

# STUDENT/PARENT HANDBOOK 2020-2021 SCHOOL YEAR

Northwood Academy Charter School  
4621 Castor Avenue  
Philadelphia, PA 19124  
Tel: 215.289.5606

[www.northwoodcs.org](http://www.northwoodcs.org)

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## Welcome

Welcome to Northwood Academy Charter School. For those returning families, we look forward to continuing to grow and improve with your help and support. For those families who are joining us this year, we look forward to incorporating you into the Northwood Community. You are part of a partnership whose primary function is the betterment of our children.

Northwood opened its doors in September 2005 to serve children and families in Philadelphia. It is an independent school run by a Board of Directors and Chief Executive Officer (CEO). Our mission is to prepare our children to take advantage of the wealth of educational opportunities that exist for them. To that end, Northwood has hired a dedicated, skilled instructional staff to guide them in the process. Every staff member is charged with the care and well-being of your child.

Northwood students are provided with a rigorous course of study designed to develop critical thinking skills that will serve them well beyond the elementary years. In turn, we expect the parents and guardians of our students to take an active role in ensuring that your child will receive the most benefit possible from their schooling. This is achieved through frequent, consistent communication between home and school. Together we can create an environment that will allow our children to acquire the necessary skills for academic and social success.

Please take the time to read through this policy handbook which is available at [www.northwoodcs.org](http://www.northwoodcs.org). It is designed to provide families with the information needed to make your time at Northwood fruitful and rewarding. **After you have read this handbook, please confirm your commitment to Northwood by digitally signing and submitting the [Remote Learning Policies, Media & Technology Consent/Handbook Sign-off](#) no later than Friday, September 25, 2020.**

**Please include each of your children attending Northwood within the abovementioned Google Form before submitting.** If you need a hard copy of the handbook, please call the office and one will be given to your child. Do not hesitate to call should you have any questions, concerns, comments (or compliments!) to share.

We are looking forward to another excellent school year.

Amy Hollister  
Chief Executive Officer

Cindy Carey  
Principal

Kristie Dugan  
Director of Operations

Erin Herschberger  
Assistant Principal

Kathryn Henry  
Assistant Principal

## Mission and Vision Statement

### Mission Statement

Northwood is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.

### Vision

Northwood will produce marketable students who recognize and embrace positive options.

*Northwood believes that:*

- All Children are capable of learning at high levels if they are taught by caring and skilled educators, challenged by an engaging curriculum, afforded adequate time and held to ambitious standards;
- Opportunities for quality learning must be extended to all children on an equal opportunity basis;
- Substantial improvements in student performance can be achieved on an on-going and cost-effective basis.

### Northwood Norms

**N**orthwood family members are responsible,  
**A**lways have a “take pride” attitude,  
**C**are for their environment,  
**S**how respect.

Work hard. Be nice.

## Board of Directors & 2020-2021 Board Meeting Schedule

Jacqueline Williams, President	Katrina Maddox, Vice-President		
James Marshall, Treasurer	Michael Bly, Secretary		
Tara Caldwell	Devon Madison	Kristine Spraga	Paul Kleschick

The accompanying is a list of the Board meeting dates for the Northwood Academy Charter School for the 2020-2021 school year. Meetings will be held on the third Wednesday of each month at 5:30 p.m. at 4621 Castor Avenue, Philadelphia, PA 19124 unless otherwise indicated.

Wednesday, August 19, 2020	Wednesday, September 18, 2020
Wednesday, October 21, 2020	Wednesday, November 28, 2020
Wednesday, December 16, 2020	Wednesday, January 20, 2021
Wednesday, February 17, 2021	Wednesday, March 17, 2021
Wednesday, April 21, 2021	Wednesday, May 29, 2021
Wednesday, June 16, 2021	

There will also be subcommittee meetings at 5:30 p.m. on the first Wednesday of each month as necessary. Any alteration of any of these dates will be reflected on the monthly calendar.

All Board and subcommittee meetings are public events. Should you wish to make public comment, please refer to the [Public Comment at Board Meetings](#) protocols on page 28.

## 2020-2021 Academic Calendar

August 25 – 27, 2020	Staff Only – Professional Development Days
August 31, 2020	First Day of School – Grades K-8
September 7, 2020	Labor Day – School Closed
September 28, 2020	Yom Kippur – School Closed
October 19, 2020	Professional Development – No school for students
November 11, 2020	Veteran’s Day – School Closed
November 26 & 27, 2020	Thanksgiving Holiday – School Closed
December 24, 2020 – January 1, 2021	Winter Recess – School Closed
January 18, 2021	Dr. Martin Luther King Day – School Closed
February 15, 2021	Presidents’ Day – School Closed
March 29 – April 5, 2021	Spring Recess – School Closed
May 13, 2021	Eid al-Fitr – School Closed
May 31, 2021	Memorial Day – School Closed
June 11, 2021	Last Day for Students and Staff

### Scheduled Half Day (Noon) Dismissals

The third Friday of each month is tentatively scheduled as a noon dismissal for Staff Development. Additionally, Wednesday, November 25<sup>th</sup> and Wednesday, December 23<sup>rd</sup> are scheduled half days. Be sure to check your monthly calendars.

