



MANUAL PARA

PADRES/ESTUDIANTES

AÑO ESCOLAR 2022-2023

Northwood Academy Charter School
4621 Castor Avenue
Philadelphia, PA 19124

Tel: 215.289.5606

www.northwoodcs.org

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Bienvenido

Bienvenido a Northwood Academy Charter School. Para aquellas familias que regresan, esperamos continuar creciendo y mejorando de manera integral con su ayuda y apoyo. Para aquellas familias que se unirán a nosotros este año, esperamos incorporarlos a la comunidad de Northwood. Usted es parte de una asociación cuya función principal es el mejoramiento de nuestros niños.

Northwood abrió sus puertas en septiembre de 2005 para servir a niños y familias en Filadelfia. Somos una escuela independiente dirigida por una Junta de Síndicos y un Director Ejecutivo (CEO). Nuestra misión es preparar a nuestros niños para que aprovechen la gran cantidad de oportunidades educativas que existen para ellos. Con ese fin, Northwood ha contratado a un personal de instrucción dedicado y calificado para guiarlos en el proceso. Cada miembro del personal está a cargo del cuidado y el bienestar de nuestros niños.

Los estudiantes de Northwood reciben un riguroso curso de estudio diseñado para desarrollar habilidades de pensamiento crítico que les servirán mucho más allá de los años de primaria. A su vez, esperamos que los padres y tutores de nuestros estudiantes desempeñen un papel activo para garantizar que nuestros hijos reciban el mayor beneficio posible de su educación. Esto se logrará a través de una comunicación constante y frecuente entre el hogar y la escuela. Juntos crearemos un ambiente que permita a nuestros niños adquirir las habilidades necesarias para el éxito académico y social.

Lea este manual de políticas que está disponible en www.northwoodcs.org. Está diseñado para proporcionar a las familias la información necesaria para que su tiempo en Northwood sea fructífero y gratificante. **Después de haber leído este manual, por favor confirme su compromiso con Northwood firmando digitalmente y enviando el [Manual, la firma del consentimiento de medios y tecnología](#) no más tarde que el viernes, 22 de septiembre de 2022.**

Al completar el formulario de Google, favor incluya cada uno de tus nombres al asistir a Northwood. Si necesita una copia impresa del manual, llame a la oficina y se le proporcionará una. Comuníquese con nosotros si tiene preguntas, comentarios, inquietudes (¡o elogios!) para compartir.

Esperamos otro excelente año escolar.

Theodore E. Boler
Directora Ejecutiva

Knox-Brown
Jefa de Gabinete

Directora de
Operaciones

Anatasia Riley Faye Lewis
Directora

Subdirectora

Diana Abellard
Subdirectora

misión y visión Declaración

de misión

Northwood es un santuario de aprendizaje integral que educa y apoya al niño en su totalidad. Logramos esto trabajando como un equipo altamente calificado que brinda conocimiento colectivo, creatividad y experiencias de aprendizaje del mundo real. necesarios para que nuestros estudiantes se conviertan en aprendices.

Vision

Northwood _ desarrollará holísticos estudiantes que reconocen y adoptan opciones positivas.

Creemos que:

- Todos los niños son capaces de aprender a niveles elevados si son educados por educadores atentos y capacitados, si los desafía un plan de estudios atractivo, si se les proporciona el tiempo adecuado y si se les exigen estándares ambiciosos;
- Las oportunidades para un aprendizaje de calidad deben extenderse a todos los niños de manera diversa, equitativa e inclusiva;
- Se pueden lograr mejoras sustanciales en el desempeño de los estudiantes de manera continua y rentable.

Normas de Northwood

SL os miembros de la familia de Northwood son responsables,

una actitud de “enorgullecerse”,

Cuidan de su medio ambiente,

Demuestran respeto.

Trabaja duro. Se bueno.

Junta de Síndicos y Calendario de reuniones de la Junta para

2022-2023 Paul Kleschick, Presidente

Katrina Maddox,

Vicepresidenta

Tara Caldwell, Secretaria

Micheal Bly

Devon Madison

Kristine Spraga

La siguiente es una lista de las fechas de las reuniones de la Junta de Northwood Academy Charter School para el 2022-2023 año escolar. Las reuniones se llevarán a cabo el tercer miércoles de cada mes a las 5:30 pm en 4621 Castor Avenue, Filadelfia, PA 19124, a menos que se indique lo contrario. Las reuniones también se transmitirán en vivo a través del enlace "Únase a la reunión de la junta de este mes" en el sitio web de Northwood.

Miércoles 17 de 2022

Miércoles 18 de 2023

Miércoles 21 de 2022

Miércoles 15 de 2023

Miércoles 19 de 2022

Miércoles 15 de 2023

Miércoles 1 de noviembre de 2022

Miércoles 19 de 2023

Miércoles 21 de 2022

Miércoles 1 de mayo de 2022

Miércoles 21 de junio de 2023

También habrá reuniones de subcomités a las 5:00 pm el primer y último miércoles de cada mes en 4621 Castor Avenue, Philadelphia, PA. Cualquier alteración de estas fechas se reflejará en el calendario mensual y en el sitio web de Northwood (www.northwoodcs.org).

Todas las reuniones de la Junta y de los subcomités son eventos públicos. Si desea hacer un comentario público, consulte los protocolos publicados en el Manual para padres y estudiantes de Northwood Academy y/o el sitio web de Northwood (www.northwoodcs.org).

Calendario académico 2022-2023

22 - 252022	Solo personal - Días de desarrollo profesional
agosto 29 de2022	Primer día de clases - Grados 1-8
29 y 30 de agosto de 2022	Días de orientación para estudiantes de jardín de infantes
septiembre 2de 2022	Días de orientación para padres de kínder
septiembre 520222	Día del trabajo - Escuela cerrada
6 de septiembre de 2022	Primer día de kínder
septiembre 262021	Rosh Hashaná - Escuela cerrada
5 de octubre de 2022	Yom Kippur - Escuela cerrada
10 de octubre de 2022	Día de los pueblos indígenas - Escuela Cerrado
noviembre 11, 2021	Día de los Veteranos - Escuela cerrada
el 24 y 25 de noviembre de 2022	Día feriado - Escuelacerrada
el 14 y 15 de diciembre de 2022	Conferencias - Salida al mediodía
diciembre 23, 202 2-2de enero de 2023	de invierno - RecesoEscuela cerrada
enero 162023	Martin Luther King - cerradaEscuela
Febrero 202023	Día de los Presidentes - Escuela cerrada
del 15 al 16 de marzo de 2023	Conferencias - Salida al mediodía
abril2023	Receso de primavera - Escuela cerrada
abril al 2 de28de3	PSSA ELA (grados 3 a 8) - Salida al mediodía

mayo 2-5, 2023	PSSA Matemáticas y recuperación (grados 3-8) - Salida al mediodía
del 8 al 12 de mayo de 2023	PSSA Science & Makeups (Grados 4 y 8)
16-17 de mayo de 2023	Exámenes Keystone - Álgebra I - Estudiantes de Álgebra de 8.º grado solo
mayo 29, 2023	los Caídos - Escuela cerrada
8 de junio de 2022	Evento promocional de 8.º grado - Salida al mediodía
9 de junio de 2023	Último día para los estudiantes y el personal - Salida al mediodía Salidas

programadas de medio día (mediodía)

Cada miércoles está programado como salida al mediodía para el personal Desarrollo profesional.
Asegúrese de revisar sus calendarios mensuales.

Salida al mediodía para las conferencias de boletas de calificaciones:

miércoles 14 de diciembre de 2022 Miércoles 15 de marzo de 2023
Jueves 15 de diciembre de 2022 Jueves 16 de marzo de 2023

Salida al mediodía:

jueves 8 de junio de 2023 – Evento promocional de 8.º grado
Viernes 9 de junio de – Ceremonias de clausura y último día de clases

, procedimientos y actividades escolares

Asistencia, tardanzas y ausentismo

El horario diario de asistencia de los estudiantes es de 7:45 a. m. a 3:00 pm Políticas 2023 escolarinscritos en Northwood asistan a la escuela todos los días y a tiempo de acuerdo con las leyes de asistencia obligatoria de la Mancomunidad de Pensilvania. Se requiere que los padres y/o tutores se aseguren de que sus hijos asistan a la escuela todos los días y durante todas las horas y períodos en que esté en sesión. El programa educativo ofrecido en Northwood se basa en la asistencia del estudiante y requiere continuidad de instrucción y participación en.

El éxito académico de su hijo depende de su asistencia durante todas las fases de instrucción.

Si su hijo está ausente, debe enviar una nota de ausencia a su maestro dentro de los tres

(3) días posteriores a la ocurrencia. Si no se envía una nota dentro de este período de tiempo, la ausencia se codificará como Incumplimiento de los padres. También es importante reconocer que las tardanzas crónicas o la salida temprana afectan negativamente el progreso académico de su hijo. Los estudiantes que llegan a 10 minutos tarde todos los días pierden casi una hora completa de instrucción semanal.

Tenga en cuenta que tres (3) ausencias injustificadas constituyen absentismo escolar. Los padres/tutores de estudiantes que se ausentan en tres ocasiones sin traer una nota que explique la ausencia recibirán un aviso legal de tres días. **En caso de una sexta (6ª) ausencia injustificada, la escuela contactará a los padres directamente en un esfuerzo por remediar la situación. Organizaremos una reunión con el padre/tutor del niño para preguntar sobre el absentismo escolar y desarrollar un plan para ayudar a eliminar cualquier barrera al absentismo escolar del estudiante. Diez (10) ausencias injustificadas se informarán directamente al DHS (para estudiantes en los grados K-3) o al Tribunal de Familia (para estudiantes en los grados 4-8).**

Haremos todo lo posible para ayudar, ya sea directamente o a través de agencias externas, si existen razones por las cuales su hijo no asiste regularmente. El incumplimiento continuo de los requisitos de asistencia locales y estatales puede resultar en que la familia sea desalojada de la escuela.

Las ausencias que se consideran justificadas:

- Cuarentena
- Enfermedad o lesión personal
- accidente
- Asistencia requerida en un tribunal de justicia
- Muerte en la familia inmediata, incluidos, entre otros, padres, hermanos, abuelos u otros miembros de la familia que viven en el hogar
- Citas médicas o dentales que no se pueden programar fuera del horario escolar. El aviso de tal ausencia debe proporcionarse antes del día de la cita, excepto en el caso de una

- festividad religiosa de emergencia, si los principios religiosos a los que se adhieren el estudiante y/o su familia requieren la observancia de la festividad. Además, al recibir una solicitud por escrito de un padre/tutor, el estudiante será excusado de la escuela para asistir a clases de instrucción religiosa según §1546 del Código de Escuelas Públicas de 1949 (24 PS §15-1546) Patrocinado
- por la escuela conferencias o viajes

Se incluyen de tardanzas que se consideran justificadas:

- médicas respaldadas por una nota del médico proveedor

temprano

antes del final del día escolar ya que pueden afectar negativamente el progreso educativo de su hijo. La salida temprana de los estudiantes durante la jornada escolar será concedida únicamente por el Personal Administrativo. Siempre que sea posible, todas las citas y actividades deben programarse después del horario escolar. Si alguien que no sea el padre/tutor del niño está recogiendo al niño para una salida temprana, dicho padre/tutor debe proporcionar escrito de aprobación acompañada de una identificación con foto para este arreglo.

Al solicitar una salida temprana, los padres deben:

- Enviar una nota con su hijo por lo menos veinticuatro horas antes de la salida temprana (excepto en caso de emergencia).
- Preséntese en la oficina principal para firmar la salida de su hijo de la escuela con la identificación adecuada. (Los estudiantes no podrán salir del edificio sin la firma de un adulto en la oficina principal).
- Preséntese en la oficina para registrar a su hijo nuevamente, en caso de que pueda regresar a la escuela ese día.

Las salidas tempranas no se aprobarán más allá de las 2:30 p. m. en un día de instrucción regular, o las 11:30 a. m. en un día de salida al mediodía.

Recogida tarde

Los estudiantes de Northwood despedimos a las 3:00 pm los días regulares y al mediodía los días medios. Debe recoger a su hijo(en ese momento). Si no recoge a su(s) hijo(s) a tiempo, estamos obligados a proporcionar supervisión adicional para su hijo. Se cobra una tarifa de \$10 por cada incremento de 20 minutos. La falta de pago resultará en la pérdida de los privilegios escolares.

Procedimientos de llegada/salida

Es imperativo que no bloquee las entradas de nuestros vecinos durante las horas de llegada o salida. Esto puede requerir que se estacione y camine una distancia corta. Llegue con suficiente tiempo para estacionarse legalmente y de manera segura.

No permita que sus hijos salgan de su automóvil en medio de la calle (Adams o Castor). Esta es una práctica extremadamente peligrosa. Para la seguridad de su(s) hijo(s), deténgase en un lugar de estacionamiento o en el dejar a en Adams Avenue. Por favor, no se estacione frente a la escuela en el carril del autobús.

Los estudiantes deben ser dejados en Adams Avenue en la parte trasera del edificio entre las 7:15 am y las 7:45 am No hay supervisión antes de las 7:15 am Los estudiantes caminan por el asfalto y entran al edificio a través de la cafetería o la parte trasera puertas de vestíbulo. TODAS las puertas de entrada se cerrarán puntualmente a las 7:45 am Los estudiantes que lleguen después de esa hora deben ser escoltados a la entrada principal de Castor Avenue y recibir una nota tarde. Tenga en cuenta que se congestiona entre las 7:35 y las 7:45 a. m. y requiere su paciencia para la seguridad de todos.

