



The New Academy Charter School

Important Policies, Procedures, and Parent/Guardian Forms

**2021-2022
School Year**

Student Arrival

Students should prepare to board The New Academy vehicle for school at 7:15 am on each school day. This time may vary depending on the length of travel. Students who do

not answer the phone or acknowledge the driver in a timely fashion will be marked as a refusal. Drivers are instructed to wait three minutes after the van arrives to pick up the student. Additionally, if a student has made contact with the driver, the van will only wait five minutes unless an emergency situation arises. Under no circumstances are students allowed to drive themselves to school.

In order to foster a safe, professional, and positive learning environment, upon arrival to school all students will be searched with a metal detector and be patted down to ensure that no student is in possession of a weapon or other instrument that may present a danger to the safety and welfare of others.

Additionally, the students will be required to hand in any contraband at the door. The New Academy Charter School reserves the right to search a student, student common area and student locker, pursuant to the New Academy Charter School Search and Seizure Policy. The students will be held accountable for any contraband and/or illegal substances discovered in the search

The list of items considered to be contraband that will be confiscated includes, but is not limited to: cell phones, iPod's, iPad's, smart devices, headphones, radios, lighters, tobacco products, juuls, vaping devices, jewelry, laser pointers, skateboards, toys, games, or playing cards. If in doubt, leave it at home. Any money over five (5) dollars is required to be turned into staff, counted and placed in a signed envelope and will be returned at the end of the day.

After students complete the initial search and place belongings in their lockers, the students will be directed to Homeroom until there is space available in the cafeteria. Only students who are in their correct uniform are permitted to eat breakfast in the cafeteria. This time will be used for academic and/or personal enrichment.

Parents/Guardians will be permitted to drop their child off at school no more than five (5) times during the school year. Parents/Guardians must sign the student in at the Front Desk. After the fifth drop off, a parent/guardian meeting will be held. This policy is for the safety of the students and staff of the New Academy Charter School. If a student is dropped off they will still need to be searched before being admitted to class. If you have any further questions about this policy, please call (412) 515-2280.

Examples of items considered to be contraband that will be seized if found upon arrival include, but are not limited to:

Cellular Phones

Headgear, Hats, Do-rags, Stocking Caps, Bandanas, Scarves, and Headbands

Food, Candy, or Chewing Gum

Beverages

Combs, Picks, and Brushes

Money (more than five dollars)

Jewelry may include Watches and Bracelets that may be disruptive to the educational environment, or that may be a danger to self or others.

Rubber Bands

Radios, CD players, Cassette Players, MP3 Players, CD's, Headphones, Cassettes, Pagers, iPod', and iPad's, Smart Devices , Smart Watches

Video Games Video Game Systems, any Electronics

Lighters, Matches

Tobacco Products, Juuls, Vaping devices

Alcohol

Firearms

Illegal Drugs

As a reminder, students are also to abide by the uniform policy prior to arrival.
**STUDENTS WILL NOT BE PERMITTED ON VANS WEARING HEAD
SCARVES OR HEADWRAPS!**

Transportation Policy

In the interest of a safe, orderly, and pleasant ride on the school vehicle, students are expected to be positive, professional, and safe. Students must abide by the following rules while in New Academy Charter School vehicles:

1. Wait for the vehicle to come to a complete stop before entering or leaving the vehicle.
2. Except when assigned by a Principal or driver, there are no reserved seats. Students will take the seats that are available as they board the vehicle.
3. State law forbids students to stand while the vehicle is in motion.
4. State law forbids students to put hands, arms or head out of the window.
5. Students are not to tamper with or deface anything on the vehicle, or throw anything from the windows. Students are financially responsible for any damage that occurs to the vehicle.
6. Eating, drinking, smoking, drugs and abusive language are not permitted in the vehicle.
7. Pushing, shoving and any unnecessary roughness or harassment of others will not be tolerated.
8. The driver directions shall be followed at all times. Any situation that needs attention should be reported to the driver at once, and he or she will bring this information to the attention of the principal.
9. In consideration of the other students in the vehicle, the wait time for a student to enter the vehicle will be three (3) minutes if there has been no response by phone or in person and five (5) minutes if there has been a response by phone or in person.
10. The vehicle will not turn around to pick up students nor will the driver change the order of pickups to accommodate students personal requests. The student will have only one three to five-minute window to enter the vehicle. Additionally, the vehicle will not turn around for students to retrieve items left at home.
11. Students are not to enter or leave the vehicle at any location other than locations that have been approved by the New Academy Charter School unless a parent/guardian has specifically notified the school that the student is not attending school that day.
12. Any change in drop-off location must be authorized by the Dean of Students in advance.
13. Students shall not deliberately mislead the driver if they are aiding the driver in giving directions.
14. Students should keep in mind that all New Academy rules apply when students are on New Academy vehicles. Rule violations that occur involving the New Academy vehicle and/or incidents that occur while students are on their way to the New Academy Charter School or returning from the New Academy Charter School may result in disciplinary action.
15. Students must be dressed in an appropriate New Academy Charter School uniform prior to entering the vehicle; if a student is not appropriately dressed, they will not be permitted into the vehicle and will be marked as a "refusal" and left at home. Please call the school if there is a concern with your students' uniform.

Students may face disciplinary action as outlined in the New Academy Charter School Code of Conduct and Progressive Discipline Policy as a result of behavior in the vehicles. However, it is also possible that based on student behavior in New Academy vehicles, students may be suspended from school transportation for one (1) day, but may not exceed three (3) days. If a student is suspended from school transportation for three (3) days, a school conference will occur with the parent/guardian before he student may resume the use of school provided transportation.

Note: This is not a suspension from school; the parent/guardian is responsible for providing transportation to and from school. **The use of transportation without a parent/guardian**

accompanying the student is PROHIBITED. This includes mass transit, uber/lyft, Jitney, any type of ride sharing, or walking to school. Students are to report and be **signed into** school by 9:30a.m. and are to be **signed out** and picked up by 2:45p.m.

