.2)
21. Caused, attempted to cause, or participated in an act of hate or violence as defined in subdivision (e) of Section 233. (EC 48900.3)
22. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or groups of pupils by creating an intimidating or hostile environment. (EC 48900.4)
23. Made a terrorist threat against school official(s) or school property, or both. (EC 48900.7) Terrorist threats shall include any statement, whether written or oral, by a

person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand (\$1,000) dollars, with the specific intent that the statement is to be taken as a threat, even if there is not intent of actually carrying it out, which, on its fact and under the circumstances in which it was made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family.

LEARNER WORK WHILE ON SUSPENSION

Facilitators of a learner who has been suspended shall provide to the learner all assignments and tests the learner will miss while suspended by leaving work in the office for pick up or posting on their website. The facilitator may require the suspended learner to make-up any assignments and tests missed during the suspension.

GROUND FORS FOR EXPULSION (EC 48915)

The Lead Facilitator or designee shall immediately suspend and shall recommend to the Board to expel a learner that he or she determines has committed any of the following acts:

- Possessing, selling, or otherwise furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or battery
- Hate crime

The Lead shall recommend a student's expulsion for any of the following acts, unless (s)he finds that expulsion is inappropriate due to the particular circumstance:

- Causing serious physical injury to another person, except in self-defense
- Possessing any knife, explosive, or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance except for the first offense of the possession of not more than one ounce of marijuana
- Robbery or extortion
- Assault or battery, as defined in Penal Code sections 240 and 242, upon any school employee.

CLCS/ Nea DISCRIMINATION AND HARASSMENT POLICY

Comprehensive Anti-Harassment Policies and Procedures approved by the Community Learning Center Schools, Inc. (CLCS) Board of Directors regarding sexual harassment or other harassment based on gender, race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability.

Every learner has a right to a safe and discrimination free education. These rights, and those of parents and Nea employees, are protected by U.S. and California laws. It is important for all students, parents and employees to know about these rights and what to do if they are violated. Please contact the school office for more information about how to file a complaint if they have been violated.

Children need to know three things if they feel unsafe or discriminated against:

1. They have the right to tell adults about complaints they have.
2. They have the right to be protected from retaliation due to a complaint.
3. They have the right to confidentiality when discussing the complaint.

The following paragraphs describe in more detail what the CLCS policies are regarding discrimination and harassment.

Uniform Complaint Procedures (BP J 3 J 2.3)

There are three CLCS policies on complaints: complaints against CLCS employees, sexual harassment, and the uniform complaint policy regarding an alleged violation of federal or state law or regulations governing educational programs, including unlawful discrimination.

The CLCS Board of Directors and the Nea School Site Council recognizes that CLCS is responsible for complying with applicable state and federal laws and regulations governing educational programs.

CLCS shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the CLCS. The CLCS Board of Directors encourages the early, informal resolution of complaints at the site level whenever possible. If you have questions regarding the above procedures please contact the Executive Director's office at 510-263-9266.

Non-Discrimination/Harassment (BP 5 J 45.3)

CLCS / Nea maintains a strict policy prohibiting harassment of discrimination and differentiated treatment of students because *all* such harassment is unlawful.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Learners who harass other learners shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any learner who feels that he/she is being harassed should immediately contact the Lead Facilitator or designee. If a situation involving harassment is not promptly remedied by the Lead Facilitator or designee, a complaint can be filed with the CLCS COO.

Sexual Harassment

The CLCS / Nea Board prohibits the unlawful sexual harassment of any employee, learner, or other person at school or at any school-related activity. Any learner who engages in the sexual harassment of anyone at school or school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the learners and the circumstances involved. For learners in grades 4-12, the disciplinary action may include suspension and/or expulsion. Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. Within 24 hours, staff shall report complaints of sexual harassment to the Lead Facilitator or designee or to another CLCS administrator. Staff shall similarly report any such incidents they may observe, even if the harassed learner has not complained. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the CLCS CEO. CLCS Board Approved: 3/24/09

CLCS/NEA TRANSGENDER POLICY

Accommodations for Transgender Learners

Community Learning Center Schools (CLCS) are committed to providing equitable access to education for every learner. We understand the importance of creating a safe learning environment, one in which every person can express oneself and be oneself, and be accepted.

Defined as “denoting or relating to a person whose self-identity does not conform unambiguously to conventional notions of male or female gender” transgender individuals enrolled in Alameda Community Learning Center or Nea Community Learning Center are afforded the same rights to accommodations as other learners in our educational community.

As such, CLCS may provide the following for transgender learners:

1. Parents and/or learners may request that a new, more gender appropriate name be used for the learner throughout the day.
2. Parents may request that names are changed on formal records (e.g., Power School) with proof that the learner’s name has been changed legally.
3. Parents may draft a statement to their learner’s class and/or the community regarding their learner’s transgender status. Requests to distribute such statements should be directed to the school’s Lead Facilitator.
4. Following a discussion between the parent(s), learner and Lead Facilitator, learners may use either the restroom on campus made available for transgender learners, and/or the restroom that aligns with the learner’s self-identified gender.
5. All learners may participate in all school activities, including overnight field trips. If an overnight field trip involves single gender learners, and a transgender learner wishes to attend, permission may be granted after a discussion with the learner and parent to insure that both are comfortable with the arrangements made.