### Noon Dismissal for Report Card Conferences:

Thursday, December 17, 2020	Thursday, March 25, 2021
Friday, December 18, 2020	Friday, March 26, 2021

### Noon Dismissals:

Thursday, June 10, 2021 – Closing Ceremonies  
Friday, June 11, 2021 – Last day of school

## School Policies, Procedures & Pursuits

### Attendance, Lateness, and Truancy

**Daily hours of student attendance are 7:45 a.m. to 3:00 p.m.** The Board of Directors of Northwood Academy Charter School requires that all students enrolled at Northwood attend school daily and on time in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania. Parents and/or guardians are required to ensure that their children attend school on each day and for all hours and periods that it is in session. The educational program offered by Northwood is designed based upon the presence of the student and requires continuity of instructional and classroom participation.

Your child's academic success depends on their attendance during all phases of instruction. **Should your child be absent, you must submit an absence note to their teacher within three (3) days of the event.** Failure to submit a note within this time frame will result in the absence being coded as Parental Non-compliance. It is also important to recognize that chronic lateness or early dismissal negatively impacts your child's academic progress. A student who is 5 to 10 minutes late every day misses almost a full hour of instruction weekly.

**Please be aware that three (3) unexcused absences constitutes truancy.** Parents of students who are absent on three occasions without bringing in a note explaining the absence will receive a Three Day Legal Notice. **In the event of a sixth (6<sup>th</sup>) unexcused absence, the school will contact the parent directly in an effort to remediate the situation. The school will also arrange a meeting with the parent/guardian of the child to inquire about the truancy** and come up with a plan to help remove any barriers to the student's truancy. **Ten (10) unexcused absences will be reported directly to DHS (for students in grades K-3) or to Family Court (for students in grades 4-8).**

If there are reasons why your child is not in regular attendance and for which the school can assist, either directly or through outside agencies, all efforts will be made to provide assistance. Continued non-compliance with the local and state attendance requirements may result in the family being counseled out of the program.

The following are the only absences that are considered excused:

- Quarantine
- Personal illness or injury
- Recovery from an accident
- Attendance required in a court of law
- Death in the immediate family including, but not necessarily limited to, parents, siblings, grandparents or other family members living in the household
- Medical or dental appointments that cannot be scheduled outside of school hours. Notice of such an absence must be provided prior to the day of the appointment, except in the case of an emergency

- Religious holidays, if the religious tenets to which the student and/or their family adhere require observance of the holiday. In addition, upon receiving a written request from a parent/guardian, a student shall be excused from school in order to attend classes for religious instruction under §1546 of the Public School Code of 1949 (24 P.S. §15-1546)
- School sponsored conferences or trips

The following are the only incidents of lateness that are considered excused:

- An unavoidable doctor's or dentist's appointment which is supported by a note from the doctor or dentist

## Early Dismissals

Dismissals prior to the end of the school day are discouraged as they can negatively impact your child's educational progress. Early dismissal of students during the school day will be granted only by the CEO or authorized representatives. Whenever possible, all appointments and activities should be scheduled after school hours. If someone other than the child's parent/guardian is picking up the child for an early dismissal, said parent/guardian must obtain prior approval for this arrangement.

When requesting an early dismissal parents must:

- Send a note with your child at least twenty-four hours in advance of the early dismissal (except in case of emergency).
- Report to the front office to sign your child out of the school with proper identification. (Students will not be released from the building without an adult's signature at the front office.)
- Report to the office to sign your child back in, in the event that you are able to return to school that day.

**Early dismissals will not be approved beyond 2:30 p.m.**

**Late Pick-up** (reference [addendum](#) during remote learning)

We dismiss Northwood students at 3:00 p.m. on regular days and at noon on half days. You are expected to pick up your children at that time. When you fail to be here on time, we are required to provide extra supervision for your child. A late fee of \$10 for every 20-minute increment will be assessed. Failure to pay will result in loss of school privileges.

## Arrival/Dismissal Procedures (reference [addendum](#) during remote learning)

It is imperative that you do not block our neighbors' driveways during arrival or dismissal times. This may require you to park and walk a short distance. Please arrive with enough time to park legally and safely.

Please do not allow your children to exit your automobile in the middle of the street (Adams or Castor). This is an extremely dangerous practice. For the safety of your children, please pull into a parking spot or the drop off lane on Adams Avenue.

Students are to be dropped off on Adams Avenue at the rear of the building between 7:15 a.m. and 7:45 a.m. There is no supervision prior to 7:15 a.m. Students walk up the blacktop and enter the building through the cafeteria or the rear lobby doors. ALL entry doors will be closed promptly at 7:45 a.m. Students arriving after that time must be escorted to the Castor Avenue main entrance and receive a late note. Please note that it becomes congested between 7:35-7:45 a.m. and requires your patience for everyone's safety.