Van Behavior Policy

Students may face disciplinary action for these infractions:

Class 1 Disorderly Van Behavior:

- A. Entering the van through emergency exit doors. i.e. the rear door.
- B. Shouting out of van windows.
- C. Horseplay or loud and distracting noises.
- D. Vandalism.
- E. Food on the van.
- F. Inappropriate touching.
- G. Other

Class 2 Dangerous Van Behavior:

- A. Physical altercation with student or staff while on the van.
- B. Interfering with the safe operation of the vehicle.
- C. Throwing things from the van.
- D. Discharging the fire extinguisher or throwing objects i.e. paper, crayons, bodily fluids, etc...
- E. Carrying a weapon on school provided transportation.
- F. Sale, distribution, or consumption of illegal drugs, alcohol, or tobacco.
- G. Other

Levels of accountability available:

- Verbal warning.
- Written warning.
- Parent contact and warning of further action.
- Suspension from the New Academy CS Transportation.

Students may be suspended from school transportation for one (1) day, but may not exceed three (3). If a student is suspended from school transportation for three (3) days, there must be a school conference with the parent/guardian before the student may resume the use of school provided transportation.

Note: This is not a suspension from school; the parent/guardian is responsible for providing transportation to and from school during this time. The use of transportation without a parent accompanying the student is **PROHIBITED**. This includes mass transit, Uber/Lyft, a Jitney service, any type of ride sharing, and/or walking to school. Students are to report and be signed into school by 8:30a.m. and are to be signed out and picked up by 2:45p.m.

Uniform/Dress Code Policy

- Each student will be issued two (2) New Academy Charter School student uniforms.
- The New Academy Charter School uniform consists of a polo shirt, and khaki-colored pants.
- New Academy Charter School students are required to dress in their proper uniform at home before being transported to school (unless approved circumstances such as field trips).
- Males must have their shirts tucked into their pants. A belt around their waist is highly encouraged.
- Students are permitted to wear earrings, if they are not disruptive to the educational environment, and are not a danger to themselves or others.
- No one is permitted to wear hats, headgear, scarves, bandannas. Headbands are permitted but must be no thicker than 2 inches.
- Athletic slides, house slippers and flip flips are prohibited.
- Coats, hooded sweatshirts, or any other garment deemed as outerwear must be placed in their locker.
- No clothing may be worn over the uniform.
- If a student chooses to wear a long sleeve shirt underneath their polo shirt, it must be plain white, navy, black or grey.
- If a student chooses to wear a shirt underneath their uniform shirt, it must not show inappropriate messages through the uniform.
- Students are financially responsible for replacing their uniforms if they have been lost or damaged beyond the normal wear and tear of the uniform.
- If the student's uniform is damaged accidentally while at New Academy, the school will replace the damaged article(s).
- If a student damages another student's uniform, he/she will be financially responsible to replace the damaged uniform. If the student cannot meet this financial responsibility, the New Academy Charter School will allow school service to apply to the balance. In the event that a uniform is damaged otherwise, the student must bring the damaged uniform into school to exchange for a replacement. (Please call ahead so we know the student will be out of uniform when picked up)

Cell Phone Policy

We understand that students will sometimes need to be contacted by their family or guardians. However, the use of cell phones and other electronic devices creates a major distraction to the learning process. If a student needs to be contacted, please call our main number at (412) 515-2280.

Students who find it necessary to use a telephone during school hours must obtain permission from the Principal or Dean of Students. These staff members will grant permission for phone use during emergency situations only.

Students are not permitted to bring cell phones/mobile devices to school unless they have after school activities/obligations that may require them to use a cell phone/mobile device and have received approval from administration. Administration requires documentation, i.e. work schedule, night class registration, etc... Students participating in athletic activities will be required to provide a practice and game schedule and a letter/note from the coach with their contact information. Students who bring cellular phones to school who have been granted permission will be required to surrender their phone to staff immediately upon arrival. Students who cooperate with this policy will be permitted to retrieve their phone at the end of the school day from their designated driver at the point of exiting the New Academy vehicle at their drop off location.

Students who are found to be using and/or in possession of a phone/mobile device without prior approval or documentation shall be subject to one of three levels of accountability in the order of offense:

- **First offense**, a warning will be issued, the student will be required to sign a policy violation letter, the parent/ guardian will be contacted, the phone/device will be returned the same day.
- **Second offense**, the student will have the phone/mobile device confiscated for three (3) calendar days, will be required to sign a policy violation letter, and the parent/guardian will be contacted.
- **Third and subsequent offenses**, the phone/mobile device will be confiscated for seven (7) calendar days.

A suspension will occur for any student who refuses to turn in their phone/mobile device. Following the suspension, a meeting will be scheduled between discipline staff and the parent/guardian to review policies. A parent/guardian may request to retrieve the confiscated device by contacting the Dean of Students at (412) 515-2280. Under no circumstances will the device be given back to the student during the period of confiscation. The parent/guardian may reclaim the confiscated device between 8:00am and 3:00 pm during the school day.

Attendance Policy

ATTENDANCE INFORMATION

STATEMENT OF PURPOSE

This Policy and its associated guidelines are intended to promote regular school attendance and to facilitate the academic, social, emotional and physical development of students. The compulsory school attendance law of Pennsylvania requires every child of compulsory school age to be in school unless absent for an approved reason. Parents and/or guardians are charged with the responsibility for their child's school attendance. The New Academy Charter School realizes that it will be necessary for students to be absent on occasion when a student is prevented from attendance for certain reasons such as illness, health care and religious holidays. It has been proven that students who attend school regularly achieve more than those who do not. Class attendance and participation are imperative for ensuring engagement and academic achievement. Therefore, it is the policy of the New Academy Charter School that all students be in attendance unless absent for an approved reason. It will be the responsibility of the School Principal or his/ her designee to implement these guidelines for the attendance policy of the school and/or to review any exceptions.

ABSENCES

On any day that a student is absent, please submit a written excuse within two days of the student's return. This information will be documented in your child's file.

It is the responsibility of the parent/guardian and student to make arrangements with the teacher(s) for the completion of all missed school work. School assignments missed during the student's absence can be obtained from the teacher by notifying the school office.

