

# **NEWMAN INTERNATIONAL ACADEMY**

## **Student Handbook**

**2017-2018**

### **NIA Board Members**

John Yerby, President

LaVerne Raine, Ph. D., Vice President

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

### **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., Director/Elementary Principal

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

Subhas Mathew, M. Ed. Principal

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

Jay Tinklenberg, M.S., Principal

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

Shauna Moore, 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 readmission 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 817-459-8555 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.

### **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 seventh 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, "LET US BE SALT AND LIGHT."

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 nearly 3,000 students this year from pre-K through 12th grade in six campuses some of which will offer only elementary grades at this time. Our students will be 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 reaching for the stars if we work together with our stars—our students—whom Providence has marvelously bestowed on us. 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 being the SALT AND LIGHT transforming our school, nation and world!

In the cause of education,

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

## 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. 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. Parent(s) must furnish records which verify the identity of the student. To be eligible for enrollment, the prospective student and legal parents/guardians of the student must agree in writing to follow the standards of the school and complete all requirements for admission.

A student is required to attend school on the first day of the school year. 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. Home schooled students will be required to test at the beginning of the school year to determine the grade level at which the student should be placed.

## 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.**

## STUDENT ARRIVAL AND DISMISSAL

### Student Arrival

NIA does not provide supervision for the students at school until **7:30 a.m.** The only exception to this is for students who have signed up for and qualify for **breakfast served beginning at 7:00 a.m.** All other students are **NOT** allowed into the building until **7:30 a.m.** **Check with your campus office for any potential changes to early arrival times.**

**Elementary students start at 7:45 a.m.**—see campus-specific arrival instructions.

**Secondary students start at 7:50 a.m.**—see campus-specific arrival instructions.

### Student Dismissal

**Elementary** students dismiss at **3:15 p.m.**

Students must be picked up by **3:30 p.m.**

**Secondary** students dismiss at **3:30 p.m.**

Students must be picked up by **3:45 p.m.**

**Please pick up your students promptly. NIA does not provide supervision for students after 3:30 p.m. (Elementary) and after 3:45 p.m. (Secondary)**

**NOTE: Those students left after the supervision times have elapsed will be taken to after school care at Brooke of Life for which there will be a monetary charge of \$5.00 per 15 minutes...**

## **Withdrawals**

If a student must withdraw for any reason from Newman, the student's legal parent/guardian must notify the school office at least seventy-two hours 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 six and 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.

***Students enrolled in kindergarten are required to attend school.***

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.

### **Elementary Hours**

Elementary (grades K-6th) students' hours are from 7:45 a.m.-3:15 p.m. Daily pledges begin at 7:45 a.m.

**Students not picked up by 3:30 will be taken to after school care at Brooke of Life, for which there will be a monetary charge of \$5.00 per 15 minutes..**

### **Secondary Hours**

Secondary (grades 7th-12th) students' hours are from 7:50 a.m.-3:30 p.m.

Pledges and announcements will begin at 7:50 a.m. daily. (classes begin at 8:00 a.m. and end at 3:30 p.m.). **Students not picked up by 3:45 will be taken to after school care at Brooke of Life, for which there will be a monetary charge of \$5.00 per 15 minutes...**

### **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 at least 6 years of age and not yet 19 attend school until they obtain a diploma. 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 five (5) 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 is retained. Continued truancy may cause a student to be withdrawn.

***Please note: At the secondary and elementary level, 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 counsellors.***

### **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—Elementary Students arriving after 7:45 a.m. are tardy; Secondary Students arriving after 7:50 a.m. are 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.

- If an Elementary student arrives past 7:45 a.m., he or she is considered tardy for arrival at school.
- If a Secondary student arrives past 7:50 a.m., he or she is considered tardy for arrival at school.
- An Elementary or Secondary 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 class.
- However, for BOTH Elementary and Secondary, arrival at school tardy, or (in Secondary ONLY), tardy arrival at a scheduled class 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 = (1) OSS (Out of School Suspension)/ISS (In-School Suspension)

Two (2) OSS = 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.***

### **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, UIL, 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.
- Students are not allowed to order commercial food to be delivered to 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 last Friday of each month and those foods must meet the "Smart Snack" guidelines that can be found on [www.squaremeals.org](http://www.squaremeals.org).

### **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.**

### **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 (list is non-inclusive):

- 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. Teachers are required to return the call within 24 hours.
- **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.

### **Clubs, Organizations and Extracurricular 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.

The objective for each of these clubs 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 and career.

