

# **NEWMAN INTERNATIONAL ACADEMY**

## **Student Handbook**

**2018-2019**

### **NIA Board Members**

John Yerby, President  
LaVerne Raine, Ph. D., Vice President  
Sheba K. George, Ph. D., Ed. D., Secretary  
J.B. Morgan, Board Member  
Paulson John Paul, Board Member

### **Superintendent**

Sheba K. George, Ph. D., Ed. D.

### **Assistant Superintendent**

Betty Sims

### **Principals**

#### **Newman International Academy of Arlington (NIAA)**

Donna Hart, M. Ed., Director/Secondary Principal,  
Wendy Dansby, M. Ed., District Discipline Officer/Elementary Principal

#### **Newman International Academy of Cedar Hill (NICH)**

Subhas Mathew, M. Ed., District Accountability Officer/ Principal  
Holly Temte, Elementary Principal

#### **Newman International Academy at Pioneer (NIAP)**

Jay Tinklenberg, M.S., Principal

#### **Newman International Academy at Grace (NIAG)**

Shauna More, M. Ed., Principal

#### **Newman International Academy of Fort Worth (NIAFW)**

Dale Duncan, M. Ed., Principal

#### **Newman International Academy of Mansfield (NIAM)**

Keith Shull, M. Ed., Principal



## **Equal Opportunity Policy Statement**

Newman International Academy admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities, generally accorded, or made available to students at the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, or other school-administered programs. Students may be denied admission or re-admission upon documented behavior problems. Retaliation against anyone involved in the complaint process is a violation of NIA policy. A complete copy of the NIA Title IX Policy and the NIA Retaliation Policy is available from the NIA Title IX Coordinator upon request.

## **Freedom from Discrimination**

Newman International Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age, in providing education services, activities, and programs, including vocational programs, in accordance with Title IV of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For inquiries regarding the non-discrimination policies, contact: Betty Sims at 682-207-5175 in the Administration Office.

## **Our Vision**

Newman International Academy is dedicated to raising a generation of well-rounded individuals who will realize their worth and purpose, find their interest and gifting, develop their skills, reach their highest potential, and meet the demands of this nation and world by receiving personalized educational experiences in a disciplined, nurturing and character building environment facilitated through partnership between faculty, students, parents and community.

## **Mission Statement**

The mission of Newman International Academy is to train and educate future generations of young men and women with wisdom, stature and favor; to give students opportunities to become whole individuals ready to serve the world by helping them reach their highest potential, and to provide in partnership with parents and community a well-rounded education within the context of American heritage.

## **Respect for Our American Heritage**

In accordance with Newman International Academy's Mission statement, we require all students to represent our American Heritage appropriately. Therefore, during the playing or singing of the National Anthem, as well as during the Pledge of Allegiance to the Flag, we require all NIA Students to stand facing the Flag with their heads uncovered, and their right hands over their hearts.

**Motto:** Building the whole person for the whole world by raising warriors of wisdom, stature and favor.

**Mascot:** Warriors



## **A Letter from Our Superintendent**

Dear Parents and Students,

Welcome to Newman International Academy as we embark on our eighth year's journey to reach for the stars in the field of education! Our outstanding team of administrators, staff and faculty are ready for another phenomenal year as they embrace the theme for this year, "GO BEYOND THE CALL."

While we are excited about new vistas of opportunities ahead of us, we know that we must work hard and together to help our students seize opportunities, realize dreams and enjoy academic and post-secondary success. Together, we will help them reach their highest potential in curricular and co-curricular activities, and develop their gifts and talents to become warriors of love and hope.

We ask that you partner with us as we serve more than 3,000 students this year from pre-K through 12th grade in seven locations, some of which offer only elementary grades at this time. Our students are from all nationalities, races, languages and religions in the United States of America—one nation under God. As we work with these students, we will keep in mind that character development is key to a meaningful education. "The heart of education is the education of the heart" (Anonymous). As poet Thomas Curtis Clarke indicates, when we raise a student, we build an unseen temple that lasts forever. So we must raise well-rounded individuals who grow in wisdom, stature and favor. Nothing can keep us from GOING BEYOND THE CALL to work with our students, who are destined to be warriors of love, hope and faith. We ask for your whole-hearted partnership with Newman International Academy in this demanding and yet most rewarding journey. We wish you all the best for GOING BEYOND THE CALL, transforming our school, nation and world!

In the cause of education,

Sheba K. George, Ph.D., Ed.D.

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# List of Campuses and Schedules

All Newman PreK classes have the same schedule:

7:45-11am (A.M. session) and 12:00-3:15 (P.M. session)

Early Dismissal is 7:45-9:45 (A.M. session) and 10:15-12:15 (P.M. session)

See individual campuses for breakfast, drop-off and pick-up times.

## Newman International Academy of Arlington (NIAA)

2011 S. Fielder Rd., Arlington, TX 76013

### *Elementary (K-6th Grade; PreK is a half day)*

Breakfast (opt): 7am-7:25

Drop-off: 7:30-7:45

School start: 7:45

School end: 3:15

Pick-up: 3:15-3:30

*Early Dismissal: 12:15*

## Newman International Academy of Arlington High School (NIAA HS)

1111 Gibbins Rd., Arlington, TX 76011

### *Secondary (9-12 Grade)*

Breakfast (opt): 6:50-7:25

Drop-off: 7am-7:25

School start: 7:30

School end: 3pm

Pick-up: 3pm-3:15

*Early Dismissal: Noon*

## Newman International Academy of Cedar Hill (NICH)

1114 W. FM 1382, Cedar Hill, TX 75104

### *Elementary (K-6th Grade; PreK is a half day)*

Breakfast (opt): 6:55-7:25

Drop-off: 7:15-7:45

School start: 7:45

School end: 3:15

Pick-up: 3:15-3:45

*Early Dismissal: 12:15*

### *Secondary (7-12 Grade)*

Breakfast (opt): 6:55-7:25

Drop-off: 7:15-7:30

School start: 7:30

School end: 3pm

Pick-up: 3pm-3:15

*Early Dismissal: Noon*

**Newman International Academy at Grace (NIAG)**

308 W. Park Row Dr., Arlington, TX 76010

***Elementary (K-6th Grade)***

Breakfast (opt): 7am-7:30

Drop-off: 7:15-7:45

School start: 7:45

School end: 3:15

Pick-up: 3:15-3:30

**Newman International Academy of Fort Worth (NIAFW)**

6801 Meadowbrook Dr., Fort Worth, TX 76112

***Elementary (K-5th Grade; PreK is a half day)***

Breakfast (opt): 7am-7:30

Drop-off: 7:30-7:45

School start: 7:45

School end: 3:15

Pick-up: 3:15-3:30

*Early Dismissal: 12:15*

**Newman International Academy of Mansfield (NIAM)**

1201 State Highway 360, Mansfield, TX 76063

***Elementary (K-6th Grade) & Secondary (7th Grade)***

Breakfast (opt): 7am-7:30

Drop-off: 7:30-7:45

School start: 7:45

School end: 3:15

Pick-up: 3:15-3:30

*Early Dismissal: 12:15*

**Newman International Academy at Pioneer (NIAP)**

1619 W. Pioneer Pkwy., Arlington, TX 7

***Secondary (7th-8th Grade)***

Breakfast (opt): 7am-7:30

Drop-off: 7:30-7:45

School start: 7:45

School end: 3:15

Pick-up: 3:15-3:30

*Early Dismissal: 12:15*



## Admission, Enrollment, and Withdrawals

Newman International Academy (NIA) accepts students in grades Pre-K 3 through 12th. K5 students must be five years of age by September 1st in order to enroll. Parent(s) must furnish all required documents listed in the enrollment packet. Any student admitted to NIA must provide evidence of prior schooling, such as report cards and/or a transcript from the previous school attended. Verification of residency and current immunization records are also required. Every student enrolling in NIA for the first time must present a signed statement from a physician or documentation of the immunizations as required by the Texas Department of Health, no later than 30 days after enrolling in NIA. Students will be enrolled according to the gender noted on the birth certificate and will be required to follow school policies according to that gender. To be eligible for enrollment, the prospective student and legal parents/guardians of the student must agree in writing to follow the regulations of the school and complete all requirements for admission.

If a student fails to attend school on the first day, or his or her records are incomplete, the student may lose his/her space for enrollment, and that space may be awarded to another eligible student.

Each student must be enrolled by his or her legal parent/guardian. Students with a previous expulsion or other serious documented behavioral incidents must submit themselves to an administrative council to determine whether or not they may enroll.

**Falsification of information could cause a student to be ineligible for enrollment or subject to withdrawal.**

### Placement of New Students

Students transferring from an accredited school will be placed at the grade level attained at that school. Students from home school/ private school/ international schools will be required to test at the beginning of the school year to determine the grade level at which the student should be placed.

### PreK Enrollment

Newman International Academy offers PreK-3 and PreK-4 at some campuses. In order to apply, a child must be 3 or 4 on September 1, 2018 AND must qualify under one of the following:

1. is unable to speak and comprehend the English language;
2. is educationally disadvantaged (which means a student who is eligible to participate in the national free or reduced-price lunch program);
3. is homeless;
4. is the child of an active duty member of the armed forces of the United States;
5. is the child of a member of the armed forces who was injured or killed while on active duty;
6. is or ever has been in the conservatorship of the Department of Family and Protective Services (foster care) following an adversary hearing held as provided by Section 262.201, Family Code; or
7. is the child of a person eligible for the Star of Texas Award as:
  - a. a peace officer under Section 3106.002, Government Code

## STUDENT ARRIVAL AND DISMISSAL

### Student Arrival

NIA does not provide supervision for the students at school until the specified drop-off time. The only exception to this is for students who have signed up for breakfast. **Please see page 7 for campus-specific drop-off times.** Check with your campus office for any potential changes to early arrival times.

**Please see page 7 for campus-specific school start times.**

### Student Dismissal

**Please see page 7 for campus-specific school end and pick-up times.**

**Please pick up your students promptly. NIA does not provide supervision for students after pick-up time. Those students left after the supervision time has elapsed will be taken to after-school care at Brooke of Life for which there will be a monetary Newman charge of \$5.00 per 15 minutes.**

- b. a firefighter under Section 3106.003, Government Code, or
- c. an emergency medical first responder under Section 3106.004, Government Code.

## **Enrollment**

Newman International Academy is an open enrollment charter school, which means any age/ grade appropriate student will be admitted to the school, without regard to race, color, creed or intelligence, if space permits. There will be limitations to the number of slots per grade level. This may require students to be placed on a waiting list until slots become available. Students will be enrolled in the grade level that follows their last complete grade, and must have documentation of promotion from their previous schools. Students entering mid-year will be placed in their current grade level. A student's attendance does not automatically guarantee a space for the next school year. **However, current students will have the first opportunity for the next year's enrollment prior to opening enrollment to the general public.**

***NOTE: Charter schools require that all students re-enroll for each school year.***

## **Withdrawals**

If a student must withdraw for any reason from Newman, the student's legal parent/guardian must notify the school office at least three business days prior to the student's withdrawal date. At the time of notice, the student's parent/guardian must submit an official withdrawal form obtained from the school office, and complete the required exit interview with the campus principal.

## **Secondary Withdrawals**

No credit will be given for coursework if the student does not take the final exam, unless there are extenuating circumstances. Final decisions will be made by the Administration.

Students who take the final exam and then withdraw before the end of the semester must know that the withdrawal grade process or transcript update will take a reasonable amount of time after the semester ends.

## **Assemblies and POWWOWs**

Newman International Academy's commitment to character education is at the heart of our mission; our desire is to assist students in developing key qualities in intellect and behavior that will enable them to set their personal goals and aspirations high, and be successful in their lives. It is Newman's belief that commitment to character education, focus on our vision to raising well-rounded individuals to meet the demands of a multicultural world, and our emphasis on the heritage of America are essential to the future success of NIA students as well as our employees.

To this end, NIA will involve all students and school employees in Assemblies/POWWOWs. Our weekly assembly is called POWWOW, which is an acronym that stands for Preparing Outstanding Warriors with Wisdom to Overcome and Win!

## **Compulsory Attendance**

Regular school attendance is essential for students to make the most of their education to benefit from teacher-led and school activities, to build each day's learning on the previous day's and to grow as individuals. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. State law requires that a student between the ages of 6-18 attend school, as well as any applicable accelerated instructional program, extended year program, or tutorial system, unless the student is otherwise excused from attendance or legally exempt. No student will be given credit for a class unless the student is in attendance 90% of the days the class is offered. At the secondary level, a student, if eligible, may recover credit according to guidelines provided by the counselors.