COMPULSORY SCHOOL ATTENDANCE

Compulsory school age refers to the period of a child's life from the time the child enters school, which may be no later than eight years of age, until the age of eighteen or graduation from high school, whichever occurs first. It is mandatory for all children of compulsory school age to attend and be present at school unless excused from attendance for an approved reason under the Pennsylvania School Code. The New Academy Charter School is responsible for monitoring and maintaining records of attendance of students, and all absences will be treated as unexcused and/or unlawful until the school receives and approves a written excuse explaining the reasons for an absence. The New Academy Charter School is required by law to enforce compulsory school attendance. The New Academy Charter School will utilize all lawful methods set forth in the School Code for enforcing attendance, including but not limited to, filing truancy charges with the local magistrate and/or contacting the county children and youth agency for assessment.

ATTENDANCE STANDARDS

Absence – Absence is defined as non-attendance in school in an individual class, the entire school day or a combination of both. Absence includes tardiness to class and/or school as well as early dismissals. Absences are calculated on a per year basis and are not calculated over multiple academic years.

Excused Absence – An “excused absence” includes the absence of a student for any of the following reasons:

Illness or Other Urgent Reasons: Upon receipt of satisfactory evidence of mental, physical or other urgent reasons, a parent's written note will excuse a student's absence. A maximum of ten (10) days of cumulative absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days require an excuse from a physician.

Health Care – A student may be excused during school hours to obtain non-school professional health care, including emergency care, hospitalization and/or quarantine. Documentation from the treating licensed health care professional shall be obtained and provided to the school.

Bereavement – A student may be temporarily excused from school for bereavement and/or to attend the funeral of a family member. All such excuses must be reported to and approved by the School Principal or his/her designee.

Religious Holidays and Religious Instruction – A student shall be excused from school for absences by the observance of the student's religion recognized by the Board of Education as a bona fide religious holiday.

Involuntary Exclusions – A student who is lawfully absent from school or class due to involuntary exclusion shall be excused. An involuntary exclusion includes out-of-school suspensions, temporary alternative education placements and incarceration or home-detention. Attendance at a required in-school suspension shall not be counted as an absence.

School-Approved Activities – A student absent from class or school due to participation in a school, Principal or teacher approved activity, including, but not limited to field trips, service learning, assemblies, support groups, counseling, mentoring, or tutoring shall be lawfully excused.

Other Principal-Approved Excuses – A School Principal or his/her designee may excuse a student from attendance for lawful reasons. Administrator – Approved Excusals are: educational vacation, counseling or support groups, or social service agency appointments including, but not limited to Children, Youth and Families. **ALL VACATIONS MUST BE APPROVED BY THE SCHOOL PRINCIPAL SEVEN SCHOOL DAYS IN ADVANCE. (PLEASE CONTACT THE FRONT OFFICE TO OBTAIN FORM)**

Unexcused Absence (Unlawful Absence) – All absences that are not excused pursuant to this policy will be considered Unexcused. If a student is under age 18, then an absence that is not excused pursuant to this policy will be considered Unlawful and Unexcused. Tardiness that results in a student missing class without a written lawful excuse will be considered an Unexcused and/or Unlawful absence. Parents/guardians shall submit written explanations for Excused Absences within **two (2)** calendar days of the absence. If the school does not receive a written explanation within **two (2)** calendar days of any absence, the absence will be permanently counted as Unexcused and/or Unlawful.

A student arriving at school after 10:00 a.m. or leaving school before 1:00 p.m. will be marked as a half day's absence.

Student Attendance Improvement Plan (SAIP) - A Student Attendance Improvement Plan (SAIP) is a mutually agreed upon plan to identify and address the reasons the student is not attending school. Completion of the SAIP is critical to addressing the underlying causes of truancy. During the meeting, the participants can discuss the student's education, current academic difficulties, physical or behavioral health issues, and family concerns. The plan should include information about accessing academic, social and health supports from the school and community organizations, outline of the parent and student responsibilities, and define levels of performance monitoring including rewards and consequences. At the end of the meeting, the school representative, child, and parent/guardian must sign the comprehensive SAIP. A SAIP meeting will be scheduled after the second truancy notification.

Dismissal

All students are expected to leave school grounds upon dismissal from school. Students enrolled at New Academy Charter School only will be dismissed at 2:45 (may vary depending on behavior and the availability of staff to drive the vans). The students will be dismissed from their classrooms when their van number is called. No students will be dismissed from a classroom until the teacher approves of the condition of the classroom and student behavior.

If a student needs dropped off somewhere other than the address on the enrollment form, notification must be made to administration. Notification can be in the form of written or verbal from a parent/guardian, current work schedule, current sport schedule, current daycare schedule. Follow-up may be required to confirm.

Early Dismissal Policy

All requests for early dismissals are to be made in writing by a parent/guardian and must be presented to the attendance counselor **no later than 10:00 a.m.** on the date requested. New Academy Charter School does not provide transportation for early dismissals. Parents/guardians are responsible for picking students up from school for early dismissals. Please bring identification with you. In the event that you are unable to pick up your child for the early dismissal, please complete a form to indicate the names of friends or relatives who you permit to pick up your child. Again, identification is required of anyone who picks up your child.

The written request must contain the student's full name, date and time of the dismissal request, the reason for the request, the parent/guardian's signature, and a phone number where the parent can be reached for verification. If the parent cannot be contacted for verification, the request will be denied.

In the event of an emergency where the student needs to leave the school early but did not turn in a request, the parent must call the Principal or the Attendance Counselor. They will determine if the dismissal warrants the students leaving the premises early.

Homelessness Policy

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), The New Academy Charter School is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth are defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;

- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

The New Academy Charter School helps children who are experiencing homelessness with free school breakfast and lunch, school supplies/materials and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child (ren) may qualify for this service, please contact Melissa Miller.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

THE NEW ACADEMY CHARTER SCHOOL TRUANCY POLICY

1. Definitions:

- (a) Habitually truant. Six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
- (b) School attendance improvement conference. A conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The following individuals shall be invited to the conference: (1) the child; (2) the child's parent(s)/guardian(s); (3) other individuals identified by the parent(s)/guardian(s) who may be a resource; (4) appropriate school personnel; and (5) recommended service providers.
- (c) Truant. Having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

2. Procedure when a child is Truant.

Within ten (10) days of a child's third unexcused absence, the school will send a notice to the parent(s)/guardian(s) indicating that the child is truant. The notice will indicate the consequences that will follow if the child becomes habitually truant and may include an offer of a school attendance improvement conference. If the child continues to incur unexcused absences after the school has issued the truancy notice, the school shall then offer, by advance written notice a school attendance improvement conference. The outcome of the conference shall be documented in a written school attendance improvement plan.

