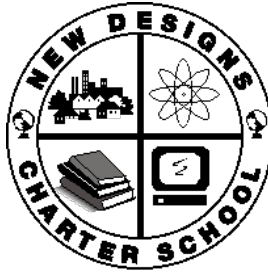


***New Designs Charter School***

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*College Preparatory Public School Fully Accredited by the Western Association of Schools and Colleges*

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**2008-2009  
Student Handbook**

**VISION AND MISSION:**

In pursuit of excellence, the New Designs Charter School prepares students to succeed in a global, diverse, information-based and technologically advanced society. We are committed to the development of a learning environment that will enable students to become literate, self-motivated, lifelong learners.

**CEO's Message**

You may ask yourself what makes New Designs Charter School so special. My answer is quite simple –our culture. The culture of New Designs Charter School provides a wonderful place where youth and experience come together for the singular purpose of learning.

**Visualize:**

- Teachers and staff who really care
- A safe and nurturing learning environment
- College preparatory education for the present and the future
- A place where people truly care about you and you are seen as a member of an extended family

**Imagine:**

- Starring in a school play
- Mastering a foreign language
- Playing an exciting interscholastic sport
- Broadcasting on Los Angeles Cable TV or a radio station
- Solving complicated math problems
- Researching current issues on the Web
- Exploring the mysteries of Science

These are the kinds of experiences available to students at New Designs Charter School. We recognize that our school community is a microcosm of “the real world” and we understand that we must respect each other and learn to live together in peace and harmony. I look forward to each day with optimism and enthusiasm as New Designs Charter School, my home away from home is an outstanding place to learn, work and play!

I am privileged to be the Principal and Chief Executive Officer of New Designs Charter School and to be able to daily observe the dynamic interaction of its members.

Yaw O. Adutwum,  
CEO  
New Designs Charter School

## STUDENT RIGHTS

11. Students, within legal constraints, may exercise their constitutionally protected Rights of free speech, expression, and assembly so long as they **do not interfere with operation of the regular school program or violate the discipline policy.**

22. Students have the right to fair, consistent, and respectful treatment by staff members and by other students.

33. Students have the right to due process. When a student is referred for disciplinary action, the student has the opportunity to offer his/her version of the incident to school authorities.

44. Students have the right to present complaints or grievances to school authorities and to receive authoritative replies within a reasonable time regarding the disposition of their complaints or grievances.

## STUDENT RESPONSIBILITIES

Students have the responsibility to maintain regular school attendance, a conscientious effort in classroom work, and adherence to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school which is conducive to learning. ***No student has the right to disrupt the education of fellow students.***

Students have the responsibility to respect rights of fellow students, teachers, administrators, and all others who are involved in the educational process. Each person is entitled to respect regardless of race, religion, culture, gender, or disability. Students have the responsibility to attend class with all required materials, be prepared to work, and stay on task for the entire class period.

Students shall demonstrate honest and responsible citizenship at all times.

**These responsibilities apply at school, and to or from school and during any school activity.**

## PARENT RESPONSIBILITIES

**In accordance of California Education Code 48200, parents and/or guardians SHALL: 1) Maintain an awareness of their legal obligations to see that their child (a) attends school, (b) arrives on time, and (c) remains at school for the full time assigned each day school is in session. 2) Attend all meetings and conferences concerning their child. 3) Call the New Designs Charter School Attendance Office periodically to inquire into their child's attendance record.**

**In accordance with California Education Code 48911, parents and/or guardians SHALL: 1) Respond to school requests such as; notification of truancy, suspension, citation and grade reports immediately.**

**We at New Designs Charter School appreciate your support and look forward to working with you and your child to achieve success. We encourage and advise you to consistently communicate with the school administration, counselors and teaching staff.**

A student may be suspended or expelled for acts that are related to school activity or attendance that occur any time, including, BUT ARE NOT LIMITED TO, any of the following:

11. While on any school grounds
22. While going to or coming from school
33. During the lunch period, whether on or off campus
44. During, or while going to or coming from a school-sponsored activity