SCHOOL DRESS CODE

DRESS CODE POLICY

Learners must wear clothing that covers genitals, buttocks, and areolae/nipples with opaque material. Learners must also wear shoes, which may need to be activity appropriate (for example, in PE, makers, or science class). Themed dress days do not excuse violations of the dress code.

RESTRICTIONS

Violent language or images.

Images or language depicting or promoting drugs or alcohol (or any illegal item or activity), including advertising brands of cannabis or dispensaries.

Hate speech, profanity, pornography.

Images and/or language that create a hostile or intimidating environment based on any protected class.

Visible underwear or bathing suits of similar design - *however, visible waistbands or straps on undergarments worn under other clothing are not a violation.*

Helmets or other headgear that obscures the face (except as a religious observance or medical device). *However, hoodie sweatshirts are acceptable, even up, as long as they do not overly obscure the face.*

ENFORCEMENT AND CONSEQUENCES

All Nea staff are responsible for enforcing the dress code at school or during school events.

Community members in violation of the Learner Dress Code have the option to:

Contact a guardian and request alternate clothing be brought to the learner immediately.

Be provided “loaner” replacement clothing in exchange for non-appropriate clothing.

“Loaner” clothing MUST be returned to the office at the end of that school day to reclaim exchanged clothing.

Wear other clothing over the non-appropriate clothing or use their own replacement clothing.

In the case of violations of the dress code, learners will be referred to admin. The administrators will factor in any other potential considerations or circumstances.

THEMED DRESS DAYS

Learners must follow the theme of the day as it adheres to the dress code policy. Athletic shoes must always be available for Physical Education.

LEARNER ROLES & RESPONSIBILITIES

BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS

State law requires helmets must be worn when riding a bike or using rollerblades. Learners are never to ride inside the building. Bikers riding to and from school should enter from Brush street and walk their bike across the blacktop to the bicycle storage rack located outside of portable 32. Bicycles are not to be ridden on campus during the school day; they must be walked. Violations may result in disciplinary consequences. Bicyclists riding in or near the parking lot before and after school need to be extremely careful and cautious of drop-off and pick-up traffic.

Bicycles must be locked up in the bike rack and not left leaning on the fences. Learners bring their bikes to school at their own risk. Learners need to bring their own bike locks to lock their bikes to the rack.

Learners riding skateboards, rollerblades or scooters must check them into his/her first

period facilitator and then collect them at the end of the school day from that facilitator.

LOCKERS

Learners are urged to store their books, daypacks, and personal belongings in lockers when not immediately using them. **Learners should NOT share lockers or combinations with other students.** Lockers should be kept organized and food should be cleaned out on a daily basis. Personal items can be kept in lockers at the learner's own risk. Any problems should be reported to the office. Stickers, graffiti or other permanent markings are prohibited. Administrators may search lockers at any time.

LOST AND FOUND

Lost belongings are kept in the hallway by the kinder yard where learners can claim them before and after school. Unclaimed items are sent to charitable organizations on the 4th Friday of every month.

MONEY AND VALUABLES

Cell phones, cash, iPods/mp3 players, and cameras are all vulnerable to theft when learners leave them in unattended backpacks or classrooms. These items must remain silent during the school day unless instructed otherwise by a facilitator. We highly recommend they NOT be brought to school, as we cannot keep them secure. For this same reason, no more than \$10 should be brought to school. The school is **not** responsible for lost or stolen money, or personal items.

HALL PASSES

Any learner out of class during class time must have a classroom hall pass or a written slip.

BEHAVIORAL EXPECTATIONS

Nea CAMPUS

Nea and ACLC are neighbors on the same site. We want to promote a positive environment for learners at both campuses and maintain a respectful relationship. Nea learners are asked to respect the boundaries of the Nea/ACLC campuses. This can be done by remaining on the Nea campus, unless learners have a specific need. We also want to be mindful of noise and do our best at conducting ourselves in a way that is the least disruptive to the learning of our neighbors. Keep in mind that when Nea learners are on ACLC campus, their rules and consequences apply and concerns of behavioral expectations will be communicated between administrations.

NEA COMMUNITY AGREEMENTS

Food and Drink

- Learners agree to eat and drink in the designated areas (see Lunch Areas and Expectations)
- Learners agree to keep excessive candy off campus (breath mints acceptable)

- Learners agree to drink water from our own bottles or the water fountains •
- Learners agree to cleanup after themselves and follow Green Campus expectations

Language

- Learners agree to use polite, respectful, friendly & positive language:
 - towards peer, staff and community members on-campus
 - online in emails and posts
 - in our verbal and body language
- Learners agree to use inside voices in the Tree and classrooms, unless instructed otherwise by facilitators
- Learners agree to listen when others are presenting, giving instructions, or speaking in discussion

Respect

- Learners agree to respect other peers' and adults':
 - culture/ethnicity/ background/religion
 - opinions
 - property
 - body/personal space
- Learners agree to be helpful, kind, compassionate to others
- Learners agree to look out for the safety of our community
- Learners agree to use self-control
- Learners agree to respect themselves

Dress

- Learners agree to dress in a manner that is conducive to learning and meets the community agreements which would include and not limited to appropriate language, messages, graphics and affiliation

School Technology

- Learners agree to use technology for research of school work and listen to music with headphones when permitted
- Learners agree to use websites for school-related educational purposes only • Learners agree to sign-in and sign-out technology properly and on-time • Learners agree to take care of technology by keeping /drink away and walk with equipment
- Learners agree to ask permission before taking photos of others or recording on campus, including in the classroom

Personal Technology

- Learners agree to keep phones on silent (not vibrate) during seminar
- Learners agree to take calls only at lunch
- Learners agree to use social media only during lunch break
- Learners agree to only play approved educational games in the Tree
- Learners agree to use headphones/buds when listening to music at a volume that does not disturb others
- Learners agree to bring their own chargers and ask permission before

charging in the classroom

- Learners agree to text only during lunch break
- Learners agree to use devices in seminar when it is appropriate and the facilitator give permission, otherwise it should be stored out of sight

LEARNER TECHNOLOGY USE AGREEMENT

TECHNOLOGY LEARNER USE POLICY

Nea learners use of the Internet is a privilege, not a right. Learners are intended to use the Internet for purposes consistent with school curriculum.