3. Procedure when a child is Habitually Truant

- (a) When a child is habitually truant and under 15 years of age, the school: Shall refer the child to either a school-based or community-based attendance improvement program or Allegheny County Children and Youth Services for services or for possible disposition as a dependent child. The school may also file a citation in the office of the appropriate judge against the parent(s)/guardian(s).
- (b) When a child is habitually truant and over 15 years of age, the school: Shall refer the child to a school-based or community-based attendance improvement program or file a citation in the office of the appropriate judge against the child or the parent(s)/guardian(s). If a child who is over 15 years of age and continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or refuses to participate in a school-based or community-based attendance improvement program, the school may refer the child to the Allegheny County Children and Youth Services agency for possible disposition as a dependent child.

4. Penalties for Violating Compulsory School Attendance Requirements.

- (a) If a person is convicted of violating the compulsory school attendance requirements, that person may be:
 - (i) sentenced to pay a fine for the benefit of the school in an amount not exceeding three hundred dollars (\$300) together with court costs, except that in the case of a second offense, the maximum fine may be a higher amount not exceeding five hundred dollars (\$500) together with court costs and in the case of a third or subsequent offense, the maximum fine may be a higher amount not exceeding seven hundred fifty dollars (\$750) together with court costs;
 - (ii) sentenced to perform community service;
 - (iii) required to complete an appropriate course or program designed to improve school attendance
- (b) If a child is convicted of a violation of the compulsory school attendance requirements, the court may send the Department of Transportation a certified record of the conviction if the child fails to comply with a lawful sentence entered for the violation. The Department of Transportation shall suspend the driving privilege for a child for ninety (90) days upon receipt of the certified record from the court.

New Academy Charter School

Student Code of Conduct

POLICY STATEMENT

The Board of Trustees of the New Academy Charter School has the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of Trustees is committed to creating a safe and positive learning environment wherein students learn to be kind, compassionate, respectful, hardworking, independent, resourceful, and well-adjusted individuals. Such an environment requires, of course, that students recognize their rights and responsibilities, as well as those of other students, teachers, parents, administrators, and members of the New Academy Charter School community.

PURPOSE

The purpose of this Student Code of Conduct is to define the rights and responsibilities of student and parent members of the school community, the standards for acceptable conduct of students, and the consequences for failure to meet those standards. In doing so, the Board of Trustees seeks to provide a safe environment in which students can learn and thrive individually and as members of a larger community.

The New Academy Charter School complies with all applicable federal, state and local laws in providing equal opportunity to all students. Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin, or disability.

SCOPE OF STUDENT CODE OF CONDUCT

This Code of Conduct applies to conduct of New Academy Charter School students that occurs:

- During such times as they are under the supervision of the school, including the time they are in attendance at the New Academy Charter School as well as the time necessarily spent in coming to and returning from school;
- Off school grounds at any school-related activity, function, or event;
- Off school grounds when the conduct may reasonably be expected to (i) endanger the safety of students, teachers, administrators, or any other member of the school community; or (ii) substantially and materially disrupt the school; and
- While traveling to and from school on school buses or vans.

RIGHTS & RESPONSIBILITIES OF STUDENTS

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework and community/outdoor projects, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the New Academy Charter School that enables those at the school to thrive academically, socially, and psychologically.

No student has the right to interfere with the education or with the physical or psychological well-being of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist staff in operating a safe school for the students enrolled therein.
5. Comply with federal, state, and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the administrators of the New Academy Charter School.
10. Not use obscene language on school premises.

GUIDELINES & CONSEQUENCES FOR STUDENT BEHAVIOR

To foster a positive school culture at the New Academy Charter School, priority will be placed on modeling and actively teaching positive behaviors such as generosity, perseverance in the face of challenges, kind and respectful communication, curiosity and commitment to learning, cultivation of a feeling of connection and community, intellectual rigor, and compassionate responses to those who are upset or in need. Although the active teaching of positive behaviors will be of paramount importance at the school, the necessity of explicit prohibition of negative behaviors—with prescribed consequences when a prohibition is violated—is also recognized.

Accordingly, we stipulate that no student may engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety, or welfare of any member of the school community, or that disrupts or undermines the educational mission of the school.

None of the consequences listed below will be applied in such a manner as to discriminate against any student based on race, sex, color, religion, sexual orientation, national origin, or disability. The Administration of the school will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code. The severity and/or nature of the consequence imposed will be based on factors including, but not limited to, age of the student, number of prior offenses, disability, and/or severity of the violation.

The New Academy Charter School has the right to impose consequences for acts or behaviors that are not specifically delineated within this Code if those acts or behaviors threaten the health, safety, and/or welfare of other members of the school community, or if those acts or behaviors disrupt the learning environment.

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Some means will be “restorative” in the sense that they involve “making up for” damage that was done: for example, a student who mistreats another might be required to do something that restores the dignity of the victim (e.g., offer an apology in front of peers), or a student who damages property might be required to repair whatever damage was done. Other means might focus on encouraging greater self-awareness and compunction in the transgressor: for example, a transgressor might be required to write about the transgression, its consequences, and perhaps suggest what s/he would consider an appropriate punishment. Various other means will be used as well and may include counseling the student; conferencing with the parent(s); assigning extra responsibilities at school; assigning community service; or imposing detention, in-school suspension, out-of-school suspension for up to ten (10) consecutive school days, or referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is strictly prohibited by law and school policy. Teachers and school authorities may only use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

Progressive Discipline Policy

Progressive Discipline Guidelines

The Progressive Discipline Guidelines structure addresses two (2) Levels of student misbehavior. Minors are of a minor nature and are typically classroom managed and Majors progressing to the most major infractions which are typically office managed. The objective of this plan is that by using the various resources available at the school, along with guidance and support from parents, student misbehavior can be modified at the lowest possible level. The goal is to enhance students' abilities to become more self-disciplined, thereby giving them those qualities to carry over into their lifetime following graduation.