At dismissal time, kindergarten children are to be picked up in the side courtyard (through the gate to the left of the main entrance on Castor Avenue), grade 1 in the playground on the Orthodox Street side of the building, grade 2 on the catwalk by the rear cafeteria doors and grades 3-8 on the Adams Ave. blacktop area. Parents should wait in the specific area for their children.

Parents of children who are not picked up by 3:10 p.m. will be charged a \$10 late fee for every 20 minutes that accrue.

## Requests for Vacations/Trips

In order to promote a consistent educational process throughout the school year, parents should not schedule vacations/trips during the school year. If a vacation/trip is unavoidable, please note the following:

- Notify the CEO, in writing, at least two (2) weeks in advance if a student is to be taken out of school for a scheduled absence of more than two (2) days.
- Time lost will count toward the total number of cumulative absences of the student.
- Absences taken during midterms, finals, and standardized testing are strongly discouraged.
- Students absent due to a family vacation/trip are responsible for the completion of all missed work.
- Work will not be prepared in advance of the absence.

## Uniform Policy

Proper uniforms must be worn every day. Adherence to the Northwood Uniform Policy is part of the Student Code of Conduct signed by each family at registration. The uniform policy is as follows:

- **Sneakers** are to be worn at all times. (*Only traditional low top or high tops- fashion high heeled sneakers are not permitted.*)
- **Northwood embroidered polo shirts** (*which must be tucked in at all times*) **covered by a Northwood sweatshirt or Northwood cardigan are permitted for in-school wear.** (*Other shirts, sweatshirts, hoodies or sweaters are not permitted.*)
- **Khaki pants or skorts** (*no cargo pants or skinny jeans/stretch pants.*)  
\*Kindergarten students may wear dark sweatpants daily.
- **Brown or black belt** for pants
- **Gym Clothes**
  - o **Northwood t-shirt**
  - o **Black, navy or gray sweatpants or Northwood embroidered gym shorts** (*Any other athletic shorts must be covered by sweatpants upon return to the classroom.*)
- **No jewelry** other than a small religious necklace or post earrings (*no hoop or dangling earrings*). No body piercings and no earrings for boys.
- **Watches are permitted** (*no beeping, game type or smart watches.*)
- **Fashion Accessories**
  - o No make-up, hats, oversized hair accessories, bandanas or scarves may be worn in school.
  - o Glasses may be worn only as medically necessary.

Northwood reserves the right to amend the uniform policy as necessary. Notification of any changes will be communicated through Wednesday announcements.

## Money (reference [addendum](#) during remote learning)

Please follow the procedure below whenever sending in money with your child:

1. Put money in an envelope and seal it.
2. Mark the envelope clearly with student's name, grade, room number, amount of money and purpose for the money.

## Internet and/or Technology Usage

Unauthorized and inappropriate use of the Internet and/or technology while in school is grounds for disciplinary action up to and including expulsion. Inappropriate home usage of the internet by a student that in some way associates student wrongful conduct with the school, other students, teachers or staff may be cause for disciplinary action if

the inappropriate use affects the administration of the school generally, or the relationship of the school to the student specifically.

Thus, for example, a posting to an Internet site from home containing threatening and/or derogatory comments about a teacher, student or school official may be grounds for dismissal. This is so particularly when the posting creates an atmosphere of fear or otherwise adversely affects the educational mission of the school. All students and parents will be required to sign the Acceptable Usage Policy for Technology Contract within the [Remote Learning Policies & Media Consent/Handbook Sign-off Form](#) on page 60 before using school equipment.

## **ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY**

### **Purpose:**

Technology is a valuable educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

### **Goal:**

The school's goal is to prepare its members for life in a digital, global community. To this end, the school will:

- provide a variety of technology based tools
- teach technology skills
- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship

### **Responsibilities of User:**

Our school will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

### **Technology Use Guidelines:**

**Educational Purpose/Appropriate Use:** All technology use and Internet access at school for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for

educational purposes under teacher supervision. Express permission to use the Internet and hardware/software in any area of the school must always be obtained.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law. When using school technology, teachers and students are to use their assigned username and password at all times. Each person is reminded to log off of their assigned account before leaving a computer unattended.

**Communications:** Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include: Teacher school web page, teacher school email, teacher school phone number and educationally focused networking sites. Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices:** Use of any technology oriented device in our schools should have an educational focus. Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices. If a particular mobile device is to be used for educational purposes, the school administration and/or teacher will provide parameters for this use.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

**Examples of Unacceptable Uses:**

- Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude or threatening language.
- Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.

- Users must not use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities is a violation of the AUP and subject to the disciplinary measure found herein.
- Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password.
- Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
- Users must not violate license agreements, copy disks, CD-ROMs, or other protected media.
- Users must not use technology for any illegal activity.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.

**Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Northwood Academy Charter School reserves the right to amend or add to this policy at any time without notice.

*Violation of the above rules will be dealt with by the administration of the school.*

**Violation of these rules may result in any or all of the following:**

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

## **School Bus Behavior** (reference [addendum](#) during remote learning)

In an effort to assure the safety of your children, the following rules must be observed by all riders. Failure to follow the rules will result in disciplinary action as outlined below:

### 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:

- 1<sup>st</sup> Write-up: Conference with the student and an administrator.
- 2<sup>nd</sup> 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 suspension of bus privileges.
- 3<sup>rd</sup> Write-up: Student is suspended from riding the bus for 3 days.
- 5 or more Write-ups: The student will be suspended from the bus indefinitely.

## **After School Care** (reference [addendum](#) during remote learning)

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 p.m. CORA staff members provide your children with snack, homework help, and enriching extracurricular activities.

## **Extracurricular Activities** (reference [addendum](#) during remote learning)

Northwood Academy offers a variety of extracurricular activities to students in grades 3 through 8. 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.

## **Field Trips** (reference [addendum](#) during remote learning)

Periodically, students are taken on field trips as part of their educational experience. Since field trips are educational in nature, all students should participate unless they are ill. 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 other 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. Also, all chaperones must be at least 21 years of age. Since chaperone space is usually limited, every effort will be made to allow all interested parents at least one opportunity to chaperone a trip.

### **Inclement Weather** (reference [addendum](#) during remote learning)

Any time there are questionable weather conditions, log onto [www.KYW1060.com](http://www.KYW1060.com) (*our school closing number is 735*) or [www.myfoxphilly.com](http://www.myfoxphilly.com) for specific information. Please note if 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](http://www.northwoodcs.org) to find out if Northwood is included in the closing/delay.

### **Emergency Drills** (reference [addendum](#) during remote learning)

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 uses an integrated, technology-supported, standards-based curriculum. It is our expectation that children will put forth their best effort while being supported both 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 code, indicated below, quantifies the student's progress toward meeting both academic and social grade-level expectations.

#### Kindergarten through 2nd Grade

- (\*) Exceeding Expectations= Child can demonstrate the skill or concept correctly and independently.
- (+) Meeting Expectations= Child shows understanding and ability. Instruction and practice are needed to progress towards independence.
- (+/-) Progressing= Child is showing some understanding and ability. Teacher assistance is needed to progress.
- (-) Below Expectations= Child is unable to demonstrate the skill or concept.
- (N) Not Yet Assessed= Skill or concept has not yet been assessed during this marking period.

#### 3rd through 8th Grade

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

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

#### Kindergarten through 8<sup>th</sup> Grade – Behaviors and Skills That Promote Learning

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

### 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 routinely assigned to students. As the word implies, homework is to be completed outside the regular class period.

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 – The school encourages the parent 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 as well as all S ratings in Behaviors and Skills that Promote Learning. Students may also not 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 as well as all S ratings in Behaviors and Skills that Promote Learning. Students may also not 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 presently 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

The principal, with approval from the CEO, shall develop procedures for promotion and retention of students which assures that every effort will be made to remediate the student's difficulties before they are retained. The procedures shall be published at the school and made known to students and parents.

The recommendation of the classroom teacher(s) shall be considered for promotion or retention of a student. Parents shall be informed well in advance of the possibility of retention of a student. The CEO shall be assigned the final responsibility for determining the promotion or retention of each student.

## 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 tickets 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 as appropriate prior to receiving demerits. Students may receive multiple demerits for continuous non-compliant behaviors that are a detriment to themselves or the learning community at large.

Merits and demerits can be earned any time students are under Northwood supervision including during arrival, after school, on the bus and during 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 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. While it is not our policy to move students once assignments have been made, situations sometimes arise that make this necessary. Please be aware that homeroom assignments are subject to change based on student need.

### 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 (e.g., 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 are not emergencies. 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.

In the 7th and 8th grades, the cell phone culture is creating a significant disturbance within our program. Our response to this issue is that all 7th and 8th grade students will be 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. We will be enforcing this policy with **NO EXCEPTIONS**. Parents will need to come into 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** (reference [addendum](#) during remote learning)

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 iPods 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** (reference [addendum](#) during remote learning)

Desks and storage spaces, which are provided to students without charge, are the property of the School. The principal or designee may have general inspections on a periodic basis. The principal or designee 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 Directors policies or regulations. This is true provided the search is conducted primarily for enforcing order and discipline for the school and not for criminal prosecution.

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 Directors 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 (e.g., 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 can take place. Teachers and staff spend time discussing our Northwood Norms with the students and discussing positive ways by which conflict can be avoided or settled in a peaceful manner. It is our expectation that these same values are shared by our families' members.

