



The New Academy Charter School

Important Policies, Procedures, and Parent/Guardian Forms

**2022-2023
School Year**

Mission

The mission of New Academy Charter School, based on the belief that all students can learn, is to produce citizens able to think critically and function successfully, with integrity, in a rapidly changing, highly competitive world. We accept the responsibility to prepare students for life-long learning by providing a quality education through varied learning experiences in partnership with our community.

Vision

New Academy Charter School (NACS) is a place where all students can reach their full potential. Students are a community's most precious treasure. An individualized approach to teaching addresses the unique needs of all students and helps the students to progress along their chosen pathway. NACS staff strives to instill a sense of grit and perseverance through the implementation of a growth mindset philosophy that provides students with a toolbox for success regardless of their chosen path.

New Academy Charter School believes in meeting students where they are, cultivating their unique talents and interests, and growing them to realize their full potential. Students leave NACS armed with the knowledge and skills necessary for them to continue growing as individual learners so that they create a successful future for themselves and society in an ever-changing world.

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, AirPods, 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.

Van Behavior Policy

Students may face disciplinary action for these infractions:

Class 1 Disorderly Van Behavior May Include But Is Not Limited To the Following:

- A. Entering/exiting 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.

Class 2 Dangerous Van Behavior May Include But Is Not Limited To the Following:

- 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.

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 2:30p.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. The pants are to be school issued pants only.
- 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 flops 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)
- All backpacks and purses must be kept in the students locker for the duration of the school day.

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 or smart watches 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.

Accountability will occur for any student who refuses to turn in their phone/mobile device. A meeting will be scheduled between discipline staff and the parent/guardian to review policies if necessary. 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.

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.

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.

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 school 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 children and youth who are:

- 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, transitional shelters or domestic violence shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Abandoned in hospitals;
- 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.

SAFE2SAY SOMETHING INFORMATION

The New Academy Charter School is committed to creating and sustaining a comprehensive, coordinated effort to improve the overall safety and well-being of our students, educators and administrators. In December 2019, the State of Pennsylvania enacted Act 44, a comprehensive school safety law that mandates every school entity in the state use the state's new school safety app called Safe2Say Something (S2SS).



We encourage you to download the Safe2Say Something anonymous reporting app that was launched by the Pennsylvania Attorney General's Office at <https://www.safe2saypa.org/>.

The Safe2Say Something program allows users to submit an anonymous tip via mobile app, website, or by calling the 24/7 Crisis Center in the PA Attorney General's office. The information will be shared with local law enforcement and our schools for follow up. Please be reminded that any emergency should be reported directly to 9-1-1.

Please go directly to <https://www.safe2saypa.org/> for more information.

Bullying/Cyberbullying

According to Pennsylvania statute, “Bullying” means an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
 - Substantially interfering with a student’s education;
 - Creating a threatening environment; or
 - Substantially disrupting the orderly operation of the school.

For purposes of this policy, “school setting” means any conduct or activity which occurs in the school, on school grounds, in school vehicles, at a designated van stop, or at any activity sponsored, supervised or sanctioned by the school, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition includes “cyberbullying,” which involves the use of electronic devices to engage in any of the conduct described above. The school will consider all forms of bullying by NACS students in non-school settings and will enforce consequences provided under the **Board of Trustees Policy on Bullying/Cyberbullying** to acts of bullying occurring in a non-school setting to the fullest extent permitted by law.

Administrative actions and interventions related to non-school settings will be determined based upon the incident’s alignment to criteria 1,3 and 4 listed above.

Guidelines for Recognizing and Identifying Bullying and Cyberbullying

- ***Power:*** It is bullying and not just playing around, when two people are unequal in power; and the one with the greater power takes unfair advantage of the less powerful person. Power can be physical size or strength, numbers, socio-economic strata, verbal skill, level of intelligence, popularity, athletic ability, and gender to name a few. The “bully” watches for opportunities to pick on, humiliate and tease the target. The target feels defenseless and hopeless. . . it seems that nothing will stop the treatment.
- ***Intentional Acts or Series of Acts:*** Negative actions are repeated, happening over and over in many different settings. Usually, adults are unaware or are not present when they occur. The person doing the bullying does it on purpose, and the intent is to hurt the other person.
- ***Different levels of Feeling:*** You can tell that it is bullying and not just playing around when the people involved show unequal levels of feeling (affect). Instead of both people smiling or looking like they are having fun, one person is smiling and looking triumphant (“I gotcha!”), and one is crying or looking frightened, humiliated, confused or angry. Examples of bullying include but are not limited to physically, emotionally or mentally harming a student; damaging, extorting or taking a student’s property; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage or loss to personal property; creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities or perpetuation of conduct by an individual or group, with the intent to demean, dehumanize, embarrass, or incite a student.