A la hora de la salida, los niños de kínder deben ser recogidos en el patio de recreo en el lado del edificio de la calle Ortodoxa a las 2:50 p. m. A las 2:55 pm, el grado 1 saldrá al patio de recreo en el lado del edificio de la calle Ortodoxa, el grado 2 en la pasarela junto a las puertas traseras de la cafetería y los grados 3 y 4 en el área asfaltada de Adams Avenue. Los grados 5-8 saldrán a las 3:00 pm en el área asfaltada de Adams Avenue. padres deben esperaren el área específica para sus hijos.

A los padres de los niños que no sean recogidos a las 3:10 pm se les cobrará un recargo de \$10 por cada 20 minutos acumulados.

Solicitudes de Vacaciones/Viajes

Para promover un proceso educativo consistente a lo largo del año escolar, los padres no programar vacaciones/viajes durante el año escolar. Si unas vacaciones/viaje son inevitables, tenga en cuenta lo siguiente:

- Notifique a la Administración, por escrito, con al menos dos (2) semanas de anticipación si se va a sacar a un estudiante de la escuela por una ausencia programada de más de dos (2) días.
- El tiempo perdido contará para el número total de ausencias acumuladas del estudiante.
- Se desaconsejan enfáticamente las ausencias tomadas durante los exámenes parciales, finales y exámenes estandarizados.
- Los estudiantes ausentes debido a vacaciones/viajes familiares son responsables de completar todo el trabajo perdido.
- El trabajo no se preparará antes de la ausencia.

Póliza de Uniforme

Sedebe usar un uniforme apropiado todos los días. La adhesión a la Política de Uniformes de Northwood es parte del Código de Conducta Estudiantil firmado por cada familia en el momento de la inscripción. La política de uniformes es la siguiente:

- **zapatillas** Se deben usar(*No se permiten únicamente las tradicionales zapatillas de deporte de tacón alto o de caña baja*). Las
- **camisas tipo polo bordadas de Northwood** (*que deben estar fajadas en todo momento*)

cubiertas por una sudadera de Northwood o un cárdigan de Northwood están permitidas para usar en la escuela. *(No se permiten otras camisas, sudaderas, sudaderas con capucha o suéteres).*

- **Pantalones o faldas pantalón caqui** *(no se permiten pantalones cargo ni jeans ajustados/pantalones elásticos)*
 - *Los estudiantes de jardín de infantes pueden usar pantalones de chándal negros, azul marino, gris o granate todos los días.
- **Cinturón marrón o negro** para los pantalones
- **Ropa de gimnasia**
 - **Camiseta de Northwood**
 - **negros, azul marino, gris o granate o pantalones cortos de gimnasia con bordados de Northwood** *(cualquier otro pantalón corto atlético debe cubrirse con pantalones de chándal al regresar al salón de clases)*
- **.)collar o aretes de poste** *(no aros ni aretes colgantes)*. No se permiten perforaciones en el cuerpo o en la cara
- **Se permiten relojes** *(sin pitidos, tipo de juego o relojes inteligentes)*
- **Accesorios de moda**
 - maquillaje, sombreros, accesorios para el cabello de gran tamaño, pañueloso se puede usar
 - Los anteojos se pueden usar solo cuando sea médicamente necesario.

Northwood se reserva el derecho de modificar la política de uniformes según sea necesario. Se comunicará la notificación de cualquier cambio.

Dinero

Por favor, siga el siguiente procedimiento cada vez que envíe dinero con su hijo:

1. Ponga el dinero en un sobre y séllelo.
2. Marque el sobre claramente con el nombre del estudiante, el grado, el número de salón, la cantidad de dinero y el propósito del dinero.
3. Cheques a nombre de Northwood Academy Charter School.

Internet y/o Tecnología El uso

no autorizado e inapropiado de Internet y/o tecnología mientras se está en la escuela es motivo de acción disciplinaria hasta e incluyendo la expulsión. El uso inapropiado de la tecnología en el hogar, incluido Internet, por parte de un estudiante que asocie la conducta indebida del estudiante con la escuela, otros estudiantes, maestros o personal puede ser motivo de acción disciplinaria.

Por lo tanto, por ejemplo, una publicación en un sitio de Internet desde el hogar que contenga comentarios amenazantes y/o despectivos sobre un maestro, estudiante o funcionario escolar puede ser motivo de acción disciplinaria. todos los estudiantes y padres firmen la Política de uso aceptable para el contrato de tecnología dentro del [Manual, Medios y firma de consentimiento de tecnología](#). en página 62 antes de usar el equipo escolar.

POLÍTICA DE USO ACEPTABLE (AUP) PARA LA TECNOLOGÍA

Propósito:

La tecnología es una herramienta educativa valiosa. Nuestras escuelas están comprometidas a enseñar a sus estudiantes, profesores, administradores, personal y comunidad escolar a trabajar y aprender de manera efectiva con la tecnología y garantizar el uso responsable de la tecnología. La política descrita a continuación se aplica a todo uso de tecnología, incluido, entre otros, el uso de Internet. *La Política de uso aceptable de la tecnología* se aplica a todos los estudiantes, profesores, administradores, personal, voluntarios y miembros de la comunidad a los que se les permite el acceso a los recursos tecnológicos de la escuela.

Meta:

La meta de la escuela es preparar a sus miembros para la vida en una comunidad global digital. Con este fin, la escuela:

- proporcionará una variedad de basadas herramientas
- tecnología enseñará habilidades tecnológicas
- integrará la tecnología con el currículo para mejorar la enseñanza y el aprendizaje
- fomentará el pensamiento crítico y para resolver problemas habilidades
- facilitará la evaluación y síntesis de información
- fomentará prácticas éticas y brindará educación para Internet seguridad y ciudadanía digital

Responsabilidades del usuario:

nuestra escuela hará todo lo posible para proporcionar un entorno seguro para el aprendizaje con tecnología, incluidas las protecciones de Internet. Los estudiantes, el cuerpo docente, los administradores, el personal y la comunidad escolar tienen el privilegio de usar el hardware y el software de la computadora, los periféricos y las herramientas de comunicación electrónica, incluido Internet. Con este privilegio viene la responsabilidad de usar el equipo correctamente, respetar el nombre y la propiedad intelectual de los demás y seguir las políticas que se describen a continuación.

Pautas de uso de la tecnología:

propósito educativo/uso apropiado: todo el uso de la tecnología y el acceso a Internet en la escuela para todos los profesores, el personal y los estudiantes se proporciona únicamente con fines educativos. Los sitios educativos y creados por los maestros deben usarse para mejorar el aprendizaje de los estudiantes. Los estudiantes no deben acceder a sitios de redes sociales o sitios de juegos, excepto con fines educativos bajo la supervisión de un maestro. Siempre se debe obtener permiso expreso para usar Internet y hardware/software en cualquier área de la escuela.

Autor/Propiedad Intelectual e Identidad: Todas las fuentes obtenidas para el trabajo de maestros y estudiantes deben ser citadas apropiadamente. Los usuarios deben respetar los derechos y la propiedad intelectual de los demás de conformidad con la Ley Federal de Derechos de Autor. La transferencia de material protegido por derechos de autor hacia o desde una escuela sin el permiso expreso del propietario es una violación de la ley federal. Al usar la

tecnología escolar, los maestros y los estudiantes deben usar su nombre de usuario y contraseña asignados en todo momento. Se recuerda a cada persona que cierre sesión en su cuenta asignada antes de dejar una computadora desatendida.

Comunicaciones: electrónicas y/o digitales con los estudiantes deben realizarse con fines educativos apropiados y emplear solo aprobados por la escuela medios de comunicación. Los de comunicación aprobados por la escuela incluyen: la página web de la escuela de maestros, el correo electrónico de la escuela de maestros, el número de y los sitios de redes enfocados en la educación. Es posible que se requiera que los maestros o administradores en sus responsabilidades y deberes normales se comuniquen con los padres fuera del horario escolar. Un maestro o administrador tiene la libertad de comunicarse con los padres usando el teléfono de su casa o un teléfono celular personal. Sin embargo, no deben distribuir deliberadamente un número de teléfono de casa o un número de teléfono celular personal a los estudiantes. Si un estudiante se comunica con un maestro o administrador utilizando los números personales, el correo electrónico o los sitios de redes de un maestro o administrador, el maestro o administrador debe informarlo inmediatamente al administrador o a las autoridades correspondientes.

Dispositivos electrónicos y móviles: El uso de cualquier orientado a la tecnología en nuestras escuelas debe tener un enfoque educativo. Los usuarios deben cumplir con la política de la escuela local con respecto al uso de dispositivos electrónicos adicionales, incluidos, entre otros, asistentes digitales personales (PDA), calculadoras, dispositivos de juegos, teléfonos celulares y buscadores. El acceso será determinado por el administrador de la escuela. A estos dispositivos se les aplicará la política de tecnología de la escuela en cuanto a autorización, uso, responsabilidad, integridad, propiedad intelectual y monitoreo. Si un dispositivo móvil en particular se utilizará con fines educativos, la administración de la escuela y/o el maestro proporcionarán los parámetros para este uso.

NB Los tipos de comunicaciones electrónicas y digitales a las que se hace referencia en esta AUP incluyen, entre otros, sitios de redes sociales, teléfonos celulares, cámaras digitales, mensajes de texto, correo electrónico, voz en off IP, salas de chat y mensajería instantánea.

Ejemplos de usos inaceptables:

- los usuarios no deben usar el equipo para acosar, amenazar, engañar, intimidar, ofender, avergonzar o molestar a ninguna persona.
- Los usuarios no deben publicar, publicar o mostrar ningún material difamatorio, inexacto, violento, abusivo, profano o de orientación sexual .
- Los usuarios no deben usar lenguaje obsceno, profano, lascivo, vulgar, grosero o amenazante.
- Los usuarios no deben publicar información falsa a sabiendas o imprudentemente sobre ninguna persona, estudiante, personal o cualquier otra organización.
- Los usuarios no deben usar una fotografía, imagen, video o parecido de ningún estudiante o empleado sin el permiso expreso de esa persona y del director.
- Los usuarios no deben usar el equipo escolar para crear ningún sitio, publicar ninguna foto, imagen o video de otro, excepto con el permiso expreso de esa persona y el director.
- Mantener o publicar material en un sitio web o blog que amenace con la probabilidad de una interrupción sustancial en la escuela, lo que incluye dañar o interferir con los derechos de otros estudiantes o maestros para participar plenamente en la escuela o actividades extracurriculares es una violación de la AUP y está sujeto a medidas disciplinarias. medida que se encuentra aquí.

- Los usuarios no deben intentar eludir la seguridad del sistema, adivinar contraseñas ni obtener acceso de ninguna manera a recursos protegidos, archivos de otra persona o la contraseña de otra persona. Los
- usuarios no deben instalar, mover, eliminar, descargar, cargar, reconfigurar o modificar ningún software o archivo. en el equipo de la escuela sin permiso.
- Los usuarios no deben mover, reparar, reconfigurar, modificar o conectar dispositivos externos a los sistemas sin permiso.
- Los usuarios no deben visitar deliberadamente un sitio conocido por material inaceptable o cualquier material que no apoye los objetivos educativos.
- Los estudiantes no deben acceder a sitios de redes sociales o sitios de juegos, excepto con fines educativos bajo la supervisión de un maestro.
- Los usuarios no deben plagiar el contenido y no pueden presentar el trabajo de otro como propio sin citar correctamente ese trabajo.
- Los usuarios no deben violar los acuerdos de licencia, copiar discos, CD-ROM u otros medios protegidos.
- Los usuarios no deben utilizar la tecnología para ninguna actividad ilegal.
- No se permite el uso de Internet para fines comerciales o lucrativos desde un sitio educativo.

Reporte: Los usuarios deben reportar inmediatamente cualquier daño o cambio al hardware/software de la escuela que sea notado por el usuario.

Derechos administrativos: La escuela tiene el derecho de controlar el uso de las computadoras de la escuela y el contenido al que acceden tanto los estudiantes como los empleados. Debido a la naturaleza evolutiva de la tecnología, Northwood Academy Charter School se reserva el derecho de modificar o agregar a esta política en cualquier momento sin previo aviso.

La violación de las reglas anteriores será tratada por la administración de la escuela.

violación de estas reglas puede resultar en cualquiera o todos los siguientes:

- Pérdida del uso de la red, las computadoras y el software de la escuela, incluido el acceso a Internet. Se espera que el estudiante complete el trabajo en un sistema informático independiente sin conexión a la red.
- Expedición de detenciones, en su caso.
- Acción disciplinaria que incluye, pero no se limita a, despido y/o acción legal por parte de la escuela, las autoridades civiles u otras partes involucradas.

1: 1 Política y guía de Chromebook

No se permitirá el uso de computadoras portátiles y tabletas personales por parte de los estudiantes durante el día escolar.

¿Qué es un Chromebook?

Una Chromebook es una computadora personal que utiliza el sistema operativo Google Chrome OS. Los Chromebook están diseñados para usarse mientras están conectados a Internet y admiten aplicaciones basadas en la nube. Los archivos se almacenan en la nube y se guardan

automáticamente. Cuando se inicia una Chromebook, se actualiza automáticamente, por lo que tiene la última y mejor versión del sistema operativo Chrome OS.

- Debe apagar su Chromebook para que se produzcan actualizaciones al reiniciar. La funcionalidad adicional y las mejoras en Chrome OS continuarán ocurriendo a través de actualizaciones automáticas.
- Los Chromebook tienen protección antivirus integrada. No es necesario descargar e instalar software de protección antivirus, ya que está integrado en el sistema operativo Chrome y actualiza automáticamente los parches de seguridad más recientes.