***Please note: although PreK and Kindergarten enrollment is not mandatory, once students are enrolled, attendance is required.***

School employees must investigate and report violations of the state compulsory attendance law. Such violations include a student who is absent without permission from school; from any class; from required special programs assigned by grade placement committee and basic skills for ninth graders; or from required tutorials. These actions will be considered to be in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

1. Is absent from school on ten or more days or parts of days within a six-month period in the same school year.

**OR**

2. Is absent on three or more days or parts of days within a four-week period.

### **School Hours**

Please see page 7 for elementary and secondary school hours (dependent on campus).

**Students not picked up at dismissal will be taken to after school care at Brooke of Life, for which there will be a monetary Newman charge of \$5 per 15 minutes per family.**

### **Absences/ Release of Students from School**

Because class time is so important, parents should make every effort to schedule doctor's appointments at times when the student will not miss instructional time. A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. When a parent arrives to pick up a student, the parent must sign the student out, at which time an office aide will be sent to retrieve the student. Parents will wait for the student in the office area.

The only people (other than the parent) who will be allowed to pick up students are those whose names and driver's license numbers are listed as authorized persons for those activities with the school. Identification will be required. They must also present their student pick up card and/or present a valid form of identification.

### **Attendance for Credit**

To receive credit for a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a principal-approved plan that allows the student to fulfill the instructional requirements for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holidays and documented health-care appointments will be considered days of attendance for this purpose.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or retain credit.
- The actual number of days a student must be in attendance in order to receive credit depends on whether the class is for a full semester or for a full year.

### **Truancy**

Numerous unexcused absences within a specific period of time will amount to truancy. The State of Texas requires that all students between 6-18 (not yet 19) years of age attend school until they obtain a diploma. **For an absence to be excused, parents must send a note to the school office.** If your child is absent for all or part of a school day, the student, upon arrival or return to school, must bring a note signed by the parent or health care professional that describes the reason for the absence. **All notes should be provided within two days of returning to school. The campus will update attendance records based on the provided documentation.**

It is important that students attend school each day. There is a very strong connection between student attendance and academic performance in school. When students miss class, they miss out on learning. NIA does recognize, however, that perfect attendance is not always possible.

If a student is absent ten (10) or more days within a six-month period, or three (3) or more days or parts of days within a four-week period "without an excuse," that student may face an attendance committee that will determine the student's academic placement. Additionally, excessive absences may cost the student a promotion to the next grade.

### **Truancy Policy**

It is the policy of Newman International Academy to:

- Send out a warning letter to parents of students who have accumulated three (3) unexcused absences. This letter must be signed and returned.
- Call an Administrative committee/Attendance Committee Review Board hearing for students who have accumulated 18 excused or unexcused absences (considered excessive by Newman Academy) to determine whether a student will lose credit or be retained. Continued truancy may cause a student to be withdrawn.

#### ***Please note:***

- ***Elementary students will not receive credit unless the student attends at least 90% of the days class is offered.***
- ***Secondary students will not receive credit unless the student attends at least 90% of each class. Please note that due to the block schedule, absences may be weighted double. However, secondary students, if eligible, may recover credit according to guidelines provided by the counselors.***

**The difference between truancy and loss of credit due to absences:**

- Truancy record counts only unexcused absences
- Absences for credit record counts **ALL** absences (excused and unexcused), even medical and religious
- For Secondary, all attendance is based per course, per semester to award credit
- For Elementary, only absences are counted. Elementary attendance record is based on a full year rather than a semester.

**Tardy Policy—Any student who arrives after school starts is tardy.** The Texas Education Agency (TEA) requires a student to attend school each school day for the entire period that the program of instruction is provided. Promptness is important to reduce interruption of the learning process. It is the responsibility of the parent/guardian to get the student to school on time.

- Any student who arrives late to school must check in at the attendance office before proceeding to class.
- If a Secondary student is late to any regularly-scheduled class during the school day, he/she will be considered tardy for the class.
- A tardy MAY be excused if within three (3) days, A WRITTEN, SIGNED PARENT’S EXCUSE is presented to the appropriate Administrator and following administrative discretion.

**The unexcused tardy policy is as follows:****Elementary**

Three (3) tardies = (1) detention

**Secondary**

Three (3) tardies = (1) detention

Four (4) detentions = May result in (1) OSS (Out of School Suspension)/ISS (In-School Suspension) Two (2) OSS = May result in Expulsion

When habitual tardiness becomes problematic, parental involvement will be required to implement a plan to correct this issue.

**Please note:** At the Secondary level, at the beginning of each nine weeks, all students’ accumulation of tardies will be forgiven, and a new nine-week record will begin. Consequences for tardiness at the beginning of day will be different from consequences for tardiness between classes as students may have to make up “seat time” and credit recovery owing to absences.

In any case, **secondary students who are more than 20-minutes tardy to any class (including the first hour of the day) will be considered absent for the class and may have to make up “seat time.”**

**Perfect Attendance Award**

For the purpose of identifying students with perfect attendance, three tardies will equal an absence, causing them to be ineligible for the Perfect Attendance Award at the end of the school year.

**Bullying**

“Bullying” occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student’s property, places a student in fear of harm to him/herself or his property, or is so severe, persistent, or perverse that it creates an intimidating, threatening or abusive educational environment.

***NIA will not tolerate any form of "bullying," including "bullying" based on gender, race/ethnicity and/or physical or mental characteristics. NIA will not tolerate cyberbullying.***

Cyberbullying is defined as bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. NIA will not tolerate cyberbullying of any kind.

### **Student Nutrition Programs/Services/Guidelines**

The district participates in the National School Breakfast and Lunch Programs and offers students nutritionally balanced meals daily. Free and reduced-priced lunches are available based on financial need and contingent upon application completion and approval. Applications are available in the school office. Information about a student's participation is confidential.

**Foods of Minimal Nutritional Value (carbonated beverages, hard candy, or frozen confections) may not be available or provided access during the school day. These items may not be given away or sold to students.** The exceptions are the six holidays chosen by the campus as celebrations. Maximum portion sizes have been set for all snacks and beverages sold at each campus cafeteria. School campuses may not serve any competitive foods or provide access to them directly or indirectly during the school day until the end of the last scheduled class. Parents may provide any kind of snack for their own student's consumption but they may not provide any food items for other students in the class.

**Parents may only provide lunch, other food items, or drinks to their own student.**

### **Competitive Foods**

The intent of the policy is to encourage the consumption of nutritious foods by students and to limit access to high-fat, high-sugar items during the school day. Therefore, the only food that may be made available to our students during the school day, at times other than meal periods, is one nutritious classroom snack which adheres to school policy.

The nutrition policy does not apply to students who leave campus for approved field trips or to travel to athletic events, or other related competitions. The school day is considered to have ended for these students. School activities, athletics functions, etc., that occur after the normal school day are not covered by the policy.

For more information, contact the Texas Department of Agriculture, Food and Nutrition Division, **Tel. 888 TEX-KIDS**, [www.squaremeals.org](http://www.squaremeals.org).

### **Lunch Guidelines**

NIA IS A CLOSED CAMPUS and students are to remain in the lunch room at all times:

- Cutting in line or saving a place in line is not acceptable.
- Students will place trash in designated containers.
- Neither students nor parents may order commercial food to be delivered to the campus.
- Lunches provided by parents or guardians may only be consumed by their student. Parents or guardians may not give lunches to students who are not their legal students. Many students are allergic to specific foods or food products.
- Birthday celebration foods (cup cakes, cookies, etc.), will only be permitted on the designated day of each month (usually the last Friday) and those foods must meet the "Smart Snack" guidelines that can be found on [www.squaremeals.org](http://www.squaremeals.org).
- Students may not order lunches to be delivered by outside sources.

### **Change of Address/Telephone Numbers**

Parents must inform the School Office if changes need to be made to student address or telephone numbers in order to keep their students' demographic information current. If a family moves within the district or changes home or work number(s), parents must notify the School Office in writing. It is important that student records be kept current at all times, so parents can be notified of any illness or emergency.

### **Cheating/Academic Dishonesty/Plagiarism**

NIA's definition of student academic dishonesty includes but is not limited to the following:

1. Students copying another student's homework or test answers, with or without that student's permission.
2. Using cheat notes during a quiz, test, or closed book assignment.
3. Having access to/using a teacher's answer sheets or books.
4. Obtaining test questions from students who have already taken the test.
5. Copying themes and/or other written papers from other students or alternative reference materials without properly quoting the source.
6. Claiming work taken from the internet or other resources as their own.
7. Use of cell phones/smart watches or other electronic devices during test or class time to relay answers, take pictures of a quiz, test, or closed classroom assignment and then communicate its content to another student for academic gain.
8. Plagiarism is the use of another person's original ideas or writing, as one's own, without proper credit given to its original source.

**Plagiarism is considered cheating and if a student cheats, that student will be subject to disciplinary action and the loss of credit for the work in question.** An academic integrity form will be attached to this handbook. Students may be required to sign this form again before tests and exams.

### **Class Rank**

A student's class rank can be obtained by contacting the school office. Class rank is calculated twice a year, following the close of each semester. Requests for class rank must be submitted in writing to the PEIMS Coordinator (for Elementary: Laverne Petty [lpetty@newmanacademy.org](mailto:lpetty@newmanacademy.org) For Secondary: Campus Counselor).

Ninth grade students will not be class ranked until the completion of their first year of high school.

### **Classroom Interruptions**

The school day should not be interrupted needlessly. Parents and students are asked to observe the following guidelines, including but not limited to:

- Deliveries such as forgotten lunches, money, or supplies are to be left in the office and will be delivered to the appropriate student by office personnel.
- In case of an emergency, office personnel will deliver EMERGENCY messages.
- Parents should avoid interrupting their student's teacher during the school day; instead, they should call the school office or e-mail the teacher and schedule an appointment.
- **Please note:** Students will have no access to their cell phones/smart watches during school time. Students' phones will be placed in their back pack and turned off during the school day. They will not have access to messages.

## **Our American Heritage**

In accordance with Newman International Academy's Mission statement, we require all students to represent our American Heritage appropriately. Therefore, during the playing or singing of the National Anthem, as well as during the Pledge of Allegiance to the Flag, we require all NIA Students to stand facing the Flag with their heads uncovered, and their right hands over their hearts.

## **Clubs, Organizations and Co-curricular Activities**

Students are encouraged to become involved in one or more school clubs and/or organizations. Club eligibility requirements vary, but club sponsors will provide specific club requirements and fees involved. Co-curricular classes may be added to the school's curriculum and schedule so all students may be benefited.

The objective for each of these clubs/ co-curricular classes will be the following:

- Create leadership skills in students
- Teach students the importance of giving back to their school and their community
- Allow students to continue to learn outside of their classroom setting
- Develop gifts and talents
- Prepare for college, career and military
- Have a foundation of classical education

## **CODE OF CONDUCT:**

### **STUDENTS WILL NOT BE ALLOWED TO DISTURB THE EDUCATIONAL PROCESS**

#### **I. School Building**

- Walk, DO NOT RUN
- No fighting, cursing, or disruptive behavior
- Keep noise to a minimum
- Do not deface or destroy school property; No littering
- No gum or candy in classroom
- Do not talk back to authority/school staff; respect authority
- No public display of affection

#### **II. Classrooms**

- Follow directions
- Follow class management plan
- Respect the rights and properties of others
- Attend school regularly
- Be at school on time
- Show respect for ALL school personnel
- Complete all work according to daily goal setting
- Stay on task
- Do not talk back to authority/school staff

#### **III. Restrooms**

- Use the restroom for its intended purposes only
- Flush urinals and toilets after use
- Unnecessary objects must not be taken into the restroom (pens, sharp objects, etc.)
- No standing or swinging on restroom fixtures



- Do not write on walls, doors, etc.
- Dispose of trash in the trashcans

**IV. a. Prohibited-The following will not be allowed at school:**

- Leaving class/school without permission
- Cheating, Lying, Stealing, Forgery, Gambling, Fighting
- Exhibiting disrespect or directing profanity toward others
- Use of foul words and cursing
- Matches, lighters, e-cigarettes, vapes, or tobacco in any form
- Committing extortion, coercion, blackmail or arson
- Sexual contact or sexual harassment
- Inappropriate public display of affection
- Harassment or threats
- Alcohol, illegal drugs, nonprescription drugs, guns, knives, explosives, clubs, chains, Chinese stars, or any kind of objects deemed unsafe.

**IV. b. Inappropriate Speech:**

Students are prohibited while at school or attending any school-sponsored or school-related event from engaging in any form of reckless or profane speech.

**IV. c. Inappropriate Material:**

- Literature/Material/Devices not conducive to a healthy and friendly learning environment are not permitted.
- Such materials will be confiscated. Such materials may not be shared or promoted.

**IV. d. Loitering:**

- Students should not loiter in halls, restrooms, classrooms or other areas.
- Students must leave the premises upon dismissal. Exceptions to this rule are as follows:
- Supervised tutoring
- Supervised detentions
- Other supervised activity
- Students are not permitted to stay after school and wander the halls or outside on school property.
- Students who are on campus unsupervised without permission may be considered to be loitering.