## CAUSES FOR DISCIPLINARY ACTION

**Suspension/Expulsion** -Suspension from school means the removal of a pupil from ongoing instruction for a period of one to five days (California Ed. Code #48925 and California Ed. Code #48911). Expulsion means the removal of a student from the immediate or general supervision of school personnel for up to two semesters (California Ed. Code #48925). Students shall be suspended or expelled when other means of correction fail or when the student's presence is likely to be dangerous or disruptive to others. Students may be subject to a "period" suspension by a single teacher for a period of two days California Ed. Code or Administrators have the choice of levying an on-site or an at-home suspension. According to California Ed. Code #48900, students may be suspended or expelled for the following reasons:

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- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- 3b. Without authorization, possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object.
- 4c. Unlawfully possessed, used, sold, furnished, or was under the influence of a controlled substance, alcohol, or intoxicant.
- 5d. Unlawfully offered, arranged, or negotiated to sell a controlled substance, alcohol, or other intoxicant, and then sold, delivered, or furnished something else instead, and represented it as a controlled substance, alcohol, or intoxicant.
- 6e. Committed robbery or extortion.
- 1f. Caused or attempted to cause damage to school or
- 2g. Stole or attempted to steal school or private property.
- 3h. 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, and chew packs.
- 4i. Committed an obscene act or engage in habitual
- 5j. Unlawfully possessed, offered, arranged, or negotiated to sell drug paraphernalia.
- 6k. Disrupted school activities or defied the authority of school personnel.
- 7l. Knowingly received stolen school or private property.
- 8m. Possessed an imitation firearm. An "imitation firearm" is replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- 9n. Sexual harassment (#48900.2)
- 10o. Caused, threatened to cause, or participated in an act of hate violence (#48900.3)
- 11p. Creating an intimidating or hostile educational environment (#48900.4)

**It is up to the discretion of the teacher whether to provide makeup work for a suspended student. (EC48913)**

## STANDARD DISCIPLINARY PROCEDURES

New Designs Charter School has developed a discipline policy to help students understand what is expected of them and the consequences which follow the violation of these rules. Students are required to respond positively to staff requests to follow school's discipline policy which has been established to guarantee the right of all students to an education in a safe and orderly environment. A positive school climate derives from an understanding among the total school community that statements and actions which degrade other will not be tolerated (CA Ed. Code 32051). A standard procedure for dealing with violations of the school's discipline policy has been developed to ensure fairness to students, faculty, and staff. For each offense, there is a prescribed consequence ranging from a conference with a vice-principal or counselor to suspension. For a serious offense, the school may make an immediate recommendation for expulsion to The School's Board of Directors.

**1. Possession, use and/or sale of any controlled substance.**

**“Look-alike” drug, alcoholic beverage or intoxicant of any kind. EC48900 C**

1st Offense = 5-day suspension and referral to the Board for expulsion, parent conference, police notification, and possible citation.

**2. Possession, sale, or trade of drug paraphernalia. EC 48900 J**

1st Offense = 3-5 day suspension and parent notification.

2<sup>nd</sup> & Additional Offences=5-day suspension and recommendation for expulsion.

**3. Possession of ANY gun, knife, pepper stry, explosive or other dangerous object at school activity. EC 48900B**

1st Offense = Due to the seriousness of this offense, and the requirements of the CA Ed. Code 48900, Penal Section 245 and 626.9, the infraction of this rule may result in suspension and/or expulsion. The Los Angeles Police Department will be notified and a citation may be issued.

**4. Possession of any replica or “look alike” weapon.**

1st Offense = 1-5 day suspension. Possible recommendation for expulsion and possible citation.

2nd Offense =3-5 day suspension, referral to appropriate program, possible recommendation for expulsion and possible citation.

**5. Fighting or inciting a fight. EC 48900A PC 415.5**

1st Offense =1-5 day suspension and parent conference and possible citation and based on servility, recommendation for expulsion.

2nd Offense = 3-5 day suspension, parent conference and possible referral for expulsion and possible citation.