To that end, we ask that parents:

- 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 upkeep of student documents (e.g., 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 1<sup>st</sup>, 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](http://www.keepkidssafe.pa.gov). Individuals seeking clearances can go

directly to [www.compass.state.pa.us/cwis](http://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, Mrs. Amy Kelly. If there is a violation that would preclude you from being able to volunteer, you will be notified directly. Any new information of which you need to be aware 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 school. You may also send the originals in with your child. 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. As these clearances are needed prior to volunteering, 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 and the like. We look forward to continuing family involvement.

## **School Visitation Protocol**

In order to maintain building safety for all students and to protect valuable instructional time, all visitors must report directly to the main office. All 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.

Parents/visitors/volunteers will be buzzed into the vestibule area and shall not go directly to classrooms or 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 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 are welcome to come to the school to drop off and collect their children, to speak to staff (following standard protocols), for meetings and/or school-wide events. Parents do not have a legal right to enter or be on the school's premises without 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 a good reason for entering or being on the 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 Principal or Assistant Principal to arrange a convenient time to make said 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. 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 home. 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](http://www.northwoodcs.org)
- Remind app messages/notifications
- Weekly Wednesday Reminders (Bulldog Blasts)
- E-mail: the teacher’s first initial and last name@northwoodcs.org
  - o (e.g. ahollister@northwoodcs.org)
- Scheduled parent/teacher conferences
- Progress/Interim Reports
- Report Cards

- Letters from administration and teachers
- Notes or telephone calls
- Board meetings
- Parent information sessions

At Northwood, there are multiple staff members available to speak with you in regards to your child. Clerical concerns can be handled through the front office. Beyond that, 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 (e.g., 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 Directors asks that you follow the protocol below:**

Step 1) In the event of a concern, a parent 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 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 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 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 and teachers may exchange information about the student to better serve the student's needs. Additional conferences may be requested by parents 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 meeting to be held under the best possible conditions.

## Public Comment at Board Meetings

The Northwood Academy Charter School Board of Directors 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 U.S. Mail to 4621 Castor Avenue, Philadelphia, PA 19124 or emailed to [jwilliams@northwoodcs.org](mailto:jwilliams@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 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 ID.

## Health/Wellness Policies & Procedures

### Health Office (reference [addendum](#) during remote learning)

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, 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 Directors of Northwood has the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of Directors 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, 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 U.S.C. §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, 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. 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 rights of others. Ideal discipline is self-directed and self-controlled. Schools, community and parents 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 insure 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, teachers and others responsible for the welfare and education of these students cooperate to interpret and enforce these rules.

## Behaviors Warranting Disciplinary Action

Students guilty of any of the following offenses shall be subject to appropriate disciplinary action, as set forth in the Pennsylvania Code:

1. Absenteeism (including cutting of classes), unexcused or excessive
2. Aggressive behaviors, including but not limited to hitting, pushing and shoving
3. Alcoholic beverages: possession, delivery, use or being under the influence of
4. Arson or attempted arson
5. Assault or attempted assault
6. Cell phone and/or other telecommunication devices: possession of, except as considered acceptable and/or necessary by the CEO
7. Cheating and/or plagiarism
8. Defacing or destruction of school property or property of another
9. Failure to report to or refusal to attend detention
10. Dice shooting, gambling or not
11. Disobedience to teacher or any other staff
12. Disrespectful behavior toward teacher, staff or fellow classmate
13. Disruption of class, study or instruction
14. Dress code violation

15. Drugs and controlled substances: possession, use, distribution or being under the influence of
16. Extortion or attempted extortion, harassment or intimidation
17. Failure to report to an office as directed
18. Fighting
19. Fireworks, stink bombs or other explosives: possession, distribution, use or lighting of
20. Forgery of notes or passes
21. Gambling or present at the scene
22. Leaving class without teacher's permission
23. Leaving school grounds without proper authorization
24. Loitering on school property, including halls and classrooms
25. Loitering in vehicles, in parking lots or on streets
26. Lying/falsehood
27. Misuse of school property
28. Molesting others
29. Obscene gestures or language, writing or possession of obscene articles or pictures
30. Participating in or being in any way involved in a riot
31. Possession of dangerous articles: firearms, knives, metal pipes, sharpened implements, clubs, look-alike weapons, ammunition, etc.
32. Presentation of forged notes or passes
33. The use of profane language
34. Refusal to follow directions of a teacher or any other staff member
35. Refusal to identify oneself properly
36. Removal of food from cafeteria
37. Rude behavior to others
38. Sexual harassment
39. Sleeping in class
40. Tardiness: unexcused or excessive
41. Tobacco product possession or use
42. Trespassing while suspended
43. Theft or attempted theft
44. Threatening bodily harm, property damage, the use of threatening language or gestures
45. Throwing food anywhere in the building
46. Truancy from school
47. Unauthorized entry into restricted area
48. Unauthorized movement throughout the building
49. Violent acts
50. Walkouts
51. Any violation of code, policies of the Board of Directors or local, state or federal law
52. Any other conduct considered by the principal to be disruptive, disrespectful or disobedient

(The items in this list are grouped for purposes of easy reading only. This list is not exhaustive of behaviors that may result in disciplinary actions.)