Recibir su Chromebook

Los estudiantes que son nuevos en la escuela o en el programa Chromebook 1: 1 recibirán un Chromebook de la oficina principal al entregar el acuerdo de usuario requerido. Cada padre/tutor y estudiante deben firmar un acuerdo de Chromebook ANTES de que se le entregue un Chromebook al estudiante. El formulario estará disponible para una vista previa en el manual para estudiantes/padres en el sitio web de Northwood.

Estudiantes que se mudan a la escuela charter Northwood Academy o fuera de ella

Un estudiante que se muda a la escuela charter Northwood Academy recibirá información sobre cómo inscribirse en el programa Chromebook 1:1. Un estudiante que se muda fuera de Northwood Academy Charter School debe devolver el Chromebook y el cargador a la oficina principal el último día de clases del estudiante.

Si el estudiante no devuelve su Chromebook y cargador, se emitirá una factura a la familia por el costo total actual de reemplazo del Chromebook, y el Chromebook se desactivará.

Plan de protección y tarifa

Los Chromebooks que se dañen mientras estén bajo la custodia del estudiante se repararán a un costo de \$40 para el padre/tutor.

En el caso de que el Chromebook se pierda o sea robado mientras está bajo la custodia del estudiante, el estudiante y el padre/tutor aceptan que son responsables ante la Escuela por el costo total de reemplazo.

Responsabilidades del Chromebook del estudiante

Cumpla con estas pautas cada vez que use el dispositivo en el hogar y la escuela:

- Cargue el Chromebook en casa todas las noches y llévelo a la escuela todos los días con la carga completa.
- Use lenguaje apropiado en todas las comunicaciones, evitando blasfemias, obscenidades y discursos ofensivos o incendiarios.
 - El acoso cibernético, incluidos los ataques personales o las amenazas hacia cualquier persona mientras se usa tecnología propiedad de Northwood o de propiedad personal, debe informarse al personal escolar responsable.
- Respeta el filtrado de Internet y las medidas de seguridad incluidas en el Chromebook.

- Todos los Chromebooks están configurados para filtrar el contenido de Internet tanto cuando el estudiante está en la escuela como cuando está en cualquier otra red pública o privada.
- El filtrado de Internet será más restrictivo en la red escolar.
- Durante el día de instrucción, solo use la tecnología para fines relacionados con la escuela.
- Siga las leyes de derechos de autor y las pautas de uso justo y solo descargue o importe música, video u otro contenido que los estudiantes estén autorizados o legalmente permitidos para reproducir o usar.

Cuidado de su Chromebook

General Los

- Chromebooks no deben tener alimentos ni bebidas cerca de ellos.
- Los cables, cables y dispositivos de almacenamiento extraíbles deben insertarse con cuidado en el Chromebook.
- Los Chromebooks no deben tener objetos pesados colocados sobre ellos.
- Los Chromebook nunca deben exponerse a temperaturas extremas ni a la luz solar directa durante largos períodos de tiempo.
- Los Chromebook nunca deben transportarse con la pantalla abierta.
- El estuche de Chromebook provisto por la Escuela no debe ser removido del Chromebook.
- El Chromebook no debe tener adhesivos ni decoraciones de ningún tipo.

Estuche para Chromebook

- La escuela le proporcionará un estuche para Chromebook cuando lo distribuya.
- El estuche del Chromebook debe estar conectado al Chromebook en todo momento.
- El estuche de Chromebook brinda protección adicional contra daños accidentales.

Carga

- Cada Chromebook incluirá un adaptador de CA. Este adaptador debe usarse para cargar los Chromebooks en casa todas las noches.
 - Los adaptadores de CA no deben traerse a la escuela.
- Los Chromebooks deben traerse a la escuela todos los días en condiciones de carga completa.
 - Completamente cargada, la batería del Chromebook durará hasta 12 horas.
- A los estudiantes se les permitirá cargar Chromebooks, solo en situaciones de emergencia, en el salón de clases, a discreción del maestro.

Cuidado de la pantalla Los

- Chromebooks no deben transportarse por la pantalla.
- Las Chromebooks no deben tener presión en la parte superior cuando están cerradas.
- Chromebooks should not be stored with the screen open.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Storage

- Chromebooks should always be placed in the provided carrying case.
- Chromebooks should never be stored in a vehicle
- Students are responsible for securely storing their Chromebooks during extra-curricular activities and events.
- Chromebooks should not be stored in unsupervised areas.
 - Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
 - Unsupervised Chromebooks will be confiscated by staff and taken to the main office.

Consequences

Students who use Chromebooks to interact inappropriately or purposefully damage a Chromebook will be subject to the procedures of the Student Conduct Policy.

Repairing or Replacing Your Chromebook

- Students should never disassemble Chromebooks and attempt their own repairs. • Do not take school-owned Chromebooks to an outside computer service for any type of repairs or maintenance.
- Student needing to have the Chromebooks repaired or replaced should take the Chromebooks to the school technology staff.
- A technology staff member will document the issue and collect the device for repair.
 - The technology staff may assign the student a loaner Chromebook to use while his/her device is being repaired. Students will be notified by the technology staff when their repaired Chromebooks are ready.
- If repair is needed due to purposeful damage, the school may refuse to reissue a Chromebook.
- A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be recoverable.

Lost or Stolen Chromebooks

If your Chromebook is lost or stolen, please file a police report and immediately contact the Technology Department by calling 215-289-5606. Families will be responsible for 100% of the Chromebook replacement cost.

How To Connect to Wifi

At School

- School-supplied Chromebooks will be configured to automatically connect to the school Wifi. If your Chromebook is not connecting to the school Wifi, please see your school's technology staff to address the issue.

At Home or Public Network

- Open the Chromebook for it to power on.
- View Wifi Networks by clicking the Down Arrow next to "No Network." Choose the preferred Wifi Network from the list.

- If password protected, enter password on the next screen.
 - Check Wifi connection using the Wifi icon in the bottom right corner (next to the battery icon).
 - Click the Wifi icon to show all available Wifi Networks. If connected to a Wifi Network, it will be indicated. You may connect or disconnect from Wifi Networks.

No Expectation of Privacy

The school reserves the right to monitor any user's utilization of school technology resources. Users have no expectation of privacy while using school technology resources, whether on or off school property.

The school may monitor, inspect, copy, and review any and all usage of school technology resources including information transmitted and received via the Internet to ensure compliance with this and other school policies, and state and federal laws.

All e-mails and messages, as well as any files stored on school technology resources, may be inspected at any time for any reason.

School Bus Behavior

In an effort to assure the safety of your child(ren), the following rules must be observed by all riders. Failure to follow the rules of school transportation will result in disciplinary action:

Rules:

- Sit in your assigned seat at all times.
- No eating or drinking on the bus.
- Be respectful; use quiet voices and kind words.
- Keep your hands, feet, and objects to yourself at all times.

Violations:

- 1st Write-up: Conference with the student and an administrator.
- 2nd Write-up: A written notice goes home to the parent which must be signed and returned to school. Failure to return the signed notice will result in the suspension of bus privileges.
- 3rd Write-up: Student may be suspended from riding the bus.
- 3 or more Write-ups: Conference between the parent/guardian, transportation, and Administration will take place.

After School Care

CORA Services, Inc. provides the after-care services for Northwood Academy children, which is housed within the building. This service is at a cost established by CORA Services and will operate every day after school from 3:00 – 6:00 pm CORA staff members provide your children with snack, homework help, and enriching extracurricular activities.

Extracurricular Activities

Northwood Academy offers a variety of extracurricular activities to students in various grades. There are various sports and specialty clubs in which students may participate. Inclusion in extracurricular events is a privilege offered to students who maintain good academic and behavioral practices. Team and club information is announced school-wide each trimester.

Field Trips

Periodically, students are taken on field trips as part of their educational experience. Since field trips are educational in nature, all students should participate. When such trips are being planned, permission slips will be sent home to be signed and returned to the teacher. The permission slip will outline the date, time, cost and any other pertinent information. If a permission slip is not signed and returned to the teacher, the student may not participate in the trip.

Non-participation in trips may have an adverse effect on some grades as assignments may be given based on the actual trip.

Since trips are educational in nature, students are required to wear school uniforms unless otherwise indicated on the permission slip. All trips are supervised by the teacher and adult chaperones.

Parents who serve as chaperones must obtain state and federal (fingerprinting) criminal and child abuse clearances prior to attending trips. Other children (siblings) are not allowed to go along on the trip. All chaperones must be at least 21 years of age. Because chaperone space is limited, every effort will be made to allow all interested parents/guardians at least one opportunity to chaperone a trip.

Inclement Weather

Any time there are questionable weather conditions visit www.northwoodcs.org, or log onto www.KYW1060.com (*our school closing number is 735*) or www.myfoxphilly.com for specific information. Please note if the School District of Philadelphia public schools are closed – Northwood is closed. If the School District of Philadelphia announces an early dismissal, please consult either website above, listen to KYW Newsradio 1060AM or consult www.northwoodcs.org to find out if Northwood is included in the closing/delay. In the event of an emergency closing, families will be immediately notified by Northwood and asynchronous work may be assigned.

Emergency Drills

Students will participate in emergency drills monthly throughout the school year. These drills are to prepare students and staff for any emergency that may occur which require the building to be evacuated or locked down. We comply with all safety measures as set forth by Pennsylvania school laws. This includes, but is not limited to bus evacuation drills, fire drills, lockdown drills, shelter in place drills, and Safe2Say Something program.

Academic Policies

Grading

Northwood Academy Charter School utilizes a rigorous, technology-supported, standards-based curriculum to develop our students academically. We expect our children to put forth their best effort while being supported in school and at home. Report card grades are calculated based on various measures which include, but are not limited to, formal and informal assessments, classroom work, homework, and class participation. The grading scale indicated below quantifies the student's progress toward meeting both academic and social grade-level expectations.

Kindergarten through 2nd Grade

- (O) Exceeds Expectations = 90% - 100%
- (E) Meets Expectations = 70% - 89%
- (A) Approaching Expectations = 50 - 69%
- (N) Not Yet at Expected Level = Below 50%
- (NA) Not Yet Assessed

3rd through 8th Grade

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 65% - 69%
- F = Below 60%

When applicable, students receiving special education support will be graded according to their IEPs.

Kindergarten through 8th Grade – Behaviors and Skills That Promote Learning

- S = Satisfactory
- P= Progressing
- U= Unsatisfactory

Failing Grades

If your student is in danger of failing a subject-area the teacher must adhere to the following requirements:

- Documentation of at least 2 completed phone calls home to a student's parent or guardian in order to address student's academic concerns
- At least 3 conferences with the student documented
- At least 1 conference with the student's parent documented
- Documentation of small group teaching log
- Adherence to NACS Grading Guidelines

- Interim Report indicating In Danger of Failing

Grading Students with Special Needs

Special education students will be graded by the General Education and Special Education teachers. This ensures that students are receiving grades within the general education classroom aligned to both the grade-level Common Core Standards and their special education documentation (IEP)--including their individual needs, goals, and services. If the student has accommodations or modifications, the teachers work together to ensure that the grades follow the student's accommodations or modifications for assignments, projects, and assessments.

Accommodations change the process or access which students use to achieve the same outcome/product/output as their regular education peers.

Modifications change the outcome/product/output that students are being expected to achieve.

Special Education teachers will have access to their students' grade books so they can enter special assignments as necessary. These will be assignments that are related to the classroom curriculum and specific IEP goals.

Report Cards

The school year is divided into three marking periods. Each report card grade is its own independent, non-cumulative grade. At the end of the school year, a cumulative final grade is calculated by averaging each student's percentage grade from all three marking periods. Report card conferences will be held twice a year for all grades, once in December and once in March. All parents are expected to attend Report Card Conferences. Conference appointments will be scheduled by each student's homeroom teacher. Teachers are expected to be available for parent report card conferences until 6:00 pm on the first of the scheduled days, and 3:00 pm on the second day. Report cards for the first and second semesters must be picked up at the school by the student's parent(s). Report cards will not be mailed home or sent home with a student and will not be shared until a conference is held. However, virtual report card conferences may be held at the parent's request if there is no other way for the parent to attend in person. Report card conferences in March are given on an as-needed basis, due to academic, behavior, or attendance concerns, or by parent request.

COURSES OF STUDY/ADVANCEMENT

Northwood follows the PA Common Core Standards approved by the Pennsylvania Department of Education. Students are required to demonstrate the knowledge and skills necessary to read, write, compute, problem solve, think critically, apply technology, and communicate across all subject areas.

ABSENCES

Students must be in attendance for at least 90 percent of the days school is in session in order to receive credit for the school year. If students do not meet this requirement, only an official attendance committee can consider grade-level advancement. Students with excessive absences must be referred to MTSS in an ongoing manner.

Homework Assignments/Make-up Work

It is recognized that all learning cannot be accomplished within the limited amount of time allotted for classroom instruction. Therefore, homework is assigned to students. As the word implies, homework is to be completed outside normal school hours.

The Role of the Student: The student has the responsibility to

- Be responsible for having a copy of the assignments and making sure assignments are clearly understood
- Take home necessary texts and materials
- Complete assignments neatly and on time
- Note any questions about homework to be asked in the next class
- Return assignments and books to school when due

The Role of the Parent/Guardian: The school encourages the parent/guardian to

- Provide a quiet place for the student to complete assignments
- Encourage the student to study at a regular time in the afternoon and/or evening
- Check the student's assignments each evening and sign them, if required
- Encourage independence in completion of the assignments
- Review and sign tests, when applicable

Students are required and expected to make up assignments, assessments and projects missed when absent or otherwise not in school. Students have a number of days equal to the number of days absent to complete the missed assignments, assessments, and/or projects. If a student has been absent for an extended period, they should request the assistance of their teacher in creating a schedule to complete the missed work.