Learners and facilitators recognize that access to information is the foundation of education. Nea's network is designed to provide and protect stable access to this vital resource for all the members of our school community, which includes: learners, facilitators, parents, and volunteers. Users of this network have an obligation to treat the network with respect and good judgment.

The smooth operation of the network is dependent on more than a well-maintained infrastructure; it also requires the informed cooperation of its users. The use of all technology, including Nea's network, is a privilege, not a right. If a user chooses to violate this policy, technology privileges may be revoked and future access denied.

RESPONSIBILITIES

Learners must accept personal responsibility for appropriate use of technology and report any misuse to a facilitator.

APPROPRIATE CONDUCT

Learners are expected to abide by the generally accepted rules of user etiquette. For example:

- Learners must only access their own user account, email and files.
- Be polite and concise. Use appropriate language.
- Use the network in a way that would not disrupt access by others.
- Adhere to copyright and plagiarism laws.
- Only use software and electronic resources as allowed.

INAPPROPRIATE CONDUCT

The following are prohibited and will result in consequences:

- Anything prohibited by law, district or school rules
- Using obscene language or intentionally accessing or possessing obscene or pornographic material, as defined in subdivision (a) or Penal Code Section 313.
- Harassing, insulting or attacking others
- Using or distributing another person's password

- Sending or displaying intimidating, offensive, sexually explicit, or hate related material
- Accessing another person's folders, work, or files without their consent
- Possession or use of any tools designed for probing, monitoring, or breaching the security of the network or infecting the network with a virus
- Using the network for non-school related activities such as network games, downloading of music or video files, or serving as a host for such activities
- Using the network for commercial purposes
- Violating copyright laws
- Participating in non-district approved forums, chat rooms, or exchanges
- Activities that would subject the district or the individual to criminal, civil or administrative liability
- Recording without permission (audio/video; of learners or facilitators) and/or for non academic purposes

CONSEQUENCES OF BREAKING THE LEARNER TECHNOLOGY USE POLICY

Learners, who intentionally damage equipment, alter or destroy other user's intellectual property, or use the Internet or technology inappropriately, are subject to disciplinary actions by the administration - including the revocation of learners use privileges. For serious infractions, an administrator may also contact the Alameda Police Department as well as send a bill to the learner's parents/guardians to pay for the damages.

PRIVACY & SECURITY

Use of Nea technology, networks, and Internet services does not create any expectation of privacy. Nea the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format or on any equipment connected to the district's network. Users may encounter material they interpret as controversial, inappropriate, or offensive. E-mail is not guaranteed to be private. It has the potential to be viewed globally.

- Passwords need to be protected at all times.
- Learners are not to disclose confidential information to other individuals. · Do not reveal any personal information, home address or personal phone numbers on the network.
- Never open, forward, or download any attachments or files that are unknown to you, or that are suspected to contain viruses.
- Never demonstrate a problem to other users.

Notify a facilitator if you identify a security problem. Any learner identified as a security risk will be immediately denied technology use until resolved. Vandalism or theft will result in loss of computer services, disciplinary action, parent conference, police or legal referral.

GOOGLE APPS FOR EDUCATION LEARNER AGREEMENT

Nea will provide learners with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Nea.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your learner's facilitators will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. Facilitators will monitor learner use of Apps when learners are at school. Parents/Guardians are responsible for monitoring their child's use of Apps when accessing programs from home. Learners are responsible for their own behavior at all times. Learner safety is our highest priority.

ACCEPTABLE USE (PRIVACY AND SAFETY)

Apps for Education are primarily for educational use. Learners may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

Privacy – school staff, administrators, and parents all have access to learner email for monitoring purposes. Learners have no expectation of privacy on the Apps system.

Limited personal use – learners may use Apps tools for personal projects but may not use them for:

- o Unlawful activities
- o Commercial purposes (running a business or trying to make money)
- o Personal financial gain (running a website to sell things)
- o Inappropriate sexual or other offensive content
- o Threatening another person

- o Misrepresentation of Nea school, staff or learners. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where learners free speech rights may be limited.

Safety

- o Learners may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- o Learners agree not to meet with someone they have met online without their parent's approval and participation.
- o Learners will tell their facilitator or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- o Learners are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Access Restriction – Due Process

- o Access to Google Apps for Education is considered a privilege accorded at the discretion of Nea. Nea maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or Nea policies have occurred. In such cases, the alleged violation will be referred to the administrators for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, Nea also reserves the right to immediately suspend any users account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

CHILD INTERNET PROTECTION ACT (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect learners from harmful materials including those that are obscene and pornographic. This means that learner email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal learner information is collected for commercial purposes. The school's use of learner information is solely for education purposes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA protects the privacy of learner education records and gives parents rights to review learner records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential educational records (grades, learner ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish learner last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about

- their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

MASTERY BASED GRADING

The main purpose of grading is to see how much the learners know, to assess their learning instead of assessing their efforts: do they really understand the work, as opposed to did they do all of the assignments.