In the following six cases, discipline referrals must be made immediately to the principal:

1. Fighting
2. Abusive language directed toward the teacher or another student
3. Student actions that disrupt the class to the extent that the teacher's authority is being challenged and the teacher is losing control of the class
4. Student actions which indicate the use of drugs, alcohol or other altering substances
5. Student actions that present a danger to the safety and well-being of anyone in the school
6. Other criminal acts in violation of any local, state or federal laws

Principals are expected to recommend expulsion for the following first-time offenses occurring on school property, at school-sponsored activities or for school-related reasons:

1. Arson or attempted arson
2. Assault and/or battery of an employee or student
3. Possession, use or sale of a firearm or dangerous weapon
4. Manufacturing, growing, distribution and/or sale of drugs and/or paraphernalia
5. Extortion, attempted extortion, robbery and/or larceny
6. Immoral conduct
7. Hazing
8. Unlawful assembly and/or riot
9. Possession, use, distribution, sale, lighting or discharge of explosive devices
10. Students found guilty of a crime which resulted in or could have resulted in injuries to others, regardless of where the crime occurred

## **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. In an effort to maintain an orderly atmosphere in the school and on the school grounds, all teacher and adult authority extends to the student population.

## **In-School Disciplinary Actions**

Disruptive student behavior is subject to disciplinary action by the teacher and/or principal. Actions taken by teachers towards students who are disruptive may include, but are not limited to:

1. Time out in the classroom or other secure, supervised area

2. A conference with the student
3. A reprimand
4. Detention
5. A conference with a parent

A discipline referral should be sent to the principal when the teacher feels that the student's improper behavior cannot be corrected through the teacher's classroom management practices. After consultation with the student and the teacher, the administrator will determine the course of action required to provide a safe, secure school. Action taken by the administrator toward a student may include, but is not limited to:

1. A conference
2. A reprimand
3. Entering into a behavioral contract between student, parent and administrator
4. Detention
5. In-school suspension (ISS) (up to 3 days)
6. Out-of-school suspension (OSS) (up to 10 days)
7. Recommendation for long-term suspension (more than 10 days)
8. Recommendation for expulsion

Students who have been suspended must be reinstated by a parent or guardian. At that time, a plan of action will be discussed to prevent the undesirable behavior from being repeated.

## **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 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 form and/or phone call from the principal or her designee will be received by the parent(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 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 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 parents. 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 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 is given when a parent, 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 Directors 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 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 is dissatisfied with the result of the appeal to the principal, the parent may appeal to the Board of Directors. 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 disagree with a suspension of ten days or fewer, the parent may appeal the decision of the principal as follows:

1. Appeal requests must be made in writing, by the parent, to the designee of the Board of Directors. 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 is dissatisfied with the designee's decision, they may appeal the decision to the Board of Directors 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, opportunity will be provided for the completion of make-up assignments.

### Long-term Suspensions (up to 10 days)

Following a hearing, should the parent disagree with the Board or designee's decision to suspend for 10 days, the parent may appeal the decision to the Board of Directors 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 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 Directors.

### 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 U.S.C.A. § § 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 (e.g. 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 is 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 U.S. 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 to promptly report such incidents to the School’s 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 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 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 Title IX Coordinator.

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 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 discipline 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, allegations, including the filing of a report, the investigation will be 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 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 Principal Cindy Carey as the School's Title IX Coordinator and Compliance Officer.

Contact information: [ccarey@northwoodcs.org](mailto:ccarey@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 the 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 or 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 U.S. 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  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 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](mailto: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](mailto:mlozandieu@northwoodcs.org) or Upper School Counselor (5-8) Mr. Whitlatch at [awhitlatch@northwoodcs.org](mailto:awhitlatch@northwoodcs.org) to find out what services and supports may be available.

## Remote Learning Addendum

### New Perspective for Fall 2020

In the spring, the goal was to provide flexibility as the community learned how to navigate the COVID-19 crisis. For the fall, Northwood will provide a remote learning experience that mimics, as closely as possible, the in-person school experience.

Activities for social/emotional learning are being provided to assist in building community in a distance learning environment; supports for student wellness include mental and behavioral health services; and both teacher and specialist classes are being held in a synchronous format that mirrors the bell schedule that follows each student's home school schedule.