**V. Unhealthy Relationships:**

Relationships between students and students, and between students and teachers must be healthy, promote campus unity and build character. In order to encourage students to focus on studies and opportunities for excellence, NIA discourages unhealthy relationships between students. All relationships irrespective of gender that do not help students focus on excellence in academics, fine arts and sports opportunities will be considered unhealthy for their progress and well-being. Healthy relationships are age appropriate and promote unity and brotherhood. Unhealthy relationships or undue focus on gender relationships and romantic relationships can undermine unity in the campus, promote cliques, and have the potential to materially disturb the school's safe learning environment. These unhealthy relationships can impact, influence or restrict students' ability to form deep and lasting human relationships. Therefore, disciplinary action may be taken if unhealthy relationships are conducted or continued on campus or where school-related activities take place.

## **VI. Use of Cell Phones/ Smart Watches at School Premises is Prohibited**

As abuse of cell phones/ smart watches causes distraction, deters the progress of students in curricular and co-curricular activities, and disrupts learning, cell phones/ smart watches must be placed in the backpack and turned off on the school premises. Cell phones/ smart watches should not be on the students or carried by them. During school hours, students must use the school office phone to contact parents for emergency. After school hours, cell phones/ smart watches may be used in the school premises only for emergencies, contacting parents, rides, coaches and teachers. Consequences for not upholding this rule will result in disciplinary action leading up to expulsion. **The district will not be responsible for damaged, lost, or stolen telecommunication devices.**

**Parents are not permitted to call or text students during the school day, as all cell phones/smart watches and other electronic devices will be confiscated if seen or heard and disciplinary action will be taken against students who do not uphold cell phone rules.**

**Step I:** Use of phones/ electronic devices will result in confiscation. The parent may pick up the phone/ electronic device at the end of the day by paying \$15 at the school office.

**Step II:** Any subsequent use of phones/ electronic devices will result in confiscation. The parent may pick up the phone / electronic device at the end of the day by paying \$25 at the school office.

**Step III:** Further violation of electronic device policy will cause the student to lose privileges to bring the device to the school thereafter, and may result in suspension or even expulsion.

## **VII. Unruliness and non-compliance of Code of Conduct will not be tolerated.**

For a safe, healthy, learning environment, it is important that code of conduct is upheld. Non observance of the code of conduct will not be tolerated. Consequences for not upholding code of conduct may result in infractions, detentions and suspensions and even expulsions.

### **Disciplinary Action**

#### **Elementary School**

When a student breaks a school rule or uniform policy, he/she will receive an infraction. Three infractions will result in a detention. Elementary detention will take place for 30 minutes immediately after school ends for the day.

**Step 1=** Written or verbal parent notification

**Step 2=** Parent and teacher conference

**Step 3=** Teacher, parent and principal conference and a suspension

**Step 4=** Parent, student and principal conference and a suspension

**Step 5=** Parent, student and principal meeting and transfer of student enrollment

#### **Secondary School**

The goal of the Discipline Management System is to encourage/ train all students to respect/ obey school rules and expectations, evaluate their behavior, learn how to develop self-control, and make good choices.

See levels of infractions and consequences in Disciplinary Action/Infraction System pages.

When a student breaks a school rule/s or uniform policy, he/she will receive an infraction that will lead a student through the five stages of the discipline management system.

Three infractions will result in a detention. Secondary detention will take place for 45 minutes immediately after school ends for the day.

**Step I:** Three infractions: Detention 1 (Student notification)

**Step II:** Three infractions: Detention 2 (Student/parent notification)

**Step III:** Three infractions: Principal/Assistant Principal conference with teacher(s), parent(s) and student, and may result in suspension/ detention/ behavioral contract.

**Step IV:** Three infractions: Principal /Assistant Principal conference with parent(s) and student, which may result in suspension.

**Step V:** Three infractions: Principal conference with parent and student, which may result in transfer of student enrollment/ expulsion.

If any student has more than two suspensions, the administration may recommend transfer of enrollment.

Behavior and conduct in each class/course especially in Career and Technology Education Courses will be connected to grades, class rank, promotion, work experience opportunities, etc.

***See Secondary/Elementary Disciplinary Action Form attached to the Handbook. Parent(s) and students must sign this form and return to your Assistant Principal.***

#### **Possible Transfer of Enrollment/Expulsion Notice:**

- Transfer of enrollment/Expulsion notification will be sent to the parent by mail/email/phone/hand delivery within 3 business days of occurrence of incident. The notification will call for administrator/s and parent conference and allow parent hearing.
- The school will give an opportunity to withdraw before expelling a student if laws allow.

#### **Conflict Resolution**

If anyone in our Newman Family has an issue or disagreement with someone else in the Family, whether it is a parent, teacher, student, or administrator, that person should go to the person with whom they have conflict to work it out. Please do not draw other parties into the conflict. Doing so paves the way for gossip and strife. Negative emotions are fed, and the conflict is seldom resolved in a timely manner. Instead, please follow the line of authority, beginning with the person with whom there is an offense. If, after meeting with that person to try and work out your differences, there is still conflict, it is appropriate to seek counsel from the next level of authority.

#### **Grievance Process Channels**

All grievances should first be addressed with the faculty/staff involved. The correct channels for the grievance process are: Teacher/Staff > Asst. Principal > Principal

#### **Appeal System:**

If the decision at the campus level is not satisfactory, the next step is to appeal at the district level. All appeals must be communicated via certified letter mailed to the NIA District at 2011 S. Fielder Rd, Arlington, TX 76013 within 5 business days of the occurrence of the principal's decision. The correct channels for the appeal process are: Assistant Superintendent > Superintendent > NIA Board

#### **Re-Admission Committee (after Expulsion)**

The Re-Admission Committee will be comprised of the Principal or Assistant Principal, the counselor, and—where applicable—a teacher of the grade level to which the student would be admitted. The Re-Admission Committee may request current teacher recommendations for the student, relevant commentary from any counselor with whom the student may have worked while absent from NIA, all documentation required for initial admission, as well as any additional documentation the committee may deem appropriate to be considered for re-admission. The decision of the Re-Admission Committee regarding the return of the student is final. Any student who is dismissed from NIA and is allowed to return will do so on a 120-day probation. Any violation of the Student Handbook may result in the immediate dismissal of the student without the possibility of re-admission.

### **Appeal to Re-Enter NIA Property**

A parent/guardian who is refused entry/ejected from property controlled by NIA may appeal such refusal of entry/ ejection. The appeal should go through the channels noted above under Appeal System. The appeal may be presented to the Board of Trustees in person within 90 days of the commencement of the appeal IF the appeal has not been granted earlier.

### **Communication**

Communication between school and parent/guardian is vital to student success. We encourage parents to communicate with their student's teachers on a regular basis. Additionally, we will utilize our student planners, newsletters, the NIA-authorized website, Newman school email, parent conferences and meetings, e-mail, phone calls, and take-home folders, as well as other NIA sanctioned vehicles for sharing information and gaining feedback.

**Parents/guardians are required to keep their student's contact information current.**

### **Curriculum**

The school curriculum includes core academic courses set forth by the State of Texas, which include but are not limited to courses in English Language Arts/Reading, Mathematics, Science, and Social Studies. We will also focus in the areas of technology, engineering, aerospace, fine arts, athletics, foreign language and other elective offerings. Secondary course descriptions by grade level are available in the school office.

### **Directory Information**

The law specifies that certain general information about students will be considered "directory information." Directory information is information that is generally not considered harmful or an invasion of privacy. The primary purpose of information being designed as directory information is to allow the school and the school district to include this type of information in school and district publications and information. Newman Academy reserves the right not to release this information in order to protect the school's and the students' interest.

#### **This information may include:**

- A student's name, age, and grade level.
- Date and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, enrollment status, degrees, honors and awards received in school.
- Major field of study.
- The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made during the enrollment process.
- Unless required to do so by law, NIA restricts/prevents release of information to outside parties/Districts.

Parents may request information concerning teacher's qualifications by sending an email to [mail@newmanacademy.org](mailto:mail@newmanacademy.org). A response will be provided within 10 business days.

### **Donations**

Donations made to NIA will become the sole property of Newman, not of the accepting individual or

organization.

**Donations made to NIA must meet the following guidelines:**

- Donations must have a purpose consistent with NIA purposes.
- Donations must not place restrictions on the NIA programs.
- Donations will not establish curriculum guidelines.
- Donations will not conflict with NIA policies and procedures nor actions set forth by the Board of Trustees.
- Donations will not require the endorsement of a particular business product.

**Electronic Device Policy**

Personal cell phones/smart watches and other unauthorized electronic devices may not be used in school premises. **Cell phones/smart watches must be placed in a back pack and turned off.** They should not be on the students or carried by them. During school hours, students must use the school office phone to contact parents for emergency. After school hours, cell phones/smart watches may be used in the school premises only for emergencies, contacting parents, rides, coaches and teachers. Consequences for not upholding this rule will result in disciplinary action leading up to expulsion. **The district will not be responsible for damaged, lost, or stolen telecommunication devices.**

Parents are not permitted to call or text students during the school day, as all cell phones/smart watches and other electronic devices will be confiscated if seen or heard and disciplinary action will be taken against students who do not uphold cell phone rules.

**Step I:** Use of phones/ electronic devices will result in confiscation. The parent may pick up the phone/ electronic device at the end of the day by paying \$15 at the school office.

**Step II:** Any subsequent use of phones/ electronic devices will result in confiscation. The parent may pick up the phone / electronic device at the end of the day by paying \$25 at the school office.

**Step III:** Further violation of electronic device policy will cause the student to lose privileges to bring the device to the school thereafter, and may result in suspension or even expulsion.

The use of cellular phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas as well as any school-related or school-sponsored event during school hours. (Exceptions may be made for athletic events occurring outside school hours.) Confiscated telecommunications devices that are not retrieved by the student's parents will be disposed of after the notice required by law. In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Handbook.

Furthermore, a student's failure and/or refusal to promptly and peacefully relinquish a device will result in more serious disciplinary action. Defiant behavior such as attempting to dismantle a device before relinquishing it (for example, removing the SIM card, battery, etc.) will result in more serious disciplinary action.

Students are NOT permitted to have cell phones/smart watches or any other unauthorized electronic device in their possession during STAAR testing or in any school testing environment.

The district prohibits the use of telecommunications devices such as cellular phones, pagers, beepers and PDAs ("telecommunications devices"), as well as cameras (digital, video, etc.), MP3 players, CD players, video games or any other device that has the potential to be considered a distraction to the educational environment at all schools and at all school-related activities, both on and off campus, in school premises (and also during school activities outside school premises if specific directions are given

by teachers and administrators concerning off-campus activities).

For students on school campuses, the school day is defined as from the time a student first enters the school building for the day until the final dismissal of the day. For students participating in school-related activities off-campus and/or school-related activities that begin before the first admission to the campus of the day or after the last dismissal of the day, school personnel supervising such activities have discretion to determine when the school day begins and ends.

Students on campus who need to make calls for emergency purposes may ask permission to use the office phone. Parents who need to contact a student on campus during the school day must call the school office. Parents who need to contact a student participating in an off-campus school-related activity should do so according to the expectations determined by school personnel supervising the activity, which expectations may vary.

**For consequences resulting from violations of this policy, see the disciplinary actions on Disciplinary Action/Infraction System pages.**

### **Emergency Drills**

NIA is required by law to conduct numerous emergency drills including, but not limited to, fire drills, tornado drills and lock downs. These drills develop safety practice that will help students move quickly and in an orderly way to assigned areas during an emergency. Teachers will review the rules of safety with their students. During a drill or actual emergency, the students' personal safety will be the main priority.

### **Emergencies Involving Students**

In the event of an emergency or crisis involving a student, the student's parent or guardian will be notified as soon as possible. If a student has a medical emergency, the hospital must obtain parental permission before performing any procedures.

### **Family Educational Rights and Privacy Act (FERPA)**

Both federal and state law safeguards education records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is attending an educational institution.

### **Fees/ Fines**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencil, paper, erasers, and notebooks and may be required to pay certain fees or deposits including:

- Club dues and supply fees
- Fees for optional courses offered for credit
- Materials for a class project that the student will keep
- Athletic Fees
- Voluntary purchases of pictures, publications, class rings, etc.
- Student accident insurance
- Student parking
- Uniform
- Replacement of student ID cards
- Replacement of student pickup vehicle tags
- Fees for damaged library books and school-owned equipment
- Athletics Fees

- Library and textbook fees
- Field trip and education related travel
- Athletic facility or fine arts facility
- Educational electronic devices such as laptops, electronic notebooks, etc.