Mastery-Based Grading is equitable grading and has three pillars: accuracy, bias-resistance, and intrinsic motivation. Grades must accurately reflect only a learner's academic level of performance, exclude nonacademic criteria (such as behavior), and use mathematically sound calculations and scales, such as the 0–4 instead of the 0–100 scale. Grading practices must counteract institutional biases that have historically rewarded learners with privilege and punished those without, and also must protect learner grades from our own implicit biases. Our grading must stop using points to reward or punish, but instead should teach learners the connection between means of learning and the ends — how doing homework is valuable not because of how many points the facilitator doles out, but because those actions improve a learner's learning. (Joe Feldman)

*CLCS implements Mastery Based Grading which is similar to, but not the same as, Standards Based grading. CLCS follows Mastery Based Grading as Mastery Based Grading allows for mastery skills to be adopted for courses that do not have CA adopted content standards.

Why we use mastery-based grading:

- To communicate to learners assessment of their Academic Skills and Knowledge
- To communicate to learners assessment of their Success Skills (timeliness, following Instructions, etc.)

Grading System: Policy and Practices	Grades are an important source of feedback for learners and families around learner's learning of desired unit and course outcomes CLCS uses a mastery-based grading system as a district • Letter Grade A/4 (Exceeds Mastery): Learner demonstrates deep understanding and/or mastery of desired outcome • Letter Grade B/3 (Achieved Mastery): Learner demonstrates understanding and/or mastery of desired outcome with minor misconceptions • Letter Grade C/2 (Emerging Mastery): Learner is progressing toward mastery and demonstrates understanding within range of desired outcome • Letter Grade NCD/1 (Attempting Mastery): Learner is making limited progress toward mastery but does not demonstrate desired learning outcome • Letter Grade NCF/NSE: (No Sufficient Evidence of Mastery) Learner has not
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	produced evidence of progress toward mastery
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CLCS uses a mastery-based grading system as a district.

Traditional		Mastery-Based Grading (MBG)	
%	Letter	#	Description
50 -59	NSE	NSE	No Sufficient Evidence
60 65 69	D (NC/D)	1	Attempts Proficiency
70 75 79	C	2	Approaches Proficiency
80 85 89	B	3	Achieves Proficiency
90 95 100	A	4	Exceeds Proficiency

**At the end of the trimester or semester facilitators will assess scores per standard identified and provide the overall mastery grade.

CLCS Policy At a Glance

- a. (All grade levels) Each unit of study must include a summative assessment
- b. (All grade levels) Each summative assessment MUST include formative assessment(s)
- c. (All grade levels) Grading Categories are as follows: Academic Skills- 80%; Success Skills- 20%
- d. (All grade levels) Rubrics aligned with MBG scale must be used for Academic Skills and Knowledge learning assignment/projects/assessments
 - a. Why is this so vital? Making expectations transparent, cultivating a growth mindset and giving and receiving feedback!
 - b. Rubrics are set with the 4,3,2,1,0 scale which can then be averaged together creating 4,z
- e. (All grade levels) If a learner engages in End-of-Unit assignment revisions (retake), a combination of those scores can replace the semester grade because the EOU assignment/projects/assessments should measure competency and/or mastery of the most important standards as part of the Academic Skills and Knowledge category and application in EOU assignment/project/assessment
 - a. All learners must have at least one additional opportunity to demonstrate mastery of the academic skill and knowledge for that summative assessment (Feldman 166)
- f. (All grade levels) Throughout the grading period staff must include a variety of methods (project, essay, quiz, presentation) to assess mastery utilizing [multiple intelligences](#)
- g. [Administration Grade Monitoring Checklist](#)
- h. (All grade levels) Recommendation for retention of a Learner must have gone through the MTSS process and then must be approved by the Lead Facilitator.
- i. (Grades 6-12) may receive a mark of incomplete, "I", for the semester/trimester if:
 - a. Refer to Diverse Learners below for "I" (IEP/504/ELL)
 - b. General Education learners who have specific circumstances that impact their ability to complete assignments and demonstrate mastery. "I", provide an extension of time (two weeks) for learners to

demonstrate mastery of necessary standards with appropriate accommodations or services after which the placeholder must be updated to the appropriate mark.

- (All grade levels) Facilitators must grade work to replace “I” within one week of submission and communicate with the counselor the earned mark to be updated in the learner’s transcript.
- (All grade levels) Counselor will monitor incompletes and set benchmarks for following up on incompletes.

Grading Communication Policy

The goal of grading is to provide timely feedback to families and learners in order to promote growth and learning. In an effort to make this sustainable for our facilitators, and provide timely feedback to learners, we have the following expectations.

