



2016-2017

# Student and Family Handbook

(Nova Prichard, Nova Bruton, Nova Scyene)

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## **NOVA ACADEMY MISSION STATEMENT**

Educating all students in a Multi-Cultural environment where parents and the community will serve as partners in achieving academic excellence of our students.

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## **SCHOOL CREED**

We have entered this classroom to learn many new things. Our teachers will give us countless opportunities to be successful. We will develop an understanding of ourselves. Every person in our building is an important resource. We are a team. Remember, we are all team players!

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## **Board of Trustees Policies**

Texas law grants the Board of Trustees the power to govern and oversee the management of the school. The board is the policy-making body within the school and has overall responsibility for the curriculum, school taxes, annual budget, and employment of the superintendent/principal and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

### **Board Meetings:**

Trustees usually meet the second Tuesday of each month at 2800 Prichard Lane at 6:00 p.m. The Executive Board meets on an as needed basis. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at each campus, 2800 Prichard Lane, 8301 Bruton Road, 6459 Scyene Road, and via the school website at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the board to go into a closed session. Closed session may occur for such things as discussing prospective gifts or donations, real property acquisition, personnel issues, including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.



## **School Directory**

Nova Academy Prichard Campus  
2800 Prichard Ln  
Dallas, TX 75227  
(972) 808-7470 Main Office  
(972) 808-7471 Main Fax

Nova Academy Bruton Campus  
8301 Bruton Rd  
Dallas, TX 75217  
(214) 309-9030 Main Office  
(214) 309-9033 Main Fax

Nova Academy Scyene Campus  
6459 Scyene Rd  
Dallas, TX 75227  
(214) 381-3088 Main Office  
(214) 381-3499 Fax

Nova Academy is a Title 1, Part A School Wide-Campus.

**Discrimination Disclaimer:**

**Nova Academy is prohibited from discriminating in admission based on gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend.**

**GOOD FAITH POLICY**

Acting in good faith, Nova Academy will accept students from other schools within the Geographical boundary. However, if the information turns out to be false or misleading, the student will be dropped from Nova Academy. **Any student who has been expelled (or whose expulsion is pending) from another public or private school will not be accepted for enrollment.**

**DALLAS JUVENILE CURFEW ORDINANCE (Updated Effective 9/01/09)**

Nova Academy has adopted the Dallas Juvenile Curfew Ordinance No.27538 amending Section 31-33, Chapter 31 establishing daytime curfew hours for minors to combat truancy, thereby reducing juvenile crime, juvenile violence, and juvenile gang activity occurring in the city during in the city during school hours.

**Curfew Hours** means:

- (A) 11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday, or Thursday until 6:00 a.m. of the following day;
- (B) 12:01 a.m. until 6:00 a.m. on any Friday or Saturday; and
- (C) 9:00 a.m. until 2:30 p.m. on any Monday, Tuesday, Wednesday, Thursday, or Friday.
- (D) A minor may not remain in a public place or on the premises of an establishment within the local jurisdiction during curfew hours.
- (E) A parent or guardian of a minor may not knowingly allow a minor to remain on the premises of the establishment within the local jurisdiction during curfew hours.

**PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract other students.

## **1. Uniform and Personal Appearance**

Uniforms are a great equalizer. They encourage pride in personal appearance and promote school spirit. In addition, uniforms eliminate self-consciousness. Uniforms are mandatory for all students at Nova. The district believes that students should dress in a way that is appropriate for the learning environment. Maintaining a school atmosphere suitable for academic study will help students focus on the business of school. The Uniform Policy is a vital step toward furthering excellence and better preparing our students for college, careers, and life as adults. Each student is expected to strictly abide by the uniform guideline.

### **PLEASE NOTE...**

**Parents please check uniforms at the car.  
Students who arrive to school out of uniform; Parents will be contacted to bring a change of clothes or pick up the student.**

### **OFFICIAL UNIFORM GUIDELINES:**

#### **ALL CAMPUSES UNIFORM TOP:**

**Pre-K** Gold Shirts with school logo affixed  
**Kinder** Orange shirts with school logo affixed  
**First Grade** Yellow shirts with school logo affixed  
**Second Grade** Primary Blue shirts with school logo affixed  
**Third Grade** Primary Red shirts with school logo affixed  
**Fourth Grade** Primary Green shirts with school logo affixed  
**Fifth Grade** Leaf Green shirts with school logo affixed  
**Sixth Grade** Ocean Blue shirts with school logo affixed  
**Seventh Grade** Grape shirts with school logo affixed  
**Eighth Grade** Black shirts with school logo affixed

#### **ALL CAMPUSES UNIFORM PANTS:**

Navy blue, black or khaki pants

#### **ALL CAMPUSES UNIFORM DRESSES/SKIRTS:**

Navy blue, black or khaki  
Navy blue or khaki rompers with school logo affixed  
Girl's dresses/skirts must be knee length

#### **ALL CAMPUSES FOOTWEAR:**

Black dress shoes  
Tennis shoes (must not go passed the ankle)  
Boots must be black or Brown  
Pants must be worn outside of boots

**BELTS:** Boys and Girls are required to wear belts (*black, brown, or blue; braided or leather*) at all times.

**NOTE: No sandals or Flip Flops**

**All uniforms must have the Nova Academy Logo Affixed**

**Miscellaneous: (Dress Code Violations)**

- Males – No earrings in ear
- Females- No **large** earrings
- No visible tattoos or piercing
- No excessive jewelry
- Must wear a belt, no sagging
- Shirt tails must be tucked in at all times
- Socks or stocking are to be worn at all times
- No tennis shoes above the ankles
- Pants cannot not be tucked inside boots
- No leggings or spandex
- No Capri or Crop pants
- No Facial Hair
- No shorts allowed for girls or boys (grades 3<sup>rd</sup> – 8<sup>th</sup> only)
- No hair designs (Mohawks, shags, spiked, cut in hair designs, outrage hair colors (red, purple, pink or blue etc.)

**Note: Failure to comply with uniform agreement and dress code violations will result as follows:**

1st violation – Written/Verbal notice to parent

2nd violation – Parent conference with an Administrator

3rd-violation – School Policy Infraction, student will be sent home until student complies with uniform agreement

**Friday**

**Every Friday is Spirit Day at Nova. Students are allowed to wear their spirit shirt (Nova T-Shirt) with jeans (No colored denim jeans, no frays, fringes or holes) must be blue jeans). No spirit shirt student may wear uniform shirt with jeans.**

**NOTE: NO SHORTS can be worn by students in grades 3<sup>rd</sup>- 8<sup>th</sup> throughout the school year.**

**NO SHORTS can be worn after October 1<sup>st</sup> by any student!**

## 2. Admission

### A. Acceptance Procedure

If the school receives more applications for admission than available positions in the school, the school may fill the available position by lottery or in the order in which all timely applications were received. However, if the latter process is implemented, the school must publish a notice of the opportunity to apply for admission. The notice, stating the application deadline, must be published in a newspaper of general circulation in the community in which the school is located, not later than the seventh day before the application deadline.

Tex. Educ. Code § 12.117(a)(2),(b)  
Tex. Admin. Code § 100.1207(a)(2), (b)

### B. Exclusion Right

The school's charter may provide for the exclusion of a student who has a documented history of a criminal offense, juvenile court adjudication, or discipline problems under subchapter A, Chapter 37 or the Texas Education Code.

## 3. Absences

### Notifying the school of student absences:

Anytime a student is absent from school the parent or guardian needs to send a handwritten note with the student on the day he or she returns to school. The note needs to contain the name of student, date(s) of absence(s), and reason for the absence(s), along with the parent or guardian's name and signature. Calling the school on the day of the absence is highly encouraged. A handwritten note is required from the parent(s) or guardian(s) for documentation. Two day per semester will be excused by handwritten notes.