Honors and Recognition

Students in grades 3 through 8 who attend school regularly and excel both academically and socially are recognized for their efforts via the Honor Roll. The standards for inclusion on the Honor Roll are outlined below:

Distinguished Honors

Students must earn a grade of 90 or above in each subject area and all 'S' ratings in Behaviors and Skills that Promote Learning. Students cannot have more than five (5) unexcused absences **and/or** incidences of lateness for each trimester.

Meritorious Honors

Students must earn a grade of 80 or above in each subject area and all 'S' ratings in Behaviors and Skills that Promote Learning. Students cannot have more than five (5) unexcused absences **and/or** incidences of lateness for each trimester.

Perfect Attendance

Perfect attendance is based on a cumulative record of attendance. Students who earn Perfect

Attendance recognition have **NO** absence or lateness (excused or unexcused) for the entire school year as it progresses. Perfect Attendance is not judged from trimester to trimester.

Promotion and Retention

The Board recognizes that the social, physical, and educational growth of students will vary and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the policy of the Board that each student shall be moved forward in a continuous pattern of achievement and growth that corresponds with their own development and the system of grade levels and academic standards established for each grade. A student shall be promoted when they have successfully:

- Completed the course requirements at the present assigned level
- Achieved the academic standards established for the present level, based on the professional judgment of their teachers and the results of assessments
- Demonstrated proficiency to move ahead to the educational program of the next level
- Demonstrated the degree of social, emotional, and physical maturity necessary for a successful learning experience at the next learning level

Established procedures will be utilized to determine whether or not a student is promoted.

Merits and Demerits

When a staff member notices a student excelling in or improving a certain behavior, they will distribute merits to that student. Merits are accurate as points in Deanslist that students can redeem for raffles, rewards, and other privileges. If a student does not put forth adequate effort in a particular area or refuses to comply with any school rule or expectation, they will receive a demerit. Students are given opportunities to improve their behavior prior to receiving demerits. Students may receive multiple demerits for continuous non-compliant behaviors that are a detriment to themselves or the learning community.

Merits and demerits can be earned any time students are under Northwood supervision including arrival, after school, on the bus, and off-site school-sponsored events. Consequences for accumulated demerits include, but are not limited to, loss of privileges, lunch detention, suspension, community service within the school, and Saturday detention. A student's performance ratings for *Skills and Behaviors that Promote Learning* on the report card can be affected by the number of merits and demerits accumulated throughout a marking period.

The following 19 criteria, *Skills and Behaviors that Promote Learning*, are those for which your child(ren) receives grades on the right side of their report cards:

- 1. Attends school daily and on time**
- 2. Accepts responsibility for choices and actions**
- 3. Wears appropriate uniform**
- 4. Works independently**
- 5. Completes schoolwork on time**
- 6. Completes homework and returns regularly**
- 7. Follows school norms in all settings**
- 8. Handles conflict appropriately**
- 9. Listens to and follows directions**
- 10. Makes appropriate transition between activities**
- 11. Organizes self, materials, belongings**
- 12. Participates in group activities**
- 13. Respects rights, feelings, and property of others**
- 14. Cares for school environment and materials**
- 15. Shows positive attitude towards work**
- 16. Strives for quality work**
- 17. Works and plays cooperatively with others**
- 18. Has necessary supplies for school use**
- 19. Appropriate behavior across all environments**

Classroom Protocols & Directives

Homeroom Assignments

Students are assigned to homerooms during the summer months. The student then receives correspondence from their prospective teacher in August. Please be aware that homeroom assignments are subject to change based on student needs.

Textbooks/Supplementary Materials

Students are responsible for the maintenance and care of all materials supplied by Northwood. Textbooks must be covered. No adhesive covers, such as contact paper, may be used directly on textbooks. Parents and students are responsible to pay for damaged or lost books and/or materials (eg, calculators). Failure to return school materials will result in withholding report cards until the fees are paid. Students in grades 5 through 8 will also be required to purchase a Northwood Planner from the school for tracking assignments.

Birthday Celebrations

To celebrate student birthdays, a birthday roll will be called daily, and students will come down to the office to receive a token gift from the administration. There will be no celebrations in classrooms as they interfere with instructional time. Also, students may not distribute party invitations in their classrooms.

Emergency Telephone Usage

The school telephones are available for students' use in emergency situations as determined by the school. Forgetting notes or assignments is not an emergency. Our goal is to help students develop responsibility for gathering necessary materials and supplies prior to coming to school. Students will also not be interrupted in their classrooms to receive telephone calls. Messages will be given in emergency situations only.

Cell Phones

The staff of Northwood Academy understands that there are situations and circumstances **outside of school** during which your child may need a cell phone. However, a student's **cell phone must be turned off prior to entering the school** and should not be seen or heard throughout the day. The use of cell phones during school hours is prohibited. If a cell phone is seen or heard by a staff member during school hours, they are charged with confiscating the phone and delivering it to an administrator. Parents/guardians must pick up the confiscated cell phone. Northwood Academy Charter School will not assume responsibility for the loss or theft of cell phones.

Students in grades 5 through 8 are required to turn in their cell phones to their teacher upon arrival at homeroom each day. The phones will then be secured and returned at the end of each

school day. If a student has an emergency and is in need of a phone, they will be allowed to call from a school phone.

We encourage you to keep your child's phone at home. Students who fail to follow this protocol will have their phones confiscated and be assigned a Saturday School detention. Parents will need to come to school to retrieve confiscated phones. We are aware that many of our students are SEPTA riders and it is prudent for them to have phones. Please support us in this effort by directing your child to turn in their phone daily.

Personal Items of Value

Parents are urged to help their children understand that they are not to bring items of value (either monetary or sentimental) to school. This includes AirPods and any other electronic games or devices. The use of electronic toys and games is prohibited in school. These items are costly and Northwood will not be responsible for breakage or theft.

Search and Seizure

Desks and storage spaces, which are provided to students without charge, are the property of the School. The Administration may have general inspections on a periodic basis. The Administration may open desks or storage spaces in the presence of a witness and examine the contents, including personal belongings of students when there are reasonable grounds to believe that they may contain illegal drugs, contraband, weapons or stolen property, or that the student has violated or is violating state or federal laws, township codes or Board of Trustees policies or regulations.

Reasonable efforts to locate the student shall be made prior to the search. If the student is present, the school official shall advise them of the circumstances justifying the search and seizure of the objects that the official believes the search may disclose. Stolen items and items that are specifically prohibited by law, Board of Trustees regulations, township or school regulations may be impounded. The student shall be given a receipt for any items impounded by school authorities, and parents shall be notified of any items impounded.

Solicitation

Many of the students of Northwood are afforded opportunities to participate in outside activities. Some of these activities require that students raise funds in order to take part. Given the wide selection of opportunities (eg, student ambassadorships, sports teams), we cannot allow students to solicit funding, for private gain, in school.

Parent Protocols & Communication

Parent Behavioral Expectations

One very important aspect of life at Northwood Academy is our ability to provide a safe environment where learning takes place. Teachers and staff discuss our Northwood Norms with our students and discuss positive ways that conflict can be avoided or settled in a peaceful manner. It is our expectation that these same values are shared by our families' members.

We ask that parents/guardians:

- Uphold all school policies
- Provide all necessary supplies needed for school
- Be punctual dropping off and picking up children
- Comply with attendance requirements
- Assist their children with homework
- Support the uniform requirements
- Volunteer when available
- Take advantage of special events and programs
- Comply with the upkeep of student documents (eg, emergency contacts, physicals, dental records)
- Honor fiscal responsibilities such as trip fees
- Provide proper nutrition and opportunity for sleep

Parent Volunteer Opportunities

VOLUNTEER CLEARANCE REQUIREMENT

We, at Northwood, appreciate the time given by our families to our many programs and events. We also take the safety of our students very seriously. As of July 1st, 2015, any adult who wishes to serve as a volunteer (this includes, but is not limited to, field trip chaperones) at Northwood will need background clearances. This is in accordance with Child Protective Services Laws, Act 153 of 2014. Pennsylvania has waived its fees associated with these volunteer clearances; however, the \$27 FBI fingerprinting fee still applies. Please know that payment is your responsibility and will not be reimbursed by Northwood Academy.

The following clearances are needed:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- A fingerprint-based federal criminal history (FBI)

More information about clearances required under the Child Protective Services Law can be found at www.keepkidssafe.pa.gov. Individuals seeking clearances can go directly to www.compass.state.pa.us/cwis to create an individual account and apply for their child abuse

clearance electronically.

All clearance information will be kept confidential and handled directly by our Community Coordinator. If there is a violation that would preclude you from being able to volunteer, you will be notified directly. Any new information you need to be aware of will be communicated, when it becomes available, via our website, handbook, and/or Wednesday reminders.

Please be advised that we need to receive, review and process all three (3) of the clearances listed above before you are permitted to volunteer at Northwood. Once you have obtained your clearances, please bring the original documents to the school. The school is required by law to see the originals. Copies of clearances will be made for your volunteer file and the originals will be returned. These clearances are needed prior to volunteering **and** it is advised that you obtain these clearances as soon as possible.

Clearances will not be needed to attend general admission events such as Family Movie Night, Spring Concert, etcetera. We look forward to continuing family involvement.

School Visitation Protocol

All visitors must report directly to the front main office (Castor Ave entrance). Visitors must sign in and out of the building and wear a visitor's pass or identification badge. An administrator has the right to refuse admission to the school for those who fail to make advance arrangements or whose presence conflicts with other school activities.

Visitors will be buzzed into the vestibule area and are not permitted access to classrooms or to interrupt staff members in the performance of duties. Visitors are prohibited from carrying weapons into the school building. Only on-duty law enforcement officers are permitted to carry their weapons in the building.

School Premises Permissions & Conduct

Parents/Guardians have "implied permission" to enter and be on the school's premises for reasons relating to their child/children's education. This means that parents/guardians are welcome to come to the school to drop off and pick up their children, to speak to staff (following standard protocols), and for meetings and/or school-wide events. Parents do not have a legal right to enter or be on the school's premises without a valid reason.

In education law, the term "parent" includes the natural or adoptive parents of a student, as well as a non-parent with care of a student and a non-parent with parental responsibility of a student. For the purposes of this policy only, the term "parent" can also include a non-parent who does not have care of or parental responsibility for a student, but who is involved in looking after a student on a regular basis (for example, a non-resident partner of a parent or relative who takes the student to or from school, is involved with the care of the student in some other way, attends a school function, or a person with whose emergency contact number

we have been provided) with proper parental/guardian consent. Members of the public without authorization who are on school premises are trespassing.

The school has the right to withdraw the “implied permission” for a parent or visitor to enter or be on the school's premises (or location of off-site school events, such as sporting events or field trips) if their behavior while they were previously on the school's premises (or other off-site location) was unacceptable. The withdrawal of the “implied permission” will be effective as soon as the parent or other visitor has been told that they must leave and are prohibited from returning, and will be confirmed in writing by recorded delivery if the home address is known.

Classroom Access Policy

Northwood Academy observes an open door policy for its students and their family members. An open house is held annually when parents/guardians are invited to come and observe their child(ren) in the classroom. In the event additional observation is desired, please contact the Administration to arrange a convenient time for the observation. Please allow 48 hours to arrange for such a visit.

Communicating with Staff/Teachers

Frequent, consistent parent/teacher communication is vital to the educational success of your child(ren). Together we form a team that focuses on your child's needs, concerns, and growth. We invite you to participate in the process by contacting the school whenever you have concerns or questions. Each Wednesday, the bulk of school-wide communications are sent via the Remind app. Please read carefully the information offered in this section regarding communication.

Listed below are the methods of communication by which we maintain contact with families:

- School website: www.northwoodcs.org
- Remind app messages/notifications
- Weekly Wednesday Reminders (Bulldog Blasts)
- E-mail: the teacher's first initial and lastname@northwoodcs.org
 - (eg jsmith@northwoodcs.org)
- Scheduled parent/teacher conferences
- Progress/Interim Reports
- Report Cards
- Letters from administration and teachers
- Notes or telephone calls
- Board meetings
- Parent/Guardian information sessions

At Northwood, there are multiple staff members available to speak with you in regards to your

child(ren). Clerical concerns can be handled through the front office. The classroom teacher is the starting point when you have a question or concern. If you wish to speak with your child's teacher, please call, write a note, use classroom communication channels (eg, Classroom Dojo, Remind) or email to arrange a discussion time. Please note that office staff will convey parental messages to individual teachers but are not allowed to interrupt instruction. You should receive an initial response from your child's teacher within 24 hours of leaving a message. The issue may not be resolved at that time but you will have communicated directly with the teacher.

During arrival and dismissal times, teachers have a responsibility to focus their attention on the children. This is not a time for parents to have "brief" meetings with teachers. If there is something that cannot wait, please send a note with your child, call or visit the office, or send an email to the teacher. If you need a response or action within a school day, do not count on email; call the office as emails may only be checked in the morning.

In the event you require a more thorough process, the Board of Trustees asks that you follow the protocol below:

Step 1) In the event of a concern, a parent/guardian or community member should contact their child's classroom teacher, supervisor, coach or staff member who is directly involved with the concern or situation.