### **Food and Unauthorized Drink**

Any types of food, candy, gum, or drinks other than bottled water are not permitted anywhere on school property during the normal school day. Food is allowed in the lunchroom during the students' scheduled lunchtime. No food or drinks (including water) are allowed in the school computer labs or any other instructional setting where computers or other technical or electronic devices are being used.

### **Fundraising**

Student groups, classes, athletics, and/or parent groups may be permitted to conduct fundraising drives for approved school purposes. Student participation in approved fundraising activities will not interfere at any time with the regular instructional program. All fundraising projects are subject to final approval from the school administration.

### **Grading Guidelines**

Newman teachers are required to record all student grades in their official gradebooks. Before averaging final grades for all report cards, teachers are required to drop the lowest daily grade in each subject area.

**Report cards** are issued to students based on a nine-week grading period. The report card is computer generated and will be sent home with the expectation that parents sign it and return it to the student's homeroom teacher within five (5) days.

**Progress reports** will be issued to students at the end of the first three (3) weeks and at the end of the second three weeks of each grading period. Parents should request a conference with any teacher in whose class a student has received a grade lower than 70%.

### **Grading Scale**

Kindergarten and First Grade are graded based on mastery of skills.

#### ***Grades 2 -12:***

90-100% = A

80-89% = B

70-79% = C

Below 70% = F

Questions about grade calculation should be first discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70% in a class or subject. Report cards must be signed by the parent and should be returned to the school within 5 days.

Behavior and conduct in each class/course especially in Career and Technology Education Course may be connected to grades, class rank that is above 25%, promotion, work experience opportunities, etc. unless colleges require that information.

### **Grading Weightage is as follows:**

Secondary: 40 % Tests/Projects, 30 % Quizzes, 30 % Homework/Daily Work

Elementary: Tests 35%, Quizzes/Projects 25%; Class Work 25%, Homework 15%

## Graduation

A student must meet all credit and course requirements set by the State of Texas and Newman International Academy as well as pass all sections of the state mandated STAAR test in order to participate in the graduation ceremonies. *Participation in graduation exercises is a privilege, not a right.*

## Graduation Classification

In order to be considered a certain classification in high school, a student must have earned the following number of credits:

**Sophomore** 6 credits + 1 year of High School

**Junior** 12 credits + 2 years of High School

**Senior** 18 credits + 3 years of High School

**26 credits are required for graduation**

## Graduation Requirements

**Foundation High School Plan (FHSP) with Endorsement: 26 credits**

1. English, Language Arts, and Reading (ELAR) 4 credits
2. Mathematics 4 credits
3. Science 4 credits
4. Social Studies 2.5 credits
5. Economics .5 credit
6. Languages Other Than English 2 credits of same language
7. P. E./Athletics 1 credit
8. Technology 1 credit
9. Fine Arts 1 credit
10. International Studies .5 credit
11. Historical Literary Studies .5 credits
12. Electives 5 credits

**Foundation High School Plan (FHSP): 22 credits**

- 1 less Math
- 1 less Science
- 2 fewer electives

**Foundation High School Plan with Endorsement: 26 credits**

**Distinguished Level of Achievement (DLA): 26 Credits**

- FHSP w/Endorsement Plus Algebra 2

## Volunteer, Vocational, and International Studies Requirements

**Please note that NIA's graduation requirements also include 120 hours of community service/vocational and work experience in school-approved institutions.** WIN stands for "Workforce In Training at Newman." It is Newman's program to help students gain real-life and practical work experience. Participation is open to all Newman high school students at this time and gives access to internship and volunteer opportunities. For each year of high school, a minimum of 10 hours of community service and 20 hours of internship/work-based experience is required. Transfer students will do a minimum of 30 hours per year (10 hours of community service, 20 hours of work



experience) that they are with Newman Academy. Opportunities to earn hours will be made available to students, and only school-approved activities will be allowed.

Beginning in their Junior year (11<sup>th</sup> grade) students must fulfill the International Studies curriculum requirement for graduation (international travel or, in extenuating circumstances, either a 20-page research paper accompanied by a 20-minute Power Point presentation or a district-approved domestic, cultural immersion experience accompanied by a 10-page research paper).

LEGSS stands for the Association of Life, Education, Global Studies, and Service. Through LEGSS, which is a separate nonprofit organization that serves Newman, students may gain additional educational and career training as well as opportunities to be mentored.

### **Secondary Schedule Changes:**

- Pick up form, fill out, and turn into Counselors office
- Has 2 weeks after school starts to make changes for 1<sup>st</sup> semester
- Has 1 week before end of semester and 1 week after next semester starts to make changes for 2<sup>nd</sup> semester

***Regarding Dual Credit/AP/Pre-AP/Honors classes, please contact your Principal/Secondary Office. Honors, Dual Credit and Advanced classes carry added weightage.***

### **Field Trip and Travel**

Per Newman International Academy (NIA) policy, students will be required to ride to and from school events in transportation provided by the District. Only in extenuating circumstances will a student be allowed to ride to or from in a private vehicle. Students will only be released to a parent/guardian or an adult designated by the parent.

Parents/guardian may request a release for extenuating circumstances by notifying the campus Principal in writing at least one day prior to the trip. A release form may be obtained from the campus office, or in the case of athletes, from the Athletic Office.

Athletes may be picked up by authorized/designated parent/guardian if the Athlete Release Form is filled out and turned in to the campus office/ Athletic Director. Please note that the Athletic Director or coach may sometimes require all students to be picked up at the school.

### **Health Related Matters**

NIAA has an assigned school nurse aide who is available when needed. If a student is injured or feels ill, the teacher will send him/her to the clinic. The emergency information card on file in the office must be kept current regarding telephone numbers and people to be notified in case of accident or illness in the event that parents/guardians cannot be reached. Provisions should be made to have your student picked up if diagnosed ill.

### **Bacterial Meningitis**

State law specifically requires our school to provide the following information: What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and is the least serious. Bacterial meningitis is the most serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

### **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can

also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Students over 1-year-old and adults with meningitis may have severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both students and adults, there may be a rash of tiny, red-purple spots. They can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### **How serious is bacterial meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

### **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside of the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

### **How can bacterial meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is high risk of getting the disease. Also, a vaccine is recommended by some groups of college students, particularly freshman living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis? You should seek prompt medical attention.

### **Where can you get more information?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers of Disease Control and Prevention, [www.cdc.gov](http://www.cdc.gov), and the Department of State Health Services, [www.dshs.state.tx.us](http://www.dshs.state.tx.us).

### **Fever**

Parents will be asked to pick up any student whose temperature is greater than 100 degrees. The temperature must be below 100 for a full 24 hours before returning to school.

### **Head Lice**

If your student has head lice, he/she must be excluded from school until he/she has received treatment with a special shampoo and after removal of all nits. If your student has a known or suspected case of head lice, please notify the school nurse so that all students in the class can be checked. Students will be

sent home from school when the nurse finds live lice or nits. Students must report to the nurse's office with the parent/guardian in the morning, each time the student returns to school after being sent home for lice infestation. School nurses will check the hair. If there are nits present, the student will be sent home again for further treatment.

### **Immunization Information**

NIA adheres to the State of Texas Immunization Requirements. No person may be admitted to school unless they have been fully immunized and such immunizations are current and up-to date. Students transferring from another school district may be provisionally enrolled for a period of no more than 30 days while awaiting the transfer of records. Please refer to the Immunization Requirements published by the Texas Department of State Health Services at [www.dshs.state.tx.us](http://www.dshs.state.tx.us).

### **Medication**

A school nurse or nurse designee has the right not to administer a medication if he/she feels it is not in the best interest of the student. If this decision is made, the nurse should contact the parents or legal guardian and explain the rationale for the decision. The parents must contact the physician and confirm the medication and obtain a written statement for the student including medication, dosage, possible side effects, and criteria to monitor in order to prevent toxicity. If parents cannot be contacted, the nurse may contact the doctor directly. Parents may arrange to come to the school and give medication to the student or arrange to have it taken on an alternate schedule where it is not administered at school.

#### **If a student must take medication during school hours, the following school rules must be applied:**

- Only medication that cannot be scheduled for other than school hours may be given.
- All medications must be taken to the clinic where they will be kept in a locked area.
- All medication must be properly labeled and in its original container.
- A note signed by the parent/guardian must accompany the medication requesting that a particular dosage be administered at a particular time – short-term medications.
- A note signed by the physician must accompany the medication requesting that particular dosage be administered at a particular time – long-term medications.
- The student is responsible for reporting to the clinic to take the medication.
- The parent is responsible for picking up the medicine to take home at dismissal or at the end of the year.
- The nurse can dispense non-prescription medicines if they are sent in the bottle or container with the student's name attached and are accompanied by a note from parent/guardian giving times and dosage.
- Any medication given on a daily basis over 10 days must have an authorization signed by both the physician and parent/guardian.
- All prescription medications must be in the appropriate prescription bottle with a prescription label bearing the student's name, the name of the medication and instructions for giving the medication.
- In compliance with House Bill 1688, a student can possess and self-administer asthma medicine while on school property if the nurse receives a written authorization statement from both the student's parent and the student's doctor. Parents may arrange to come to the school and give medication to the student or arrange to have it taken on an alternative schedule where it is not administered at school.
- Parents and/or physician must send written reason for limited physical activity.

### **Pink Eye (Conjunctivitis):**

A student with red painful/itchy eyes, especially with discharge/crusting, should have a medical evaluation. This is very contagious and students must be excluded from school until they have completed 24 hours of prescription antibiotic eye medication.

**Rashes**

Students with a “questionable” rash should be referred for a medical diagnosis.

**Vomiting and Diarrhea:**

A student with vomiting or diarrhea must be excluded from school

**Inappropriate/ Public Display of Affection**

Newman International Academy students are prohibited from engaging in any type of “Inappropriate Display of Affection”, whether it is wanted or unwanted. Any act of kissing, hugging, touching, etc. between students which is deemed inappropriate by the school administration during school hours, while on school property or while attending a school related activity will be classified as an “Inappropriate Display of Affection.”

**Inclement Weather**

In the event that parents question whether or not school is in session due to weather conditions, Newman International Academy of Arlington will call its status in to Channel 5 as well as notify parents via an NIA school email.

During times of excessive hot (temperatures or heat index over 95 degrees) or cold weather (temperatures or wind chill below 45 degrees), precautions will be taken for all outdoor physical activity including but not limited to recess, athletic and physical education and/or field trips. Students might not have recess or physical education classes outside when the weather is excessively hot or cold.

**Lost and Found**

Lost items are easily returned if they are labeled with the student’s name. Students should turn in any item they find (such as money, clothing, lunch boxes, books etc.) to the school office. If a student loses something at school, he/she should first check in the lost and found and then with the school office. Periodically, unclaimed articles in lost and found are donated to charity. The school is not responsible for lost items.

**Missed Assignments and Homework**

Missed assignments can be picked up from the school office when your student is absent. Please call at least one business day in advance to allow the teacher sufficient time to prepare the assignments and have it in the office for you to pick up. Work must be turned in three (3) days of student’s return to school. Students who are absent will be required to make up assignments and tests missed. Students will receive the grade of a zero for assignments and tests not completed within this time frame. Homework will be accepted one day late with a grade reduction of 10 percent deducted. Homework turned in two days late will have a grade reduction of 20 percent, and homework turned in three days late will have a grade reduction of 30 percent deducted. Homework turned in more than three days late will be given a zero. The teacher may choose to provide different independent practice activity to ensure that the student has adequate practice on the skill or concept.

**Movies & Videos**

NIA believes that movies, videos, and other audiovisual materials can be important tools in the educational process. However, the use of movies and videos should be limited to those that are used legally and appropriately in achieving legitimate educational objectives. The following is our policy that establishes the appropriate educational use.

Educators bear the responsibility to ensure that educational activities and support materials are relevant

to the curriculum appropriate for the age and maturity of students and consistent with specific educational objectives. All movies and/or videos shown to students will be approved by the school administration.

### **Parent-Teacher Conferences**

Parents are encouraged to confer with their student's teachers to discuss progress. Parents may schedule appointments through the office or with individual teachers. The teacher may also wish to contact the parent to confer about student progress. Parent-Teacher conferences must be scheduled before or after school or during conference periods. We desire to maintain class times for student learning and therefore request your cooperation with this policy. (This same policy will apply when parents wish to schedule conferences with campus administrators).

### **Parent School Collaboration (PSC)**

Newman International Academy's Parent School Collaboration (PSC) works to help foster the relationship between the school, parents, and teachers. These groups also work in partnership with the school and community to enhance the educational opportunities and experiences for all young people. PSC Board consists of parents, school teachers and administration.

### **Parents are encouraged to join and become involved in the Parent School Collaboration.**

Membership information and meeting times will be communicated schoolwide.