Minors : Classroom Managed

Classroom managed infractions are those of a less serious nature that do not necessarily pose a threat to the health, safety or property of any person. These infractions include minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors, for the most part, are addressed by the teacher, with assistance from the discipline staff on an as needed basis. If Level I behaviors are repetitive after appropriate discipline interventions have been made, the infraction will be considered a Level II infraction.

Examples

Classroom Disturbance	Cheating and Lying
Sleeping in Class	Inappropriate Language and/or Gestures
Inappropriate Items in School (cell phones, iPods, and other electronic devices)	Refusing to Work in Class
Minor Insubordination	Refusal to Follow Classroom Procedures
Throwing Objects	Violation of Dress Code Policy
Running in the Classroom, Hallways, Cafeteria, etc.	Horseplay or Scuffling
Unexcused Class Tardiness	Minor Disrespect
Loud Noises in Classroom, Hallways, Cafeteria, etc.	Minor Defacing of School Property
	Leaving Class without Permission

Disciplinary Options

Verbal Reprimand	Suspension of Classroom Privileges not related to
Teacher-Student Conference	Academics
Telephone Call from Teacher to Parent	Referral to Home-School Counselor
Written Communiqué to Parent	Referral to Teacher Advisor
Parent-Teacher Conference	

All classroom-managed behaviors should be written up on the hallway slips as deemed necessary by the classroom teacher. These slips must be turned into the hallway support staff immediately.

Majors: Office Managed

Office Managed behaviors include misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions which might endanger the health or safety of others or themselves as well as continuation of unmodified classroom managed misbehaviors. Also included are acts which result in violence to another person or destruction of property or actions which pose a direct threat to the safety of others in the total school environment. These acts may be considered criminal and so serious that they require administrative actions, which can result in the removal of the student from school, the intervention of law-enforcement authorities, and possible action by the Board of School Directors.

Examples

Continuation of Unmodified Level I Misbehavior
 Continued Violation of the Dress Code Policy
 Continued Inappropriate Language and/or Gestures
 Continued Violation of the Cell Phone Policy, including iPods and Other Electronic Devices
 Harassment, Intimidation, Bullying, Student Threat to Student(s) and/or School Personnel
 Destruction of Private and/or School Property (infraction depends on degree of damage incurred)
 Theft
 Involvement in Physical Altercation
 Indecent Exposure
 Physical Abuse against Any Student, Staff, and/or Other Persons Not Employed by the School
 Possession and/or Transmission of Objects Considered Potentially Dangerous to the Health, Safety, and Welfare of Students and/or School Personnel
 Fighting
 Throwing of Potentially Dangerous Objects
 Smoking
 Leaving School without Permission
 Extortion
 Bomb Threat
 Inciting a Riot

Major Insubordination
 Defamation of Character
 Major Disrespect in Word and/or Gestures
 Encouraging a Demonstration Disrupting the Normal Learning Process
 Pushing, Shoving, Jostling
 Cutting Class

 Possession/Use/Transfer of Weapons and/or Dangerous Instruments
 Assault/Battery
 Engaging in Any Other Conduct Contrary to the Criminal Code or Ordinances of the Commonwealth or Community
 Theft/Possession/Sale of Another's Property
 Major Threats to Others
 Arson
 Vandalism
 Possession / Use / Furnishing / Selling/ Transporting of Unauthorized Substances (Drug, Alcohol, Drug Paraphernalia, etc.)
 Engaging in Conduct that Substantially and Repeatedly Disrupts the Lawful Function of the School
 Other

MINORS – Classroom Managed Behaviors



MAJORS – Office Managed Behaviors
(SUSPENSIONABLE OFFENSES)

INFRACTIONS

- Theft (value of \$50 above)
- Possession of Illegal Substance
- Verbal Threats of Aggression against another person
- Profanity directed towards adults
- Vandalism of personal/school property
- Any behavior requiring Law Enforcement
- Weapons or Dangerous Items
- Physical Assault Peer or Staff
- Physical Altercation
- Bullying/Targeting (Cyber/Social Media)
- Terrorist Threats
- Risking a Catastrophe
- 10 SLIPS- Minor Infractions

Suspension Days

- 1 DAY** + Behavior Think Sheets, Lesson Conference, and Parent Phone Call from Dean of Students.
- 2 DAYS** +1 day protocol and Counselor Check In
- 3 DAYS** +2 day protocol and Zoom Parent Meeting (Dean of Students, Behavior Support Staff, Administration, Student and Parent) *MUST BE SCHEDULED WITHIN 2 DAYS*
- 4 DAYS** +3 day protocol
- 5 DAYS** +3 day protocol and Law Enforcement if neccessary

The New Academy Charter School

Internet Safety Policy

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

Definitions

Key terms are as defined in the Children's Internet Protection Act

Access to Inappropriate Material

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

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

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

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the New Academy Charter School online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, included so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the New Academy Charter School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the CEO or his designee.

The CEO or his designee will provide age-appropriate training for students who use the school's Internet facilities. The training provided will be designed to promote the school's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the New Academy Charter School's Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act. ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the School's acceptable use policies.

The New Academy Charter School

TECHNOLOGY/ACCEPTABLE USE POLICY

The New Academy Charter School Network (the “Network”) is established for the educational and professional use of New Academy Charter School students, faculty, and staff (“Users”). This Technology and Acceptable Use Policy (the “Policy”) is intended to govern Users with respect to the Network and the Internet. In addition to this Policy, the New Academy Charter School regulates access to and use of the Network by principles consistent with the educational mission of the New Academy Charter School. Users are expected to conduct themselves on the Network in the same fashion as they do elsewhere in the community. Users who violate this Policy will have their Network privileges revoked and may be subject to further disciplinary action, including suspension or dismissal. The New Academy Charter School may also report offenders to applicable law enforcement agencies.