## **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, 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. Reckless 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 are not permitted.
- Such materials will be confiscated. Such materials may not be shared or promoted.

**IV. d. Loitering:**

- 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 school 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 that the school cultivates in the students, whereas, unhealthy relationships or undue focus on gender relationships and romantic relationships; undermine unity in the campus, promote cliques, and have the potential to materially disturb the school's safe learning environment that inculcates in the students the ability to form deep and lasting human relationships.

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 in 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.**

**Stage I:** Confiscated phones and electronic devices will not be returned to students for 1 day. Parents may pick up the phone at the end of the day on day 1 by paying \$15.

**Stage II:** Violation of electronic device policy will result in confiscation of the device and it will not be returned to the student for 3 days. Parents may pick up the phone at the end of the day on day 3 by paying \$15. cell phones/smart watches

**Stage 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. g. 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 (Includes Pre-K 3, Pre-K 4 and Kinder on applicable campuses)**

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 after school from 3:15-3:45..

**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 beginning on page 41.

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 after school from 3:35-4:05 p.m.

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

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

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

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

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

If a student has more than two office referrals, 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.

**Appeal System:**

- All appeals must be channelized in writing within 5 business days of occurrence of incident/event to the immediate supervisor.

**Example of appeal through proper channel:**

- Teacher/Staff > Asst. Principal > Principal > District Coordinator/Assistant Superintendent > Superintendent > NIA Board

## **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. Example: Parents>Teachers>Assistant Principal>Principal>District Coordinator/ Assistant Superintendent >Superintendent >NIA Board

## **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, *School Reach*, 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. 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.

### **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.

**Stage I:** Confiscated phones and electronic devices will not be returned to students for 1 day. Parents may pick up the phone at the end of the day on day 1 by paying \$15.

**Stage II:** Violation of electronic device policy will result in confiscation of the device and it will not be returned to the student for 3 days. Parents may pick up the phone at the end of the day on day 3 by paying \$15. cell phones/smart watches

**Stage 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 while at school or at a school-related or school-sponsored event. 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 page 13.**

### **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
- Personal physical education and athletic equipment and apparel
- Voluntary purchases of pictures, publications, class rings, etc.
- Student accident insurance
- Uniform
- Replacement of student ID cards
- Fees for damaged library books and school-owned equipment
- Athletics Fees
- Library and textbook fees
- Field trip and education related travel

**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.

**Fund-Raising**

Student groups, classes, athletics, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. Student participation in approved fund-raising activities will not interfere at any time with the regular instructional program. All fund-raising 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:***

Excellent 90-100%

Satisfactory 80-89%

Needs Improvement 70-79%

Unsatisfactory 50-69%

### ***First through Twelfth Grade:***

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 and unsatisfactory progress reports 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 will 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

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 less electives
  - **Foundation High School Plan with Endorsement: 26 credits**
  - **Distinguished Level of Achievement (DLA): 26 Credits**
  - FHSP w/Endorsement Plus Algebra 2

### **Schedule changes for secondary:**

- 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

**Please note that NIA's graduation requirements also include 150 hours of community**

**service/vocational and work experience in school approved institutions.** Minimum of 40 hours per Freshman, Sophomore and Junior years will be required . Students transferring after Freshman year will do minimum of 50 hours per year 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.

***Regarding Dual Credit/AP/Pre-AP/Honors classes, please contact your Principal/Secondary Office. Honors 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.

### **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**

A student with a temperature greater than 100 will be excluded from school. 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 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 and other news stations. If there are still questions, please follow the guidelines of Arlington Independent School District. In most cases, we will close or delay our start time in conjunction with AISD.

### **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 before 10 a.m. 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 penalty of 10 percent deducted. Homework turned in two days late will have a grade penalty of 20 percent, and homework turned in three days late will have a grade penalty 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**

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 school-wide.

### **Parent Involvement**

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.

## **Parent Responsibilities**

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 no earlier than 20 minutes unless the student participates in a breakfast program.
- Arrange to have students off campus at the end of the school day and no later than 30 minutes after their last class.
- 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 the Academy to encourage student to prepare for college.
- Sign the Parental Involvement Letter 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, mediate, 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**

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.

## **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.

### **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.

### **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.

### **Schedule Changes**

Once school has started, schedule changes must be submitted to the Principal within the first 10 days of the semester.