### **Parent Engagement Policy and Compact**

Parents, the entire school staff and students all share the responsibility for improved student academic achievement, and parents are a valuable partner to help children achieve Newman's and the State's high standards. Parents are a student's first and most influential teachers. The following are recommendations for how you can encourage your student to do his/her best and the value that you place on his/her learning:

- Spend time each day talking to your student about what he or she is learning in school. Offer encouragement.
- Respect learning style differences in your students. Students have differing interests and talents; encourage those interests and talents.
- Treat each student as an individual.
- Communicate a value for learning. Look over their homework and talk to them about their futures and the skills they will need to be successful.
- Use positive statements such as: "I knew you could do it!" "You're a really hard-working kid!" "I'm so proud of you!"
- Ask to see your student's planner and schoolwork on a daily basis. Backpacks sometimes contain important information for parents.
- Stay in contact with your student's teachers. Don't hesitate to get in touch with them if you have questions.
- Talk with your student and together plan a focused time and place for study each day.

The following are the expectations and responsibilities that apply to the parents of students attending Newman International Academy:

- Be sure that the student attends school regularly. Promptly report and explain all absences and tardies to the school office.
- Participate in meaningful parent/teacher conferences to discuss the student's progress and welfare.
- Be involved in activities in your student's classroom and school. Attend as many school gatherings, such as POWWOWS and meetings as possible.

- Be sure your student meets grooming, uniform/dress code regulations.
- Stay informed of academic requirements and school policies.
- Discuss school assignments and report cards with your student.
- Bring to the attention of school personnel any learning problems or conditions that may relate to the student's education.
- Maintain up-to-date home, work, and emergency telephone numbers and other contact information.
- Cooperate with school administrators and teachers.
- Arrange to have students at school during the drop-off time (or during breakfast time if participating in breakfast program).
- Arrange to have students off campus by the end of the pick-up time at the end of the school day.
- When waiting for students to be released, it is the parent/ guardian's responsibility to supervise any other children with them.
- Strive to build meaningful relationships with the student's teachers and other school staff.
- We are a college-prep academy, and parents must work with NIA to encourage their student to prepare for college.
- Sign the Parent Engagement Policy and Compact Acknowledgement form attached to this Handbook and return it to NIA.

### **Pledges and School Anthem**

Students will pledge their oaths of allegiance to our country's and state's flags. Students will stand at attention with their right hands over their hearts as they recite the pledges to the United States and Texas flags. They will also sing the school anthem.

### **Moment of Silence**

Moment of Silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that moment so long as the silent activity does not interfere with or distract others.

### **Posters**

The school administration must approve signs and posters before being posted in the school or on the school property.

### **Prayer**

Each student has a right to voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. The school will not require or coerce a student to engage in or refrain from such prayer or meditation during school activity. Prayer or meditation should not disrupt instructional or other school activities. The school does not provide prayer rooms.

### **Prohibited Items** (see also Code of Conduct)

In an effort to ensure morality and safety in the schools, the following items are prohibited:

1. Knives of any size, including pocketknives
2. Fireworks of any kind
3. Razors
4. Chains
5. Laser Pointers

6. BB guns or pellet guns of any size or shape
7. Any object used in a way that threatens or inflicts bodily injury to another person
8. Any toy resembling a weapon; such as a toy gun, sword, etc.
9. Any object used as a weapon
10. Obscene/inappropriate materials including books that are not conducive to creating an ideal learning environment.

***NOTE: The school is not responsible for any personal items lost, stolen, or damaged. Students who violate the prohibited items policy will be responsible for damages, including any monetary damages.***

### **Promotion/ Retention**

Promotion and retention decisions must be made by a Grade Placement Committee for students who have failed two or more core subjects or have failed any STAAR testing for the current year. A Grade Placement Committee will consist of the student's teacher, parent, and school administrator. A student may be promoted only on the basis of academic achievement with demonstrated proficiency of the grade-level/subject matter, standardized and state testing, and attendance.

### **Safety**

- Student safety on campus and at school-related events is a high priority:
- Avoid conduct that is likely to put the student, other students, or school staff at risk.
- Follow the behavioral standards in this handbook, as well as any other additional rules for behavior and safety set by the principal, teachers, or other members of the Newman Staff.
- Remain alert and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Immediately follow the instructions of those in authority who are overseeing the welfare of students.

### **SAT, ACT, PSAT and Other Standardized Tests**

- Many colleges require either the American College Test (ACT: <http://www.act.org/>) or the Scholastic Aptitude Test (SAT <https://www.collegeboard.org/>) for admission. Students are encouraged to talk with the campus advisor, campus principal, or counselor early during their sophomore or junior year to determine the appropriate exam to take; these exams are usually taken at the end of the sophomore and junior year. Prior to enrollment in a Texas public college or university, most students must take and pass a standardized test, such as the Texas Higher Education Assessment (THEA). Parents/guardians and students are encouraged to refer to the College Board, [www.collegeboard.com](http://www.collegeboard.com) website for additional details for college entrance and application requirements.

### **Section 504/ ADA Grievance Policy**

Persons with Disabilities may contact the District 504/ADA Coordinator Chiquita Hartfield ([CHartfield@NewmanAcademy.org](mailto:CHartfield@NewmanAcademy.org)) to either request access to or notify the District about the inaccessibility of online information or a functionality which is currently inaccessible.

For information on how to file a formal grievance under Section 504 and Title II of the ADA, please see District's Policy as follows:

- a. The Section 504/ADA Grievance Procedure of Newman International Academy prohibits discrimination on the basis of disability for faculty, staff, students and visitors. Newman International Academy has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints by any member of the

Newman International Academy community alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 of the U.S. Department of Education regulations implementing the Act, and the Americans with Disabilities Act, 1990 Title II & III.

- b. Section 504 and the ADA, Sections Title II and Title III prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

- i. The Law and Regulations may be examined in the District Office by appointment.
  - ii. Any participants, beneficiaries, applicants, or employees, including students, staff, faculty and visitors who believe they may have been subjected to discrimination on the basis of disability (or is unsatisfied with the accommodations provided) may file a grievance under this procedure.

NOTE: It is against the law for Newman International Academy to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

- c. Newman International Academy has both informal and formal mechanisms in place to resolve concerns about disability discrimination, denial of access to services, accommodations required by law, or an auxiliary aid they believe they should have received (“disability-related issues”), such as:
    - i. Disagreements regarding a requested service, accommodation, modification of a school practice or requirement, or denial of a request
    - ii. Inaccessibility of a program or activity
    - iii. Violation of privacy in the context of a disability
  - d. Informal Grievance Process: Newman International Academy encourages anyone with concerns about a disability-related issue to first discuss the matter with the Campus Administrator, who will attempt to facilitate a resolution. NOTE: Individuals are not required to pursue the informal process first and may engage the formal grievance process as their first step if preferred. If the Administrator is not successful in achieving a satisfactory resolution within ten working days from the date the disability-related issue is raised, or if the complaint is against the Administrator, a formal grievance may be filed as described below.
  - e. The purpose of the informal process is to make a good faith effort to resolve the issue quickly and efficiently; however, the individual may ask to implement the formal process at any time during the informal resolution process.
  - f. Formal Grievance Process: A formal grievance must be filed with the District 504/ADA Coordinator within 21 working days of the date of the Informal decision, if applicable, or within 30 calendar days of the occurrence of the disability-related issue. The grievance must be in writing and must include the following:
    - i. The name, address, email address and phone number of the grieved party
    - ii. A full description of the situation
    - iii. A description of the efforts which have been made to resolve the issue informally, if any
    - iv. A statement of the requested remedy, e.g. a requested accommodation.
    - v. If the grievance involves confidential medical information, the 504/ADA Coordinator will maintain the confidentiality of that information and will not release that information without the individual’s permission, except as allowed by law.
    - vi. The 504/ADA Coordinator will review the grievance for timeliness and appropriateness under this grievance procedure and notify the grievant if the grievance has been accepted.



- vii. The 504/ADA Coordinator either commences an investigation or will select a trained investigator who will promptly initiate an investigation. The investigator will be an individual who is trained on disability or civil rights issues. In undertaking the investigation, the 504/ADA Coordinator or investigator may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the investigator believes to have relevant information, including but not limited to faculty, staff, students, and visitors to Newman International Academy.
  - 1. All parties will have an opportunity to provide the investigator with information or evidence that the party believes is relevant to his or her grievance.
  - 2. All parties involved will receive a fair and equitable process and be treated with care and respect.
  - 3. The investigator will respect the privacy of all parties.
  - 4. The investigation will be completed within thirty calendar days of the filing of the written complaint.
- viii. At the request of the grievant, the 504/ADA Coordinator will determine whether the formal grievance process can and should be expedited.
- g. Findings and Notification Process:
  - i. Within five working days of the completion of the investigation, the investigator will make a recommendation regarding appropriate actions to be taken. The investigator will summarize the evidence that supports the recommendation, and the grievant will be advised in writing of the outcome of the investigation.
- h. Appeal Process
  - i. Within five calendar days of receiving the determination from the 504/ADA Coordinator, the grievant or the party against whom the grievance is directed, if any, may appeal the determination. To appeal, the party must file a written request for review with the Section 504/ADA Coordinator. The written request for appeal must be based at least one of these criteria:
    - 1. On the grounds of improper procedure, or
    - 2. New evidence that was unavailable at the time of the investigation. The 504/ADA Coordinator will refer this appeal to the Appeal Board if the individual appealing the decision establishes standing for the appeal consideration. The Section 504/ADA Coordinator will provide the person appealing with a copy of the appeal written decision within five calendar days of the filing of the appeal.
  - ii. The appeal decision will be the final determination of Newman International Academy. The individual also may file a complaint with the U.S. Department of Education, Office for Civil Rights, at any time before, during or after the school's 504/ADA grievance process.

### **Sexual Offender Registration Program**

The Sexual Offender Registration Program in Texas, commonly known as Ashley's Law, was passed in 1995. The law requires convicted sexual offenders to register with local law enforcement officials, who must then pass the information on to school officials if the victim of the offense was a minor. The law leaves discretion of handling that information to the local school. In consultation with local law enforcement officials, Newman has developed a procedure to inform campus principals when the Superintendent receives information on sexual offenders. The information is distributed through our website to inform parents. The information on sex offenders is also available from the local police station. There is no substitute for always knowing where your students are and for maintaining close

supervision. Students are our most precious resources, and we must do everything in our power to help them understand how to handle themselves in potentially harmful situations.

## **Student Arrival and Dismissal**

### **Student Arrival**

**NIA does not provide supervision for the students before drop-off time unless the student participates in the breakfast program.** Please refer to page 7 for your campus-specific times.

*Please note: for help with care before and after school hours, please contact Brooke of Life that operates on some Newman campuses starting at 6:30 a.m. and on all Newman campuses after school until 6:30 p.m.*

### **Student Dismissal**

**NIA does not provide supervision after pick-up time. Please refer to page 7 for your campus-specific times.**

*Please Note: Pre-K students' arrival and dismissal time vary and parents must get information from the elementary administrator in charge.*

Students arriving before drop-off and remaining after pick-up times will be unsupervised. Therefore, for safety considerations, we are asking that you not bring or leave students unsupervised outside the specified times unless your student is involved in a school sanctioned activity.

Students on campus before/after supervised times will be taken to Brooke of Life, which will collect a Newman fee of \$5.00 per 15 minutes of care per family. (This Newman fee is not charged if students are enrolled in Brooke of Life Care.)

A student may not leave the school property for any reason without their legal parent or guardian signing them out in the school office.

**Parents must never leave their vehicle unattended in our Student Drop-off/Pickup zone. Please observe all safety and traffic flow pattern procedures on campus. Please be considerate and do not block others from exiting our parking lots.** If you must enter the school for any reason, park only in designated parking spaces.

### **BICYCLISTS/ BICYCLES:**

1. Parents who wish for their Students to ride a bicycle to and from school must sign a Student Release Authorization Form, which can be found in the school office. The school assumes no liability for the safety of students who ride a bicycle to and from school.
2. Bicycles must be registered with the school by City Ordinance-required tag and/or serial number, and the permit must be placed on the bicycle in an easily visible place.
3. Bicycles must be parked in the assigned area. Once parked, the bicycle and the parking area are not accessible by students until dismissal. All bikes must be locked in the parking area with the student's own lock. The school will not supply a lock.
4. All bicycle safety gear (Proper Helmets, etc.) prescribed by City Ordinance and best safety practices must be worn by the rider on the campus. Safety gear storage is the responsibility of the rider—the school makes no provision for storage.

5. Parents are urged to keep a copy of bicycle serial number at home.
6. Newman International Academy assumes no liability for the safety of students while bicycling to and from school.