**In order for a student to receive a grade for a class, he/she must be in attendance for at least 90% of the days the class is offered. A student who is absent more than eighteen (18) days during the school year is subject to retention.  
TEC 25.092**

### Absence – Excused

(See ATTENDANCE / TRUANCY)

## 4. Attendance/Truancy

Regular school attendance is essential for the student to make the most of his or her education – to benefit from the teacher led activities, to build each day's learning on the previous day's, and to grow as an individual. Being present and on time is a life skill to be cultivated. Students are required to attend class daily from 8:00 am to 4:00 p.m.

**It is also the law in Texas:**

Students who are enrolled in kindergarten or have been enrolled in a public school first grade program, and have not yet reached their 18<sup>th</sup> birthday are required to attend school each day during instructional year unless otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school or from any class will be considered truant and subject to disciplinary action.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. (TEC 25.092) A student who is absent more than 18 days during the school year is subject to retention. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class, unless the attendance review committee finds that the absences are the results of extenuating circumstances, such as:

- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- A documented health care appointment-if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the principal, or superintendent, including personal illness; or illness or death in the immediate family
- An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.

If the committee determines that there have been extenuating circumstances, it will decide if the student will be promoted or retained. If the committee determines however, that there are no extenuating circumstances, the student will be retained.

Please note:

- Nova Academy shall excuse students from attending school for the purpose of observing religious holidays when it is a tenet of their faith that they must be absent from school during such time and if, after the absence, the parent/guardian submits written notification for the excused absence. The district shall excuse the student for days on which the student must travel to and from the site where the holidays will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day travel from the site. A student whose absence is excused for religious holidays shall not be penalized for the absence and shall be allowed a reasonable time to make up schoolwork missed on those days.
- In those rare circumstances when a student must be absent from school, the student – upon returning to school – must bring a note, signed by the parent, that describes the reason for the absence; a note sign by the student, even with the parent’s permission, will not be accepted.

- A student absent for any reason should promptly make up specific assignments missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is tardy if he or she is not in the classroom when the tardy bell rings at 8:05 a.m.

## **Nova Academy has the right to take extreme absences and tardiness to court.**

### **A. Absence and Tardiness**

Nova Academy recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what students and parents/guardians responsibilities are. Also, you need to be acutely aware of the consequences for unexcused absences.

Note: An automatic telephone call will be sent to the parent / guardian when a student is absent from school.

### **B. Excused Absences**

Nova Academy accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents/guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the attendance office and filed as part of the student's school records. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- Personal Illness accompanied by a doctor statement,
- Quarantine of the Home or Death of an immediate family member (Mother, Father, Guardian, Sister, Brother, Grandparents)
- The student is observing holy days, including day of travel to and/or from the place of worship. Travel days for which the student is considered in attendance shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days.  
PROOF: Documentation from the family's place of worship.
- The student misses school for the purpose of attending a required court appearance, including traveling for that purpose. Excused days for traveling shall be limited to one day for travel to and one day for travel from the site the student is required to appear in court. **Important: Absences to meet with probation officers do not qualify for funding but must be excused if they meet the criteria in the TEC 25.087(b)(1)(B).**  
PROOF: Copy of court documentation
- The student has documented appointment with a health care professional during regular school hours, if the student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional on an official letterhead.

PROOF: Copy of doctor statement

- Is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of uniformed services and has been called to duty for, is on leave from, or is immediately returned from the continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Student may be excused up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment.

PROOF: Copy of order from U. S. Government

### **Unexpected Absences**

#### ***Death of a Relative***

- Parent or guardian must call the school to explain the situation and estimated time of absence.
- Students must bring proof (a copy of the obituary)

#### ***Quarantine of the Home***

- Parent or guardian must call the school to explain the situation and estimated time of absence.
- Student may not return to school without a doctor's note.

#### ***Personal Illness***

- Parent or guardian must call the school each morning the student is ill.
- Parent or guardian must send a note with the student explaining illness (Two days per semester will be excused with hand-written notes)
- The school may require a doctor's note.

### **Anticipated or Planned Absences**

#### ***Professional Appointment***

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence stating clearly the time to be dismissed. In addition, the following rules shall apply to all types of dismissals during the school day:



- Must bring copy of Court Order or Doctor Statement
- Parent/guardian must sign in at the front desk.
- Parent/guardian must sign student out of school, if returning, parent must sign student back in.

### ***Observance of Religious Holiday***

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief (documentation from the family's place of worship is required).

### **Unexcused Absences**

#### ***Illness in the family***

- Parent or guardian must call the school to explain the situation and estimated time of absence.
- Parent or guardian must send a note with the student with an explanation.

Examples of **Unexcused Absences** include:

1. Overslept
2. Missing Ride
3. Running Errands
4. Going out of town visiting families
5. Missing class due to the end of school year

Final determination of "excused or unexcused" absences will be made by the Attendance Committee.

### **C. Tardiness**

Students are expected to arrive at school no later than 8:00 a.m. Students arriving after 8:05 a.m. are considered late and will be marked tardy. Tardiness to school whether the results of oversleeping, missing the bus, car problems or lingering is unacceptable.

***(Student must check in at the front desk / main office to obtain a tardy slip.)***

***NOTE:*** If a student arrives to school after 8:15 a.m. or is picked up from school before 3:30 p.m., he or she has missed more than 15 or more minutes of instruction, therefore are considered to have a partial day absence.

For truancy purposes, partial day absence is considered to be unexcused absences. If the student will be attending or have a medical appointment, the absence will be changed when the appropriate documentation is received.

## D. Early Dismissal of Students From School

Nova Academy is very concerned about the student's safety and wellbeing; early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to ensure student's safety:

- The principal may release students before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from parent/guardian or for emergency reasons.
- No staff member may permit or allow a student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the parent/guardian.
- Students are required to attend class daily from 8:00 a.m. to 4:00 p.m. (constant early dismissals will not be accepted).

**Only the names listed on the "Authorized Person to Pick-up Student" form will be allowed to pick-up the student. In addition, please notify the main office in writing or in person immediately for authorized individuals that need to be added or changed.**

## TRUANCY PROCESS

Note: An automatic telephone call will be sent to the parent /guardian when a student is absent from school

### Absences

<b>After Two (2) Days Absence</b>	Teacher contact parent/guardian by phone or in person. A truancy warning letter will be mailed via certified mail
<b>After Three (3) Unexcused Days Absent</b>	Parent meetings may be required with the school Attendance Review Committee. <b>Parent must attend meeting or truancy will be referred to the Courts without delay.</b>

### Unexcused Tardy(s) Per Semester

<b>After Two Unexcused Tardy(s)</b>	Teacher contacts parent/guardian by phone, or in person.
<b>After Three Unexcused Tardy(s)</b>	Office Assistant mails warning letter via certified mail. Parent/guardian must attend conference with Administrator.
<b>After Five Unexcused Tardy(s)</b>	Student placed on Attendance Contract.

**After Six Unexcused Tardy(s)**

Possible CPS referral and/or expulsion from Nova Academy.

## **5. Awards**

Awards will be given to pupils performing above or beyond grade level requirements. Awards are based on performance in three main areas: Academic Achievement, Attendance and Citizenship.

**Six Weeks Awards** : Certificates will be provided in the following categories:

- A. A Honor Roll – straight A’s for the entire six week period
- B. B Honor Roll – straight A’s and B’s for the entire six week period
- C. Perfect Attendance – No absences or tardy(s) for the entire six week period
- D. Citizenship
- E. Physical Education
- F. Computer

### **End of the Year Awards: 1. Academic 2. Perfect Attendance 3. Extra Curricular Activities**

- A. A Honor Roll – straight A’s for the entire school year
- B. B Honor Roll – straight A’s and B’s for the entire school year
- C. Perfect Attendance – No absences or tardy(s) for the entire school year.
- D. Principal Award – Straight A’s, Perfect attendance and Citizenship for the entire year (2<sup>nd</sup>-6<sup>th</sup> grade only)
- E. Math – Straight A’s for the entire year
- F. Language Arts - Straight A’s for the entire year
- G. Science - Straight A’s for the entire year
- H. Social Studies - Straight A’s for the entire year
- I. Writing - Straight A’s for the entire year
- J. Reading - Straight A’s for the entire year

### **Type of Incentives (End of Year)**

- A. Perfect Attendance award will receive a trophy
- B. A Honor Roll will receive a trophy
- C. A/B Honor Roll will receive a medal
- D. Sport’s Basketball & Soccer MVP’s will receive a trophy
- E. Play-Off Team will receive a medal
- F. All participants will receive a certificate

All Award Assemblies will be held at 2:45 pm.