The Network provides access to the global Internet. The New Academy Charter School has taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. The New Academy Charter School believes that the valuable information and interaction available on the Internet far outweighs the possibility that Users may find material that is not consistent with our educational goals.

The smooth operation of the Network relies upon the proper conduct of all Users. The signature on the Handbook Acknowledgement form is legally binding and indicates the parties who have signed have read the terms and conditions of this Policy carefully and understand its significance.

Network - Terms and Conditions (Acceptable Use and Illegal Actions)

Scope and Authority – The Network includes all hardware, software, and network services used by the New Academy Charter School community, including third party services that act as extensions of our internal network. Parents give the school permission to use applications that are educationally beneficial to our students.

Privileges

The use of the Network is a privilege, not a right. The use of an account must be consistent with the educational objectives of the school. The Technology Office will deem what is inappropriate use and will refer any such conduct to school Administration. The New Academy Charter School, in its sole discretion, reserves the right to determine what conduct constitutes a violation of this Policy, and the discipline for any such violation. In addition, use of any other Internet connected resource must comply with the rules appropriate for that resource. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use of the Network for commercial activities, product advertisement, or political lobbying is prohibited. Use of the Network and the Internet must be consistent with this Policy and all policies and practices of the New Academy Charter School, and violations of this Policy and such other policies and practices may result in the suspension or loss of an account, loss of Internet access, or in other forms of disciplinary action.

No Expectation of Privacy

The New Academy Charter School routinely monitors usage of the Network and may review any communications on its systems. The New Academy Charter School is able to override all passwords. Users do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of the school. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of the school to monitor all activity.

Security

Security on any computer system is a high priority, especially when the system involves many Users. No User may have access to another's files on the Network. The following guidelines will help maintain Network security:

- If you feel you have identified a security problem on the Internet, you must notify the Director of Technology.
- Do not allow anyone else to use your account and do not use another individual's account.
- Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges and/ or discipline.
- Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the Network.

Inappropriate Access

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading of software on school computers is prohibited. There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the school computers has a cumulative negative effect and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation. Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information and/or content include, but is not limited to, the following:

Students may not access, upload, download, transmit, display or distribute:

- A. offensive material – content that is in poor taste or could be considered obscene; abusive or sexually explicit language, racist, illegal, harassing or inflammatory.
- B. distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.
- C. inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student's health or safety.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult their teacher or a member of the administrative staff for clarification.

Plagiarism

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Students and staff may not violate a copyrighted source, or otherwise use another person's intellectual property without his or her prior approval or proper citation.

Contact

Each student and employee is responsible for all activity that occurs under his/her user account. Students and employees may not place information on the Internet that would fall under the category of “unacceptable sites” listed above.

Students may not give out any personal information (e.g., address, phone number, user name, passwords, etc.) about themselves or about other people. Students may not use school computers for commercial purposes or political lobbying.

Summary

This is a list of the more common things students, faculty and staff are specifically NOT permitted to do.

1. Download any files, especially music and videos, from the Internet, unless the material is free for commercial use and royalty free.
2. Use any form of “instant or private messaging” software on student owned devices.
3. Install any applications or software onto school computers.
4. Disable or modify any running tasks or services.
5. Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on school computers, including Internet-based games.
6. Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
7. Use remote accessing software or hardware to take control of any network attached device or workstation.
8. Remove License decals or inventory control tags attached to the systems.
9. Disrupt its use by other individuals by connecting to other networks to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
10. Everyone must honor copyrights and licenses, as well as the legal rights of the software producers and network providers.
11. Use of another person’s user account and any access of credentials is prohibited.
12. Anyone who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor or supervisor.
13. Attempt to log onto the network as a system administrator.
14. Any user identified as a security risk may be denied access to the network.
15. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.

Consequences

Use of school’s internet is a privilege. Failure to abide by the terms of this policy will result in the following disciplinary actions:

Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the student being responsible for the current repair and replacement cost of the damaged software and/or equipment. Any student violating the terms of this document will receive appropriate disciplinary action, as defined by the terms of this handbook and/or the Consequences for Misuses document shared with students upon receiving their computers. Students could lose computer/network privileges, and/or receive detention, suspension or expulsion.

The Director of Technology or his/her designee may close an account at any time as required. The administration, faculty and staff of the New Academy Charter School may make a request to the Director of Technology or his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

Improper Use and Content

Users may not use the Network for purposes of harassment, intimidation or bullying of others.

Bullying is the repeated use of a written, verbal or electronic expression, physical act or gesture, or any combination thereof, directed at another student that:

1. causes physical or emotional harm to the student or damage to the student's property;
2. places the student in reasonable fear of physical injury or of damage to property;
3. creates a hostile environment at school for the student;
4. infringes on the rights of the student at school; or,
5. materially and substantially disrupts the education process or the orderly operation of a school.

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, or instant messages. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person; or, the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

The New Academy Charter School shall, in its sole discretion, determine whether such conduct violates this Policy and any other policies of the school. Users must remember that material distributed through the Internet is public. On the Internet, there is no central authority, so each site is responsible for its own Users. Complaints received from other sites regarding any of our Users will be fully investigated, and disciplinary action may be taken as a result.

NEW ACADEMY CHARTER SCHOOL USE OF MEDICATIONS POLICY

A. The use of prescribed medication, in accordance with the direction of a licensed physician and a parent/guardian to a student during school hours, will be permitted only when failure to take such medication would jeopardize the health of a student, or the student would not be able to attend school if the medicine were not made available during school hours.

B. New Academy Charter School shall not be responsible for the diagnosis and treatment of student illness, and parents/guardians have primary responsibility for the health of their children.

C. Medication is defined as including all lawful prescription medication provided to students under a proper order of a treating physician, and to be taken by the student for the purpose for which it is prescribed. It shall also include all non-prescription and over-the-counter medications and substances. Non-prescription, over-the-counter throat lozenges are not to be considered medication.