### **STUDENT DRIVERS:**

1. Must register with Assistant Principal and apply for a parking sticker. Application requires: copy of driver's license, insurance information, application fee, and release of liability signature by vehicle owner.
2. Must display parking sticker per instructions. No student vehicles are allowed on school property without a parking sticker.
3. Must park in designated spaces on school property.
4. Students are not authorized to go to or move their vehicle during the school day
5. Students must operate their vehicle in accordance with state traffic code and with due care.
6. Students that fail to adhere to any of these rules are subject to revocation of their driving privilege to and from school as well as their ability to park a vehicle on school property.
7. Any vehicle in violation of these rules is subject to fines and/or impoundment at the expense of the owner.

### **WALKERS:**

1. Parents who wish for their Students to walk to and from school must sign a Student Release Authorization Form, which can be found in the school office.
2. Newman International Academy assumes no liability for the safety of students while walking to and from school.

**Note: Skateboards, rollerblades, skates, and scooters are NOT permitted on campus and will be confiscated.**

Newman International Academy, its Board of Directors, administrators, teachers and employees, together with all those persons employed by and for NIA, will not be responsible or liable by reason of any accident or injury suffered or mishap to students who have been left unsupervised before and/or after the specified times.

### **School Supplies**

Each year, the school publishes a list of school supplies per grade level that our students will need. These lists are available on our website. Teachers may require additional items after the beginning of the school year, and our students may need to replenish supplies as directed by the students' teachers during the course of the school year. Parents should contact the school office for more information.

### **Searches**

Student's outer clothing, pockets, bags, purses, vehicles or personal property may be searched, either by establishing a reasonable suspicion following an alleged theft or suspicion that the student is in possession of contraband or by securing the student's voluntary consent. Common areas, such as locker rooms, may be searched without consent. A person of the same gender as the student will conduct the search, with a witness present in the room at all times. Administrators reserve the right to question students regarding their conduct or the conduct of others. Searches may also be carried out at events.

### **Sexual Harassment**

NIA employees and students are prohibited from engaging in unwanted and unwelcome verbal, visual

and physical conduct of a sexual nature directed toward another student or school employee. Employees and students are expected to treat other students and school employees with courtesy and respect to avoid behaviors known to be offensive.

### **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent of the student, who is requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of post-secondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

### **Release is restricted to:**

- The parents—whether married, separated, or divorced—unless the school is given a certified copy of a court order terminating parental rights or the right to access a student's education records.
- Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of post-secondary education to which a student seeks or intends to enroll, or in which he or she is already enrolled.
- Release to any other person or agency, such as a prospective employer or for a scholarship application, will occur only with parental or student permission.
- The principal is custodian of all records for currently enrolled students at the elementary and secondary levels. The principal is the custodian of all records for students who have withdrawn or graduated.
- Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.
- A parent or eligible student who provides a written request and pays copying costs of 10 cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the school will either provide a copy of the records requested or make other arrangements for the parent or

student to review these records.

- A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the school office. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the school denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 days to exercise the right to place a statement commenting on the information in the student's record.
- A grade issued by a classroom teacher can be changed only if, as determined by the superintendent, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.
- The parent's or eligible student's rights of access to and copies of student records do not extend to all records. Materials that are not considered educational records, such as a teacher's personal notes about a student that are shared only with a substitute teacher, do not have to be made available to the parents or student.

### **Record Viewing**

It is a parent's right to review their student's student records when needed. Parents may review:

- Attendance
- Test scores, including state assessment instruments that have been administered
- Grades
- Disciplinary records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns

## **TEA - Required Notice – Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals:**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to

or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

*Contact Person for Special Education Referrals:*

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Chiquita Hartfield

Phone Number: 682-207-5175

*Section 504 Referrals:*

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

*Contact Person for Section 504 Referrals:*

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Chiquita Hartfield

Phone Number: 682-207-5175

*Additional Information:*

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)

- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

### **Internet Safety Policy**

To protect Newman students, Newman blocks or filters Internet access to inappropriate pictures and other content. Newman also has measures in place to monitor online activities. The following sections explain students' responsibilities in using technology devices, Internet, email, chat, and other forms of electronic communication.

### **Technology Acceptable Use Policy**

NIA believes that the Internet information resources and opportunities for collaboration are of great benefit, and its skillful use is necessary for student success. Students of NIA may use authorized hardware and software tools in order to become information literate. However, the Internet is, by its nature, an unregulated medium which requires appropriate self-discipline by users. To establish appropriate limits, NIA requires that all use by students be for an educationally approved activity. To retain this right, students need to behave responsibly, ethically, and legally, consistent with the mission and philosophy of the school. Users behaving irresponsibly will face disciplinary action deemed appropriate in keeping with the policies of the school which may include, but are not limited to, denying access and making financial restitution for unauthorized expenses incurred or damages caused.

#### **Responsibilities Include:**

- Following acceptable use, state, and federal copyright laws.
- Adhering to the Student Handbook.
- Downloading, sending, storing, printing or displaying materials appropriate to an educational setting.
- Properly using authorized hardware and software with staff-designated supervision.
- Using e-mail, chat modes, list serves or newsgroups only in an authorized educational setting.
- Forfeiting the use of equipment to students with specific course assignments.
- Keeping all food and drink away from computers, laptops, hardware and software.
- Never using the imagery of Newman International Academy, nor stating or implying in any way whatsoever representation of Newman International Academy in any capacity, with any form of electronic communications, including but not limited to, any form of Social Media without the express written consent of Newman International Academy.

#### **Safe Use Includes:**

- Never giving out personal information such as full name, phone number, address, or age.
- Never arranging an in-person meeting without adult approval or supervision.
- Never sharing a password, even with friends.
- Never giving out a credit card number without a parent/guardian present.
- Reading before you click (only open sites or e-mail that you recognize).
- Ending an uncomfortable online experience by pressing the back key and telling the Lab monitor and/or trusted adult.
- Being aware that people online are not always who they say they are.
- Understanding that online information is not always accurate.

#### **Misuses Include But Are Not Limited To:**

- Loading software directly on computers or downloading files, including games, without network administrator approval.
- Modifying or damaging any computer, including hardware, software, or network.
- Moving hardware or software from its designated location without administrator approval.

- Using another person's password with or without permission.
- Trespassing in other people's folders.
- Hacking or spoofing email addresses.
- Plagiarizing other people's work or ideas.
- Wasting consumable resources.
- Using obscene language.
- Disrupting, harassing, insulting, attacking, cyberbullying, or discriminating against others.
- Infiltrating unauthorized computer systems.
- Accessing inappropriate websites, social media, or other material.
- Using computers, software, or on-line services for financial or commercial gain.
- Revealing personal information about yourself or another person without staff permission.

### **Technology/ Media/ Picture/ Print Publications:**

NIA may publish, post or distribute pictures or work of students via technology/media/print to promote learning, encourage and appreciate student or student work; to promote scholarly community, school spirit and NIA and its vision, mission and motto. Parents who do not want their student's picture or work to be published must notify the school office in writing.

### **Textbooks and Instructional Materials**

In order to preserve the quality of our textbooks for those who will use them in future years, it is imperative that students take good care of them. All textbooks and materials assigned to a student must be kept in their original form and maintained in good condition. Teachers will assign textbooks and other instructional materials to each student as needed. Students are required to keep all textbooks properly covered at all times. A lost textbook or any other instructional materials must be paid for prior to receiving replacements.

Any materials that are destroyed or misused by a student are the financial responsibility of the student or the student's legal parent/guardian and must be reimbursed in full before student transcripts or report cards will be released, depending upon the student's age and grade level.

### **Title I/Target Assisted Campus**

Title I Part A of the Elementary and Secondary Education Act provides federal funding to local educational agencies (LEAs) and schools to help ensure that all children, especially those from low income families, meet challenging state academic standards. Please note that some of Newman International Academy's campuses may be Target Assisted campuses preparing to be Title I campuses.

Newman International Academy Title I programs are designed to accomplish these primary goals:

- Focus on the academic needs of specific student populations
- Ensure the access of students to effective, scientifically-based instructional strategies and challenging academic content to close the academic gap of all students
- Prepare all students for college and career readiness

### **Transcripts**

Students requesting an official transcript must make the request in writing, using the NIA "Release of Student Records" request form available in the school office. Transcripts for high school are requested in writing through the counselor's office.

Students who are 18 years of age and older may submit a "Release of Student Records" request form on their own behalf. Before the school office can accept any request for a release of school records, the student or the student's parent or guardian must provide the school office with a valid driver's license or



identification card. All record requests will be processed within ten business days following written receipt of the request.

## Uniform Policy

Uniforms promote equality among students. Students study and grow well in an environment where there is little or no disparity. Uniforms are an expression of the discipline we are working to instill in our students. Where there is no discipline, there will be no meaningful learning.

**Students are required to follow the dress code as outlined in our Uniform Requirement List which is located in the school office.**

**Non-compliance to Uniform and Grooming Regulations will result in an infraction. Please see both the Code of Conduct as well as Disciplinary Action/Infraction System pages for details on infractions and subsequent consequences. In addition, students not in uniform may be asked to call home for appropriate attire, sent home to change attire, or subject to in-school suspension.**

Uniforms must conform to the approved design/style codes and **may only be purchased from the authorized vendors (Brooke of Life Hepzi Uniforms or Kid to Kid)** so that students will wear only approved styles and colors. **No characters allowed on backpacks.**

### NIA Uniform for NON-POWWOW Days

- Polo shirts: red, white or navy blue with NIA logo
- Pants: khaki or navy blue
- Shorts (knee-length): khaki or navy blue (boys only)
- Skorts and capris: khaki and navy blue (girls only)
- Black belts only (no belts for Pre-K)
- Cardigans and sweater vests: navy blue with NIA logos
- Jackets: navy blue nylon hooded jacket with logo; zippered navy hoodie with logo; zippered navy fleece jacket with NIA logo; navy and white jacket with NIA logo. No other jackets other than school uniform jackets will be permitted on uniform days. The only exception is the letter jackets earned by NIA athletes.
- Socks: white crew socks (no ankle socks or footies), white knee socks, white tights or leggings (socks must still be worn with leggings)
- Shoes: white sports shoes (absolutely no other colors are allowed on the shoes; Velcro shoes recommended for Pre-K; for NICH campus ONLY: black rain boots)
- PE Uniforms (7<sup>th</sup>-12<sup>th</sup> grade): Navy blue warrior shorts and gray NIA T-shirt

### POWWOW Uniform (PreK-11<sup>th</sup> Grade)

- Oxford shirts and blouses: white only with NIA logo (5<sup>th</sup>-11<sup>th</sup>); no logo for Pre-K-4<sup>th</sup>
- NIA plaid ties for boys and girls
- Navy blue slacks (boys only)
- Black belts only (no belts for Pre-K)
- NIA plaid jumpers (PreK-4<sup>th</sup> grade)
- NIA plaid skirts (5<sup>th</sup>-11<sup>th</sup> grade)
- White knee-high socks for girls; dark socks for boys (no ankle socks or footies)
- Black dress shoes (No black tennis shoes. Girls shoes may not have more than a half inch heel; Velcro shoes allowed for Pre-K; for NICH campus ONLY: black, red or navy rain boots)

### **Senior POWWOW Uniform**

- Light blue oxford shirts with NIA logo for boys and girls
- Solid navy skirts (girls)
- Solid navy pants (boys only) Striped tie for boys and girls White knee socks for girls (no ankle socks or footies)
- Dark socks for boys (no ankle socks or footies)
- Black dress shoes (**Girls shoes may not have more than a half-inch heel**)
- Black belts only

### **Dress Code Guidelines**

- Students' uniforms must fit properly, and may not be tattered, torn or excessively worn.
- Slacks, skirts and skorts should be worn at the waist with no sagging.
- Shirts are to be tucked in at all times (except on Jean Day Fridays).
- Clothing on school premises and during school related activities should be modest and not too tight, too short or revealing. Skirts may not be above the knee (front and back), and skorts shall be no more than two inches above the knee (front and back).
- Students are required to wear closed-toe and closed-heel shoes at all times. No flip-flops or wheelies.
- Head bands and bows may be worn by girls only, and must be in school colors (red, navy, white or plaid). In cold weather, students may wear only white, long-sleeved turtle-neck or crew-neck shirts under their uniform polo shirts.

### **Fashion Friday Dress Code** (PreK-12<sup>th</sup> Grade) *(Last Friday of the month; \$3 if choose to participate.)*

- Clothing needs to be free of rips and tears. No holes; no sleeveless.
- Boys shorts are at the knees front and back
- Girls skorts are no more than 2 in above the knee front and back
- Girl skirts and dresses are to the knee--front and back. Modesty shorts are to be worn underneath
- No shorts for girls
- No leggings
- No open-toe or open-heeled shoes; no more than ½ inch heel.

### **Jeans Day Friday Dress Code** (PreK-12<sup>th</sup> Grade) *(All other Fridays; \$2 if choose to participate.)*

- Clean, un-tattered, blue jeans; no designs or prints with either the approved Spirit T-shirt or the regular polo shirt.
- Shoes of student's choice.