- a. (Grades K-5) Progress Reports/Report Cards Trimesterly
- b. (Grades 6-12) Gradebook must be updated at least once a week (Jupiter/PowerSchool or other adopted software applicable).
- c. (Grades 6-12) Grade communication will occur as follows for learners at risk of ≤ 1.5 :
 - 4 weeks prior to progress reports via email or personal call home by facilitator
 - **Notify Ed Specialist for Learners in Special Education and Section 504 case manager for learners with a Section 504 prior to family contact.**
 - 4 weeks prior to semester grades via email or personal call home by facilitator
 - **Notify Ed Specialist for Learners in Special Education and Section 504 case manager for learners with a Section 504 prior to family contact.** * There must be confirmation from the family that communication was received.
 - 2 weeks prior to progress reports via meeting or personal call home by Administration or designee
 - **Notify Ed Specialist for Learners in Special Education and Section 504 case manager for learners with a Section 504 prior to family contact.**
 - 2 weeks prior to semester grades via email meeting or personal call home by Administration or designee
 - **Notify Ed Specialist for Learners in Special Education and Section 504 case manager for learners with a Section 504 prior to family contact.** * There must be confirmation from the family that communication was received.
- d. (Grade 5) Email or personal call home by facilitator as necessary when half the standards are not being met with a score below a 2 and three weeks before Trimester Report Cards. Notify Ed Specialist for Learners in Special Education and Section 504 case manager for learners with a Section 504. * There must be confirmation from the family that communication was received.

CLCS Policy as it relates to Diverse Learners

Please follow the guidelines below to ensure we are in compliance with California Ed Code for diverse learners (learners with IEPs, 504s, and English language learners). There are legal protections on both federal and state levels that support diverse learners to differing degrees if district, school, or classroom practices are not in place. The below support us to honor those protections and should be communicated PROACTIVELY with appropriate teams as early as progress reports.

- c. If you have a situation where a **learner with an IEP** is in danger of receiving ≤ 1.5 for the semester/trimester mark, please review [flowchart](#) for next steps. Upon completion of the use of the flowchart, if a learner is in danger of not passing a course, please consult the learner's Ed Specialist **and** Administrator within one week of the facilitator's knowledge of learners progress.
- d. If you have a situation where a **learner who is an English Language Learner** is in danger of receiving an ≤ 1.5 for semester/trimester mark, please review [flowchart](#) for next steps. Upon completion of the use of the flowchart, if a learner is in danger of not passing a course, please consult the school administrator and ELD facilitator/coordinator. If a learner should have designated ELD, then they shall not fail if they did not receive intentional designated ELD within one week of the facilitator's knowledge of learners progress.
- e. If you have a situation where a **learner with a 504** is in danger of receiving ≤ 1.5 for the semester/trimester mark, please review [flowchart](#) for next steps. Upon completion of the use of the flowchart, if a learner is in danger of not passing a course, please consult the school's 504 case manager within one week of the facilitator's knowledge of learners progress.
- f. (All grade levels) Diverse learners may not receive ≤ 1.5 for the semester/trimester mark if the facilitator or school did not provide the appropriate services or accommodations. A mark of incomplete, "I" , will be given to provide an extension of time (two weeks maximum) for learners to demonstrate mastery of necessary standards with appropriate accommodations or services after which the placeholder must be updated to the appropriate mark.
 - (All grade levels) Facilitators must grade work to replace "I" within one week of submission and communicate with the counselor the earned mark to be updated in the learner's transcript.
 - (All grade levels) Counselor will email staff requesting updated grades for learners with "I" on their transcript three weeks post end of semester.

CLCS Gradebook Set-up for 7th & 8th Grade

Categories to be set in Gradebook as below:

Weighted Categories	Description
Success Skills = 20% (Personal Responsibility and Social Responsibility @ 15% each)	➤ Personal Responsibility: Demonstrate the personal qualities, work habits and attitudes that promote lifelong learning • Ability to effectively plan and manage time and tasks • Knowledge of career options and pathway to their achievement • Effective self-reflection, assessment and revision of actions and products ➤ Social Responsibility: Demonstrate interpersonal and collaborative abilities • Produce high quality group projects for a variety of audiences • Function in various group roles • Contribute cooperatively to a group effort • Exercise leadership and work with diversity • Help others learn *From Learner Outcomes *CLCS Success Skills Rubric
Academic/Content Skills = 80%	➤ Assignment is graded and or feedback provided to learners toward mastery Academic Skill and Content. Includes summative and formative assessments.

- Each gradebook will include:
 - Grading categories tied to content or anchor standards that every assignment will be linked to;
 - Categories determined by Common Core/NGSS skill content categories; and
 - All grade categories are tied to the CA State Board of Education Content Standards found at <https://cde.ca.gov/be.st.ss/>.
- Group Grades (Feldman p.102-105)
 - Resource: [How Are Group Grades Inequitable?](#)
 - (All grade levels) Group work will be graded in the **Success Skills category at 20% (Personal Responsibility and Social Responsibility @ 10% each)** with use of the CLCS Success Skills Rubric. Group work allows for learners to grow in the areas and habits of collaboration, cooperation, and effective team work. It will not accurately reflect a learner's

mastery of an Academic Standard unless it is as a component that will require for a learner to demonstrate their mastery of the standard individually.

- Products of group work can be used as a tool to deliver content knowledge and then learners will need to be assessed in the mastery of those standards individually through a formative or summative assessment.

- Late Work Policy

- (K-5 grade levels)
 - Within the period of study for the specific Academic/Anchor Standard
- 6-8 grade levels within 2 weeks
 - ELA Dept.
 - Math Dept.
 - Science Dept.
 - Social Sci Dept.
- (9-10 grade levels) within 1 week
 - ELA Dept.
 - Math Dept.
 - Science Dept.
 - Social Sci Dept.
- (11-12 grade levels) All Content Areas: within 48 hours with proactive communication

*Late work policy is superseded by any IEP or 504 Accommodations in place

- Alternative (Non-Grade) Consequences for Academic Dishonesty

Academic Dishonesty interferes with the basic ACLC and Nea's mission of education. Also, these actions violate academic principles and ACLC learner Outcomes, the transfer of knowledge, by allowing students to get by without having to master the knowledge. Furthermore, academic dishonesty creates an atmosphere that is not conducive to the learning process, which affects honest students as well.