### **Student Arrival**

**NIA does not provide supervision for the students at school until 7:30 a.m. Only students who participate in an NIA authorized breakfast program may arrive at 7:00 a.m.**

*Please Note: For help with care before and after school hours, contact Brooke of Life that operates on Newman campus/campuses from 6:30 a.m. until 6:30 p.m.*

**Elementary students start at 7:45 a.m.**

**Secondary students start at 7:50 a.m.**

### **Student Dismissal**

**Elementary students dismiss at 3:00 p.m. They must be picked up by 3:30.**

**Secondary students dismiss at 3:30 p.m. They must be picked up by 3:45.**

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

A student may not leave the school property for any reason without their legal parent or guardian signing them out in the school office. NIA does not provide supervision for students after 3:45 p.m.

At the end of the school day, please have your student leave the school grounds as soon as he/she is dismissed unless they are signed up to participate in planned school-sponsored activities or in Brooke of Life's Care/After School Enrichment Program. At dismissal time, please observe all safety and traffic flow patterns procedures on campus.

**Parents must never leave their vehicle unattended in our Student Drop-off/Pickup zone. 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. Newman does not provide supervision for students at school until 7:30 a.m. (unless students participate in the Breakfast Program that begins at 7:15) or after 3:45 p.m. on regular school days. Students arriving before 7:30 a.m. and/or staying on school property after 3:45 p.m. will be unsupervised. Therefore, for safety considerations, we are asking that you not bring or leave students unsupervised outside the specified times listed above, unless your student is involved in a school sanctioned activity.

Elementary students who are not picked up by 3:30 p.m. and secondary students who are not picked up by 3:45 p.m. will be sent to Brooke of Life's After School Care Program that will monitor students for NIA. Students who remain unsupervised on campus past 3:45 p.m. will be subject to a \$5.00 per 15 minutes late fee per family.

Parents who are unable to pick up their students within this time frame are encouraged to enroll their students in Brooke of Life's Care/ After School Enrichment Program, which offers a variety of classes and study opportunities each semester. Brooke of Life operates on the NIA campuses from 3:00 until 6:30 p.m., each day that school is in session. It also operates from 6:30 a.m. to accommodate needs of Newman families.

#### **BICYCLISTS/BICYCLES:**

1. Parents who wish for their Students to ride a bicycle to and from school must present to the School a signed, Notarized permission slip. 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.

#### **WALKERS:**

1. Parents who wish for their Students to walk to and from school must present to the School a signed, Notarized permission slip.
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**

School officials may search a student's outer clothing, pockets, bags, purses, vehicles or personal property by establishing a reasonable cause or 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.

**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

### **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.

**Misuse Will Include, But Is 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.
- Plagiarizing other people's work or ideas.
- Wasting consumable resources.
- Using obscene language.
- Disrupting, harassing, insulting, attacking, or discriminating against others.
- Infiltrating unauthorized computer systems.
- 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 state so in writing and give the letter to the Principal.

**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 are Target Assisted campuses preparing to be Title I campuses.

**Transcripts**

Official transcripts of our student's academic work are kept on file in the school office. 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.

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.

Transcripts for High school are requested in writing through the counselor's office.

## **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: This list is located in the school office.**

**Uniforms must conform to the approved design/style codes and may only be purchased from the authorized vendors (Brooke of Life Hepzi Uniforms (non-profit organization), Kid to Kid and Charter Uniforms) so that students will wear only approved styles and colors. Backpacks must be solid colors with no logos, designs, characters, slogans with the exception of the NIA official logo.**

### **Following is an overview of the NIA uniform requirements 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)

Black belts only (no belts for Pre-K)

Skorts and capris: khaki and navy blue (girls only)

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

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 allowed for Pre-K)

P. E. Uniforms: NIA's official uniform for 7th - 12th grade only

### **POWWOW Uniform**

Oxford shirts and blouses: white only with NIA logo white 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 skirts (5<sup>th</sup>-11<sup>th</sup> grade)

NIA plaid jumpers (PreK-4<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))

### **Senior POWWOW Uniform:**

Light blue oxford shirts for boys and girls

Solid navy skirts

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  
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 Friday, Jean Day).
- Clothing in 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.

#### **Elementary Wow Wednesday Dress Code**

- 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 shoes
- Shoes can have no more than a 1/2 in heel

**Friday is an optional Dollar Jean Day.** Students may wear clean, un-tattered jeans with either the approved Spirit T-shirt or the regular polo shirt. Students may also wear shoes of their choice. Students pay \$1.00 to their homeroom teachers on the morning that they wear jeans; this is a passive fundraiser which our school uses for school activities and to provide extra materials for our teachers and their classrooms.