### **Grooming Policy**

#### **Boys:**

- **Facial hair** such as beards, mustaches, long side burns, and goatees will not be permitted. Students will be required to shave if wearing facial hair.
- **Boys' hair** can be no longer than the top of the collar or below eyebrows. Boys' hair must not be more than three inches long from the top of the scalp. No pony tails or buns are permitted. Braided hair must be above the eyebrows and/or above the collar line.
- **Sideburns** may not extend below the earlobe or onto the cheek.
- **Male students** will not be permitted to wear make-up, earrings, or other jewelry (with the exceptions of a watch and medical emergency bracelet).

**Girls:**

- **Elementary girls** may wear earrings about the size of a dime or smaller.
- **Secondary girls** may wear earrings no larger than a dime. No other jewelry is allowed (with the exceptions of a watch and medical emergency bracelet). One proper size, matching earring in each of a girl's pierced ears is permitted.
- **Secondary and Elementary girls' hair** should be styled so that it is out of their eyes. It should be clean and well-groomed at all times. Only natural hair colors are permitted.

**Both Boys and Girls:**

- **Extreme modes of hair design and color will not be allowed.**
- **Facial, tongue, nose and body piercing is not permitted. No spacers allowed.**
- **Tattoos are not permitted. If students have tattoos, they must be covered.**
- **Sponsors of co-curricular and school-related activities may set individual dress and appearance standards with the written approval of the principal.**

**Unsafe School Choice (TEA-Required Policy)**

Under Title VII, Newman International Academy's Unsafe School Choice Policy is as follows:

A student is allowed to transfer if either of the following situations occur:

1. A student attends a persistently dangerous public elementary or secondary school (as determined by TEA)
2. A student becomes a victim of a violent criminal offense, while in or on the grounds of a public elementary or secondary school that the student attends.

**Vandalism and Damage to School Property**

Students will not vandalize or otherwise damage or deface any school property, including furniture and other equipment belonging to Newman International Academy. Parents or guardians of students guilty of damaging school property will be liable in accordance with the Parents or guardians of students guilty of damaging school property shall be liable in accordance with the Student Code of Conduct. Students shall not vandalize property owned by other students or district employees. If the student or student's parent refuses to pay for student damages, the student may be withdrawn from Newman Academy.

**Visitors**

Visitors are always welcome at our school, and we encourage citizens to watch education in action. However, in order to ensure safety for all, we do require all visitors, including parents and volunteers, to check in at the school office with a valid state ID and complete the Visitors Sign-in Sheet to obtain a visitor's pass. All visitors are required to wear the visitor's pass at all times while visiting on school property and then return to the school office at the end of the visit to sign out. Visits are limited to no more than 30-minutes per class visit. In case of family emergencies, the student will be called to the office.

Trespassing on school premises is strictly prohibited. Any person found on the school grounds without a visitor's pass is considered trespassing and is subject to police arrest.

For the safety and security of each student, all parents and other visitors are requested to enter the building through the east door and proceed directly to the front office. Parents and guardians must make arrangements 24 hours in advance with their student's principal and teacher to observe in the classroom. The parent must have a student enrolled in the class being observed. Since students are engaged in learning activities throughout the school day, out-of-town friends or relatives may only visit students at the school during the lunch period.

**Volunteers and Chaperones**

Volunteers are always welcome at Newman to assist teachers or other school personnel in a variety of ways throughout the school day. However, volunteers must be approved by administrators for a specific or general task.

Any adult interested in becoming a volunteer at NIA should contact the school office for more information regarding the volunteer program. Before being able to volunteer, all applicants are required to complete a volunteer application and sign for permission to have a background check performed. Background checks must be completed each school year. Volunteers may not bring small students with them when they are working in the school.

**The Newman International Academy Administration reserves the right to update and amend the Student Handbook and any policies or statements therein upon Board approval. The Student handbook posted on the school website will always be the latest version and will supersede any printed versions.**

**Newman International Academy**

**Student Handbook Forms**

**For Parent and Student Reference**



## **Newman Student Handbook Acknowledgements 2018-2019**

### **Parent/Student Copy**

#### **Uniform/Dress Code Compliance Statement**

I agree to take my responsibility as a parent/guardian and to ensure that my child is in compliance with the uniform/dress code and grooming policy as stated in this Handbook. My child and I have read the Handbook and understand that uniforms are an expression of the discipline we are working to instill in our students. I will ensure that my child follows the uniform/dress code as outlined on pages 41-43 of the Student Handbook. I assure that uniforms may only be purchased from the authorized vendors so that students will wear only approved styles and colors.

#### **Safety and Positive Environment Statement**

My child and I have read this Handbook and understand that all learning at Newman International Academy will promote health, appreciation of life, culture and people within the context of American heritage according to its vision and mission, as stated in the Student Handbook. My child and I understand that the safety of the students will always be given priority in all policies at Newman International Academy. Health and safety of the students and school community will be of utmost importance to the school. Bullying of any kind or any one will not be tolerated. All policies at Newman International Academy will be in line with the vision to provide a safe environment that is conducive to life, health and learning.

#### **Parent Engagement Policy and Compact**

I agree to take my responsibility as a parent/guardian and stay involved in my child's education according to guidelines provided on pages 29-30 of this Student Handbook.

#### **Electronic Device & Technology Acceptable Use Policies**

My child and I have read the Electronic Device policy noted on page 21 of the Student Handbook as well as the Technology Acceptable Use Policy on page 39-40, and we agree to follow Newman's guidelines.

#### **Academic Integrity Statement**

By signing, I acknowledge that I have read NIA's definition of student academic dishonesty listed on page 15 of the Student Handbook and agree to maintain academic integrity by refraining from any of the actions listed above.

#### **Student Handbook 2018-2019**

My child and I have read the entire Student Handbook and agree to abide by all guidelines, regulations and stipulations stated therein.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

**Newman International Academy**  
**Waiver, Release And Hold Harmless Agreement**

**Parent/Student Copy**

During the course of the school year, it is understood that students will participate in various school activities including but not limited to recess, assemblies, special events, athletic practices and competitions, travel between campuses, and field trips. While every effort is made to ensure student safety, the possibility of an accident still remains. Newman International Academy does not assume any responsibility in case an accident occurs. In consideration of the below named student being permitted to participate in school activities, I hereby release Newman International Academy, its Trustees, Superintendent, Principals, Teachers, and employees together with all persons, both employees and volunteers, including parents assisting with any phase of such trips and activities (excluding paid certificated carriers) from all liability and responsibility in connection with such trips and activities and hereby release all of said parties from all liability by reason of any accident, injuries or losses suffered by said student while on said trip or participating in such activities, including athletic events, related activities, including travel, and I agree to indemnify and hold all of said parties harmless from all claims hereafter made or asserted by or on behalf of the below named student and his/her parents, heirs, executors or assigns.

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. **(Required)**

\_\_\_\_\_  
Student Printed Name **(Required)**

\_\_\_\_\_  
Student Signature (if over 18)

\_\_\_\_\_  
Parent/Guardian Printed Name **(Required)**

\_\_\_\_\_  
Parent/Guardian Signature **(Required)**

## Elementary Disciplinary Action /Infraction System 2018-2019

### Parent/ Student Copy

The goal of the Infraction System is to train all students to evaluate their behavior, learn how to develop self-control, and encourage good choices.

When a student breaks a school rule or uniform policy, he/she will receive an infraction. Three infractions will result in a detention. Elementary detention will take place for 30 minutes immediately after school ends for the day.

**Step 1**= Written or verbal parent notification

**Step 2**= Parent and teacher conference

**Step 3**= Teacher, parent and principal conference and a suspension

**Step 4**= Parent, student and principal conference and a suspension

**Step 5**= Parent, student and principal meeting and transfer of student enrollment

### Prohibited Behaviors

The following behaviors are unacceptable and result in an office referral. Consequences could include, but are not limited to, detention, suspension, or expulsion. Administration will make the final decision.

1. Disrespectful behavior towards another student or adult
2. Profanity, profane gestures, or inappropriate language toward another student or adult
3. Disruptive behavior
4. Non - compliance to code of conduct, regulations and policies including uniform and grooming policy
5. Fighting or horseplay - Hitting, biting, kicking, pushing, spitting, shoving, pinching, etc.
6. Unauthorized use of electronic devices, such as, but not limited to, gaming devices, iPods, MP3 Players, CD players, or phones (See cell phone policy)
7. Lying
8. Cheating – a grade of zero may be given for class work in question
9. Skipping class or not being in designated area
10. Stealing
11. Leaving school without permission
12. Any periodical or other outside material deemed inappropriate by administration is subject to confiscation and will not be allowed at school.
13. Harassment/threats/bullying
14. Tobacco in any form
15. Vandalism (parents pay damages to school)
16. Sexual contact, exposure or sexual harassment
17. Possession and/or sale of explosives, firearms, matches/lighters
18. Alcohol, illegal drugs, vaping, e-cigarettes, or any other substance deemed unsafe by administration

Infractions start over every Monday. Detentions and office referrals start over every semester. If a student has more than two suspensions, the administration may recommend transfer of enrollment.

**Behavior and conduct in each class/course, especially in Career and Technology Education Courses, will be connected to grades, class ranks, promotion, and other opportunities.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_



## **Secondary Disciplinary Action /Infraction System 2018-2019**

### **Parent/Student Copy**

The goal of the Discipline Management System is to train and guide all students to respect, obey school rules and expectations, evaluate their behavior, learn how to develop self-control, and make good choices.

Breaking school rule(s) or uniform policy results in disciplinary action.

**Step 1:** Three infractions: Detention with student notification

**Step 2:** Three infractions: Detention with student and parent notification

**Step 3:** Three infractions: Principal, teacher, parent and student conference with suspension

**Step 4:** Three infractions: Principal, parent and student conference with suspension

**Step 5:** Three infractions: Principal, parent and student conference and possible transfer of student enrollment

Secondary detention will take place for 45 minutes after school. Depending on the severity of the incident, one office referral may place the student at Step 3 or greater and result in suspension, transfer of enrollment, or expulsion. See list of Prohibited Behaviors below.

Disciplinary actions may result in an infraction or other consequences, including but not limited to:

- Warning
- Time-Out
- Loss of Privileges (athletics/clubs/etc.) including exclusion from school trips
- Parent Notification
- Assigned School Duties
- Lunch Detention
- Before/After School Detention
- Restitution (including financial)
- ISS
- OSS
- Expulsion (must be approved by superintendent or superintendent designee)

### **Prohibited Behaviors**

The following behaviors are unacceptable and may result in an office referral. Consequences could include but are not limited to detention, suspension or expulsion. Administration will make the final decision.

- Dress Code violations
- Non - compliance to code of conduct, regulations and policies including uniform and grooming policy
- Use of cell phones, smart watches and other prohibited electronic devices during school hours
- Skipping class, Leaving class/school without permission, Walk-Out/Protest
- ⊖ Vehicle, Parking and Driving Violation
- ⊖ Plagiarism, Cheating, Lying, Stealing, Forgery, Gambling, Fighting, Lying to School Leader
- Disrespectful behavior towards a student or adult. Profanity or inappropriate language including but not limited to foul words, cursing, reckless or profane speech
- Obscene or lewd gestures

- Racial Slurs
- Bullying, including Technology Abuse (including social media)/ Misuse/Threats, Hazing, Retaliation, Harassment
- Defamation of Character (Student/ Teacher/ Staff/ Parent/ Volunteer/ School)
- Illegal Access or use of School Technology (on or off Campus)
- ⊖ Disruptive Behavior, Insubordination, Reckless Conduct, Campus Disruption, Fire alarm pulled (Building evacuation)
- Sexual contact, Sexting, Inappropriate touching or PDA, sexual harassment, inappropriate display of body parts
- Possession/Use/Distribution of alcohol, illegal drugs and paraphernalia, nonprescription drugs, guns, knives, fireworks, explosives, clubs, chains, Chinese stars, razors, laser pointers, any object resembling or used as a weapon including toy weapons, any objects deemed unsafe, obscene/inappropriate materials, matches/lighters, e-cigarettes, vapes, or tobacco in any form
- Inappropriate Photographs, Pictures, Videos, Books and other materials
- Extortion, Coercion, Blackmail or Arson. Vandalism of Personal/school property
- Assault, Aggravated Assault, Aggravated Robbery or Felony (on or off school property)
- Gang/cult activity, Hit list, Bomb threat/hoax, Terrorist Threat/ Hoax, Deadly conduct

Misbehavior and conduct violating standards may impact a student's academic performance including but not limited to reduction in grades, class rank, promotion, and other opportunities.

If any student has two or more suspensions, the administration may recommend transfer of enrollment.

Students and parents will meet with an administrator before returning to school following an OSS. Some behaviors may require reporting to law enforcement agencies and may have additional consequences outside of Newman's authority. These behaviors may also result in automatic expulsion.