- (All Grades) The Discipline Policy is used for all cheating/plagiarism issues. Learners should be permitted to attempt the assignment/assessment of the Academic Skill to show mastery of the standard/content.
- Alternatives to grade academic punishments must be considered to allow the learner to take responsibility AND continue to learn vital academic concepts. Some of those alternatives include:
 - Rewriting a paper;
 - retaking an exam, test, or quiz;
 - redoing an assignment with a new set of problems

ACADEMIC HONESTY

Nea is committed to encouraging learners to assume responsibility for their own ethical behavior and to experience the joy of accomplishing their personal best. Academic honesty means not plagiarizing, cheating or using information unethically in any way. Learners are expected to do their own work at all times, and understand that plagiarism and cheating will adversely affect grades and how learners are perceived by others.

PLAGIARISM

- Submitting someone else's work as your own, including that of tutors, friends, parents or siblings; or paraphrasing without giving credit to the source.
- Turning in purchased essays or essays (whole or partial) from the Internet written by someone else.
- Helping others plagiarize by giving them your work, even if you don't think it will be copied.
- Using someone else's idea without giving credit to the original source.

CHEATING

- Copying assignments or receiving answers from a classmate and turning them in as original work.
- Trading assignments with other students, even if you don't think they will be copied or allowing a student to copy from your homework, test or quiz.
- Talking about anything to a classmate or exchanging any information during a quiz or exam once it has begun.
- Providing test questions or answers to test questions to students before, during or after quizzes or tests.
- Using unauthorized notes or technology, such as bringing notes into a test or using a computer program to translate an assignment and turning it in as your own.
- Presenting any material for credit that is not written by you.
- Stealing school/student material (teacher editions) for the purpose of cheating.
- Filling in or changing answers on a test/quiz/assignment (yours or a classmate's) while you are correcting it.
- Turning in identical work as a classmate and claiming it was a group effort when the assignment was clearly assigned to students to do independently.
- Using summaries or commentaries (Cliff Notes, etc.) instead of reading the assigned material.

CONSEQUENCES

Learners who are caught cheating will receive an F for that assignment/project and will be required to sign an academic honesty contract. A second offense will result in an F on the assignment, a one-day suspension, and a parent/learner meeting with an administrator. Further incidences will result in more significant consequences.

LEARNER ACTIVITIES

In order to be eligible to take part in extra-curricular activities including, but not limited to, clubs and after-school sports, learners must meet academic and behavior eligibility standards. All the learner activities are designed to make Nea fun and rewarding environment in which to be. Learners will hear about these activities from their leadership team during CCC and announcements in class.

CLUBS & ACTIVITIES

Being involved in extracurricular activities is a great way to connect with your school community. Every year there are several clubs that meet before or after-school or at lunch. Learners can make a proposal to the Lead or Asst. Lead Facilitator to start a club with a minimum of 15 learner signatures on a petition along with a sponsor facilitator (as supervisor) to join proposed club.

SPORTS

Middle school after-school sports programs operate during various times of the school year. We are proud to partner with the Alameda Education Foundation to offer volleyball in the fall, basketball in the winter, and track and field in the spring. Look for announcements on the school website.

LEADERSHIP

The purpose of Leadership is to promote school pride, to organize special events for learners, and to organize community service projects. It strives to provide learners with opportunities to take on leadership roles in our school and to make specific contributions to our community. Serving on Leadership is a wonderful opportunity to develop leadership skills and to serve the Nea community.



Rules Protecting the General Welfare of the Nea Community

010 Preamble

010.0 All Community members are responsible for the general welfare of the school, through actions that contribute to preserving the atmosphere of freedom, respect, fairness, trust, and order that is the essence of the school's existence and to establishing a creative and positive learning environment for all.

010.1 All Community members must abide by all Federal, State, and Local laws. All Nea community members and guests must abide by all Nea rules while on the Nea campus.

010.2 It is the responsibility of all Community members to help enforce Nea rules.

010.3 Nea rules shall apply to all Community members and visitors before, during, and after the normal school hours of 8:00 am to 4:00 pm, including all after-school, weekend, or summer hours. Visitors must have a signed Nea badge in their possession.

010.4 Nea rules also apply at all school sponsored events and field trips.

100 Safety Regulations

100.0 Activities that present a real or potential danger to anyone's personal safety are prohibited.

100.1 Running and/or rough-housing are not permitted in any building or outdoor space. Rough-housing is not permitted at any school event regardless of the location.

100.2 No one may obstruct an entrance to the school, or any door or passageway used in the school.

100.3 Riding skateboards, scooters, roller blades, bicycles, etc. in any Nea area, inside or out, or on any school property is prohibited.

100.4 All Nea learners must participate seriously in all safety drills that are conducted.

100.5 For the safety of all participants, learners must stay and walk in a group (defined as within easy sight of the supervising facilitator) on all walking field trips outside the Nea building.

200 Personal Rights and Their Protection

200.0 Everyone has the right to exist peacefully at school. No one may verbally or physically, sexually or cyber-harass another individual.

200.1 Respect your fellow Learners. No one may represent a symbol or a sign or use language that is known at school to represent hatred toward a particular race, religion, gender, age, sexual orientation, or person engaged in the performance of their duties.