Step 2) If a parent/guardian or community member has completed Step 1 and feels that the issue or concern was not remedied, they should contact their child's Assistant Principal, the Director of Special Education (for special education-related concerns), or the Athletic Director (for sports-related concerns).

Step 3) If a parent/guardian or community member has completed Steps 1 and 2 and feels that the issue or concern was not remedied, they should contact the school Principal. Beyond this, contact the CEO.

Step 4) If a parent/guardian or community member has completed Steps 1, 2, and 3 and feels that the issue or concern warrants yet further discussion, the parent or community member should then contact the Northwood Academy Board of Trustees (board@northwoodcs.org) and/or follow the protocol to be put on the Board meeting agenda.

Report Card Conferences

Parent-teacher conferences are held formally twice a year at the end of the first and second trimesters. Conference dates are listed on your monthly calendar. These conferences are held so parents/guardians and teachers may exchange information about the student to better serve the student's needs. Additional conferences may be requested by parents/guardians and/or teachers (in writing, in person, or by telephone) as needs arise. Parents must make an appointment to speak in person with teachers so a mutually agreeable time for both may be chosen. This allows meetings to be held under the best possible conditions.

Public Comment at Board Meetings

The Northwood Academy Charter School Board of Trustees recognizes the value, to school governance, of public comment on matters facing the school.

In order to permit fair and orderly expression of such comment, the Board will provide up to a thirty (30) minute period for public participation on each of its public meeting agendas. Public comment may be on any topic related to the operation of the charter school. Please note, to be placed on the public section of the agenda, a written request must be addressed to the Board of Directors and hand-delivered to the front office or sent via US Mail to 4621 Castor Avenue, Philadelphia, PA 19124 or emailed to board@northwoodcs.org. Requests must be received at least three (3) working days prior to the scheduled meeting.

The request must include all of the following information or it will be denied:

- The speaker's name
- What, if any, group or persons the speaker represents
- What, if any, relation the speaker or represented group has with Northwood
- The topic or matter that will be addressed

Time allotted to individuals will be limited to three (3) minutes. However, additional written information may be presented to and considered by the Board.

Should you miss your designated place on the agenda, you will need to resubmit your request for a future meeting. No one may make the presentation on your behalf. Board members and administrators will not respond to public comment during the comment period.

Change of Address and/or Telephone Number

It is necessary for parents/guardians to immediately notify both the homeroom teacher and the school office concerning any change in address and/or telephone number whether it be a change at home or place of employment. It is critically important that we have a way of reaching someone in the event of an emergency. Proof of residency is required for an address change. This can be in the form of a utility bill, lease, or photo ID.

Health/Wellness Policies & Procedures

Health Office

Our school nurse handles a variety of student medical concerns each day, as well as maintaining medical records for each student. Please inform the nurse of any special health problems or concerns. If a child becomes ill during the school day, they will be given immediate attention. You will be called if your child is too ill to return to class. Please advise your child that they cannot personally call home if they feel ill but must go to the nurse's office.

Physicals/Immunizations/Dental Records

State law requires that beginning in kindergarten, students in the Commonwealth of Pennsylvania must: 1) have a physical examination by their physician; 2) be immunized; and 3) have a dental checkup. The appropriate forms can be found in the Student Enrollment Packet.

State law requires that all 6th-grade students receive a new physical examination in their 6th-grade year. Medical forms are distributed at the end of the 5th-grade year and will be accepted prior to the start of the school year but are required within 5 days of the start of the 6th-grade school year.

The PA Public School Code's requirements around immunizations are different from the health services listed above. Northwood is required to ascertain that children have been immunized in accordance with state requirements, and therefore, this is reflected in our enrollment procedure. Please note there are additional immunization requirements for 7th-grade students. The school is not responsible for providing immunizations to students directly. The following are the immunization requirements:

For attendance in all grades (K-8):

- Diphtheria, Tetanus, and Acellular Pertussis (DTap); 5 doses
- Polio (IPV); 4 doses
- Measles, Mumps, and Rubella (MMR); 2 doses
- Hepatitis B (HepB); 3 doses
- Varicella (VZV); 2 doses

For attendance in 7th grade:

- Diphtheria, Tetanus and Acellular Pertussis (DTap); 1 dose
- Meningococcal Conjugate (MCV4); 1 dose

We encourage families to have children privately examined outside of school so as to provide for continuity in the medical care of the child; however, if the student does not receive medical and dental examinations by a private family physician and a dentist, Northwood will make arrangements to provide those services to the child (kindergarten – physical and dental; 6th grade – physical).

Please be aware that your child will receive the following screenings throughout their tenure as a Northwood student:

1. Medical examinations (kindergarten, 6th, and 11th-grade students)
2. Dental examinations (kindergarten, 3rd, and 7th-grade students)
3. Vision screening tests (annually)
4. Hearing screening tests (kindergarten, 1st, 2nd, 3rd, and 7th-grade students)
5. Scoliosis screening tests (6th and 7th grade)
6. Height and weight measurements (annually)
7. Tuberculosis tests (kindergarten and 9th-grade students)
8. Threshold screening tests
9. Special examinations
10. Maintenance of medical and dental records

Any students who wish to participate in any sports must complete an inner scholastic participation form.

Medication

Children are not to bring in any kind of medication or to self-administer any kind of medication with the exception of asthma inhalers (see below). Should the occasion arise when a student must take medication during the school day, the medication must be prescribed by a physician and arrangements must be made through the nurse's office. Physicians and parents are required to complete the *Request for Administration of Medication, Use of Suction, Oxygen or Other Equipment in School* form. The physician must send written orders which include: diagnosis, dosage and the time to be given during the school day. All medications and prescriptions are to be brought by an adult in their original bottles to the nurse and kept in the health office.

Over-the-counter drugs including cough medicine, aspirin, etc. must also be accompanied by a doctor's note. If the need arises that you must administer the medication to your child personally during the school day, please go directly to the nurse's office after signing into the building. Your child will be called to receive their medication. Medication cannot be dispensed at any location other than the nurse's office unless an emergency exists.

Asthma inhalers may be self-administered if the student has provided the nurse a note from the doctor approving self-administration. However, the nurse must be notified immediately by the student when a student has self-administered asthma medication. The nurse will record the information on her medication log. When the school nurse is not in school, the Principal or designee may administer medication under the guidelines established by the Pennsylvania Health Services Commission.

Wellness Policy

Northwood Academy Charter School recognizes that student wellness and proper nutrition are related to each student's physical well-being, growth, development, and readiness to learn. The School is committed to providing an environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. A copy of the Wellness Policy is available in our Main Office.

Code of Conduct

The following Code of Conduct for Northwood Academy Charter School has been developed by the Board, administration, parents/guardians, and faculty in order to secure the safety and well-being of the entire school community. Northwood is committed to creating an environment conducive to learning, where respect for fellow community members is paramount. Students are expected to conduct themselves in a mature and responsible fashion during school and at all school functions. Further, when the student is dressed in the Northwood uniform, they are considered to be a representative of Northwood to the greater community and are, therefore, accountable to the Code. In addition to the list of possible consequences listed, restitution may be required for any violation at the discretion of the administration.

Policy Statement

The Board of Trustees of Northwood has the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of Trustees of Northwood is committed to creating a safe and positive learning environment wherein the students recognize their rights and responsibilities, as well as those of other students, teachers, parents/guardians, administrators, and members of the school community.

Students with IEPs who require disciplinary intercession shall be afforded due process in accordance with requirements as outlined in IDEA 2004 under the authority of 20 USC §1415 Procedural Safeguards.

At specific times, and for certain violations of the student code of conduct, IDEA's discipline procedures require the School to conduct a "manifestation determination review." The purpose of this review is to determine whether or not the child's behavior that led to the disciplinary infraction is linked to their disability.

Under §300.530(e), a manifestation determination must occur within 10 days of any decision to change the child's placement because of a violation of a code of student conduct.

The process has been simplified under IDEA 2004, which now:

- limits the requirement to perform a manifestation determination to removals that constitute a change of placement under IDEA's disciplinary procedures; and
- does not constitute a change in placement.

The LEA, the parent/guardian, and relevant members of the IEP team (as determined by the parent and the LEA) are involved in conducting the review. Their purpose is to determine:

- i. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- ii. If the conduct in question was the direct result of the LEA's failure to implement the IEP. [§300.530(e)(1)-(2)]

To make these determinations, the group will review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents/guardians. The Manifestation Determination Worksheet published by the PDE will be utilized for documentation.

Definition of Discipline

Discipline is the positive direction of behavior toward established standards of conduct fully understood and based upon reason, judgment, and consideration of the rights of others. Ideal discipline is self-directed and self-controlled. Schools, community, and parents/guardians share the responsibility for helping students develop self-discipline. When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and ensure uninterrupted instruction by teachers for students.

In Northwood Academy Charter School, as in the community at large, certain rules and procedures are established to guide the students through constructive growth and into mature adulthood. The rules and procedures are basically the same from kindergarten through grade eight. Parents/guardians, teachers, and others responsible for the welfare and education of our students cooperate to interpret and enforce these rules.

This Code applies to any conduct that occurs:

- On School Grounds at any time
- Off School Grounds at any school activity, function, or event
- Off School Grounds when the conduct may be reasonably expected to:
 - o Undermine the proper disciplinary authority of the school
 - o Endanger the safety of members of the School Community
 - o Interfere with student learning
- While traveling to and from school, including but not limited to actions on any school bus, van, or public transportation

Disciplinary Procedures

A school is judged by the actions of its students in and out of school. At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner.

Levels of Behavior Concerns, Violations, and Responses

There are three levels of disciplinary violations at NACS: Level I, Level II, and Level III. Please refer to the table below for descriptions of each. Following this table are lists of violations that fall under each disciplinary Level. The minimum levels of disciplinary consequences listed are suggested levels only. The Administration is not bound by these recommended levels and may impose or recommend any disciplinary consequence up to and including expulsion.

Please Note: This list is not exhaustive of behaviors that may result in disciplinary actions.

Discipline of students in K-2:

K-2 students who violate the code of conduct should be disciplined on a case-by-case basis. Students should be referred to the administration to determine whether discipline is appropriate. Exclusions from school should not be considered unless absolutely necessary.

Level	Description	Typical Consequences
Level I <i>Teacher Managed Behaviors</i> Can be referred to Behavior Specialist for repeated infractions	Actions that negatively impact the NACS school culture and community and interfere with the NACS Vision.	Classroom Management System, includes but is not limited to... <ul style="list-style-type: none"> • Verbal warning • Demerit • Parent phone call • Lunch detention <ul style="list-style-type: none"> • Repeated detentions may lead to further disciplinary action • Teacher-arranged parent conference • Dress code violation notice • Confiscation of item - kept in teacher desk or brought to Assistant Principal (phone, toy, hat, etc.) • Seating change • Loss of privileges • Restitution • Community service • Time out
Level II <i>Behavior Specialist or Assistant Principal</i>	Actions that significantly impact the NACS school culture and community and interfere with the NACS Vision. This may apply to repeated level 1 violations.	<ul style="list-style-type: none"> • Gold slip • Parent/Guardian Meeting with Assistant Principal and/or Principal • Restitution/suitable payment • Community service • Saturday School • Partial or full-day in-school Suspension • Out-of-School Suspension (1-10 days) • Referral to a counselor as needed • Loss of participation in extracurricular

		activities <ul style="list-style-type: none"> • Expulsion Hearing with Board • Loss of Specific School-Sanctioned Activity for 1 Year
Level III <i>Assistant Principal and Principal, CEO and/or Board as necessary</i>	Very serious violations of the NACS Code of Conduct, and/or criminal violations of Pennsylvania law.	<ul style="list-style-type: none"> • The procedure to address a level 3 Incident: <ul style="list-style-type: none"> • Parent/guardian notified • Immediate removal from school during school investigation • Out-of-School Suspension (1-10 days) • Intervention with Law enforcement • Counseling follow-up as needed • Expulsion Hearing with Board

LEVEL I VIOLATIONS

The following violations are expected to be directed through classroom management expectations **PRIOR TO** administrative intervention. A referral to administration, for these offenses, is to be made only after the classroom teacher has exhausted all avenues available to them, including parental contact and input.

Level I Violations include, but are not limited to:

Level I Violation	Description
Absenteeism - (including late to or cutting school or class), unexcused or excessive	Unexcused absence from class or school. Arrival after the bell rings for the start of any class or after-school activity.
Violation of Uniform Policy	This includes, but is not limited to, violations of dress code, untucked shirts, caps, or hats worn indoors, refusal to remove hood or outerwear, improper shoes, improper jewelry, etc.
Obscene/Abusive/ Inappropriate Language	This includes spoken, written, and body language that is disrespectful, inflammatory, or offensive, including religious, racial, or ethnic epithets. This also includes obscene gestures or language, writing, or possession of obscene articles or pictures.