**If an expulsion is recommended, a meeting will be scheduled at which time the parent/guardian will be notified of the campus' recommendation for expulsion. Parent/guardian may choose to withdraw or file an appeal to the district. Please see appeals process on page 19.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

## Academic Integrity Form 2018-2019

*Students may be requested to sign during the school year before tests or exams.*

NIA's definition of student academic dishonesty includes but is not limited to the following:

1. Students copying another student's homework or test answers, with or without that student's permission.
2. Using cheat notes during a quiz, test, or closed book assignment.
3. Having access to/using a teacher's answer sheets or books.
4. Obtaining test questions from students who have already taken the test.
5. Copying themes and/or other written papers from other students or alternative reference materials without properly quoting the source.
6. Claiming work taken from the internet or other resources as their own.
7. Use of cell phones/smart watches or other electronic devices during test or class time to relay answers, take pictures of a quiz, test, or closed classroom assignment and then communicate its content to another student for academic gain.
8. Plagiarism is the use of another person's original ideas or writing, as one's own, without proper credit given to its original source.

Plagiarism is considered cheating and if a student cheats, that student will be subject to disciplinary action and the loss of credit for the work in question.

**By signing, I acknowledge that I have read these definitions, and I agree to maintain academic integrity by refraining from any of the actions listed above.**

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

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# **Newman International Academy**

## **Student Handbook Forms**

### **School Copies (Sign and Return)**



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## **Newman Student Handbook Acknowledgements 2018-2019**

### **School Copy (Sign and Return)**

#### **Uniform/Dress Code Compliance Statement**

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My child and I have read the Electronic Device policy noted on page 21 of the Student Handbook as well as the Technology Acceptable Use Policy on page 39-40, and we agree to follow Newman's guidelines.

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#### **Student Handbook 2018-2019**

My child and I have read the entire Student Handbook and agree to abide by all guidelines, regulations and stipulations stated therein.

Parent Signature\_\_\_\_\_Date\_\_\_\_\_

Student Signature\_\_\_\_\_Grade\_\_\_\_\_Date\_\_\_\_\_

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**Newman International Academy**  
**Waiver, Release And Hold Harmless Agreement**

**School Copy (Sign and Return)**

During the course of the school year, it is understood that students will participate in various school activities including but not limited to recess, assemblies, special events, athletic practices and competitions, travel between campuses, and field trips. While every effort is made to ensure student safety, the possibility of an accident still remains. Newman International Academy does not assume any responsibility in case an accident occurs. In consideration of the below named student being permitted to participate in school activities, I hereby release Newman International Academy, its Trustees, Superintendent, Principals, Teachers, and employees together with all persons, both employees and volunteers, including parents assisting with any phase of such trips and activities (excluding paid certificated carriers) from all liability and responsibility in connection with such trips and activities and hereby release all of said parties from all liability by reason of any accident, injuries or losses suffered by said student while on said trip or participating in such activities, including athletic events, related activities, including travel, and I agree to indemnify and hold all of said parties harmless from all claims hereafter made or asserted by or on behalf of the below named student and his/her parents, heirs, executors or assigns.

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. **(Required)**

\_\_\_\_\_  
Student Printed Name **(Required)**

\_\_\_\_\_  
Student Signature (if over 18)

\_\_\_\_\_  
Parent/Guardian Printed Name **(Required)**

\_\_\_\_\_  
Parent/Guardian Signature **(Required)**

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## Elementary Disciplinary Action /Infraction System 2018-2019

### School Copy (Sign and Return)

The goal of the Infraction System is to train all students to evaluate their behavior, learn how to develop self-control, and encourage good choices.

When a student breaks a school rule or uniform policy, he/she will receive an infraction. Three infractions will result in a detention. Elementary detention will take place for 30 minutes immediately after school ends for the day.

**Step 1**= Written or verbal parent notification

**Step 2**= Parent and teacher conference

**Step 3**= Teacher, parent and principal conference and a suspension

**Step 4**= Parent, student and principal conference and a suspension

**Step 5**= Parent, student and principal meeting and transfer of student enrollment

### Prohibited Behaviors

The following behaviors are unacceptable and result in an office referral. Consequences could include, but are not limited to, detention, suspension, or expulsion. Administration will make the final decision.

19. Disrespectful behavior towards another student or adult
20. Profanity, profane gestures, or inappropriate language toward another student or adult
21. Disruptive behavior
22. Non - compliance to code of conduct, regulations and policies including uniform and grooming policy
23. Fighting or horseplay - Hitting, biting, kicking, pushing, spitting, shoving, pinching, etc.
24. Unauthorized use of electronic devices, such as, but not limited to, gaming devices, iPods, MP3 Players, CD players, or phones (See cell phone policy)
25. Lying
26. Cheating – a grade of zero may be given for class work in question
27. Skipping class or not being in designated area
28. Stealing
29. Leaving school without permission
30. Any periodical or other outside material deemed inappropriate by administration is subject to confiscation and will not be allowed at school.
31. Harassment/threats/bullying
32. Tobacco in any form
33. Vandalism (parents pay damages to school)
34. Sexual contact, exposure or sexual harassment
35. Possession and/or sale of explosives, firearms, matches/lighters
36. Alcohol, illegal drugs, vaping, e-cigarettes, or any other substance deemed unsafe by administration

Infractions start over every Monday. Detentions and office referrals start over every semester. If a student has more than two suspensions, the administration may recommend transfer of enrollment.

**Behavior and conduct in each class/course, especially in Career and Technology Education Courses, will be connected to grades, class ranks, promotion, and other opportunities.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

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## **Secondary Disciplinary Action /Infraction System 2018-2019**

### **School Copy (Sign and Return)**

The goal of the Discipline Management System is to train and guide all students to respect, obey school rules and expectations, evaluate their behavior, learn how to develop self-control, and make good choices.

Breaking school rule(s) or uniform policy results in disciplinary action.

**Step 1:** Three infractions: Detention with student notification

**Step 2:** Three infractions: Detention with student and parent notification

**Step 3:** Three infractions: Principal, teacher, parent and student conference with suspension

**Step 4:** Three infractions: Principal, parent and student conference with suspension

**Step 5:** Three infractions: Principal, parent and student conference and possible transfer of student enrollment

Secondary detention will take place for 45 minutes after school. Depending on the severity of the incident, one office referral may place the student at Step 3 or greater and result in suspension, transfer of enrollment, or expulsion. See list of Prohibited Behaviors below.

Disciplinary actions may result in an infraction or other consequences, including but not limited to:

- Warning
- Time-Out
- Loss of Privileges (athletics/clubs/etc.) including exclusion from school trips
- Parent Notification
- Assigned School Duties
- Lunch Detention
- Before/After School Detention
- Restitution (including financial)
- ISS
- OSS
- Expulsion (must be approved by superintendent or superintendent designee)

### **Prohibited Behaviors**

The following behaviors are unacceptable and may result in an office referral. Consequences could include but are not limited to detention, suspension or expulsion. Administration will make the final decision.

- Dress Code violations
- Non - compliance to code of conduct, regulations and policies including uniform and grooming policy
- Use of cell phones, smart watches and other prohibited electronic devices during school hours
- Skipping class, Leaving class/school without permission, Walk-Out/Protest
- ⊖ Vehicle, Parking and Driving Violation
- ⊖ Plagiarism, Cheating, Lying, Stealing, Forgery, Gambling, Fighting, Lying to School Leader
- Disrespectful behavior towards a student or adult. Profanity or inappropriate language including but not limited to foul words, cursing, reckless or profane speech
- Obscene or lewd gestures

- Racial Slurs
- Bullying, including Technology Abuse (including social media)/ Misuse/Threats, Hazing, Retaliation, Harassment
- Defamation of Character (Student/ Teacher/ Staff/ Parent/ Volunteer/ School)
- Illegal Access or use of School Technology (on or off Campus)
- ⊖ Disruptive Behavior, Insubordination, Reckless Conduct, Campus Disruption, Fire alarm pulled (Building evacuation)
- Sexual contact, Sexting, Inappropriate touching or PDA, sexual harassment, inappropriate display of body parts
- Possession/Use/Distribution of alcohol, illegal drugs and paraphernalia, nonprescription drugs, guns, knives, fireworks, explosives, clubs, chains, Chinese stars, razors, laser pointers, any object resembling or used as a weapon including toy weapons, any objects deemed unsafe, obscene/inappropriate materials, matches/lighters, e-cigarettes, vapes, or tobacco in any form
- Inappropriate Photographs, Pictures, Videos, Books and other materials
- Extortion, Coercion, Blackmail or Arson. Vandalism of Personal/school property
- Assault, Aggravated Assault, Aggravated Robbery or Felony (on or off school property)
- Gang/cult activity, Hit list, Bomb threat/hoax, Terrorist Threat/ Hoax, Deadly conduct

Misbehavior and conduct violating standards may impact a student's academic performance including but not limited to reduction in grades, class rank, promotion, and other opportunities.

If any student has two or more suspensions, the administration may recommend transfer of enrollment.

Students and parents will meet with an administrator before returning to school following an OSS. Some behaviors may require reporting to law enforcement agencies and may have additional consequences outside of Newman's authority. These behaviors may also result in automatic expulsion.

**If an expulsion is recommended, a meeting will be scheduled at which time the parent/guardian will be notified of the campus' recommendation for expulsion. Parent/guardian may choose to withdraw or file an appeal to the district. Please see appeals process on page 19.**

Parent Signature\_\_\_\_\_Date\_\_\_\_\_

Student Signature\_\_\_\_\_Grade\_\_\_\_\_Date\_\_\_\_\_

## **Newman Academy Bus Safety Policy**

**Note: All NIA discipline rules and policies that are applicable during school hours also apply to any activity connected to bus transportation, including waiting at the bus stop, entering/exiting the bus and during transport.**

**If student violates the Bus Safety Policy's/Rules student will be given an infraction which will be passed on to the campus Disciplinary Coordinator/Principal for further action.**

### **Rules for Entering/Getting On the Bus Safely**

- Be at the bus stop 5 minutes prior to pick up time. Never run to or from the bus.
- Wait at your designated stop in a safe place, back from the side of the road.
- Remember never to stand in the danger zone that surrounds the bus – the 10 giant steps (or 3 meters) rule is a good measurement for children to identify the danger zone around the school bus.
- If you need to cross the street to get on the bus, always wait until the bus has come to a complete stop. Watch the driver. When the driver is assured that all traffic has stopped he/she will signal for you to cross the street – but continue to watch for traffic yourself. Always walk, don't run.
- Hold the handrail as you enter the bus. Do not push or shove.
- Parents are responsible to be present with their child/children to ensure safety prior to and after pickup.

### **Rules for During Transport/Riding In the Bus Safely**

- Take your seat promptly, sit properly, face forward at all times, and never get up out of your seat while the bus is moving.
- Place bags and parcels under your seat or on your lap.
- Keep the aisle of the bus clear at all times.
- Always keep your head, hands and arms inside the bus.
- Throwing objects inside or outside of the bus is not permitted.
- Talk quietly; the driver needs to concentrate on driving the bus safely. Fighting, shouting or use of obscene language will not be tolerated. Disciplinary action may result from misbehavior connected to transportation activities.
- Be absolutely quiet when approaching a railroad crossing.
- Objects that are, dangerous, disturbing or annoying objects are not permitted on the bus.
- Eating and drinking (this includes chewing gum) is not allowed on the bus at any time. This rule protects students and drivers that have food allergies and anaphylaxis, prevents choking and maintains bus cleanliness.
- Refrain from using scented products such as perfume, as students including the bus driver, may have allergies.
- Smoking, vaping or use of any tobacco products is not permitted on the bus.
- Always follow the bus driver's instructions.

### **Rules for Exiting/Getting Off the Bus Safely**

- Remain in the seat until the bus comes to a complete stop.
- When you exit the bus, hold the handrail; once down the stairs, take two large steps away from the bus.

- To cross the street in front of the bus, walk ahead at least ten giant steps (three meters). Cross only when the driver gives a signal. Proceed across the street, looking both ways for on-coming traffic. Cross the street in single file.
- If multiple people are getting off the bus, those at the front who are closest to the door exit first in a single file manner, followed by those in the row behind them and so forth. Do not push.
- If you drop something near the bus, do not pick it up. Tell an adult.
- Parents are responsible to be present with their child/children to ensure safety prior to and after pickup.

#### Bus Safety Smarts – Know the Danger Zone

- Rule of thumb – 10 giant steps (or 3 meters) is a good measurement for children to identify the danger zone around the school bus, particularly when crossing in front of the bus.
- Children should never enter the danger zone unless the bus driver has given them permission.
- If a child can touch the bus, he or she is too close.
- Remember – if you cannot see the bus driver, the bus driver cannot see you.
- When near a bus, the children must have the attention of the bus driver.
- Children should never play around or near school bus vehicles