Northwood has transitioned to the following platforms, school-wide, in order to streamline the remote learning experience for teachers, students, and families:

- Synchronous instruction will be delivered via Zoom
- All assignments, resources and lessons will be posted via Google Classroom

### Remote Learning Policies, Procedures, Protocols, and Pursuits

The following policies, procedures, and protocols as described in the Student/Parent Handbook, will not apply during remote learning:

- **Late Pick-up**
- **Arrival/Dismissal Procedures**
- **Money**
- **School Bus Behavior**
- **After School Care**
- **Inclement Weather**
- **Emergency Drills**
- **Personal Items of Value**
- **Search and Seizure**
- **Health Office**

The following pursuits will be creatively adapted and altered during remote learning (as outlined in the addendum under the Community Activities section on page 59):

- **Extracurricular Activities**
- **Field Trips**

All other policies, procedures, and protocols remain intact during remote learning, including, but not limited to, the following:

- **Attendance and Lateness**
- **Early Dismissals**
- **Uniform Policy**

- **Internet and/or Technology Usage**
- **Cell Phones**
- **Solicitation**

Tracking Student Attendance:

Students will attend assigned classes every day that school is in session during the scheduled time. Teachers will take attendance at the beginning of the day (ALL homeroom teachers) and at the beginning of each class period (upper school only) via a Google Form.

Waiting Rooms will be enabled on teacher Zoom meetings:

- Students admitted from the Waiting Room after instruction begins are considered late.
- Lower School: Students will receive a daily attendance grade for attending synchronous instruction.
- Upper School: In addition to daily attendance counted in homeroom, attendance in each content area will be used for grading purposes at the end of the marking period.

Student “sick days” should be reported to the teacher. Please send an email to your child’s homeroom teacher upon your child’s return to school listing the reason for their absence. This will be considered an excused absence. Failure to submit an absence note within 3 school days will result in the absence being marked unexcused.

## **Remote Learning Expectations**

Teacher Expectations:

All teachers will meet with students every school day during designated class hours for live instruction. Teachers will respond/reply to student and parent requests and inquiries between the hours of 7:40 a.m. and 3:15 p.m., with a 24-hour turnaround on weekdays (not on holidays and weekends).

Student Expectations:

Students will wear their Northwood uniform shirt during all synchronous instruction. Students will remain logged into their specific Zoom meeting with their videos on for the duration of each subject’s instructional time.

- Lower school students will stay logged on with classroom teacher all morning; some specialized and small group instruction will take place in breakout rooms.
- Upper school students will switch Zoom sessions for each class.
- All students will switch to a different Zoom session for their special class each day; each grade will have one link for specials.
- Student Zoom name must be First and Last Name only.

Camera Policy:

For the period that Northwood Academy Charter School is providing remote learning as a result of the COVID-19 pandemic, the Board of Trustees is required to adopt policies necessary to ensure that remote learning is as effective as possible. The purpose of this policy is to help the school recreate the in-person learning environment as much as is possible.

To help recreate the in-person learning environment during remote learning, students participating in synchronous, online instruction shall keep the camera on their digital device on so that at least the student's face may be seen. If the student is experiencing internet connection difficulties that make keeping the camera on impossible, the student or their parent or guardian shall let the student's teacher know in writing as soon as possible.

The school's Chief Executive Officer, Principal/Assistant Principals, and the Director of Special Education are granted the authority to waive this requirement on a student-by-student basis on a showing by the student or the student's parents that the policy will cause hardship to the student.

Zoom Videoconferencing Expectations:**Teachers**

- All instructional staff will be dressed professionally during synchronous instruction; Northwood spirit gear is permitted on Thursdays.
- Remote classes will be recorded and posted on Google Classroom for students who were not in attendance. These recordings will not be publicly available and will only be shared with students in the same class.

**Students**

- Join the virtual classroom a couple minutes early to ensure proper connection.
- Login to class meetings from an appropriate, distraction free, quiet environment.
- Northwood uniform shirts are required while in the virtual classroom.
- Keep video camera on to be considered present and engaged in class (see [camera policy](#) above and the [Remote Learning Policies, Media & Technology Consent/Handbook Sign-off](#) on page 61).
- Keep audio on mute until it is time to speak; this helps to limit background noise.
- To speak or answer a question, raise a hand or use the "Raise Hand" feature; then click unmute once called on by the teacher.
- Have paper and a pen or pencil handy to take notes.
- Do not eat during class; there are designated breaks in every student's schedule for snack and lunch.
- Appropriate behavior is expected; treat it like a regular classroom.

**Parents**

- Set aside a calm, quiet, distraction-free space for your child(ren) to attend class every day.
- Ensure remote learning equipment/Chromebook is available and charged.
- Ensure your child(ren) is upholding Northwood's Uniform Policy while in the virtual classroom.
- Review Consent to Release Student Information Relating to Classroom Recordings and Northwood's policy regarding keeping the video function turned on for the duration of attending online class, which is detailed in the [camera policy](#) on page 58 and the [Remote Learning Policies, Media & Technology Consent/Handbook Sign-off](#) on page 61.
- Please contact Principal Cindy Carey at [ccarey@northwoodcs.org](mailto:ccarey@northwoodcs.org) with concerns about the requirement for students' video cameras to remain on in order for Northwood to recreate the in-person learning environment as much as is possible.