3rd & Additional Offenses = 5 day suspension, referral for expulsion and possible citation.

**6. Under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind. EC 48900 C**

1st Offense = 5-day suspension and referral to the Board for expulsion, parent conference, police notification, and possible citation.

**7. Assault and/or battery. PC 240, 243.2**

1st Offense =3-5 day suspension, parent conference, possible police notification and recommendation for expulsion and possible citation.

2nd Offense =5 day suspension, referral to appropriate program, recommendation for expulsion, and police involvement and possible citation.

**8. Profanity/obscene or vulgar acts or gestures. EC 489001**

1st Offense =\*\* **Alternative means of correction**

2nd Offense = 1-5 day suspension, parent conference, and possible referral for expulsion.

3rd & Additional Offences =3-5 day suspension and possible referral for expulsion.

**\*\* “Alternative means of correction” could include teacher disciplinary measures, parent contacted, detention, Saturday school detention, In-school suspension, suspension, exclusion from school activities, parent/teacher conference, peer counseling, guidance counselor, referral to appropriate community resource, school service, referral for expulsion, and/or administrative citation.**

During a student's suspension, he/she is not to be on this or any other campus nor attend any school sponsored events or school activities and is remanded to the custody of the parent. Failure to adhere to these regulations will result in additional disciplinary action.

**9. Inappropriate public display of affection.**

- 1st Offense =Warning; Alternative means of correction and parent notification.
- 2nd Offense =Parent conference and/or suspension.
- 3rd & Additional Offenses =Possible 3-5 day suspension.

**10. False fire alarm/fire setting. EC 48900K, PC 148.4**

- 1st Offense =3-5 day suspension, parent conference, notification of Fire Marshall, restitution and possible citation, possible recommendation for expulsion.
- 2nd Offense =5 day suspension, referral to appropriate program, notification of Fire Marshall, recommendation of expulsion and possible citation.

**11. Violation of closed campus policy. EC 48900K**

- 1st Offense =Detention or Saturday work/study, parent contact, and possible citation.
- 2nd Offense =Saturday work/study, 1-3 day suspension, and citation.
- 3rd & Additional Offense =Possible 3-5 day suspension and citation.

**12. Theft, attempted theft, or possession of stolen school or personal property. EC 48900J, EC 48900L**

- 1st Offense =Alternative means of correction, restitution, parent conference, possible referral for expulsion, and/or police involvement and possible citation.
- 2nd Offense =3-5 day suspension, restitution, possible referral for expulsion, and/or police involvement and possible citation.
- 3rd Offense =5 day suspension, possible referral for expulsion, and/or police involvement and possible citation.

**13. Vandalism, graffiti, destruction of school or private property.**

- 1st Offense =Possible suspension, restitution, police involvement, and referral for expulsion and possible citation.
- 2nd Offense =3-5 day suspension, restitution, possible police involvement and/or referral for expulsion and possible citation.
- 3rd or Additional Offenses =5 day suspension, restitution, possible police involvement and recommendation for expulsion and possible citation.

**14. Possession or use of any tobacco products. EC 48900H**

- 1st Offense = 1-3 day suspension and parent notification and possible recommendation for expulsion.
- 2nd Offense = 5-day suspension, parent conference possible recommendation for expulsion, and possible citation.

**15. Harassment or slurs against race, religion, ethnicity, gender, or disability. EC 32051, EC 48911, EC 48912**

- 1st Offense =Alternative means of correction, student conference, parent notification and possible citation.
- 2nd Offense =3-5 day suspension, parent conference, and possible referral for expulsion or 6 alternative program and possible citation.
- 3rd & Additional Offenses =5 day suspension and possible referral for expulsion and possible citation.

**16. Willful disobedience/disruption of school activities. EC 48900K**

1st Offense = 1-5 days suspension and parent conference and possible citation.

Alternative means of correction and possible citation.

2nd Offense = 1-5 days suspension and parent conference and possible citation.

3rd & Additional Offenses = 5 day suspension and parent conference, recommendation for expulsion and possible citation.

**17. Gambling**

1st Offense = Alternative means of correction, possible 1-3 day suspension, parent conference.