Reports of bullying should be made to Dean of Students Desaray Craighead (Craigheadd@theacademyschools.com or 412-515-2280) or any trusted adult.

Bullying/cyberbullying may have “Major” or higher consequences (see Code of Conduct). In addition, conduct that constitutes bullying or cyberbullying may also constitute unlawful harassment, discrimination or hazing that are also prohibited under applicable law and may carry additional disciplinary consequences

Discrimination and Harassment

The Board of Trustees encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees in accordance Board policies on Nondiscrimination and Title IX Sexual Harassment. Complaints of discrimination or harassment shall be investigated promptly, and corrective action will be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations.

The Board of Trustees declares it to be the policy of this school to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the school without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender or gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is: sufficiently severe, persistent or pervasive; and a reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity.
- Sexual assault, dating violence, domestic violence or stalking.

o Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship
- Type of relationship
- Frequency of interaction between the persons involved in the relationship

o Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

o Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

o Stalking under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:

- Fear for their safety or the safety of others
- Suffer substantial emotional distress

Such conduct must have taken place during a school education program or activity and against a person in the United States to qualify as sexual harassment subject to Title IX regulations. An education program or activity includes the locations, events or circumstances over which the school exercises substantial control over both the respondent and the context in which the harassment occurs.

Students and third parties who believe they or others have been subject to discrimination, Title IX sexual harassment, and or retaliation for reporting of such to promptly report such incidents to the principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may also file a report of discrimination.

The principal shall promptly notify the Compliance Officer/Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Compliance Officer/Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary and to discuss the availability of supportive measures. The Compliance Officer/Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

Compliance Officer/Title IX Coordinator: Cindy Boyce (Boycec@theacademyschools.com or 412-885-5200 ext. 1284).

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.

According to the policy of the New Academy Charter School, the following acts on school premises or activities are punishable by withdrawal of privileges including but not limited to extracurricular activities and other disciplinary action and by suspension and/or possible expulsion from school. In addition, students are prohibited from engaging in any conduct or activity contrary to, or in violation of, the Pennsylvania Crimes Code, the School Code, published policies or regulations of the School or any other applicable statutes, regulations, ordinances, policies or rules.

No student has the right to interfere with the education 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 students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Provide 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 fair standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth 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 functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

CORPORAL PUNISHMENT & USE OF REASONABLE FORCE

Corporal punishment, namely physically punishing a student for an offense, is prohibited at the New Academy Charter School. Administrators and teachers may use reasonable force to quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense or for the protection of persons or property.

SEXUAL HARASSMENT OF OR BY STUDENTS

The New Academy Charter School is committed to safeguarding the right of all students/ employees within the School to an education and work environment that is free from all forms of sexual harassment and sexual abuse, including sexual harassment of or by students. The School strictly prohibits all unwelcome behavior of a sexual nature including, in particular, unwelcome conduct of a sexual nature which is either designed to extort sexual favors from a student or employee as a term or condition of education or employment or which has the purpose or effect of creating a hostile, intimidating or offensive educational or work environment. Sexual harassment may occur from student to student, staff to student, student to staff, male to female, female to male, male to male or female to female. Examples of prohibited conduct of a sexual nature which may constitute prohibited sexual harassment include: unwelcome touching of an individual's body or clothing in a sexual way; unwelcome leering, staring, sexual flirtation, propositions or pressure for sexual activity; unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; unwelcome graphic verbal comments about an individual's body or overly personal conversation; unwelcome sexual jokes, stories, drawings, pictures or gestures; unwelcome spreading of sexual rumors; cornering or blocking an individual's normal movement in a sexual way; displaying sexually explicit materials or suggestive objects in the educational environment; and repeated remarks to a person with sexual or demeaning implications. The School also condemns and prohibits any retaliatory behavior against any complainants or witnesses of such prohibited sexual misconduct. The District further prohibits intimate or sexual relations between any and all District employees and students. This specifically includes intimate or sexual relations between an administrator, teacher, counselor, coach, advisor, program director or any School staff member and a student. Any student who believes that he or she has been subjected to sexual harassment should immediately report the incident to the any adult employee and an investigation by trained School staff members will be conducted. Students who are found to have engaged in sexual harassment of others will be subject to discipline.

BEHAVIOR GUIDELINES

According to the student code of conduct approved by the New Academy Charter School board of directors. The following acts on school premises or in relation to school premises or activities are punishable by withdrawal of privileges and other disciplinary action and by suspension and/or possible expulsion from school. Students are prohibited from engaging in any conduct or activity contrary to, or in violation of the Pennsylvania Crimes Code, the School Code, ordinances of the City of Pittsburgh or published regulations of the School or any other applicable statutes, regulations, ordinances, policies, or rules.