**6. Before School**

All students report to designated area until 7:55 a.m. At that time, students will be picked up by their homeroom teacher.

<b>Scyene</b>	<b>Bruton</b>	<b>Prichard</b>
Pre-K – 3 <sup>rd</sup> Building 3	Kindergarten Room 16	K - 4 <sup>th</sup> grade Theater Room #167
-----	1 <sup>st</sup> – 2 <sup>nd</sup> Red Floor	5 <sup>th</sup> – 8 <sup>th</sup> Cafetorium
-----	3 <sup>rd</sup> – 4 <sup>th</sup> Room 33	-----
-----	5 <sup>th</sup> -6 <sup>th</sup> Cafeteria	-----

**Before 7:00 a.m. and after 4:30 p.m. any students left unattended will be reported to the proper authorities.**

**7. Breakfast/Lunch**

Nova Bruton and Scyene will be implementing the Provision 2 program. Provision 2 is a special assistance program that allows all students to be fed at no charge.

Nova Prichard students must complete a school application to be eligible for free or reduced lunch and breakfast.

Breakfast is served daily from 7:00 a.m. – 7:45 a.m.

Lunch is served daily from 10:00 a.m. – 12:30 p.m. (varies by campus)

*Students are not allowed to use the microwave oven at any time.*

**8. Bullying**

State law defines bullying as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that: (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the **student's property; or (2) is sufficiently severe, persistent** and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student. Conduct is considered bullying if it (1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student's education or substantially disrupts the operation of a school. Such behavior is prohibited and is subject to the consequences described in section 12 of the discipline policy.

## 9. Child Abuse

Suspected child abuse or neglect cases will be reported to the Child Protective Services at 1-800-252-5400. All members of the school staff are trained annually in child abuse awareness and reporting procedures. All staff members of the school are trained annually in child abuse awareness and reporting procedures.

## 10. Communication

In the event of a change of address, telephone number, or name, it is mandatory that you contact the Main Office immediately. Nova Academy may not be held responsible for lack of communication unless parent contact information is updated regularly.

**Parents will be reported to CPS, if you are unable to be reached.**

Nova Academy Administration and staff will use all means (mail, newsletter, phone, website, etc.) to communicate with the parents.

## 11. Computer Policy

### 2016-2017 Technology Acceptable Use Policy for Students

Students & Parents/Guardians in grades Pre-K – 8th Grades must read and sign this agreement in order for the student to have access to school technology.

#### **Parents and Students:**

Computer network, and Internet access is a privilege available to students at Nova Academy. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Please read this document carefully, sign at the bottom, and return with your registration packet. Computer use at school may be revoked if a student does not adhere to the guidelines below.

#### **Statement of Purpose:**

Nova Academy believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology at Nova Academy.

#### **Pre-K – 3<sup>rd</sup> Grade Technology Acceptable Use Policy:**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
- I promise never to use any form of electronic communication\* to harass, frighten, or bully anyone.
- I promise to use appropriate language in all communication. I will not use profanity or obscenity and should avoid offensive or inflammatory speech.
- I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my Technology Director, School Administrator and Teacher have approved.
- I promise not to share my passwords.
- I will not give out my name, address or phone number while on the internet.
- I will not view, send or display inappropriate messages or pictures.
- I promise to tell an adult if I read or see something on the computer that is inappropriate.
- I promise to obey copyright laws.
- I will not use my personal email account or any personal electronic device at school except with the permission of my Technology Director, School Administrator.
- I promise to print only when practical for my schoolwork.
- I promise to only use my own file or my own folder on the student server or desktop.
- I understand that if I break any of my promises, I might not be able to use the computers.

\*“Electronic communication” means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, iPods or other mp3 or audio-video players and cameras.

#### **4<sup>th</sup> – 8<sup>th</sup> Grade Technology Acceptable Use Policy:**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- My use of computers, the Internet, and the school network must be in support of education and research within the educational goals and objectives of Nova Academy. Transmission of any material in violation of any U.S., state, or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff.  
The school network includes the use of school computers (including handhelds), and computer peripherals, as well as the use of school network services such as the Internet, school e-mail / web services accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use.
- As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet these guidelines:
  - I will respect the privacy and dignity of students and teachers at all times.
  - I will not use, copy, or delete another user’s files, folders, or passwords.
  - I will keep my own passwords private and I will not share passwords with a friend.

- I will use appropriate language by refraining from the use of profanity or insulting language.
- Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
- I will respect school equipment, including an absence of vandalism or computer viruses.
- I will only use software that is pre-approved by the Technology Director and Administration.
- I will not attempt to bypass Nova Academy filtering software.
- I promise to use appropriate language in all communication.
- I will not use profanity or obscenity and should avoid offensive or inflammatory speech. I will not knowingly introduce or knowingly allow the introduction of any computer virus to Nova Academy.
- I promise never to use any form of electronic communication\* to harass, frighten, or bully anyone.

\* "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, iPods or other mp3 or audio-video players and cameras.

- The Internet provides opportunities to access new resources, but it also provides unique risks to students. Nova Academy provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:
  - I will not give out personal information such as my full name, phone number, or address.
  - I will not give out personal information about someone else, i.e. name, phone number, or address.
  - I will not correspond or meet with someone through the Internet.
  - I will only access or download sites appropriate for school classes or activities.
  - I will immediately report any technology use that makes me uncomfortable or violates school policies.
  - I will not post pictures of myself or classmates that will identify my school.
  - I will not access or attempt to access any prohibited sites, such as myspace.com, facebook.com or similarities.
  - Students should not post chain letters or encourage "spamming" (that is sending an annoying or unnecessary message to multiple recipients.)
  - Email and other online communication services require careful use. I will follow the guidelines.
  - I will only use an e-mail account at school with the prior permission of a teacher and will get permission from a teacher each time I use e-mail at school. Instant messaging and chat rooms are prohibited.
  - I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided e-mail account or other school provided computer service at school or another location.

- Nova Academy may filter or monitor school provided student e-mail accounts or other school provided computer services regardless of whether the account is accessed from school or another location.

I have read the Acceptable Use Policy. If my child follows the rules he/she may keep access to the network. If he/she does not follow the rules in the Student Acceptable Use Policy, I understand that my child's network access will be suspended and or other disciplinary actions.

The specification of Acceptable Use Policy will include the education of minors about appropriate online behavior, including interacting with other individuals and Cyber bullying awareness and response.

## 12. Discipline Policy

**1<sup>st</sup> Referral** – Teacher calls parent and documents call on the Parent Contact Sheet

- Teacher schedules a parent conference with an Administrator.
- A one to three days suspension of student from school, depending on the severity of the offense.
- Document will be sent to an Administrator for signature.

**2<sup>nd</sup> Referral** – Teacher calls parent and documents call on the Parent Contact Sheet

Two week behavior contract (in writing and signed by parent). A three (3) to five (5) days suspension of student from school.

**3<sup>rd</sup> Final Referral** – Administrator calls parent for the withdrawal of their child from Nova Academy.

Students may be removed from school from one to three days for disruptive behavior. Students may not return to school until the emergency removal days have been served. Upon returning, parent must have conference with an administrator. Suspensions may not exceed three (3) days (per offense). In the case of a suspension, parents will receive notice in writing. Three suspensions will lead to expulsion.