D. Medications generally:

1. Before any medication may be administered to or by any student during school hours, New Academy Charter School shall require documentation on file containing the following information:

i. Name of student;

ii. Name of the medication;

iii. Dosage instructions, including the number and quantity of the medication, frequency of usage, maximum period of dosage, and recommended date of discontinuance, along with any special directions or precautions concerning the administration of the medication, including anticipated adverse reactions thereto, etc.

iv. In instances of self-administration, a statement from the physician that the student is capable of self-administration.

v. The New Academy Charter School Authorization for Administration of Medication Form signed by the parent/guardian which will become part of the student's permanent health record.

vi. The written prescribed order by a licensed prescriber and written permission for administration of medication and treatment must be obtained every school year.

2. Over-the-counter products will not be administered unless prescribed in writing by a licensed prescriber.

3. A standing doctor's order may authorize the use of an epinephrine auto-injector for an individual student experiencing anaphylaxis. The order may require 911 to be called when an epinephrine auto-injector has been used or administered.

4. Any prescription or over-the-counter medication ordered by a licensed medical professional given to a student will be recorded in the health record of the student. The date, time, medication administered, and signature of the school nurse or other licensed healthcare professional administering/supervising will be recorded. It is only necessary to record over-the-counter medications given to students in the health record of the student when that medication has been ordered by a licensed medical professional.

E. Only the school nurse or other licensed healthcare professional shall administer medication to students. Only in a life-threatening emergency shall a school employee other than a school nurse administer medication to a student. In addition, emergency medications may be self-administered by students in accordance with applicable New Academy Charter School policies and regulations.

F. New Academy generally requires that all student medication be kept in possession of the school nurse or other licensed healthcare professional. No students are permitted to carry medication on their person during the school day, except as provided for in New Academy policy and regulations. Students shall not distribute or share medication of any kind with others. New Academy has no responsibility for medication that is stored. The medicine remains the property of the parent/guardians of the student.

G. This policy shall not prohibit the possession and self-administration of emergency medication such as asthma inhalers, insulin injections, glucose tablets, and epinephrine auto-injectors. These types of medications may include multi-dose units, where required, or emergency medications otherwise required to be carried by an individual student for self-administration in emergency situations.

H. Administration of medication on field trips or other school-related activities away from the school building shall be in accordance with this policy. If the school nurse is absent or unavailable, a substitute nurse or other licensed healthcare professional shall be assigned when administration of medications is required to comply with state or federal law or regulations.

I. Limitations on liability. Health care practitioners rendering emergency care shall not be liable for any civil damages as a result of any acts or omissions in rendering the emergency care, except any acts or omissions intentionally designed to harm or any grossly negligent acts or omissions which result in harm to the person receiving emergency care. Any person who renders emergency care, first aid or rescue at the scene of an emergency, or moves the person receiving such care, first aid or rescue, shall not be liable to such person for civil damages as a result of any acts or omissions except any acts or omissions designed to intentionally harm or any grossly negligent acts or omissions which result in harm. This immunity is only applicable if the lay rescuer holds a current certificate evidencing the successful completion of a course in first aid, advanced lifesaving, or basic life support. Additionally, an officer or employee of a school who in good faith believes that a student needs emergency care, first aid or rescue or who removes the student shall be immune from civil liability as a result of any act or omissions by the officer or employee, except any act or omissions intentionally designed to seriously harm or any grossly negligent acts or omissions which result in serious bodily harm.

J. Nothing in this policy shall be construed to limit the rights of parents/guardians to administer their child's medications during school time. Further, nothing in this policy shall prevent students from receiving services to which they are entitled under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act (IDEA).

New Academy Charter School

Communicable Diseases and Immunizations

A. Immunizations.

All students shall be immunized against certain diseases in accordance with applicable statutes and regulations, unless specifically exempt for religious or medical reasons.

B. School Age Programs.

No student shall be admitted to or permitted to attend New Academy Charter School in grades 7 through 12 who has not been immunized in accordance with state regulations and the immunization requirements set forth by the Allegheny County Department of Health, unless provisionally admitted or exempted for religious or medical reasons by the Board or its designee.

C. Monitoring.

Monitoring of immunization requirements shall be the responsibility of the Executive Director or his/her designee. The Executive Director or designee shall ascertain that each enrolling child has been immunized in accordance with the applicable immunization requirements prior to admission to school for the first time.

The Executive Director or designee shall:

1. Annually review Allegheny County Health Department standards for immunization requirements and direct accordingly the responsible New Academy Charter School personnel;
2. Inform parents/guardians prior to a student's entry to school for the first time of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemption may be claimed;
3. Investigate and recommend to the Board New Academy sponsored programs of immunization that may be warranted by circumstances and the health of the New Academy school community. Any such program is subject to Board approval and may be conducted in cooperation with local health authorities.

D. Health Records.

1. New Academy Charter School shall require that, prior to admission to the school for the first time, the parents/guardians shall complete a medical history report form which shall include information regarding known communicable diseases. The school nurse may use such reports to advise the parent/guardian of the need for further medical care.
2. A comprehensive health record shall be maintained for each student enrolled in New Academy Charter School. The record shall include the results of required tests, measurements, screenings, and regular and special examinations.

3. All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of a parent/guardian.

4. As part of the health record, a certificate of immunization shall be maintained for each student enrolled, as required by the Pennsylvania Department of Health.

E. Attendance.

The Board authorizes that students who have been diagnosed by a physician or who are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by the regulations of the Department of Health for certain specified diseases and infectious conditions.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.

F. Illness During School Hours.

It is the responsibility of the parent and/or guardian to ensure that a child attends school in good health and prepared to learn. Lingering illnesses should be treated by a doctor. If a child becomes ill during the course of the school day, the school nurse is available to attend to students and will contact the parent/guardian if the student is not well enough to finish the school day. If the student must be sent home, the parent or guardian will be called and is expected to come to school to pick up the sick student.

Students should **not** be sent to school if they have:

- a fever of 100 degrees or more (student should be fever free for 24 hours without medication before returning to school)
- vomiting or diarrhea within the last 24 hours
- a suspicious rash
- a stomach ache or fatigue, accompanied by a fever and/or vomiting
- a headache lasting 1-2 days
- red, irritated eyes with pus-like drainage
- persistent, uncontrollable coughing and sneezing.