2nd Offense = 1-3 day suspension and parent notification.

3rd & Additional Offenses = 3-5 day suspension, recommendation for expulsion and parent conference.

**18. Forging or altering school correspondence, passes, or parent notes.**

1st Offense = Alternative means of correction, parent notification.

2nd Offense = 1-3 day suspension and parent notification.

3rd & Additional Offenses = 3-5 day suspension and parent conference.

**19. Cheating/Plagiarism**

1st Offense = Student receives "0" on assignment and alternative means of correction to be based on the degree of the offense. All offenses will be logged on the student's file.

2nd Offense = Student receives "0" on assignment, possible "F" for current grading period. 1-3 day suspension and possible drop/fail from class.

3rd & Additional Offense = 3-5 day suspension, recommendation for expulsion and student is dropped from class and receives no credit.

**20. Violation of Dress Code**

1st Offense = Warning and change required.

2nd Offense = 1-3 day suspension, article of clothing may be confiscated and returned to parent only.

3rd & Additional Offenses = 3-5 day suspension, article of clothing may be confiscated and returned at the end of the school year. Subsequent violations will be considered defiance of authority.

**21. Possession of any object or materials that have no reasonable or appropriate connection to the school curriculum, e.g. cigarette lighter, matches, any adult publications and/or sexually suggestive pictures, permanent markers, etching tools and spray paint.**

1st Offense = Confiscation, 1-3 day suspension

2nd Offense = Confiscation, 3-5 day suspension. Parent notification.

3rd Offense = Confiscation, 3-5 suspension, recommendation for expulsion.

**22. Possession of unauthorized articles/items, e.g., Cod players, beepers, skateboards, cellular phones, laser pointers, water balloons, water guns, ipod, mp3's and the like. EC 5511512**

1st Offense = Item confiscated. Possible 1-3 day suspension.

2nd Offense = 1-3 day suspension, parent notification, item confiscated for the remainder of the year.

3rd Offense = 3-5 day suspension, item confiscated for the remainder of school year, and parent conference.

**23. Upbraiding, insulting, or abusing teachers or other school personnel. EC 44811, EC 44812.**

1st Offense = Alternative means of correction depending upon severity and possible 5-day suspension and possible citation.

for 2nd Offense = 3-5 day suspension, parent conference, and possible recommendation  
expulsion.  
3rd Offense = 5-day suspension, parent conference, recommendation for expulsion and  
possible citation.

**24. Throwing food/liquid or encouraging others to throw food/liquid.**

1st Offense = Students participating in food fights are subject to immediate suspension  
and may face recommendation for expulsion.

**25. P.E. Non-Suit Policy – Not wearing required P.E. uniform**

1st Offense = Alternative means of correction, possible 1-day suspension.  
2nd Offense = Alternative means of correction, possible 1-3 day suspension.  
3rd Offense = Alternative means of correction, possible 1-5 day suspension.

**26. No “Gang” related action/activities, (e.g. flashing/ throwing signs,  
Tattoos, graffiti on backpacks, and the like).**

for 1st Offense = 1-5 day suspension and parent conference.  
2nd Offense= 3-5 day suspension, parent conference, and possible recommendation  
expulsion.  
3rd & Additional Offenses = 5-day suspension, possible referral to alternative program,  
referral for expulsion, and possible citation.

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**27. Failure to properly dispose of trash may result in disciplinary Action, including:**

1st Offense = Cleanup Duty, and After School Detention  
2nd or Additional Offenses = Further Disciplinary action through alternative means of  
correction.

**28. No facial piercing, no earrings for boys.**

1st Offense = Student removes piercing and parent is notified.  
2nd Offense = Student removes piercing, parent is notified, alternative means of  
correction, and possible 1-3 day suspension.  
3rd Offense = Student removes piercing, parent is notified, alternative means of  
correction, and possible 1-5 day suspension.