Excessive talking/Disruptive Behavior /Disrespectful Behavior	<p>Students are expected to follow the rules that individual teachers have established for student conduct in their classrooms. Student behavior should be focused on their learning and should not disrupt the learning of others. Violations include:</p> <ul style="list-style-type: none"> • Disruptive behavior, including disruptive outbursts, talking while others are talking, throwing objects, and inappropriate gestures and sounds. Rolling eyes, sucking teeth, talking back, silently mouthing words, etc. • Leaving class without permission and a hall pass • Wearing headphones except for approved instructional purposes • Horseplay that includes but not limited to pushing, shoving, kicking, or other physical contact, knowingly taking of another's property done in a playful and/or confrontational manner
Environment	<p>Students are required to maintain a clean school environment by picking up after themselves at lunch, refraining from throwing food in the cafeteria or anywhere on school property, disposing of paper in hall/class, caring for their own/others' personal items, and respecting all school property.</p>
Lapse of Integrity/ Lying/ Falsehood	<p>Attempt to deceive or mislead a staff member when questioned (ie, refusal to identify one's self or whereabouts accurately)</p>
Student Personal Electronics	<p>Possession of, except as considered acceptable and/or necessary by the Principal and/or CEO. All devices shall be completely turned off (not in vibration mode) and secured in the classroom safe (grades 5-8) during school hours. Confiscated items are sent to the main office and are only returned to the parent/guardian. <i>NACS does not accept any responsibility for loss of Student's electronic equipment due to theft or other loss. In addition, NACS will <u>not</u> be responsible for damage or loss of a nuisance device that is confiscated by staff.</i></p>
Unprepared for Class	<p>Student consistently does not bring necessary materials or supplies to class (ie homework, school supplies, project, bookbag, etc.)</p>
Public Display of Affection	<p>Acts of physical intimacy including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at school or a school-sponsored activity between two students.</p>
Leaving Class/Lengthy Absence from Class	<p>Eloping from the classroom or designated space without permission from a staff member. Failure to return to the classroom from the restroom, etc. in a timely manner.</p>
Bus Violations	<p>As per Chief Operations Officer and Assistant Principal / Principal.</p>

Cheating/Academic Dishonesty/ Forgery (K-3)	Use of unauthorized assistance (including, but not limited to, study guides, internet access, collaboration with peers) with intent to deceive an instructor.
Defiance	Ongoing refusal to follow directions from staff
Loitering	Refusal to transition from one setting to another - on school property, including halls, classrooms, or exterior property.
Sleeping in Class	There are times when a student may put his or her head down on a desk if they are not feeling well. In these instances, please send the student to the restroom or nurse's office as appropriate.
Trespassing	Refusal to leave school property, including halls, classrooms, or exterior property, during or after school hours, or reporting to school property during a suspension.

LEVEL II VIOLATIONS

The following guidelines are in place to provide those types of interventions that lead to immediate referral and administrative intervention. Upon referral, a teacher may be asked for follow-up information/documentation, within the school day or the next day.

Level II Violations include, but are not limited to:

Level II Violation	Description
Threats, Intimidation, Provocation and Pre-fight	<p><u>Threats</u> are words and/or actions that are intended to taunt, provoke, or do emotional harm. This includes terroristic statements.</p> <p><u>Intimidation</u> includes aggravating or making others uncomfortable by calling others "out of their names," passing rumors, etc.</p> <p><u>Provocation</u> is the use of intimidation or threats to provoke a violent reaction, including pushing, excessively close proximity to a classmate/violation of personal space, aggressive gestures, etc.</p> <p><u>Pre-fight</u> is physical aggression (eg pushing, shoving) that ends very quickly or is easily stopped by an adult or other Student.</p> <p><i>Note, depending on the nature of the threat, intimidation, and provocation or pre-fight, the Behavior Specialist or Assistant Principal may consider the violation to be of a Level III nature.</i></p>
Facilitating Violence	Watching, encouraging or instigating a pre-fight/ fight before school, without seeking assistance from a staff member, during school or after school is prohibited. It is our belief that bystanders play a role in escalating or de-escalating a potentially violent situation; therefore anyone watching a fight has an obligation to de-escalate the situation by staying calm, remaining nonpartisan and getting help from a staff member.

Cyber-Bullying	<p>The use of the Internet (web pages, social networking sites, email, etc.) to intimidate, bully, defame, threaten or spread rumors or inappropriate information about another individual or group of individuals.</p> <p><i>Note, depending on the nature of the communication, the Behavior Specialist or Assistant Principal may consider the violation to be of a Level III nature.</i></p>
Plagiarism, Forgery, Cheating (4-8)	<p>Plagiarism is using, without permission, the ideas & writings of another; either word for word or in substance, and representing such as one's own.</p> <p>Forgery is the signing of a document in another's name.</p> <p>Cheating includes deceit, fraud, or deception (ie, copying another's assignments, assisting another to cheat by lending one's own work; giving or receiving aid during a testing period).</p>
Insubordination	<p>This includes failure to comply with directions of teachers and other school personnel such as leaving class without permission or vulgar language directed at school personnel. This also includes refusing to report to a classroom, detention or office as directed.</p>
Cutting Class/ Leaving School Grounds / Unauthorized Entry	<p>Cutting includes all scheduled or rostered activities as well as leaving the building without proper authorization. Unauthorized entry is defined as entry into restricted areas or unauthorized movement throughout school property.</p>
Harassment	<p>Harassment means any behavior which is repeatedly and persistently bothersome.</p>
Extortion or attempted extortion	<p>The practice of obtaining something, especially money, through force or threats.</p>
Sexual Harassment	<p>NACS recognizes that sexual harassment is a violation both of Federal and State discrimination laws, and that these laws apply to students and employees. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:</p> <ul style="list-style-type: none"> • such conduct interferes with an individual's academic performance or creates an intimidating, hostile, or offensive educational environment <p>Forms of sexual harassment include but are not limited to the following:</p> <ul style="list-style-type: none"> • Derogatory comments, jokes, or slurs; sexually-oriented sounds or remarks • Uninvited, unnecessary or offensive touching, pinching, patting, grabbing, brushing against another person's body, or impeding or blocking movement • Derogatory or offensive pictures, posters, cards, cartoons, graffiti, drawings, or gestures <p><i>The severity of the disciplinary action will be based upon the circumstances of the infraction, and could include expulsion from</i></p>

	<i>school. Repeated or serious violations may also result in filing of criminal charges as deemed appropriate by the school.</i>
Gambling	Gambling includes betting or wagering for money, favors, or fun. This includes being present at the scene of gambling. <i>The severity of the disciplinary action will be based upon the circumstances of the infraction and could include expulsion from school. Repeated or serious violations may also result in filing of criminal charges as deemed appropriate by the school.</i>
Damaging / Misuse Of School Property and/or Property of Others (Misdemeanor)	Damaging the personal property of another; defacing or otherwise damaging physical property; recklessly or negligently damaging someone else's property.
Failure to Serve Detention	Refusing to attend a staff-issued session of lunch detention despite reminders and prompts to attend
Bullying	<i>See NACS Bullying Policy</i>
Defiance (Willful Disobedience of Staff)	Ongoing challenging of staff by refusing to follow directives; aggression or acting out when told to do something; strong verbal protest; engaging in disruptive behavior when given a direction; remaining in place and refusing to move from one area to another;
Verbal Abuse (Profane Language) Towards School Staff	Intentionally criticizing, insulting, or denouncing a staff member
Tampering with Security/ Fire Alarm Systems	Students are not permitted to pull the fire alarm or alarm systems. If there is a true emergency, students must alert a staff member immediately.
False Reports to 9-1-1	Students are not permitted to call 911 for any reason, false or otherwise. If there is a true emergency, a staff member should be notified and 911 will be called.
Vandalism	Vandalism includes intentional or reckless damage to, or attempt to damage, the property of another, or the causing of damage while committing an act contrary to this code or to the law. Depending on the nature of the incident, law enforcement officials may be informed.
Disorderly Conduct	Reckless behavior that could cause injury, including throwing objects (tables, chairs), etc.
Violence, Fighting, Assault/Attempted Assault	Violence includes physical aggression between two or more students that escalates into punching, wrestling, knocking down, or damaging or destroying property. This means physical aggression typically that lasts more than a few seconds and is not easily broken up by a staff member.
Theft (minor)	Theft that is based on, or defined by, the low value of the property that has been stolen. For example, items of low value such as school supplies, food or candy, etc.

Possession of Tobacco Products	Possession and/ or use of tobacco products on school property is not permitted. This includes, but is not limited to, cigarettes, cigars, chewing tobacco, and vape pens.
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LEVEL III VIOLATIONS

The following infractions result in immediate consideration for long-term suspension or expulsion from school. Students committing these offenses will be afforded a hearing opportunity.

Level III Violations include, but are not limited to:

Level III Violation	Description	Method of Communication
Firearm, Weapon or Dangerous Instrument	Any person found or observed on school property or school-sponsored event in possession of a firearm, weapon or dangerous instrument (ie BB gun, bullets or other ammunition, pistol, rifle, gun, disguised gun, lookalike weapon, dagger, switchblade, knife, metal pipe, box cutter, paintball gun, dart gun, pepper spray or other noxious sprays, explosive or incendiary bomb or other instruments, material or device that can cause physical injury etc.) must immediately be reported to the Principal. Law enforcement officials will be informed.	Schoolwide communication to parents, teachers, and Board, review of expectations with grade(s) related to incident as needed with counselor support.
Terrorist Threats/Acts	Terrorist threats or acts are defined as a communication/act to commit violence, terrorize, evacuate building, or otherwise cause serious public inconvenience or safety risk (ie, inciting a riot or walkout comprised of many people). Depending on the nature of the incident, law enforcement officials may be informed.	Schoolwide communication to parents, teachers, and Board, review of expectations with grade(s) related to incident as needed with counselor support.
Alcoholic Beverages	Possession, delivery, use or being under the influence of alcohol on school grounds or at a school-sponsored	Communication with parents of

	event. Depending on the nature of the incident, law enforcement officials may be informed.	students involved in the incident, review of expectations with grade(s) related to incident as needed with counselor support.
Drug Possession, Use, or Illicit Activity	This violation includes drug possession, use/ being under the influence of, or illicit activity on school grounds or at a school-sponsored event. Illicit activity means the intent to use, sell, store, or purchase illegal substances, and paraphernalia. School administrators will report the incident to the police and provide all information concerning the matter to law enforcement authorities.	Schoolwide communication to parents, teachers, and Board, review of expectations with grade(s) related to incident as needed with counselor support.
Theft (major)	Theft means withholding, taking, or removal of personal or school property without the owner's consent. Depending on the nature of the incident, law enforcement officials may be informed.	Communication with parents of students involved in incident; review of expectations with grade(s) related to incident.

Arson and/or Possession of Fireworks/ Stink Bombs and Other Explosive Devices	<p>Arson is the malicious burning of another's property. Students may not possess or use fireworks or the paraphernalia needed to ignite them—matches, lighters—on school grounds or during school activity. Depending on the nature of the incident, law enforcement officials may be informed.</p>	<p>Schoolwide communication to parents, teachers, and Board, review of expectations with grade(s) related to incident as needed with counselor support.</p>
Assault of Students, Staff Members, Vendors, Guests	<p>Any violent act against a student, faculty or staff member, or a visitor to NACS may result in severe penalties, including the filing of a criminal complaint with law enforcement.</p> <p><i>(Assault: Severe bodily harm resulting in medical attention through work health)</i></p>	<p>Communication with parents of students involved in incident; review of expectations with grade(s) related to incident.</p>
Fighting with a Weapon	<p>Any aggression that includes use of a weapon or use of an implement as a weapon clearly falls into this category. In cases of violence with a weapon or violence that results in bodily harm (hospitalization), law enforcement officials will be informed.</p>	<p>Schoolwide communication to parents, teachers, and Board, review of expectations with grade(s) related to incident as needed with counselor support.</p>

Sexual Misconduct	<p>This may include attempting or carrying out a sexual act with oneself or another person whether it is consensual or non-consensual, including molesting others.</p> <p>Depending on the nature of the incident, law enforcement officials may be informed.</p>	<p>Communication with parents of students involved in incident; review of expectations with grade(s) related to incident as needed with counselor support.</p>
Failure to reasonably comply with any school policy or administrative directive	<p>This includes, but is not limited to, any violations of any school policy or administrative directive (for example, a violation of no-contact directives).</p>	<p>Communication with parents of students involved in incident; review of expectations with grade(s) related to incident as needed with counselor support.</p>
Other criminal acts in violation of local, state, or federal laws and/or regulations	<p>This includes, but is not limited to, violations of any local, state, or federal laws and/or regulations from any local, state or federal agency.</p>	<p>Communication with parents of students involved in incident; review of expectations with grade(s) related to incident as needed with counselor support.</p>

Violations of school's internet safety and/or acceptable use policies	See the School's acceptable use policy.	Communication with parents of students involved in incident; review of expectations with grade(s) related to incident as needed with counselor support.
Purposefully or recklessly endangering the health, welfare, or safety of any member of the school community	This includes, but is not limited to, any intentional or negligent acts that endanger the health, welfare, or safety of any member of the school community.	Communication with parents of students involved in incident; review of expectations with grade(s) related to incident as needed with counselor support.

Out-of-School Suspensions

The following are definitions/classifications related to suspensions:

Short-term: The principal can suspend the student for up to three (3) days without an informal hearing. In the event of suspensions of more than three (3) but less than 10 days, the student has the right to an informal hearing.

Long-term: The student can be suspended for up to 10 days with notification of the right to a formal hearing.

Expulsion: A student can be expelled only by action of the Board of Directors based upon the recommendation of the principal or designee. An official expulsion hearing will be held with a hearing officer and legal representation for the student if so desired. Expulsion from school excludes the student from regular school attendance.

Notification: A disciplinary letter and phone call from the principal or designee will be received by the parent(s)/guardain(s) when the student is assigned in-school suspension or out-of-school suspension or is recommended for long-term suspension or expulsion.

The suspension notice for in-school suspensions shall include at least the following information:

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated.
2. The student will not be allowed to participate in classroom and school activities during the suspension period.
3. Appeal procedures will be clearly stated.

If a student is assigned an in-school suspension, a parent/guardian will be expected to enter an agreement with the principal, which outlines the guidelines of the in-school suspension program.