200.2 No one may knowingly disrupt another person's learning activities by being disruptive anywhere on school grounds. No one may deliberately disrupt another learners learning environment.

200.3 Visitors are allowed, provided they are not disruptive to the learning process, and have a previously obtained the Visitors Policy from the office, signed permission from administration and possess a visitors badge in their possession. Visitors are defined as non-Nea learners and guests. Disruptive visitors will be asked to leave. All visitors during the regular school day (8:00 am – 3:05 pm) must register in the Nea Office. After the normal school day, all visitors must register with the facilitator or adult supervisor in charge after checking into the office and obtaining a visitors badge from administration.

200.4 Facilitators should act as guides to help Learners choose a respectful and appropriate way they would like to approach problems. If a learner feels that their rights have been breached, he/she has the right to write-up the facilitator for JC. Facilitators remain responsible for the health and well being of all learners.

200.5 Neither Learners nor Facilitators may alter another learner's or facilitator's property without his or her permission.

200.6 No one may knowingly instigate or encourage another learner to violate the Nea rules. (For example: Encouraging someone else to fight or to say something offensive)

300 Protection of Private and Public Property

300.0 No one may litter or otherwise create a mess on any part of the Nea campus.

300.1 No one shall purposely use, damage, steal, sabotage, or destroy personal and/or Community property.

300.2 No Community member or guest shall put their shoes on the furniture.

300.3 Each individual is responsible for any Nea materials he/she checks out, unless another person made any damages to the materials, then the 2nd person may be held responsible through JC hearing. All items must be returned to their appropriate location in the same condition as they were checked out.

300.4 Learners are not allowed behind Facilitator's desk without the Facilitator's permission.

300.5 No one learners, guests, and all other community members (except for the Lead facilitator or designee) shall touch, move, or go through any one's personal belongings without his/ her express permission.

400 General Rules

400.0 The community uses the process of a Constitutional Convention and Judicial Committee to establish boundaries that limit the range of behavior. Facilitators may also do the same. Each individual is expected to act within these limits. **400.1** No one may leave the Nea campus during school hours unless they have a signed pass from the Lead Facilitator, parent permission, an off-campus contract to leave school for college classes, or approved off-campus lunch. Failure to do so is grounds for suspension and/or expulsion.

400.2 All skateboards, scooters, roller blades, bicycles, etc., must be stored in the bike cage or office during school hours. Skateboards, scooters, roller blades, bicycles, etc., not placed in the appropriate area will be confiscated and referred to the JC for appropriate consequences. These items should be locked. Bikes, scooters, etc. must be ridden by a rider wearing a helmet.

400.3 No learners may park their cars in the Boys and Girls Club parking lot during the school day.

400.4 Bicycles must be locked outside of the building and not obstruct entrances. No bicycles are allowed in the building.

400.5 Nea is a closed campus at lunch except for high school learners going to college classes on an off-campus contract or those participating in off-campus lunch with the approved criteria (GPA, contract). Learners may not leave campus at any other time during school hours unless signed out of the office by a guardian.

400.6 Learners must eat only in designated areas, immediately outside of the Tree during break with facilitator permission. During Snack Break, learners may eat outside. Learners may get facilitator permission to eat outside of a seminar after checking in per facilitator approval.

400.7 Nea phones are for the use of Nea staff members to do their work. No one may use a Nea phone unless a staff member gives approval and is present during the phone call.

400.8 Electronics (cell phones, texts, music devices etc.) are not allowed during seminars unless the facilitator gives permission.

500 JC Rules

500.0 Neither Learners nor Facilitators have the right to refuse jury duty, service on the Nea judicial committee, or participation in CCC and its requirements. JC committee service may be postponed or served in another way once, based upon hardship conditions. (Project due, just back from an illness, or scheduling conflicts, for example) **500.1** Physical or verbal intimidation, or any attempt to influence the impartial decisions of members of the Judicial Committee, Nea jurors, or learners or facilitators filing a complaint within the context of their judicial work may result in suspension and possible expulsion from Nea.

500.2 Failure to comply with Judicial Committee verdicts and sentences may result in administrative disciplinary action and/or loss of privileges at Nea.

500.3 Violations of any of the Nea's Group Two Behaviors (i.e. knives, guns, drugs, etc.) will be referred to both the Lead Facilitator with a referral for appropriate immediate consequence.

500.4 No one may lie in any judicial proceeding. You are expected to tell the whole truth and nothing but the truth. **500.5** Judicial Committee members must report refusals to testify to the Committee. The Committee will cite the individuals for contempt of the Community and will provide appropriate sentencing. No one will be required to provide self incriminating evidence.

500.6 All conversations, discussions, sentences or anything that goes on in a Judicial Proceeding may only be discussed in JC unless the person being sentenced opens a dialogue outside the proceeding.

500.7 The judicial system and all judicial bodies shall not discriminate against anyone based upon gender, ethnicity, age, social status, sexual orientation, appearance or community contribution.

600 Anti-Bullying

600.1 No learner shall engage in any harassment of another learner for ANY reason whatsoever, including but not limited to race, religion, sexual orientation, lack of capability, other physical attributes, etc.

600.2 No learner shall use technology, including, but not limited to, social networking websites, blogs, or other websites to harass another learner. This prohibition applies both on campus and off, and both during school hours and outside of school hours.