**Illegal Substances**

The actual or attempted sale of, use of, or possession of tobacco, alcohol in any form, illegal drugs, substances designed to resemble illegal drugs, or substances purported to be illegal drugs while under jurisdiction of the school shall be subject to appropriate disciplinary action. Such action may include, but not be limited to; police notification, suspension, and/or expulsion. Students who engage in these activities off campus and who return to school, or school-sponsored activities shall be subject to the same sanctions outlined above. A student driver is responsible for any kind and all illegal substances within the vehicle, no matter who is using or found to be in possession of such substances. Students may not have drug paraphernalia in their possession on campus or at any school sponsored activity. Paraphernalia includes, but is not limited to bongos, roach clips, pipes, syringes, razor blades, and rolling papers.

**Medications**

Students must check in all medications at the Main Office. Under no circumstances may any type of medication be ingested outside of the Nurse’s Office. Any exceptions must be cleared three days in advance. If the exceptions are medically related, a doctor’s note will be needed at the time of the request.

### **SEXUAL HARASSMENT**

Sexual harassment of or by an employee or student shall not be allowed.

Sexual harassment is prohibited by New Designs Charter School and may result in disciplinary action to the offending employee or student. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone under any of the conditions delineated in ED. Code 212.5.

AN individual or group feeling subjected to sexual harassment should directly inform the offending person/persons that such conduct must stop. Any conduct of a sexual nature following such notice may be determined to be sexual harassment.

The School will take appropriate action to protect the reporting individual or group from retaliation or other forms of harassment.

### **INCIDENTS OF SEXUAL HARASSMENT SHOULD BE REPORTED TO THE ASSISTANT PRINCIPAL**

### **CLOSED CAMPUS**

New Designs Charter School is a closed campus. Students are not to leave campus without written permission from the office. Doctor or dentist appointments, important personal business, and requests for off-campus passes will be verified by the attendance office prior to releasing the student. Peripheral areas and parking lots are off limits. Transporting a student off campus who does not have permission to leave is a violation of school rules. Truancy earned by leaving campus without permission may not be cleared after the fact.

### **VISITORS ON CAMPUS**

Non-students and visitors are not allowed on campus during the school day. In general, visitors are not encouraged on campus because such visitations interrupt the educational environment of the classrooms. Therefore, students from other schools accompanying or visiting friends will not be authorized. Non student friends of New Designs Charter School students may not accompany a New Designs Charter School student during the school day. This can be a classroom distraction and liability. Any person who materially disrupts class work or extra curricular activities is guilty of violating Ed. Code 44811.

### **MESSAGES AND DELIVERIES**

Messages and deliveries, such as flowers and balloons, are not sent to classes as it is disruptive to the learning environment, detracts from school personnel responsibilities, and creates liability on the part of school personnel. Students are responsible for homework, lunch money, and the scheduling of transportation and personal appointments during non-school hours. Off campus food deliveries are not permitted.

### **COMPUTER POLICY/INTERNET USE**

Misuse of computers or Internet Access will lead to disciplinary action (e.g. changing computer settings, going to inappropriate Internet sites).

When on the Internet, the student will:

11. ...be polite
22. ...use appropriate language. The use of inappropriate language is strictly forbidden.
33. ...restrict use to only those activities which are considered legal. Any illegal activity will constitute immediate cause for suspension and expulsion.
44. ...not use the Internet in such a way as to interrupt or disrupt the network for other users.
55. ...treat all information and communication retrieved over the net as private property.

Internet vandalism is defined as a malicious attempt to alter or destroy data gathered over the net by another user. This includes, but is not limited to, the creation and/or uploading of viruses. It will be cause for suspension or expulsion if any student is caught violating the provisions of this policy.

### **FLYERS/POSTERS**

The Director of Student Affairs or the Assistant Principal must approve all flyers/posters for posting and/or distribution. If authorization has not been obtained or has been refused and posting or distribution occurs, disciplinary consequences will result.

### **TARDY POLICY**

Punctuality is an important discipline for students to learn so they can achieve their greatest academic potential. It is important for students to understand that tardiness to class is unacceptable.

Students are expected to be in school by 7:50am, school starts at 8:00am and each student is expected to be in their classrooms by 8:00am and in their seats.