The suspension notice for out-of-school suspension (fewer than 10 days) shall include at least the following information:

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated.
2. A parent/guardian is required to participate in a conference with the principal or designee in order for the student to be readmitted to the school.
3. The student will not be allowed to participate in classroom and school activities during the suspension period.
4. The student is not to go on school property.
5. Appeal procedures will be clearly stated.
6. In the event of a suspension of more than three (3) but less than 10 days, an informal hearing will be offered to the parent(s)/guardian(s). At that time, students have the right to produce witnesses and ask questions of witnesses testifying against the student.

The suspension notice for long-term suspension/expulsion (not to exceed 10 days) shall include at least the following information:

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated.
2. A parent/guardian should be told that an investigation is being conducted by the administrators and what the most severe recommendation might be.
3. A date and time for a formal hearing are given when a parent/guardian, accompanied by the student, must come to school for a conference with the principal or designee to present and hear information. The student has the right to bring formal counsel if so desired.
4. The student will not be allowed to participate in classroom and school activities during the suspension period.
5. The student is not to go on school property.

Following the conference, the principal will make a decision to move forward with a recommendation to the Board of Trustees for long-term suspension or expulsion and inform the parent(s) and student. If the principal or designee moves forward with the recommendation, the principal or designee will write to the President of the Board and send a copy of the notice to the parent(s).

Suspension Appeal Procedures

In-school Disciplinary Actions

Should a parent/guardian disagree with disciplinary action of the school, other than out-of-school suspensions or expulsions, the parent may appeal as follows:

1. Appeals should be made to the principal by arranging an appointment or by writing to the principal.
2. If the parent/guardian is dissatisfied with the result of the appeal to the principal, the parent may appeal to the Board of Trustees. Appeals must be filed in writing, within three (3) school days of receipt by the parent of the principal's notice of disciplinary action.

Out-of-School Suspension (10 days or fewer)

Should a parent/guardian disagree with a suspension of ten days or fewer, the parent/guardian may appeal the decision of the principal as follows:

1. Appeal requests must be made in writing, by the parent/guardian, to the designee of the Board of Trustees. Such written requests must be filed with the principal within three (3) school days of the notice of suspension or the right to review and appeal is waived.
2. If the parent/guardian is dissatisfied with the designee's decision, they may appeal the decision to the Board of Trustees by filing a written request of appeal within five (5) school days, or the right to further appeal is waived.

In cases of immediate appeal, if the principal determines that the student's presence at the school does not create a continuing danger to persons or property or an ongoing threat of disruption, the student may be allowed to continue in school on a regular basis until the appeal is considered. A favorable decision will allow the student to continue in school, whereas a decision supporting the principal will require the student to serve the full suspension beginning the next school day after receiving notice of the decision. In situations where the student is excluded during the appeal process and the appeal is ultimately favorable to the student, an opportunity will be provided for the completion of make-up assignments.

Long-term Suspensions (up to 10 days)

Following a hearing, should the parent/guardian disagree with the Board or designee's decision to suspend for 10 days, the parent/guardian may appeal the decision to the Board of Trustees as follows:

1. Appeal requests must be made, in writing, to the principal. Such requests must be filed with the principal within five (5) calendar days of the suspension decision, or the right to appeal is waived.
2. If the parent/guardian is dissatisfied with the designee's decision, they may appeal the decision to the full Board. The appeal must be in writing and must be filed with the principal within five (5) calendar days of the designee's decision or receipt of the decision by the parent or the right to appeal is forfeited.

Expulsions and Hearings

Following the principal's recommendation for expulsion, a hearing will be held by the Board of Trustees.

Hearings

1. **General.** Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
2. **Formal hearings.** A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the Board, or a qualified hearing examiner appointed by the Board. When a committee of the Board or a hearing examiner conducts the hearing, a majority vote of the entire Board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - a) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - b) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student, and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - c) The hearing shall be held in private unless the student or parent requests a public hearing.
 - d) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 - e) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - f) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - g) The student has the right to testify and present witnesses on their own behalf.
 - h) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - i) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 1. Laboratory reports are needed from law enforcement agencies.
 2. Evaluations or other court or administrative proceedings are pending due to a student invoking their rights under the Individuals With Disabilities Education Act 2004 (20 USCA § § 1400— 1482).
 3. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

- j) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- 1. Informal hearings: The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
 - a) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
 - b) The following due process requirements shall be observed in regard to the informal hearing:
 - 1. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - 2. Sufficient notice of the time and place of the informal hearing shall be given.
 - 3. A student has the right to question any witnesses present at the hearing.
 - 4. A student has the right to speak and produce witnesses on their own behalf.
 - 5. The school entity shall offer to hold the informal hearing within the first five (5) days of the suspension. All hearings will take place before a qualified hearing examiner or authorized committee of the Board who will consider the evidence presented by the Administration and the student in connection with a formal hearing and will make a recommendation to the Board of Directors.

Bullying Policy

Resolved, that Northwood Academy Charter School hereby adopts the attached primary Policy on Bullying and its prevention/intervention in order to ensure compliance with HB 1067 (PA), amending "Article XIII-A Safe Schools" in the Pennsylvania School Code of 1949, that requires each school entity to adopt a policy relating to bullying.

Northwood Academy Charter School (NACS) is committed to providing a safe, positive learning environment for its students. NACS recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. NACS recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. NACS prohibits bullying by students and personnel.

Bullying Definition

Bullying is characterized by the following three (3) criteria:

- It is aggressive behavior or intentional harm doing
- It is carried out repeatedly over time
- It occurs within an interpersonal relationship where there is an imbalance of power (eg one person is physically larger, stronger, mentally quicker or socially more powerful)

Bullying, as defined in this policy, refers to direct or indirect action, which may include but is not limited to:

- Physical: hitting, kicking, pushing, shoving, getting another person to hurt someone;
- Verbal: racial slurs, name-calling, teasing, taunting, verbal sexual harassment, gossiping, spreading rumors; or
- Non-Verbal: threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by the use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, websites or other methods of electronic and/or digital communication).

Bullying is the intentionally harmful (electronic, written, verbal, non-verbal, psychological, or physical) act or series of acts that are directed at another person, in and/or outside of a school setting or using school property (as defined below) and is severe, persistent, or pervasive and has the effect of doing the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

School setting means in the school, on school grounds, in school vehicles, at a designated school bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

School property means the school computer or telephone.

Reporting to Authority

NACS prohibits all forms of bullying. Northwood encourages students who have been bullied or witnesses bullying to immediately report such incidents to any building administrator. If there is no response, the target of such acts is encouraged to report the incident to the Board of Directors.

Northwood directs that complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation for Responsibility

Each adult and student shall be responsible to respect the rights of others and to ensure an atmosphere that is conducive to learning and free from bullying.

The Principal (or designee) shall develop administrative regulations to implement this policy. The Principal (or designee) shall ensure that this policy and administrative regulations are reviewed annually with staff, students, and parents.

The Principal (or designee), in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Student Representative Council.

School administration shall annually provide the following information with the Safe School Report:

1. NACS's Bullying Policy
2. Report of bullying incidents
3. Information on the development and implementation of any and all research-based bullying prevention and intervention programs

Guidelines and Dissemination

The Student Code of Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the school website. This policy will be reviewed within 90 days after the adoption by NACS, and annually on the first day of school thereafter.

Prevention and Intervention

The school shall implement research-based bullying prevention and intervention programs. Such programs shall provide training for school staff for effectively responding to, intervening in, and reporting incidents of bullying. All school bullying prevention and intervention efforts shall be aligned with the framework of the research-based Responsive Classroom and Developmental Designs and shall be approved by the school's Board of Directors.

Consequences for Violations

Upon receipt of a complaint of bullying, the Principal (or designee) shall meet with the student(s) who is bullied and student(s) who bullies separately, starting with the student(s) who is bullied, and investigate the reported allegations.

If the allegations are confirmed, the Principal (or designee) shall do the following:

1. Inform the student who bullies the results of the investigation
2. Review the definition of bullying and the district's policy on bullying
3. Give the consequences for the behavior relative to the number of offenses and the severity of the behavior
4. Notify the parents of the student(s) who bullies, including the actions of the student and the consequences

A student who violates this policy shall be subject to the following disciplinary procedure:

- First Offense: Documented warning and parent notification
- Second Offense: Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, or counseling within the school
- Third Offense: Suspension, up to recommendation for expulsion

Depending on the severity of the incident, cases of bullying may immediately warrant the disciplinary actions of a third offense and may result in expulsion and/or referral to law enforcement officials .

Title IX Sexual Harassment Policy

Northwood Academy Charter School provides an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, pregnancy, marital status, disability or national origin/ethnicity.

Title IX, a federal law, and its accompanying regulations under Title IX prohibit sexual harassment, defined as unlawful discrimination on the basis of sex. Such discrimination is known as “Title IX sexual harassment.”

Northwood Academy Charter School recognizes the needs of its students to learn in a safe and welcoming environment. Northwood is committed to maintaining a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment as such discrimination is inconsistent with the rights of students and does not align with Northwood's mission, vision and goals within our educational environment – in our classrooms and in our programs. Thus, such discrimination is prohibited at or, in the course of, Northwood-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Title IX violations are prohibited and may result in disciplinary consequences under Northwood Academy Charter School's Board of Trustees policies and procedures. It is unlawful to engage in any act of retaliation or knowingly providing false information related to reports of Title IX violations, which may also implicate disciplinary consequences per applicable Board policies and procedures.

Inquiries regarding the application of Title IX to Northwood Academy Charter School should be directed to Northwood Academy Charter School's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the US Department of Education, or both.

Notice: Northwood Academy Charter School does not discriminate in any manner, including Title IX sexual harassment, in any Charter School education program or activity.

Reporting:

In terms of reporting, Northwood Academy Charter School delineates the following:

Students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation are to promptly report such incidents to the School's Administration/Chief Executive Officer, even if some elements of the related incident took place or originated off of Northwood's premises, school-sponsored activities or transportation to and from School.

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 student's parents/guardians or any other person with knowledge of conduct that implicates Title IX sexual harassment, other discrimination or retaliation is encouraged to immediately report such matters to the Administration/Chief Executive Officer.

A school employee who suspects or is notified that a student has been subject to conduct that implicates Title IX sexual harassment, other discrimination or retaliation constitutes in violation of this policy shall immediately report the incident to the Administration/Chief Executive Officer, as well as properly making the required reports as a Mandated Reporter and any other reports required by law.

If the Chief Executive Officer is the subject of the complaint, the student, third party or a reporting employee shall report the incident directly to the Chief of Staff.

Northwood Academy Charter School encourages the complainant or the individual making the report in writing. However, verbal reports of an incident or incidents will also be accepted and documented.

The Chief Executive Officer shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The 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 Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed under the Discrimination Complaint process or if the reported circumstances meet the definition of Title IX sexual harassment is subject to other School policies.

When a report is made that alleges Title IX sexual harassment, the School may not impose discipline until the completion of the process. Northwood Academy Charter School must presume that the Respondent is not responsible for the alleged conduct until a determination has been made at the completion of the process for formal complaints.

If there is an immediate threat to the physical health or safety of an individual, and remote/alternative settings are not appropriate, immediate removal may occur; however, the procedures, which include due process, for suspension and expulsion will occur for the removal of a student. Those students with disabilities will be provided with the requisite protections under state and federal law.

When an emergency removal is not required, the School will issue discipline, if such a course is determined in the course of the Title IX process for formal complaints. After the conclusion of the process, the School will issue a written determination and provide information regarding the appeal process. If a disciplinary sanction is being recommended, it will be delineated in the written determination or appeal decision and implemented in accordance with the normal procedures for suspensions, expulsions, or other disciplinary actions, including specific provisions to address a student with a disability when applicable.

Confidentiality:

The confidentiality of all parties, witnesses, and allegations, including the filing of a report, and the investigation will be in accordance with applicable law and policy.

Retaliation:

Northwood Academy Charter School prohibits retaliation by the School or any other person against any person engaging in the Title IX process, including complainants, witnesses, and/or other participants in the Title IX process.

Northwood Academy Charter School, its employees, and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions:

Discrimination means treating individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability and consists of the use of unwelcome conduct which can include written or electronic means and/or verbal or nonverbal acts.

Examples of harassment can include, but are not limited to: offensive jokes, slurs, name-calling, 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:

1. Sufficiently severe, persistent or pervasive; and
2. 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.

Supportive Measures are services, such as counseling, offered as appropriate, as reasonably available. Supportive measures are available to the complainant as well as the respondent and are available before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are provided free of charge. Such measures should assist restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment.

Examples of supportive measures are counseling; modifications of work or class schedule; restrictions on contact between the parties; monitoring on school premises or school-supported activities or conveyances; referral to domestic violence or rape crisis programs.

Title IX Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct that a reasonable person would deem as so severe, pervasive, and objectively offensive that it effectively denies equal access to the School's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking.

Such conduct must have taken place during the School's education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. 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. Title IX applies to all of the School's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Title IX Coordinator:

The School designates Theodore E. Boler as the School's Title IX Coordinator and Compliance Officer.

Contact information: tboler@northwoodcs.org or 215.289.5606

The Title IX Coordinator/Compliance Officer shall ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures, and to monitor the implementation of the School's nondiscrimination procedures including training, review of educational materials, information for the School community on resources for complainants, the school complaint procedure, the Title IX procedures, including but not limited to making reports to the police, referrals for available supportive measures, and review of School programs.