**Lesson Expectations:**

Generally, the structure of a lesson will include the teacher delivering direct instruction on a concept. This will be followed by guided practice, in which the teacher will lead students through the ideas, field questions, and show examples for students to practice. Next, there will be time for students to work on concepts independently during the synchronous lesson, so that the teacher is still available for questions and additional support.

**Grading Expectations:**

In general, students should receive independent assignments to submit 3 days per week. All weekly assignments need to be submitted by 11:59 p.m. every Thursday. Students should expect to be given a formal assessment once per week in all subjects. Assessments will be taken live and supervised by teachers to ensure validity.

Parents will have access to online gradebooks and should check regularly to keep up with their child's progress. Any questions regarding gradebook updates should be directed to your child's teacher. Our traditional grading scale will remain in effect (as described under [Academic Policies](#)),

**Community Activities:**

Northwood is committed to sustaining an atmosphere where learning and engagement is enhanced through both community and interpersonal connections. The following is a preliminary account of what is in store; more information and creative additions will be announced as they are planned:

- School pledge
- Video submissions

- o Kindergarten welcome
- Morning announcements
- Assemblies
- Virtual field trips
- Student of the Month
- Theme days
- Virtual events
- Virtual incentives

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

[Please read and sign the Remote Learning Policies, Media & Technology Consent/Handbook Sign-off at this link.](#)

*The details of acknowledgement/refusal below can be retained for your records.*

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1. Zoom Consent: I understand that Northwood Academy Charter School (NACS) is providing synchronous, live instruction during remote learning through the videoconferencing platform, Zoom, as preliminarily outlined in the [Continuity of Education Plan/Parent Guide](#). 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 Classroom Recordings: I understand that while my child is attending classes via Zoom, instruction will be audio or video recorded. My child and I are made aware of this by the teacher at the start of the school year. I allow NACS to record classes that consist of my child's voice or image as they participate in these classes. I am consenting to allow this recording to be used for educational purposes only and posted on Google Classroom as a recording for NACS students only to view if they miss the live class(es).

These recorded classes are not permitted to be and shall not be disclosed, recorded, or made public by any NACS student or parent(s)/guardian(s). I understand that I will receive no remuneration of any kind from NACS related to this consent and release. I understand that my consent here is independent of and separate from any other consent I may give to NACS as to the release of my child's voice or image. I understand my consent and release are voluntary and not a requirement of my child's participation in NACS classes. This Consent is limited to the school year of 2020-2021.\*

4. Consent to Release Student Information Relating to Community Activity/Event Recordings: I understand that 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.\*

5. Media Consent: When in-person learning resumes, 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.\*
  
6. 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 Principal Cindy Carey at [ccarey@northwoodcs.org](mailto:ccarey@northwoodcs.org) 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 live, synchronous instructions via Zoom, which will be uploaded to Google Classroom for educational purposes only.

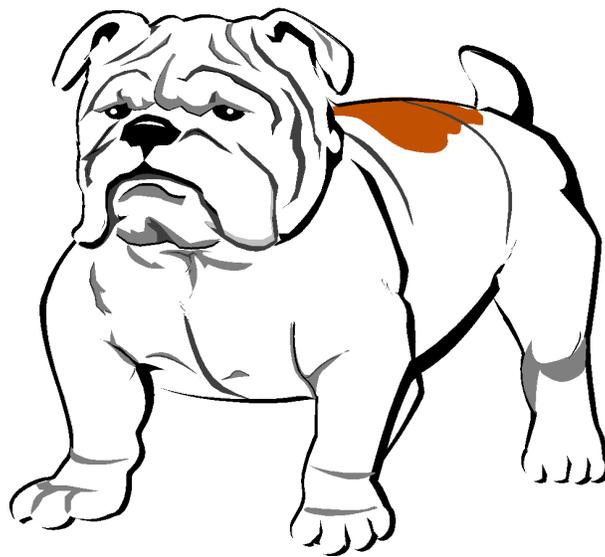
4. I give permission for my child to be audio or video recorded during remote school community events/activities via Zoom, which will only be used to promote the school, promote charter school education, or to be posted on NACS's social media platforms, such as the NACS Facebook page, to share with the school community.
5. 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.
6. 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 six permissions listed above, or I have contacted Principal Cindy Carey at [ccarey@northwoodcs.org](mailto:ccarey@northwoodcs.org) with any questions/concerns.

I agree with all Policies, Procedures, Protocols, and Pursuits as described within the 2020-2021 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 2020-2021 Student/Parent Handbook. (I will contact Principal Cindy Carey at [ccarey@northwoodcs.org](mailto:ccarey@northwoodcs.org) to discuss further.)

The **Northwood Academy Charter School Student/Parent Handbook** has been developed to communicate the responsibilities that all stakeholders share in ensuring every student 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 acknowledgement reflects my and my child's intention to live up to this compact and all of the provisions contained herein.



*(Concluding with NACS's Bulldog mascot & pride!)*