If a student comes to school after 10:00am the student will be sent home for the day and will be expected to bring a written parent notice the following day. NO EXCEPTIONS.

#### **Excused and Unexcused Tardies:**

Tardies will be excused only if the student is tardy for medical reasons verified by a parent or doctor.

Tardies due to oversleeping, missing the bus, car trouble, traffic, etc., are unexcused, even with parent verification.

Consequences for tardiness and/or truancy, these consequences are based on the student's tardies for the semester.

1st tardy—Verbal Warning

2nd tardy—Written Warning, Parent Contact

3rd tardy—Parent Contact + Detention

4th tardy—Parent conference with school official and In-School Suspension

5th tardy—Home Suspension (1 day). Parent conference held with Assistant Principal and a contract signed between the school, parent and child.

6th tardy—School will refer case to the Los Angeles Municipal Court system and other appropriate authorities.

### **TRUANCIES**

A truancy will be declared if a student leaves class and/or the campus for any reason without obtaining prior permission from the office. Such permission may only be obtained with written authorization from the parent **in advance of the student's leaving campus**. No partial or full day truancy will be cleared after the fact. A tardy becomes a truant after the tardiness exceeds 20 minutes. Students who aid other students to be truant will be disciplined. Students who aid a student to violate any school rule shall receive a like consequence. Students must complete an activity/field trip permit in order to participate in any activity that occurs during class time. If the permit is not signed, the student will receive a truancy for the period(s) missed. Absences incurred when an activity permit has not been completed may not be excused by a parent.

NOTE: Test, homework, or class work missed as a result of truancy cannot be made up. This could result in lower grade for the course(s) involved.

## **FIGHTING**

Fighting is never an acceptable means to resolve conflicts. If a problem exists between or among students, they are encouraged to seek help from guidance personnel before the situation escalates to the fighting stage. Administrators and Counselors are skilled in conflict resolution and are sensitive to complex issues and situations.

If a fight does occur, both participants may be suspended, regardless of who "struck the first blow." Please note: A person cannot claim self-defense if he/she engaged in verbal antagonizing or challenging prior to the physical altercation. Neither can someone claim self-defense if an opportunity was available to get away or seek assistance from school personnel. Just because a person is hit first does not mean that student has a right to retaliate without consequences. Students who are not involved will be expected to clear the fight area, allowing staff and security personnel complete access to the altercation. Any person blocking or obstructing access to an altercation will also face disciplinary action.

## **THREATS TO STAFF**

The Penal Code protects staff as well as students. Anyone who directly communicates a threat to a school employee where that person reasonably believes such a threat could be carried out has violated Penal Code 71. Any person who uses offensive words likely to provoke an immediate violent reaction has violated Penal Code 415.5. Such offenses include fines anywhere from \$2,000 to \$10,000 and/or incarceration. Students who communicate such a threat to a staff member are subject to expulsion.

## **SEARCHING OF STUDENTS**

Searches may be conducted for any reasonable suspicion. Areas that may be searched include but are not limited to lockers, desks, cars, purses, backpacks, pockets, shoes and socks. General searches may be conducted in emergency situations. Schools are not restricted to limitations governing law enforcement agencies. Searches may be conducted without initial notification of a parent.

## **CONFISCATED ITEMS**

Confiscated items such as hats, bandannas, chains, cell phones, walkmans, ipods, and other electronic devices will be released only to a parent or legal guardian. Repeated offenses may result in disciplinary action. The school is not responsible for any clothing items not claimed within a week.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection (PDA) is not acceptable. Students violating the "PDA" regulation are subject to disciplinary measures. This regulation is in effect at all school activities. Students caught in any area of the campus or at a school event engaging in any type of sexual activity and/or lewd/obscene conduct will be subject to immediate suspension and/or expulsion.

## **DRESS CODE**

The New Designs Charter School staff reserves the right to enforce the following policy as well as any other measures that help ensure the safety of our students and staff. The responsibility for student dress rests with the parent and the student. While on campus or at any school sponsored event, students will be dressed and groomed in a manner which will not detract from or interfere with the educational program.