Please notify the school nurse when your student has been diagnosed with a contagious disease such as chicken pox, Influenza, strep throat, lice or scabies. The school nurse should be informed of any health concerns such as asthma, allergies, hearing or vision problems, or any other health issues that may affect your student.

The New Academy Charter School

Homebound Instruction Policy

Homebound Instruction shall be defined as a temporary excusal from compulsory attendance for a period not to exceed three months, upon receipt of satisfactory evidence of physical, mental, or other urgent reasons. The term “urgent reasons” shall be strictly construed and does not permit irregular attendance. When a student receives homebound instruction, the student may be counted for attendance purposes as if in school.

A parent/guardian must make a request for homebound instruction to the Executive Director or Principal and the request must be supported by an attending physician’s statement. The attending physician must complete a School “Physician Statement Form,” indicating the nature of illness or medical condition, the length of time the student will require homebound instruction, and return the form back to the Executive Director or Principal. Once the Physician’s Statement is returned, it will be reviewed by the Executive Director or Principal.

Homebound instruction will be provided via Schoology LMS. Upon approval the student will receive a laptop computer and a Schoology login/password. MI-Fi units will be available, if necessary, to provide internet access. Courses and coursework will be available via the platform. If the teacher requires additional supplies, they will be provided to the student by the school. The student will be graded on the completion of assignments, and eligibility for graduation is based on quarterly grades. The student will be required to maintain communication with the teacher throughout the duration of their medical leave.

In the event that the student is a special education student, a meeting of the student’s IEP team will occur, and changes will be made to the student’s IEP.

The New Academy Charter School

Senior Parent/Student Meeting

- The Senior meeting is a requirement for a student to participate in the Graduation ceremony on **Thursday, June 9th 2022** at the New Academy Charter School.
- Please try to resist “senioritis”- make sure your child finishes the semester, attends school and completes all assignments.
- Encourage your child to stay out of trouble both in school and at home.
- Take advantage of what the New Academy Charter School has to offer- SAT fees paid and transportation provided, college campus visits, help with financial aid applications, help with college applications, a \$2000.00 New Academy Charter School scholarship for post-secondary education.

Graduation Ceremony

- Every student is required to attend practice on **Tuesday, June 7th** and/or **Wednesday, June 8th** if necessary.
- Student dress code must be followed (ABSOLUTELY NO JEANS)
 - Males: dress slacks, dress shoes, shirts with a collar and tie
 - Females: dress, dress slacks and blouse, pant suit, dress shoes
- Any student who has a child at the event must have his/her parent/guest(s) supervise the child
 - Children will NOT be permitted to sit with the graduates
- Parents/Guests are requested to dress appropriately for the serious and important ceremony (business casual)
- Two (2) tickets will be issued to each graduate
- Transportation will be provided if needed
- Teachers will be sitting with their students and serve as role models
- Parents can assist by also serving as role models
- Security will be provided with a guest list and requests for identification
- The school will provide the cap and gown for use during the graduation ceremony. Graduates may keep their tassels as a memento of the event
- The school will provide a photographer for photographs of your child when he/she receives his/her diploma on stage. This picture will be sent to you as a CD disc and is allowed to be reproduced by you
 - The school requests that you do not take pictures during the ceremony but may be taken at the Graduation Banquet in the dining area after the ceremony
- For reasons of security, after leaving the building no one will be permitted back into the facility

“Your child’s education is much like a three-legged stool with students, parents and school faculty/staff each making up one leg. When all are well-grounded and strong, the stool is sturdy and can stand up to heavy loads, much like the burdens that adulthood will place upon our newly graduated students.”

The New Academy Charter School will implement a variety of health and safety measures to follow CDC guidelines for a safe re-opening. These include the following:

General Health and Safety Protocols

- Charter School staff will be trained in COVID-19 safety protocols.
- Disinfectants will be used for deep cleaning.
- Students, teachers, staff, and essential school visitors will be encouraged to sanitize and/or wash hands frequently.
- Tissues will be provided in classrooms and common areas to encourage students and staff to cover coughs and sneezes with a tissue, and if not available, to cover with their elbows. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- Sneeze Guards and Plexi-glass will be added to public reception desks.
- Social distancing and safety signage will be added and visible throughout school.
- NACS will limit visitors on campus only to conduct essential school business- Ex: attending a meeting that cannot be held virtually, picking up their child from the nurse's office, etc..
- All visitors will remain in the entrance of the building or remain outside until screened to enter.
- NACS is permitted to prevent any individual who fails the health screening criteria from being admitted to the school until they meet the criteria for re-entry to the school.

Hand washing

- Students and staff will be regularly reminded about the importance of proper handwashing. Teachers may allow for more breaks to give students the opportunity to wash their hands, either at a classroom sink or in a restroom.
- In addition, we will place hand sanitizer units throughout our building. Students and staff will be encouraged to use hand sanitizer regularly.

Masks and PPE

Face masks are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. The CDC recommends that all non-vaccinated people, over the age of two, should continue to wear a mask. As a school decision, it will be mandatory that all employees and students continue to wear masks on campus and in school vehicles regardless of vaccination status until further notice.

Does not apply to the following:

1. any person younger than 2 years of age;
2. any person with a medical condition or disability that prevents wearing a face covering;

3. any person while the person is consuming food or drink or is seated at a restaurant to eat or drink;
4. any person while the person is exercising outdoors or engaging in physical activity outdoors, and maintaining a safe distance from other people not in the same household.
5. Seated at desks or assigned work spaces at least 6 feet apart; or
6. Engaged in any activity at least 6 feet apart (e.g. face covering breaks, P.E., etc.). However, masks or face shields must be worn as students, teachers, and staff arrange themselves in positions that will allow them to maintain safe distancing.

Drinking Fountains

There will be no use of the drinking fountains. Instead, water stations will be placed throughout the building where students will be able to fill up a disposable cup when needed.

Cleaning & Disinfecting

A cleaning service and custodian will significantly increase the wiping down and disinfecting of public spaces and high-touch surfaces across our building and throughout the school day. We will also provide greater access to cleaning materials for our teachers and staff so that they can clean and disinfect spaces, as needed.