Abuse/Harassment/Bullying/Cyber Bullying

Students are prohibited from engaging in violent, aggressive or abusive behavior, physically abusing an individual, or harassment of an individual, including sexual harassment through conduct or communications. Students are prohibited from intimidation or bullying, including physical, verbal or electronic communication. Incidents of bullying shall be reported by students, school personnel and parents to a school official. The administration shall interview students or others involved, undertake an investigation, and then contact parents. If the investigation results in a substantiated finding of bullying, the administration will administer disciplinary actions or contact the appropriate authorities.

Bomb Threat/Fire Alarm

Students are prohibited from turning in a bomb claim, false fire alarm, or any other false safety related claim or report, or otherwise improperly causing or risking panic, injury, damage to property or disruption of school activities. State and federal laws could result in expulsion and/or criminal prosecution.

Defacement/Destruction/Theft of School or Private Property

Students are prohibited from littering, defacing school property, causing or attempting to cause willful destruction of school or private property, vandalism or attempted vandalism, theft or attempted theft of school or private property on school grounds.

Drug & Alcohol Use

Students are prohibited from distributing, dispensing, possessing, using or being under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacturing, distributing, dispensing, possessing or using or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, either before, during or after school hours in any school building or on any school premises, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district. Students who fail to follow proper procedures are subject to discipline.

Fire/Explosion

Students are prohibited from carrying or possessing explosives, or from intentionally starting a fire or causing an explosion and thereby recklessly placing a person of danger of death or bodily harm, or intentionally frightening persons, or with the intention to destroy or damage property.

Food/Beverages

Students are prohibited from consuming food or beverages outside of the cafeteria, unless otherwise approved by school personnel.

Gambling

Students are prohibited from gambling on school property, including betting pools, card playing, pitching coins, etc.

Hazing

Students are prohibited from organizing, soliciting, aiding, or participating in any type of hazing for any class, school-sponsored club, activity, or team. "Hazing", is defined as any activity or conduct, whether physical, verbal or electronically communicated, that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any District organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Students are required to report any known or suspected form of hazing to a principal immediately.

Insolence/Disrespect

Students are prohibited from showing insolence or callous disrespect, including indecent or obscene language to a member of the faculty, staff or other school district employee, guest of the school district, or other persons with whom the student has contact in connection with a school-related event.

Insubordination/Defiance

Students are prohibited from insubordination or defiance relating to directions from faculty, staff or other school district employee, guest of the school district, or other persons designated to be in a position of authority for school-related events.

Leaving School Grounds

Students are prohibited from leaving school grounds during the school day without administrative approval.

Loitering

Students are prohibited from loitering in the restrooms, halls or stairwells at any time during the school day, including the lunch periods.

Slurs

Students are prohibited from racial, ethnic or religious slurs or other such comments that are insulting, disparaging or derogatory, whether made directly or by innuendo, regarding a person's race, ethnic origin or religion. Stalking Students are prohibited from stalking or persistently following, contacting, watching or any other such threatening actions that compromise peace of mind or personal safety.

Threats

Students are prohibited from engaging in conduct constituting a terroristic threat or terroristic Act.

Tobacco Use and Possession

Students are prohibited from smoking (including e-cigarettes) or the use of smokeless tobacco (pen vaporizers or vapes) in any form before, during or after school hours at school or in any other school location or during activities under the direct supervision of the school. School location means in any school building or on any school premises, on any school owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities. Possession of a cigarette, cigar, pipe, smokeless tobacco, vapes, or smoking equipment is also prohibited.

Unexcused Absence/Tardiness

Students are prohibited from incurring an excessive number of unexcused absences or of late attendance which shall include failure to report to assigned classes, study halls, or homeroom on time and as scheduled.

Weapons

It is the policy of the School Board that possession of a weapon by students is prohibited in the New Academy Charter School building, on any of the school grounds, by a student on his or her way to or from school, in any vehicle providing authorized transportation to or from any New Academy Charter School building or school sponsored function, activity or event and at any school function, activity or event whether or not held on New Academy charter School grounds.

NOTE: Students are prohibited from aiding or abetting any of the foregoing, and/or impeding an investigation by the administration of any of the foregoing.

CONSEQUENCES FOR STUDENT MISCONDUCT

One or more of the following consequences may be issued to students for violation of school board policy, administrative guidelines or general school rules. Although some consequences are prescribed for specific actions, disciplinary consequences are determined on an individual basis consistent with the student's past behavior, special needs, etc.

Warning or Verbal Reprimand

A teacher or principal may issue a verbal warning or reprimand to a student for misconduct.

Notification to Parent

The teacher, counselor, principal or other school official may contact the parent to report inappropriate student conduct. A meeting with the parent may be requested.

Loss of Privileges

A student may lose certain privileges, e.g. hall pass, library pass. A student may also be restricted from participation in extra-curricular or co-curricular activities.