600.3 If a learner witnesses an act of bullying, he or she may report that instance in person to any facilitator and request to remain anonymous; requests for anonymity shall be respected by the facilitator and the administration.

600.4 Learners can use the Report Bullying (formally known as Ninja Report tab) on the school website to anonymously report acts of bullying.

600.5 For purposes of this section, "harassment" means the following: to create an unpleasant or hostile situation for another learner or for a facilitator, including but not limited to verbal and physical abuse.

700 Academic Integrity

700.0 No one may skip any seminar, without written permission from the facilitator. Attendance to every seminar is mandatory, unless there is written permission from the facilitator.

700.1 No one shall be tardy for a seminar without a written pass from a facilitator or administration. Tardies to seminar are prohibited, unless there is a written pass from a facilitator. In the first 5 minutes of first period, tardy is recorded with no consequences. If a learner is tardy to first period 3 times within the same week, the learner will be given a detention. The learner will serve the detention double the amount of time they are late.

700.2 No one may copy or plagiarize, or otherwise present another person's work as their own. Plagiarism, copying, or otherwise presenting another person's work as their own is prohibited, highly discouraged, and against the Nea Principle of Integrity. Remove the phrase, "highly discouraged". And add "will result in an automatic failure on the assignment". Multiple offenses will result in possible suspension(s) and seminar failure.

Rules Governing Use of the School's Facilities

1000 General Use of the School

1000.0 Anyone wishing to modify the physical structure of the school, in a not easily reversible way, must obtain prior approval of the Facilitators and the Leadership class.

1000.1 Food and drink may be consumed in the outside area only, except in class during lunch with facilitator permission but never in the Science Lab. Substances defined as food consist of material made up of proteins, carbohydrates, water, and fats used in the body of a Learner or a Facilitator to sustain growth, repair, and vital processes and to furnish energy. This includes candy

1000.2 Gum is not allowed in view or consumed on campus.

1000.3 Fund-raisers selling food or drinks will be restricted to the outside area only with Lead Facilitator approval.

1000.4 Each learner is responsible for cleaning up after him/herself.

1000.5 If a room or area is badly littered, the Facilitators, or a majority of the Judicial Chairs may close that room at any time and keep it closed for a specified period of time or until it has been cleaned.

1000.6 Everyone must participate in general cleanup when they or their Home Room groups are assigned to daily duty and as a member of the community at the monthly cleanups.

1000.7 In designated quiet work areas, learners need to keep conversations and activities at a quiet level and be working on school related work.

1000.8 We agree to abide by the listed Nea Community Agreements.

1050 Technology

1050.0 All Nea technology must only be used for educational purposes and approved games.

1050.1 Games and blogs **may** be okay as long as they're related to seminars or approved by the facilitator. **1050.2** Personal laptop computers may be used with prior clearance and permission from administration and for school purposes only.

1050.3 Learners shall not bring in any applications to Nea for use on Nea technology on any medium without prior approval from the lead facilitator.

1050.4 Any person using a device that plays prerecorded music or sound must use headphones.

1050.5 If a Tree Facilitator determines that you're not using the computer for educational purposes they can take the computer away.

1050.6 Learners and Facilitators may not tie up scarce resources with activities that could be carried out in other, more appropriate locations. Negotiations are appropriate for deciding who needs a particular piece of technology equipment. The learner least in need must respectfully allow the other learner to use the computer or other piece of equipment.

1050.7 Tech helpers and other designated Community members must follow the rules and guidelines specified.

1050.8 All Learners must sign and abide by the Nea Technology Agreement. Going to a porn site or pornographic in nature, hate site, chat site or a site with extreme violence are grounds for administrative discipline and/or dismissal from Nea. Please let a facilitator know if you have ended up at one of these sites or seen someone else on one of these sites.

1050.9 Programs may not be downloaded from the Internet. Media files may only be downloaded for school related purposes. This is considered network vandalism and is a serious offense.

1050.10 Internet use to check email is limited to 10 minutes or less, as long as no other learner needs the computer for school related work.

1050.11 All time limits listed above only apply if there are no connection problems.

1050.12 Tree Aides and learners are required to plug in computers when they are returned to the computer cart in a seminar or in the Tree.

1050.13 Tree Facilitators must first distribute computers to learners who need them to do work. Priority is given to learners who need to do school related work on the computers.

1050.14 Learners must keep all electronics put away and out of site unless given permission by the facilitator for use.

1100 Use of the Nea Facility

1100.0 All rules and procedures regarding use of the Tree will be respected. Leadership shall yearly review the rules for the Tree and make them known to the community.

1100.1 No furniture may be taken outside the building without facilitator approval. All furniture must be returned after use. **1100.2** The blue tables outside are open for breaks and eating, but must not be left dirty. If left messy the privilege will be revoked. There is no food in the Tree.

1200 Use of the Outside Area (Yard)

1200.0 Use of the outside area before and after school, and during lunch is permitted. Learners are expected to keep this area clean.

1300 Assignment and Use of Lockers

1300.1 Lockers will be chosen randomly through a raffle. Food should be discarded daily. Lockers are school property and may be searched by administration if necessary without prior notice to learner.

1300.2 Learners are responsible for their own locker passcodes.

1300.3 Vandalism is forbidden inside or outside of lockers. Locker privileges may be taken away if learners abuse lockers. **1300.4** Learners may decorate on the inside as long as it is not permanent. All lockers must be returned in their original condition.

1300.5 Lockers are to be used to store academic materials. No dangerous/harmful materials allowed.