**Please express any concerns you may have regarding your child to the appropriate school official. We encourage all parents to try and resolve any concerns with their child's classroom teacher(s). If the process is unsuccessful, the next step would be to contact an Administrator.**



### 13. Doctor or Dental Appointment (also see Attendance/Truancy)

Students leaving the school for medical appointments should be picked up by their parents. Parents are asked to check in at the Front desk, show identification and fill out an Early Release Form. Students are **required** to **attend class daily** from 8:00 a.m. to 4:00 p.m.

**A student who arrives after the official attendance is taken, with a doctor's note, will be counted present for the day.**

### 14. Dropping Off and Picking Up Children

Parents may drop off students at the Side Entrances. Parking in the fire lanes may result in a ticket or a parking violation. Parents please remain in your cars during morning drop off and evening pickup. Roaming in school during school time, without permission, is prohibited. **In case of an emergency**, parents must sign-in at the front desk.

If for any reason a parent/guardian must come on campus and/or enter the building, during school time, they are to **remain in the front foyer** until someone from the administrative office comes to greet them. In addition, all parents/guardians must be dressed appropriately prior to entering the building.

#### **Protective Orders**

**It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regards to student safety or sign-out procedures. Nova will not be responsible for violations, if copies of court orders are not on file.**

### 15. Enrollment

#### **Discrimination Disclaimer:**

**Nova Academy does not discriminate in admission based on gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend.**

All students must submit:

- A. Enrollment form
- B. Authorized Person to Pick-up Form
- C. Lunch Application
- D. Home Language Survey
- E. Uniform Agreement
- F. Student Health Information
- G. Photo/Media Release Form
- H. All immunization must be current prior to enrollment
- I. Proof of Residence – Students must live within Nova Academy geographical boundaries

#### **Eligibility for Prekindergarten**

A child must be at least four (4) years of age and fit at least one of the following criteria:

1. Be unable to speak and comprehend the English language.
2. Be economically disadvantaged, which means a student eligible to participate in the national free or reduced-price lunch program
3. Be homeless, as defined by 42 United States Code (U.S.C.) Section 1143a, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child
4. Be the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority; or is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty.
5. Be in, or have been in, the conservatorship of the Department of Family and Protective Services (DFPS) following an adversary hearing held as provided by Section 262.201, Family Code. Code § 12.111(6)

A student's permanent record must be in the child's legal name. In case of a name change, the parent/guardian must bring the appropriate legal document within 10 business days to the school before the name can be changed.

**It is the parents/guardians responsibility to inform the school of legal changes.**

- Pre Kindergarten must be four (4) years on or before September 1<sup>st</sup> of the school year.
- Kindergarten students must be five (5) years old on/or before September 1<sup>st</sup> of the school year.
- First grade students must be six (6) years old on/or before September 1<sup>st</sup> of the school year.

Students attending Nova for the first time are required to have:

- A. Birth Certificate
- B. Updated Immunization Records
- C. Social Security Card
- D. End of year or last report card
- E. Withdrawal form from previous school
- F. Proof of Residence – Students must live within Nova Academy geographical boundaries
- G. Proof of Guardianship

## 16. Extra Curriculum Activities/Programs:

Poetry Contest  
Spelling Bee  
Boy/Girl Scouts  
Cheerleaders  
Athletics/Sports  
Arts  
National Honor Society  
Student Council  
LCC (Leadership Cadet Corp)  
No Pass, No Play  
Science Fair  
Career Portal  
Gentleman Club  
Princess & Pearl

### **No Pass, No Play**

Students who participate in extracurricular activities must achieve a passing grade 70% or higher each six-week grading period. If students receive at least one failing grade on their report card during a given six-week grading period, that student is forbidden or ineligible to participate in extracurricular activities until the failing grade or grades have been improved to passing levels.

## 17. Field Trips

Field trips serve as a valuable extension to classroom learning, and may be taken periodically throughout the year. Parents will be notified well in advance of any scheduled trips. In order to participate in Field Trips, an official "Field Trip Form" must be completed, signed, dated and returned to the student's classroom teacher. Many field trips may require a fee. All Field Trip fees must be paid at least 5 days in advance (**cash only**) of the trip.

### **Field Trip Policy**

It is a privilege for a student to be able to attend field trips. School behavior reflects greatly on the reputation of the school. All school rules carry the same consequences as they would if they were to occur at school. In the case of serious breach of school rules at a school-sponsored activity away from school, it may be necessary to send a student home. In this situation, parents will be contacted and will be expected to pick up the student from the activity or to provide transportation for the student home at their own expense.

Teachers will be in charge of all students that participate in a school-sponsored trip away from the school campus. No child will be released from the teacher's supervision until returned to the destination agreed upon in advance by proper school authorities.

Note: Parents/Volunteers are prohibited from the use of tobacco products and alcohol beverages while accompanying students on field trips. Violators will jeopardize opportunity to participate in future field trips.

**Note: Fees must be paid for in advance for any field trips, graduation or other school activities. Fees will not be refunded if your child becomes ineligible to participate because of his/her misconduct or behavior issues.**

**Actions that could prevent a student from attending a field trip:**

1. Any student whom the faculty or administrator feels would prohibit the safety of the trip will not be allowed to attend.
2. Students who are not completing work assignments may be excluded from field trips.
3. Students may not be allowed to participate in field trips if he/she has missed 10 days, or more, and has fallen behind in class assignments.
4. Students may not be allowed to participate in a field trip if he/she has misbehaved on a previous field trip(s) unless accompanied by a parent or guardian.

## **18. Fire/Disaster/Tornado Drill Signals**

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first semester. Students need to understand and follow these instructions.

### Emergency Evacuation Procedures

1. Code Blue 1 (Response Required) Threat/Incident inside the facility. (Gang Confrontation, Riot, Trespassing or other Mass Casualties)  
Course of action: Keep everyone in place – Lockdown.
2. Code Blue 2 (No Response) – Threat/Incident outside the facility (Drive-By Shooter, Suspicious person on campus, other disruptions)  
Course of action: Keep everyone in place – Lockdown.
3. Code Yellow Threat/Incident within the facility.  
Course of action: Implement a Shelter in Place.
4. Code Black Bomb Threat – Bombs detected or exploded on premises  
Course of action: Evacuate immediately.
5. Code Orange When situation warrants beyond all previous codes. (Natural or other Gas Leaks, Hazardous Materials or Chemicals.)  
Course of action: Evacuate immediately.
6. Code Green All Clear  
Course of action: To return to classroom and resume normal activities.
7. Fire Alarm System (Strobes)

Course of action: Evacuate immediately. Follow evacuation route on diagram and move rapidly toward specified exit door in an orderly manner without running, pushing or crowding.

Two (2) Whistle Blasts or Code Green--Return to class in an orderly manner, as directed by Principal and/or Safety Director.

One (1) Whistle Blast – Halt – Stop walking and stand still.

8. Disaster/Tornado Drill -- PA System/Walkie or a series of short Whistle Blasts. – All students and staff evacuate classroom, close the door and proceed to hallway. Take a “Duck and Cover” position until an “All Clear” notice is given by the Principal or Safety Director.

## 19. Fundraisers

School-wide fundraisers will be held in the Fall and Spring of each year. All fundraisers must be approved by the CEO or COO.

## 20. Gang- Free Zone

Certain criminal offenses, including those involving organized criminal activity such as gang related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purpose of the district, a gang-free zone includes a school bus and a location in, on or within 1000 feet of any district-owned or leased property or campus playground.

## 21. Grading System

Report cards will be distributed at the end of each six weeks in grades pre-kindergarten through eighth (8<sup>th</sup>).