Detention

Detention is time a student is required to spend in school, beyond the regular school day, for disciplinary reasons. Teachers may assign a student detention for violation of a classroom rule. Teacher-assigned detention is served in the teacher's classroom; the amount of time is determined by the teacher. A student who fails to report for teacher-assigned detention is referred to the unit principal for further disciplinary action. For violation of school rules and regulations, students may be assigned by principals to the school-based detention program. The detention program is the assignment of a student to a quiet, supervised area in the school for a specific amount of time beyond the regular school day. When assigned to detention, students are expected to report on time, bring materials, sit in the seat assigned by the supervisor, refrain from eating, drinking, sleeping and talking with others, and remain in the detention room for the duration of the assigned detention. Failure to serve detention as assigned will result in further disciplinary action and may include suspension from school.

Administrative Intervention

Students may be required to participate in a disciplinary conference with school officials. Behavior management plans, contracts for student conduct, or other appropriate interventions may result from such conferences.

Community Service

Students may be required to complete a specific number of hours of community service as a consequence for misconduct. School personnel will offer students suggestions for community service activities.

Suspension

Suspension is the exclusion of a student from school and all school-related activities and functions for a period of one (1) to ten (10) days. When the suspension is three (3) days or less, the student is given an opportunity to respond to the reasons for the suspension, unless it is clear that the health, safety or welfare of the school community is threatened. The parent is informed of the suspension in

writing. When the suspension exceeds three (3) days, the parent is informed of the suspension in writing, and the student and parent are given an opportunity to attend an informal hearing with the Administrative School Personnel. At this hearing, school personnel explain the reason for the suspension, and the student is given an opportunity to respond to the accusation of misconduct.

There may be times when, due to student behavior, a formal parent/guardian meeting is required BEFORE a student may return to school after a suspension. When a formal parent/guardian meeting is required for the student to return to school after a suspension, it is expected that the parent/guardian and student attend the scheduled meeting either in-person or virtually (ie., Zoom). If the parent/guardian does not attend the required meeting or respond to the invitation, the student will be marked unexcused/absent until further communication is made with administration.

Expulsion

Expulsion is exclusion from school for a serious offense or a series of offenses for a period exceeding 10 school days. Expulsion may be permanent. If a student is to be excluded from school for a period exceeding 10 days, he/she is entitled to a formal hearing before the New Academy Charter School Board of Trustees before any action is taken.

Restrictions during Suspension/Expulsion

Any student who is suspended from school may not attend or participate in any school sponsored activity including athletic practices or competitions and are not permitted on school grounds for the duration of the suspension, including weekends and breaks within the suspension.

Restriction from School Activities: (RSA)

Participation in co-curricular activities, extra-curricular activities, intramural sports and ceremonial events is a privilege and not a right. These activities may be restricted when a student violates a New Academy Charter School rule(s), procedure(s), school board policy or the law. Restriction from participation and attendance at school activities may be assigned by the high school administration. Nothing in this rule shall negate prescribed disciplinary actions such as suspension, detention, the filing of charges with law enforcement officials or other appropriate sanctions. A student and his/her parent(s) or guardian(s) shall be notified in writing by the administration that restrictions will be applied. Upon request by the parent, the assigning principal will meet informally to review the issue and afford appropriate due process.

Restitution

Students who deface, willfully destroy, vandalize or steal school property shall be required to provide restitution for damages and/or non-recovered stolen property including the current replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property. The parent/guardian may be held liable for any and all damages to school property and/or any and all non-recovered stolen property for which the student himself/herself does not provide restitution.

Referral to Alternate Education Program

Students with severe attendance, behavior or academic problems may be recommended for placement at a School approved Alternative Education program where they may earn credits toward graduation.

Referral to City of Pittsburgh Police Department

Under the Crimes Code, school officials are required to report violations of law and certain other serious offenses to the City of Pittsburgh Police Department. When it is necessary for police officers to interview a student or to take a student into custody during school hours, school officials follow established procedures to protect the rights and interests of students and to assist police in the performance of their duties. School officials make every attempt to notify the parent or legal guardian of the situation, except in matters involving allegations of child abuse when the parent is the alleged offender.

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 Redirection	Referral to Home-School Counselor
Teacher-Student Conference	Referral to Teacher Advisor
Telephone Call from Teacher to Parent	Restorative Practices (Check & Connect, SEL Instruction etc...)
Written Communiqué to Parent	
Parent-Teacher Conference	
Suspension of Classroom Privileges not related to Academics	

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 Trustees.

Examples

Continuation of Unmodified Minor Misbehaviors	Continued Violation of the Dress Code Policy
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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
Major Insubordination
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

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

MINORS – Classroom Managed Behaviors



**MAJORS – Office Managed Behaviors
(SUSPENSIONABLE OFFENSES)**

INFRACTIONS