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual which has responsibility related to Title IX sexual harassment complaint process shall receive training on Title IX, the investigation process, evidence, and application of standard of proof and how to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

Disciplinary Consequences:

A student who is determined to be responsible for Title IX violation shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct and may include, depending on the infraction and the relevant Student Code of Conduct provision, may include expulsion. Employees who violate this policy are subject to disciplinary actions, which may include dismissal and referral to law enforcement.

Non-Discrimination Statement

It is the policy of Northwood Academy Charter School not to discriminate in their educational programs, activities or employment practices on the basis of race, sex, color, religion, sexual orientation, national origin, disability or any other legally protected classification under the provisions of Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act (ADA); the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004), FERPA and any other applicable state of federal laws.

Family Educational Rights and Privacy Act (FERPA) Notice

FERPA, a federal law, affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records.

Their rights are briefly summarized below and are explained more fully in the Board's Student Records Policy which is on file at the school and is available upon request:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the CEO a written request that identifies the record(s) they wish to inspect. The CEO will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the CEO, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official may include a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law unit personnel); a person serving on the Board of Directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, Northwood Academy Charter School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

English Language Learners

The policy of the Northwood Academy Charter School (NACS) is to ensure English Language Learners have equitable access to educational opportunities by providing them with high quality, rigorous instruction and appropriate support services in accordance with the distinctive linguistic and socio-cultural needs of this group in accordance with the dictates of 22 Pa. Code § 4.26.

Purpose:

- A primary goal of NACS is to prepare all students to meet high academic standards and to be well prepared for higher education and employment.
- This policy sets forth the school's responsibilities for the education of English Language Learners (ELLs).
- The school commits to providing high-quality, rigorous instruction and appropriate support services in accordance with the distinctive linguistic and socio-cultural needs of this group.
- Recognizing its responsibility to provide optimal conditions for acculturation, the school also commits to education which speaks to the specific life skills needed by immigrant and refugee children as they adjust to life in the United States.
- Moreover, the school commits to creating meaningful partnerships with parents of ELL students, families, and communities to
 - a) support the successful academic and social achievement of ELL children;
 - b) to infuse cultural knowledge and understanding into curriculum content that is reflective of the rich cultures and histories of the school's students and families;
 - c) the overarching purpose of the Language Policy for English Language Learners is to ensure ELLs have equitable access to educational opportunities;
 - d) the need for this policy is mandated by the requirement for ELLs to meet state standards and the need to align with federal law and court orders; and
 - e) accountability for the academic achievement of ELLs at the school level rests with the CEO, instructional staff and support staff.

Child Find Policy

Policy and Procedures for Students with Disabilities:

Northwood Academy Charter School (NACS) will ensure that all students with disabilities who are eligible to enroll in the school will have available to them free and appropriate public education in the least restrictive environment. The purpose of this annual notice is to comply with the school's obligations under Chapter 711 of Title 22 of the Pennsylvania Code. The rights of children with disabilities and their parents will be protected in accordance with federal laws.

As part of this child find responsibility, NACS seeks to ensure that all students with disabilities who are eligible to enroll in the school are identified, located and evaluated. This child find responsibility shall be accomplished through a process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. The child find process shall include obtaining data on each student, through direct assessment or by indirect means of the student's academic performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills.

School staff, parents or agency representatives may refer students to the multi-disciplinary team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. NACS shall ensure that an appropriately certified school psychologist participates in the initial evaluation and all subsequent re-evaluations of the student.

Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the multidisciplinary team. If it is determined that the child requires special education and supportive services in order to benefit from regular education, an Individual Education Plan shall be developed for the student in accordance with federal law.

If you know someone or have a child with a disability who may be in need of special education and related services, you can initiate a referral through the school by contacting Kate Crossett, Director of Special Education at 215-289-5606 or by emailing at kcrossett@northwoodcs.org.

McKinney-Vento Act

The McKinney-Vento Act is a federal law that ensures the right of students to go to school even when they are homeless or don't have a permanent address. The Act aims to reduce barriers that have prevented many homeless youth from enrolling, attending, and succeeding in school, including: transportation; residency requirements; and documentation requirements, such as birth certificates and medical records.

All homeless young people—including “unaccompanied youth” not in the physical custody of a parent or guardian—who are: living in emergency shelters or transitional living programs; staying temporarily with friends or relatives due to inadequate housing; or staying in motels, campgrounds, cars, or other temporary housing can get help under The Act. Additionally, families who live in a shelter, motel, or even doubled up with other people due to loss of housing for economic hardship may qualify for certain rights and protections under the federal McKinney-Vento Act.

Support under The Act is also offered to other students that may not be enrolled at Northwood; all siblings should be accounted for and those not "enrolled", will be served.

Contact Lower School Counselor (K-4) Ms. Lozandieu at mlozandieu@northwoodcs.org or Upper School Counselor (5-8) Mr. Whitlatch at awhitlatch@northwoodcs.org to find out what services and supports may be available.

Handbook and Remote Learning Policies, Media & Technology Consent Sign-off

[Please read and complete the Handbook, Media & Technology Consent Digital Sign-off at this link.](#)

If a hard copy is preferred please read and complete the form below and return to Northwood Academy Charter School. The details of acknowledgement/refusal below can be retained for your records.

1. Zoom Consent: I understand that Northwood Academy Charter School (NACS) will provide synchronous, live instruction during remote learning through the videoconferencing platform, Zoom, to my child(ren) in the event of a Covid-19 quarantine with proof of a positive Covid test. I am granting consent for my child to utilize Zoom for instructional purposes, as well as school-organized online events and activities.*
2. Camera Policy: I understand that while my child is participating in synchronous, online instruction, in order to help recreate the in-person learning environment during remote learning they shall keep the camera on their digital device on so that at least their face may be seen. If my child is experiencing internet connection difficulties that make keeping the camera on impossible, my child or I will let their teacher know in writing as soon as possible.*
3. Consent to Release Student Information Relating to Community Activity/Event Recordings: I understand that in the event my child will be attending remote school community events/activities via Zoom, that may be audio or video recorded. My child and I are made aware of this by staff before the start of the event/activity. I allow NACS to record events/activities that consist of my child's voice or image as they participate in these events/activities. I am consenting to allow this recording to be used for promoting the school, promoting charter school education, or to be posted on NACS's social media platforms, such as the NACS Facebook page, to share with the school community. My child's name will not be published without further formal disclosure and consent from myself and my child.*
4. Media Consent: I understand that photographs and/or videos of my child may be taken during school activities and engagements. If photographs and/or videos are taken, they would be for the purpose of educating students, promoting the school or promoting charter school education. The school may publish photographs and/or videos of my child. I am aware that, if published, third parties would be able to view the photographs and/or videos.*

5. [Acceptable Use Policy for Technology/Student Internet Access Contract](#): As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology* for NACS. I have reviewed this Policy with my child to ensure their understanding that when they are using the Internet or any other computer/telecommunications device, they must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and NACS.

I hereby release NACS, its personnel, and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing materials as outlined by the *Acceptable Use Policy for Technology* for NACS. I will emphasize to my child the importance of following rules for personal safety. I hereby give my permission for my child to use the Internet and will not hold NACS liable as a result of my child's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.*

* If I have questions/concerns regarding any of the above Policies/Consents, I understand that I must reach out to an Administrator to discuss further.

Signing this form means that I agree to the following:

1. I give permission for my child to participate in remote instruction as well as school-organized online events and activities via Zoom.
2. I give permission for my child to keep the camera on their digital device on while participating in synchronous, online instruction, in order to help recreate the in-person learning environment during remote learning.
3. I give permission for my child to be audio or video recorded during remote school community events/activities via Zoom, which will only be used to promote the school, promote charter school education, or to be posted on NACS's social media platforms, such as the NACS Facebook page, to share with the school community.
4. I give permission for the school to publish photographs and/or videos of my child as many times as it requires in the ways mentioned above. My child's photographs and/or videos may be reproduced either in color or in black and white.
5. My child and I have reviewed and will abide by the *Acceptable Use Policy for Technology* for NACS, as stated in this Contract.

- ☐ I agree to the five permissions listed above, or I have contacted the Administration with any questions/concerns.
- ☐ I agree with all Policies, Procedures, Protocols, and Pursuits as described within the 2022-2023 Student/Parent Handbook.
- ☐ I decline at least one of the six permissions above and/or disagree with the Policies, Procedures, Protocols, and Pursuits as described within the 2021-2022 Student/Parent Handbook. I will contact the Administration Team to discuss this further.

The **Northwood Academy Charter School Student/Parent Handbook** has been developed to communicate the responsibilities that all stakeholders share in ensuring every student has a safe, secure place for learning. Our partnership relies on promises kept, trust, good faith, and a commitment to the well-being of all students. This consent and acknowledgment reflect my and my child's intention to live up to this compact and all of the provisions contained herein.

Parent/Guardian Signature

Date

Transgender and Gender Non-Conforming Youth Addendum

Northwood Academy Charter School

Board of Trustees Policy

Transgender and Gender Non-Conforming Youth

Pursuant to § 9-1133(2)(a) of the Philadelphia Fair Practices Ordinance, the following uniform policy of non-discrimination shall apply.

DEFINITIONS:

“Institutions Serving Youth.” Entities or organizations that provide educational, recreational, residential, or similar services to youth, in a setting in which the Institution is responsible for the care of a youth population and for adopting and enforcing general rules of conduct.

“Sex assigned at birth” The classification, either male or female, that a doctor assigns to an individual upon birth. This differs from biological sex, which encompasses sex traits both external and internal, including genitals, hormones, chromosomes, internal reproductive organs, etc.

“Gender identity” An individual's deeply held sense or psychological knowledge of their own gender, regardless of the sex they were assigned at birth. Individuals determine their own gender identity and gender identity may change over time.

“Cisgender” Individuals whose gender identity is consistent with their sex assigned at birth.

“Transgender” Individuals whose self-determined gender identity is different from the sex classification assigned to them at birth.

“Gender expression” The way a person expresses gender to others through behavior, clothing, hairstyles, activities, voice or mannerisms.

“Gender nonconforming,” Individuals whose gender expression or gender identity falls outside the traditional male-female definitions.

“Gender-neutral pronouns,” Pronouns used by some transgender and gender non conforming people, such as they/them/their (singular).

“Social transition” A change in any combination of the following: name, pronouns, gender identity, or gender expression. Social transition does not necessarily involve any legal name change or medical intervention and does not need to be certified by a doctor or therapist.

“Youth.” A collective term applied to individuals who are less than 18 years of age.

“Questioning” The process of self-exploration and self-discovery about one's gender identity, often involving unlearning one's assigned gender and learning a new one. There is no timetable for this process.

GUIDANCE:

This policy covers conduct that takes place in the Institution serving youth (“Institution”), on Institution property, at Institution-sponsored functions and activities. This policy also pertains to usage of electronic technology and electronic communication that occurs in the Institution, on Institution property, at Institution sponsored functions and activities, and on Institution computers, networks, forums, and mailing lists. This policy applies to the entire Institution community, including educators, Institution staff, youth, parents, and volunteers.

Names/Pronouns

A youth has the right to be addressed by a name and pronoun that corresponds to the youth's gender identity. The name and pronouns with which the youth identifies shall be used in all interactions between them and Institution staff and youth as well as on written records including class rosters, report cards, letters from the Institution, transfer forms, and photo ID. A court-ordered name or gender change is not required, nor is evidence of therapy or medical transition. The intentional or persistent refusal to respect a youth's gender identity (for example, intentionally referring to the youth by a name or pronoun that does not correspond to the youth's gender identity) is a violation of this policy.

Privacy/Confidentiality

All persons, including youth, have a right to privacy, and this includes the right to keep one's transgender identity private at the Institution. Information about a youth's transgender identity, legal name, or sex assigned at birth also may constitute confidential medical information. Institution personnel should not disclose information that may reveal a youth's transgender identity or gender nonconformity to others, including parents and other Institution personnel, unless the youth has authorized such disclosure. Transgender and gender nonconforming youth have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

Gender-Segregated Activities

To the extent possible, the Institution should reduce or eliminate the practice of segregating youth by gender. In situations where youth are segregated by gender, youth will be included in the group that corresponds to their gender identity. As a general matter, the Institution should evaluate all

gender-based activities, rules, policies, and practices including classroom activities, Institution ceremonies, and Institution photos and maintain only those that have a clear and sound pedagogical purpose. Youth shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

Gender-neutral Language

To the extent possible, the Institution should use gender-neutral language in written communication with all youth and families, regardless of youth's gender identity. This included employing “they” (singular) instead of “he/she.”

Restroom Access

Youth shall have access to the restroom that corresponds to their gender identity. Any youth who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no youth shall be required to use such a restroom.

Locker Room Access

Youth shall have access to the locker room that corresponds to their gender identity. Any youth who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area. Any alternative arrangement should be provided in a way that protects the youth's ability to keep their transgender identity confidential.

Physical Education Classes & Intramural Sports

Transgender and gender nonconforming youth shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

Interscholastic Competitive Sports Teams

Participation in competitive athletic activities and contact sports will be resolved on a case-by-case basis.

Dress Codes

Transgender and gender nonconforming youth have the right to dress in a manner consistent with their gender identity or gender expression. Institutions may not adopt dress codes that restrict youth clothing or appearance on the basis of gender. In

describing dress codes, Institutions serving youth should employ gender-neutral language rather than specify separate “girl” and “boy” uniforms.

Training Requirement

All Institution personnel shall be trained regarding this policy.

Discrimination/Harassment

It is the responsibility of the Institution to ensure that transgender and gender nonconforming youth have a safe environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing youth and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender identity or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.