**Pre-Kindergarten receive grades:**

- E= Excellent
- S= Satisfactory
- N= Need Improvement

**89-100 = E**

**80-70 = S**

**69 or below= N**

The following areas will be used to determine grades in levels: K-2<sup>nd</sup>

<b>Homework</b>	<b>20%</b>
<b>Class work/participation</b>	<b>30%</b>
<b>Test/Quizzes</b>	<b>50%</b>

<b>Grading Scale</b>	<b>90-100 = A</b> <b>80-89 = B</b> <b>70-79 = C</b> <b>69 or below is Failing</b>
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**Grades an Grade System (JR3 Web smart) 3<sup>rd</sup> – 8<sup>th</sup>**

<b>Homework</b>	<b>10%</b>
<b>Class work/participation</b>	<b>40%</b>
<b>Test/Quizzes</b>	<b>30%</b>
<b>Six Weeks Test</b>	<b>20%</b>
<b>Grading Scale</b>	<b>90-100 = A</b> <b>80-89 = B</b> <b>70-79 = C</b> <b>69 or below is Failing</b>

NOTE: Spelling tests are not included in the grading system.

**70-100** – Passing

**Below 70**– Parent Conference Needed

**I** – Incomplete (becomes a 50 at the end of the semester, if not made up within ten (10) School Days).

**N**– Area Needing Improvement

**If a makeup test is required, a 70 is the highest grade that will be given. In addition, Special Projects, Extra Assignments, and Makeup Test/Assignments will be graded under the 20% grading system for the six weeks.**

**NOTE: Six weeks assessment/exam grade will count as 20% of the term/semester grade.**

NOTE: If a student enrolls in the middle of a grading period, if less than three week, they will not receive a report card grade. A progress report will be issued.

NOTE: Nova Academy does not combine other school district’s grades into our Student Information System.

## **22. Homework**

Homework is essential in achieving high academic performance and it reinforces subsequent lessons that will be taught in school. Teachers will assign homework Monday through Thursday.

## Homework schedules – Self-Contained & Departmentalize (Pre-K- 8<sup>th</sup>)

Homework will be scheduled by each teacher. Understanding the teacher’s policy on homework and cooperating with the teacher to the fullest extent possible will help to get the most value from homework.

1. Homework is assigned in each of the core subject areas: Math, Reading, Language Arts, Science and Social Studies on a regular basis at least weekly.
2. Homework assignments are checked and recorded in the teacher’s grade book.
3. Missed homework will result in consequences. The consequences progress as follows:
  - Mandatory Parent/Teacher/ Admin. Conference
  - Mandatory Teacher/Administrator Conference

<i>Homework-Subject</i>	<i>Homework – Subject Days</i>
Spelling/Math	Monday
Writing/Language Arts	Tuesday
Reading/Social Studies	Wednesday
Science/ Electives	Thursday
Special Projects, Extra assignments and Makeup (Provide parents with project rubric and directions prior the project being assigned)	Friday

## 23. Illness/Medication

Medication is not administered at school unless a physician specifically requires it. All medications must be in their original container and must have the physician’s required directions on the label from the drugstore. **Students are not allowed to bring non-prescribed medication with them to school; In addition, aspirin, Tylenol, cough drops, and other patent drugs are not provided by Nova Academy. All medications must be submitted to the Main Office.**

**Students are not to take medicine on their own. Teachers are not to give medicine to students. All medication must be picked up at the end of the school year. Any medication not picked up on the last day of school will be properly disposed.**

Parents should notify the Main Office, if their child will be absent for an extended illness. Parents should also, notify the Main Office if their child has medical problems that Nova Academy should be aware of such as seizures, hearing problems, diabetes, etc. Children returning to school after an illness are required to bring an absentee letter from parent, or a doctors’ statement.

## Communicable Diseases

Control of communicable disease should be the primary concern of all parties. Policies and guidelines related to the outbreaks of communicable diseases and illnesses in the schools

within this district have been developed with the help of the local health departments to protect the group as a whole as well as the health of your own child. **We ask that parents assist by keeping sick children home.** If they have or have experienced any of the following symptoms in the last 24 hours, they will need to be kept at home:

- A fever of 100 degrees or greater (taken orally)
- Signs of a newly developed persistent and/or severe cough
- Diarrhea
- Any discharge or drainage from the eyes, ears, or open sores
- Any rash without documentation from the child's physician or parent explaining the rash and course of treatment.
- Vomiting and fever
- Red draining eyes

H1N1- If identified or diagnosed, students are not to return to school for a 14-day period without a doctor's release.

Students exhibiting any of the symptoms above will be sent home as soon as possible

### **Head Lice Policy**

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Nova Academy follows the No – Nit Policy. At the time head lice are positively identified the student's parents will be notified to pick up student immediately. Upon return, the student and parent will need to check in at the Main Office to have student re-checked. At the time of re-check if there are nits visible the student will not be allowed to remain in school.

## **24. Immunization Requirements**

### **All immunizations must be current before enrollment**

A record showing that the student has the immunizations required by the Texas Education Code, proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission.

Tex. Educ. Code § 97.63

- a. Diphtheria/Tetanus – Upon entry into kindergarten, students are required to have five (5) doses of a diphtheria-tetanus-pertussis containing vaccine in any combination unless the fourth dose was received on or after the fourth (4<sup>th</sup>) birthday in which case only four (4) doses are required. Students who started their vaccinations after age seven (7) are required to have at least three (3) doses of a tetanus-diphtheria containing vaccine. Any combination of three doses of a tetanus-diphtheria containing vaccine will meet this requirement. One dose of the tetanus-diphtheria containing vaccine is required within the last ten (10) years.



- b. Measles – Two doses of measles containing vaccine are required. The first dose shall be administered on or after the first (1<sup>st</sup>) birthday.
- c. Rubella – One dose of rubella vaccine received on or after the first (1<sup>st</sup>) birthday is required.
- d. Mumps – One dose of mumps vaccine received on or after the first (1<sup>st</sup>) birthday is required.
- e. Hepatitis B - Three doses of hepatitis B vaccine are required.
- f. Varicella – Two dose of varicella vaccine received on or after the first (1<sup>st</sup>) birthday is required.
- g. Hepatitis A – Upon entry into kindergarten two doses of hepatitis A vaccine.
- h. Poliomyelitis – Upon entry into kindergarten, students are required to have four doses of polio vaccine one of which must have been received on or after the fourth (4<sup>th</sup>) birthday. Or if the third dose was administered on or after the fourth (4<sup>th</sup>) birthday only three doses are required. If any combination of four doses of OPV and IPV was received before four (4) years of age no additional dose is required.
- i. Haemophilus (HIB) – Students 15 month of age through 4 years – 1 dose of Haemophilus type b since 15 month of age, or a series of 4 doses before 15 month of age. Serologic confirmation of HIB immunity is acceptable in lieu of HIB immunization date.

Evidence of adequate immunization must be shown at the time of admission. The only proof of immunization to be accepted by the school authority shall be a certificate by a licensed physician, or the health department, or the military service acknowledging the same, and dates of vaccine administration must be provided and entered on the school record. (A photocopy of the School Health Record is accepted as evidence of adequate immunization when a student transfers to Nova Academy.

## 25. Living Out of district

### Nova Academy Geographical Boundary

Carrollton-Farmers Branch ISD, Cedar Hill ISD, Coppell ISD, Dallas ISD, Desoto ISD, Duncanville ISD, Garland ISD, Grand Prairie ISD, Highland Park ISD, Irving ISD, Lancaster, ISD, Mesquite ISD, Richardson ISD and Sunnyvale ISD.

All students are welcome to attend Nova Academy. District transportation to Nova is not provided. Parents will provide transportation for their children to and from school. **Nova will not be responsible for reimbursing parents for any expenses occurred through transportation to and from school.**

## 26. Locker/Nova Bruton

Third (3<sup>rd</sup>) – six (6<sup>th</sup>) grades students will be assigned a locker for his/her individual use at Nova Academy Bruton. **Locker fees are \$10 per year.** The lockers should not be used to store valuable items brought from home. Nova Academy will not be liable for personal items left in lockers. **Do not trade lockers with another student. Do not let another student share your locker.** In a regular school day, students can go to their locker during three (3) designated times only:

- a. Before classes begins in the morning.
- b. With permission from the teacher.
- c. After school

## 27. Lost and Found

Lost articles can be claimed by contacting the secretary in the Main Office. Lost and found items will be kept in a designed area. Parents are encouraged to check with the Main Office if items are lost.

