

The New Academy Charter School

Important Policies, Procedures, and Parent/Guardian Forms

**2023-2024
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 the 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:

- Entering/exiting the van through emergency exit doors. i.e. the rear door.
- Shouting out of van windows.
- Horseplay or loud and distracting noises.
- Vandalism.
- Food on the van.
- Inappropriate touching.

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

- Physical altercation with student or staff while on the van.
- Interfering with the safe operation of the vehicle.
- Throwing things from the van.
- Discharging the fire extinguisher or throwing objects i.e. paper, crayons, bodily fluids, etc...
- Carrying a weapon on school provided transportation.
- 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 gray.
- 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.

McKinney-Vento Homeless Assistance Act

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), PA Distance Learning Charter School is attempting to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth.

The term homeless children and youth is 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.).

New Academy CS attempts to identify homeless students during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion that a student or family is homeless, they are required to alert the HomelessLiaison. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the New Academy CS Homeless Liaison will consider the views of the students in determining where they will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to New Academy CS policies. However, New Academy CS may require a parent/guardian to submit contact information. The homeless liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district. Homeless families are not required to prove residency regarding school enrollment.

New Academy CS may contact the district of origin for oral confirmation that the student has been immunized, but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The Homeless Liaison will assist the parent/guardian in obtaining necessary immunizations, or immunization and medical records.

Homeless students shall be provided services comparable to those offered to other New Academy CS students including but not limited to: programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, and students with disabilities. Homeless families will also have access to all parent involvement activities and initiatives. Students automatically qualify for free lunch services.

New Academy CS has staff members who will work with local community agencies to coordinate services in the student's community. The staff includes: (liaison, Social Worker, counselor etc) as well as those involved in Student Assistance Program. Additionally, New Academy CS has certified nurses on staff that work to ensure necessary referrals take place to appropriate health care, dental services, and other medical services.

New Academy CS will ensure the student has transportation to school related events, such as, but not limited to testing and field trips.

Placement/Dispute/Complaints: If New Academy CS is unable to determine the student's grade level due to missing or incomplete records, the school shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the Homeless Liaison who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the Homeless Liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints on noncompliance arise regarding the education of homeless students, the following steps may be taken:

- The person filing the complaint shall first contact the school's Homeless Liaison to present their concerns to the people closest to the situation and most likely to be able to resolve it quickly.

- If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.

- Individual cases may be referred to PDEs Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.

PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative.

Children who are experiencing homelessness may qualify for assistance, with school supplies/materials, and/or tutoring so that they can remain in their school throughout the duration of their homeless episode.

If you believe you or your child(ren) may qualify for this service, please contact the- Homeless Liaison at 412-515-2280.

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 in 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
Sleeping in Class

Inappropriate Items in School (cell phones, iPods,
and other electronic devices)
Minor Insubordination

Throwing Objects
Running in the Classroom, Hallways, Cafeteria, etc.
Unexcused Class Tardiness
Loud Noises in Classroom, Hallways, Cafeteria, etc.
Cheating and Lying
Inappropriate Language and/or Gestures
Refusing to Work in Class

Refusal to Follow Classroom Procedures
Violation of Dress Code Policy
Horseplay or Scuffling
Minor Disrespect
Minor Defacing of School Property
Leaving Class without Permission

Disciplinary Options

Verbal Redirection
Teacher-Student Conference
Telephone Call from Teacher to Parent
Written Communiqué to Parent
Parent-Teacher Conference
Suspension of Classroom Privileges not related to
Academics

Referral to Home-School Counselor
Referral to Teacher Advisor
Restorative Practices (Check & Connect, SEL
Instruction etc...)

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
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

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

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
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

- 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 necessary

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/her designee.

The CEO or his/her 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:

- offensive material – content that is in poor taste or could be considered obscene; abusive or sexually explicit language, racist, illegal, harassing or inflammatory.
- 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.
- 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 Google Classroom. Upon approval the student will receive a laptop computer and an Edgenuity 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 6, 2024** 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 **Wednesday, June 5th**.
- 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
- 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. The photos will be sent to you digitally, in which you can print as you like.
- For reasons of security, after leaving the building no one will be permitted back into the facility.
- All Graduates must have a parent meeting with Dean of Students prior to the last day of school for seniors, **Friday, May 24th**.
 - Meetings can be scheduled throughout the duration of the school year. Please call Desaray Craighead to schedule yours at 412-515-2280.
 - If the mandatory meeting requirement is not fulfilled or student behavior violates the student code of conduct exclusion from the Graduation Ceremony will be warranted and diplomas will be sent home.

“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.”