New Designs Charter School desires to keep the school and students free from threats or harmful influence of any groups or gangs that advocate violence, drugs, alcohol, tobacco use or any apparel, jewelry, accessories, trademark, or any other attribute that denotes membership in such a group.

The following represents items **not appropriate for school:**

11. No hats or headgear of any sort will be worn on campus.
22. Clothing or jewelry which suggests vulgarities, obscenities, or which promotes the use of drugs, alcohol, tobacco or any other illegal activity. (e.g. "Johnny Blaze", "187", "4:20").
13. Inappropriate tops (e.g. sheer blouses, bare midriffs, low-cut tops, off-the-shoulder tops, basketball jerseys without T-shirts, halter tops, tube tops, undershirts bra-less outfits or spaghetti strap blouses or dresses).
24. T-shirts, letterman jackets or other clothing or any other support from another school.
35. Symbols, tattoo signs, emblems, or attire which disrupts, distracts, or interferes with the orderly maintenance of the campus (e.g. graffiti on backpacks, notebooks, clothing, etc.).
46. Clothing with holes and/or frayed edges (i.e. clothes must be in good repair).
57. Baggy or oversized clothing. All clothing must be of the appropriate size (e.g. oversized pants that are stitched at the waist are not acceptable).
68. Pants worn below the waist level. (No sagging of pants, no visible undergarments).
79. Short shorts (e.g. "daisy dukes")
810. Skin tight pants, which visibly show or exaggerate panty line.
911. Any top, skirt or dress made to expose undergarments.

## **APPROVED UNIFORMS:**

### **Bottoms:**

6<sup>th</sup> grade – 8<sup>th</sup> grade: Navy blue

9<sup>th</sup> grade – 11<sup>th</sup> grade: Khaki

### **Tops:**

White or Powder Blue with school logo

### **Shoes:**

Plain black, brown or white sneakers only. Multi-colored shoes are strictly prohibited.

### **Girl's School Uniform**

Shirt - White blouse with Peter Pan collar – Long sleeve or short sleeve

Skirt or Skort- Pleated front

Pants – Pleated front

Socks or Tights – white smooth opaque and/or cable knit tights

### **Boy's School Uniform**

Shirt - White, button-down, long sleeve or short sleeve  
Pants – Pleated front  
Socks - White

**INAPPROPRIATE ATTIRE and ITEMS:**

- Headbands, hairnets, bandannas, head gear and combs in hair
- Hoods
- Hats
- Piercing (tongue, nose, eyebrow, etc.)
- Earrings for boys
- Designer belt buckles
- Chains hanging from pants
- Colored socks
- Half jackets
- Denim Jackets
- Colored shoe strings
- Open toe shoes
- Visible Tattoos of any sort

***Please Note: If a student comes to school without the prescribed uniform, he/she will not be allowed to attend classes until the parent is notified and the student changes into the proper uniform.***

**PERSONAL ELECTRONIC DEVICES**

Student possession and use of personal electronic devices on school campus, at school-sponsored activities and while under the supervision and control of school employees is permitted under circumstances described herein.

Students may not use any personal electronic device at anytime during the school day. These devices include and not restricted to cell phones, cameras, camcorders, I-pods, and other portable music players.

The use of cell phones is restricted to after school and may not be used during the extended learning academy.

**CELL PHONES ARE TO REMAIN IN STUDENTS' PERSONAL BELONGINGS. IF THE CELL PHONE IS SEEN OR HEARD BY ANY FACULTY OR STAFF, IT WILL BE CONFISCATED FOR 14 DAYS AND THE PARENT WILL HAVE TO PICK UP THE PHONE FROM THE ADMINISTRATOR'S OFFICE. REPEATED UNAUTHORIZED USE WILL RESULT IN FURTHER DISCIPLINARY ACTION.**

**Only parents will be allowed to retrieve the personal electronic devices once they are confiscated.**

**New Designs Charter School assumes no liability for the loss of the device or its misuse by another person.**