## 28. Lunch Program

Nova Burton and Scyene are a Provision 2 school. Provision 2 is a special assistance Program that allows all students to be fed at no charge. Nova Prichard students are served meals at no cost. No household applications are required.

## 29. Lunchroom Responsibilities

- A. No talking
- B. Students are to stay in their seats unless they are given permission to leave the lunchroom
- C. Students are not permitted to skip lunch
- D. All students are to be seated at their assigned tables
- E. Each student should clean his/her area before leaving
- F. Students are required to enter the eating area quietly, pick up their food, sit down and eat
- G. Students are not allowed to share food or eat lunch from one another's tray or personal lunch.

***Note: Parents may eat Breakfast or Lunch with their child (ren). No siblings or small children allowed. No Exceptions.***

## 30. Mandatory Removals (Code of Conduct)

Extremely serious offenses that disrupt or threaten to disrupt the educational process will require removal of the student from the regular classroom. The offense can be committed on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored event on or off school property. Parents will be notified and requested to attend an administrative meeting with the administrator.

## **Mandatory Removals Offenses**

- Alcohol (non-felony)
- Assault (Class A) (student on student)
- Assault (Class C) (student on personnel)
- Breach of computer security
- Drugs (non-felony)
- Felony conduct (if not expellable)
- Gambling (A felony-level charge of betting money or any item of value on the outcome of any event, game, or contest or taking bets from others)
- Indecent exposure
- Inhalant abuse/**cigarettes/cigars**
- Kidnapping
- Public lewdness
- Retaliation against school employee anyplace
- Threats by student on personnel and/or facilities
  
- Vandalism of school property, furniture, equipment, books, materials, and writing on the walls/doors or anything associated with the school.
- Possession of weapon (real or toy)
- Sexual Harassment

**Students who have been removed for a Mandatory Offense may not return to Nova Academy.**

### **31. Notices Sent Home**

Parents are asked to **please read all notices** sent home from the school. Return materials that require your response immediately.

### **32. Open Records Act**

**Parents have complete access to their child's student records only. Student records are confidential. (SEE APPENDIX A – RELEASE OF DIRECTORY INFORMATION POLICY)**

#### **A. Fee Charge**

The school may charge a reasonable fee for a copy of an education record unless the imposition of the fee prevents a parent or eligible student from exercising his/her right to inspect and review the record.

20 U.S.C. § 1232G(A)(1)(A); 34 C.F.R § 99.11;  
Tex. Educ. Code § 26.012

#### **B. Annual Notification of Rights**

The school shall give parents of students in attendance and eligible students annual notification of their rights under FERPA and the places where copies of this policy may be located, including notice of the right to file complaints concerning alleged failures by the school to comply with the provisions of the Act. The school

shall effectively notify parents of students who have a primary home language other than English.  
20 U.S.C. § 1232g(e); 34 C.F.R. § 99.7

**C. Destruction of Records**

The school shall not destroy any education records if there is an outstanding request to inspect and review the records  
34 C.F.R § 99.10(e)

### **33. Paddling**

Corporal punishment is permitted at Nova Academy. The CEO, COO, Principal, and designed Administrator are authorized to paddle. If not acceptable, please send a written note signed by the Parent/Guardian. Subject to the terms of this policy, corporal punishment is authorized as a disciplinary tool at Nova Academy Schools. If a parent/guardian would like to refuse the use of corporal punishment, he/she must send a written note signed. The form will be kept on file in the principal's office. Failure to send a written note equates to parental consent.

1. Corporal punishment is defined as punishment that inflicts pain. Use of a wooden paddle only will be used to administer corporal punishment. Swats are to be given on the buttocks area only. Running laps or stairs is appropriate corporal punishment only for P.E. or athletics. No other form of inflicting pain (slap with ruler, holding book overhead) will be allowed.
2. A child may receive no more than three swats for one offense. A child may not receive more than three swats per day.
3. Any school age child may receive corporal punishment.
4. Corporal punishment will be administered in a private location such as the principal's office.
5. An adult staff member will witness the punishment.
6. Corporal punishment shall not be administered if it requires holding a student or struggling with a student. If a child refuses to take swats, the child will be given an appropriate 1, 2, or 3-day out-of-school suspension.
7. Corporal punishment can be administered to Special Education students only if permitted by the child's I.E.P. and pursuant to the terms of the I.E.P. (ARD Committee should adopted meet).
8. Notice in writing will be sent home to the parent when corporal punishment has been given. The principal may elect to notify the parents at the time the corporal punishment is to be given but is not required.
9. Corporal punishment should be used only after other approaches for correcting behavior have been tried unless the offense is serious enough to justify its use on a first offense.

### **34. Parent Conduct**

The safety and security of employees are of primary importance. Threats, threatening and abusive behavior including shouting and screaming, or acts of violence against students,

employees, parents, visitors, or other individuals by anyone on school property or at school functions will not be tolerated. The school reserves the right to take any necessary legal action.

### **35. Parent Conferences**

- Academics:** Parents are asked to attend two conferences per school year with their child's teacher to discuss the child's classroom performance.
- Behavior:** Parents are required to attend a conference with the principal, teacher and/or a designated person for intolerable school behavior. Students placed on parent conference may not return to class until the parent conference has been completed.

### **36. Parent's Teacher's Organization (PTO)**

PTO meetings are scheduled for the first Thursday of each month for Nova Academy Bruton and Prichard. Nova Scyene meets on the first Tuesday. The mission of the PTO is to plan, organize, direct events, and provide activities throughout the year.

### **37. Parental Guardianship**

The Texas Family Code, Section 101.024 defines a parent as: the mother, a presumed to be the biological father, a man legally determined to be the biological father, a man who has been adjudicated to be the biological father by a court of competent jurisdiction, or an adoptive mother or father.

A custodial parent is the parent who has either sole physical custody of the child or the parent with whom the child resides for a majority of the time. Although courts often give two parents who are both fit parents joint custody of the child, the court may refer to the parent with the larger timeshare with the child as a custodial parent at times in court documents and during hearings.

There are two types of custody, legal and physical custody. Legal custody gives one parent the right to make vital decisions regarding the child's education, morality, religious training, discipline, and medical care. Physical custody refers to the actual physical care and control of the child.

#### **Custodial Parent Rights**

Custodial Parent rights differ depending on whether the parent merely has physical custody of the child or whether the parent also has legal custody. If a custodial parent has sole physical custody and sole legal custody of the child, then the custodial parent is entirely responsible for the care and raising of the child and is free to make decisions regarding the health and welfare of the child without concurrence or even consultation with the non-custodial parent. The custodial parent may make medical decisions, decisions about schools and education, and other similar decisions unless a court order in place or divorce decree provides specific instructions regarding the rights and responsibilities of the custodial and non-custodial parents. The custodial parent

may not move away with the child. If the non-custodial parent has child visitation, the custodial parent must comply with the visitation orders and produce the child to the non-custodial parent for visitation as ordered.

#### Affidavit for Proof of Residency

If parent and student are living in another person's residence, the person with whom they live must complete the affidavit and have it notarized, then provide the school with verification of address (Current utility bill, current rent receipt, or property lease agreement may be used for verification of address).

### **37. Parties/Celebrations**

Several seasonal celebrations are allowed during the school year: Fall activities (October), winter holiday (December), African American history (February) and Cinco de Mayo (May). Asian, Native American and other Multi-Cultural lessons and activities are a part of the daily learning at Nova Academy. Dates will be announced for additional celebrations and recognitions. The principal must approve all other celebrations. Parties will begin no earlier than 2:00 p.m. Each class can hold one (1) party per month; this includes birthday parties which are designated the last Friday of each month.

### **38. Personal Searches, Metal Detectors, and Video Cameras**

Prior to conducting a personal search of a student, other than to obtain possession of a weapon, dangerous object, or other contraband such as illegal drugs or alcohol, a reasonable effort shall be made to inform the student's parents. When practical, the parent must arrive within a short period of time. All personal searches will be conducted by an Administrator and a witness. In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. Searches may include but are not limited to a student's outer clothing, and the student's desk or locker. Students may also be subject to search by a metal detector on a random or regular basis---or on the basis of individualized reasonable suspicion. Video/audio equipment may be used to monitor student behavior in common areas on campus.

### **39. Problems or Concerns**

Parents/Guardians are encouraged to express any concerns regarding your child to the appropriate school official. We encourage all parents to work through their child's classroom teacher first. Parents are always welcome to see one of the administrators if they are unable to receive answers to their concerns after working with the classroom teacher. Concerns are not to be taken to another teacher.

### **40. Program Intervention (3<sup>rd</sup> – 8<sup>th</sup> Grades only)**

Saturday Academy – Begins in January of each school year  
After school tutorials - Begins in October of each school year

## 41. Promotion and Retention

In order to be promoted from to the next grade, a student shall attain an overall average of 70 or above in all core subjects for the year to be promoted. Averaging the final numerical grades for English/ Language Arts/ Reading (ELAR), Mathematics, Social Studies, and Science derives this average. Grades for Health and Physical Education may be numerical grades, but shall not be considered when computing grade point averages for determining promotion. Excessive unexcused absences may also result in retention.

All Kindergarten (K), First (1<sup>st</sup>) and Second (2<sup>nd</sup>) grade students may be retained due to grades and/or TPRI/ITBS test results. (3<sup>rd</sup>) – eight (8<sup>th</sup>) grade students may be retained due to not passing state mandated tests and core subject grades. All students must pass all core subjects. Parent(s)/Guardian may appeal within five (5) business days of receiving retention notification.

**In order for a student to receive a grade for a class, he/she must be in attendance for at least 90% of the days the class is offered. A student who is absent more than eighteen (18) days during the school year is subject to retention.**

## 42. Religious Holidays

Students will be excused for religious holidays (**Documentation from the families' place of worship is required**). A student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

## 43. Report Cards/Progress Reports

Report cards will be sent home at the end of each Six Weeks grading period. Progress Reports will be sent home after the third week of each Six Weeks grading period. Parents are to sign the report card and send it back to the school the next day. Parents are asked to keep the end of year report card in a safe place at home. This is an important record. You will also find it helpful in the event that your child needs to transfer schools.

Note: No transfer grade will be accepted in Nova grading system.

Progress reports will be sent home after the third week of each Six Weeks grading period. A student who transfers to Nova with less than 4 weeks of grades will not be given a report card but a progress report.

Students will not be issued a report card if text books, cafeteria meals or library books are not cleared.

## 44. Reporting Testing Results

### A. To the Board

The School Director shall accurately report all test results with appropriate interpretations to the board according to the schedule in the applicable test administration materials.

19 ex. Admin. Code § 101.81(a)

### B. To the Parents/Guardians and Students

The school shall notify each of its students and his/her parents/guardians of test results, observing confidentiality requirements stated at 19 Tex. Educ. Code § 39.030(b). All test results shall be included in each student's academic achievement record and shall be furnished for each student transferring to another school or district.

### C. To the Public

Overall student performance data, aggregated by ethnicity, sex, grade level, subject area, and campus shall be made available to the public, with appropriate interpretations, at regularly scheduled meetings of the board. The information may not contain the names of individual students or teachers.

Tex. Educ. Code §§ 12.104 (b)(2)(L), 39.030(b).

## 45. Restrooms

Every student is expected to display responsible behavior in the restrooms. If your child has a medical condition that requires him/her to frequently use the restroom, a note must be sent to the teacher and the Main Office.

## 46. Safety

Personal safety must be taught before children begin school. Students are not to accept food, money, or rides from strangers. At afternoon dismissal, students are expected to wait in the designated area. School personnel are available to supervise students waiting in this area. Please help us by asking your child to follow instructions.

## 47. Schedule

7:55 a.m. - All students are picked up and escorted to the classroom.

8:00 a.m. - Instruction starts. Pupils are tardy if they are not in their classrooms by 8:05 a.m. Students that are tardy must stop at the front desk for a tardy pass.

**(See Attendance/Tuancy 4-D).**

Students are required to attend classes daily from 8:00 a.m. to 4:00 p.m. Before 7:00 a.m. and after 4:30 p.m. any students left unattended will be reported to the proper authority.



#### **48. Sexual Harassment/Molestation**

Nova Academy is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Nova Academy does not tolerate sexual harassment and encourages students to report inappropriate behavior of a sexual nature without fear of adverse consequences. It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances; requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature. Sexual harassment includes conduct of a sexual nature that has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity. Examples of sexual harassment include, but are not limited to: unwelcome touching, crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; Intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment are encouraged to file a complaint by contacting an administrator who will assist them in the complaint process. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion. Individuals that withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment, shall be subject to disciplinary action up to and including expulsion. Any person, who alleges sexual harassment by a staff member or student, should report the alleged misconduct immediately to the principal or other individual designated to receive such complaint, who will then contact appropriate individuals to begin an investigation.

#### **49. Smoking and Use of Tobacco Products**

Students may not possess or use tobacco products or paraphernalia on school property or at any school sanctioned activity, on or off school property. This is to include E-cigarettes.

#### **50. Student of the Month Yard Sign**

Students, who have maintained an A & B average and have excellent citizenship, may be selected to receive a school sign, for display in their yard, for a period of one (1) month.

The sign must be returned to the school afterward. Parents are held responsible for the cost (\$20.00) if the yard sign is not returned, or is damaged or lost. Parents must sign a release form when receiving a Nova Academy sign.

## **51. Student Release**

No student will be released to anyone whose name is not listed on the Authorized Person to Pick-Up Form.

## **52. Students Rules**

1. If any Pre-K or Kindergarten students are unable to adjust to the School setting within a One (1) month period, the following will be enforced:
  - Student will be placed on a two week behavior contract signed by the parent.
  - And/or withdrawal of the student from Nova Academy.
- C. Children are expected to attend school every day, including rainy and cold days, unless illness or extenuating circumstances occur. Student must bring a note from their parents/doctor following every absence.
3. Students are expected to wait in the assigned areas.
4. Boys and girls wanting to eat breakfast should enter the designated area quietly. Breakfast begins at 7:00 a.m. and ends at 7:45 a.m.
5. Students are not allowed to bring candy and gum to school.
6. Trash is expected to be put in the trash can at all times.
7. Halls and restrooms are to be kept clean. Every student and staff member is expected to help keep Nova Academy clean and comfortable.
8. The teacher is in charge of the classroom at all times. Students are to obey the rules and consequences of the teacher.
9. Substitute teachers are in charge in the absence of the teacher. Students are expected to obey substitute teachers the same as if he/she were their regular classroom teachers.
10. Students are expected to treat other children as they would want to be treated. Share the ball and playground equipment.
11. Students are to walk on the **right side** of the hallway and stairway.
12. Fighting or throwing objects is not allowed at any time for any reason at school.

13. Fighting will not be tolerated and has no place at Nova Academy.
14. No food is to be eaten on the school grounds (with prior approval by administrative staff)
15. Students walking without an adult or escort must have a hall pass.
16. Students are expected to complete their homework task and return them the next day. Parents are asked to monitor their child's completion of homework.
17. Students who become ill at school will be sent to the school office. No medication can be given at school unless a doctor specifically orders it. Students may not carry medication with them during the school day.
18. Students are not allowed to miss lunch. All students are encouraged to eat the food on their tray even if it is not their favorite.
19. All students are expected to use proper manners at all times while at school (excuse me, please, thank you, listening when others are speaking, etc.).
20. School personnel are not responsible for students' money. Students are expected to keep money in a safe place at all times. Keeping money in one's sock seems to work well for many students. Students are not to show off or bring unnecessary money to school.
21. Notices sent home: Notices sent home are important. Students are to give notices to their parents the same day that they are sent home from school. **All forms must be returned promptly.**
22. Students are expected to work through classroom problems with their teacher. They may bring their problems to the attention of school administrators, after they have shown an effort to reach a solution with the teacher.
23. Profanity is not allowed. Appropriate language for the school environment is expected at all times.
24. **Smoking, e-cigarettes, and use of tobacco is prohibited.**
25. All students' behavior should reflect their understanding of the main reason we all come to Nova Academy everyday: **TO LEARN.**
26. Students are expected to complete all tasks assigned by the teacher. If a student refuses to do assigned work, the student's parents will be notified and a parent conference may be scheduled.
27. Respect everyone and their right to learn: Students are to show respect for all adults, visitors and fellow students. School and classroom behaviors should exemplify respect for everyone's right to learn.

28. Stealing is not allowed at any time for any reason and will not be tolerated at Nova Academy. Appropriate actions will be taken.
29. Textbooks are the property of the state and must be paid for if lost or ruined.
30. Toys or electronic equipment of any kind are not to be brought to Nova. They will be collected and given to the student at the end of the day or parents may be requested to pick them up.
31. Do not bring any item or object of any kind (real or play) that construed to Nova Academy.
32. Students are not to be in possession of any paging device, cell phones, beeper, etc. unless it has been deemed necessary by the principal **because of health or other compelling reasons**. These items must be checked in/out with the Main Office.
33. Bullying behavior is prohibited and is subject to the consequences described **in section 12** of the discipline policy.
34. Cheating-- copying the work of another is not permitted. Appropriate actions will be taken.

The student code of conduct applies to all students and will be enforced consistent with the requirements of federal and state law that apply to students with disabilities. This Behavior Intervention Plan (BIP) is designed to assist your child to comply with the code of conduct by providing positive behavior interventions, supports, and strategies.

Nova Academy reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding, or following written rules.

### **53. Suicide Prevention**

School employees take all suicide threats seriously. Due to the serious nature of suicide threats, the school shall attempt to contact the student's parents on the same day the threat is made. Whenever possible a meeting with the student's parents will be scheduled to address the concerns regarding the student's safety. All suicide attempts will be treated as a medical emergency and appropriate authorities will be notified.

### **54. Supplies**

Students are expected to have supplies. Paper and pencils are required daily. A list of School Supplies are provided at the beginning of the school year.

## **55. Suspensions**

Students will be suspended for persistent and serious violations of school rules and or Code of Conduct.

## **56. Tardiness (also see Attendance/Truancy)**

Students are tardy if they are not in their classrooms by 8:05 a.m. Students arriving after 8:05 a.m. must report to the front desk for a tardy slip.

## **57. Telephones / Cellular**

Students are permitted to use the telephone for **emergencies only** via main office. Cellular phones are not permitted on campus or in the classroom, if students are caught with a cell phone on campus or in the classroom it will be confiscated and will not be returned until the end of school year. Students are not permitted to use teacher or other school staff phones for any reason.

## **58. Textbooks**

Nova Academy may issue textbooks to students. Any textbook issued by Nova will hold student's parents responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Parents will have to replace any books that are damaged or not returned. Students must return all textbooks at the end of the year. Should a student withdraw or be expelled, all textbooks must be returned to Nova Academy immediately.

***FINAL REPORT CARDS and/or TRANSCRIPTS WILL NOT BE ISSUED UNTIL ALL TEXTBOOKS ARE RETURNED IN GOOD CONDITION.***

## **59. Transfer/Withdrawal Policies**

Advance notice of 24 hours is required prior to any withdrawal. A copy of the withdrawal form is to be submitted to the classroom teacher for completions and signed by the principal and parent. When a student withdraws, the teacher will issue grades after making sure textbooks, library books, and cafeteria meal records are cleared.

## **60. Unsafe School Choice Option Policy**

### **Introduction to the Law:**

The Un-safe School Choice Option (USCO)(section 9352 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001 requires that beginning with the start of the school year, Local Education Agencies (LEAs) must offer at least 14 days before the start of the school year, the opportunity to transfer to a safe school to

students who are victims of violent criminal offenses while in or on the school grounds of a public elementary or secondary school that the student attends.

If Nova Academy has one or more schools identified by the state as persistently dangerous Nova Academy shall notify parents of each student attending the school in a timely manner (ten school days); Offer students the opportunity to transfer to a safe public school, which may be a safe public charter school; and for those students who accept the offer, complete the transfer.

Nova Academy must offer students who attend persistently dangerous schools to transfer to a safe school at least 14 days before the start of the school year. This will ensure that students who transfer are able to start the New Year in a safe school.

If students become a victim of a violent criminal offense while in or on school property at an elementary or middle school, Nova academy must offer an opportunity to transfer to a safe public school which may be a public charter school within 14 calendar days after it has been determined that a student has become a victim of a violent criminal offense at the school.

Nova Academy must allow the student to remain in the new school as long as the original school is identified as persistently dangerous.

## **61. Vandalism**

Parents are responsible for property damaged by their child. Vandalism (criminal mischief if less than \$1,500.00) willful action that results in destruction, damage, or defacement of property belonging to or rented by the District. This includes graffiti. A person commits an offense if, without the effective consent of the owner, the person, intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or painting, on the tangible property of the owner with aerosol paint, an indelible marker, or an etching or engraving device. An offense under this section is a state jail felony if the marking is made on any school property.

## **62. Vision/Hearing Screening Requirement**

All students not previously enrolled in a Texas School will be administered a hearing and vision screening test using trained staff. You may submit test results with the signature of your examining doctor or make signed application for provisional enrollment with pending appointment for examination not to exceed a 30 day period. All negative test results pertaining to the hearing and vision test must be fulfilled by eyeglasses, contacts and/or hearing aids.

## **63. Visitation**

Parents are welcome to visit Nova Academy and observe student learning in the classroom with prior permission from the classroom teacher. Visitors must check in at the front desk /main office, present a valid Drivers' License/ID and receive a printed VISITORS NAMEBADGE. The NAMEBADGE must be returned when exiting the building for check out. Parents or other adults may not enter the cafeteria, hallways, and classrooms without prior clearance from the front desk/main office. Note: Siblings and minors will be permitted to attend special programs while accompanied by an adult.

#### **64. Volunteers**

Parents and community volunteers are welcome at Nova Academy. Contact the school principal for instruction and introduction. Volunteers are required to attend training on rules and regulations for assisting the students and teachers at Nova. A copy of a valid Driver's License must be presented, and a Background check (criminal history) will be conducted prior to volunteering. All volunteers will be assigned responsibilities for a group or students while on field trips.

#### **65. Weapons**

Weapons will be taken from students. Weapons are a violation of school rules, if caught students will be suspended and/or expelled.

#### **66. Who May Pick Up Pupils during the School Day?**

The parent with custody must have written court documentation on file in the office. If any changes take place, new documentation must be filed with the office, and with the class-room teacher, as soon as possible. Only persons on the "Authorized Person to Pick up Student" form are allowed to pick up students. The name of the person picking up the student should be on file in the Main Office (parents, car pools, grandparents, neighbors, daycare providers, relatives, etc). Identification must be shown. It is the parent's responsibility to inform the school of legal changes and/or documentations.

# **APPENDIX (A)**

## **RELEASE OF DIRECTORY INFORMATION**





## RELEASE OF DIRECTORY INFORMATION

Campus: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student Name: \_\_\_\_\_

Regarding student records, I understand that certain information about my student is considered directory information. Directory information includes: student name, address, telephone number, date and place of birth, participation in officially recognized activities, dates of attendance, awards received in school, and most recent previous school attended. Directory information will be released by Nova Academy to anyone who request it unless I object in writing to the release of any or all of this information within 10 school days of the time the student handbook was issued to my student.

\_\_\_\_\_ I give permission to release all directory information

\_\_\_\_\_ I do not give permission to release any directory information.

Parents/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents/Guardians Name (Please print): \_\_\_\_\_