**Elementary students:** No color jeans, no designs or prints allowed for jeans day.

#### **Grooming Policy**

**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.

**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). **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.

**Extreme modes of hair design and color will not be allowed (boys or girls).**

**Facial, tongue and body piercing is not permitted.**

**Tattoos are not permitted. If students have tattoos, they must be covered.**

**Sponsors of co-curricular activities may set individual dress and appearance standards with the written approval of the principal.**

**Non-compliance to Uniform and Grooming Regulations will result in disciplinary action as follows:**

### **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 after school from 3:00- 3:30.

**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**

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

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

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

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

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



**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.**

## **Elementary Disciplinary Action /Infraction System 2017-2018**

### **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 after school from 3:00- 3:30.

**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. 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, or any other substance deemed unsafe by administration

Every Monday Infractions start over. Every semester, detentions start over.

If a student has more than two office referrals, the administration may recommend transfer of enrollment.

(Continued on next page)

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

Parent Signature\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

## **Elementary Disciplinary Action /Infraction System 2017-2018**

### **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 after school from 3:00- 3:30.

**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. 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, or any other substance deemed unsafe by administration

Every Monday Infractions start over. Every semester, detentions start over.

If a student has more than two office referrals, the administration may recommend transfer of enrollment.

(Continued on next page)

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

Parent Signature\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

## Secondary Disciplinary Action/Infraction System 2017-2018

### School Copy (Sign and Return)

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.

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 after school from 3:35-4:05 p.m.

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

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

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

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

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

If a student has more than two office referrals, the administration may recommend transfer of enrollment.

### Level I Infractions

- Abusive Language – 1<sup>st</sup> Offense
- Insubordination
- Bullying – 1<sup>st</sup> Offense
- Defamation of Character (student)
- Dress Code Violations
- Disruptive Behavior – 1<sup>st</sup> Offense
- Gambling
- Illegal Access of School Technology (on or off Campus) – 1<sup>st</sup> Offense
- Public Display of Affection
- Leaving School Grounds (unauthorized)
- Possession of Prohibited Items
- Inappropriate / Obscene Language – 1<sup>st</sup> Offense
- Reckless Conduct
- Technology Abuse/Misuse/Threats/Defamation – 1<sup>st</sup> offense
- Theft, Including Plagiarism
- Possession or use of Tabaco – 1<sup>st</sup> Offense
- Vandalism of Personal/School Property
- Cheating
- Cell Phone/Electronic Devices Usage
- Vehicle, Parking and Driving Policy Violation

- Skipping Class – 1<sup>st</sup> Offense
- Walk-Out/Protest

### **Level I Consequences**

- Warning (is not counted as persistent)
- Time-Out (is not counted as persistent)
- Loss of Privileges (athletics/clubs/etc.)
- Parent Notification
- Assigned School Duties
- Lunch Detention (1-3 days)
- Restitution (including financial)
- ISS (up to 3 days)

- **Consequences May be Imposed in Combination**

### **Level II Infractions**

- Insubordination – 2<sup>nd</sup> Offense
- Abusive Language – 2<sup>nd</sup> Offense
- Assault
- Bullying – 2<sup>nd</sup> Offense
- Campus Disruption
- Criminal Mischief
- Drug Paraphernalia (possession/distribution)
- Fireworks (ignition)
- Fighting
- Disruptive Behavior – 2<sup>nd</sup> Offense
- Harassment
- Hazing
- Illegal Access of School Technology (on or off Campus) – 2<sup>nd</sup> Offense
- Inappropriate Photographs, Pictures, Videos, Books and other materials
- Inappropriate / Obscene Language – 2<sup>nd</sup> Offense
- Inappropriate Touching
- Possession of Prohibited Items
- Retaliation
- Skipping Class – 2<sup>nd</sup> Offense
- Technology Abuse/Misuse/Threats/Defamation – 2<sup>nd</sup> Offense
- Theft > \$50.00
- Possession or use of Tobacco – 2<sup>nd</sup> Offense
- Unauthorized Medication (possession/use/distribution) – 1<sup>st</sup> Offense
- Vandalism of Personal/School Property
- Public Display of Affection – 2<sup>nd</sup> Offense
- Cheating/Plagiarism – 2<sup>nd</sup> Offense
- Cell Phone/Electronic Devices Usage
- Vehicle, Parking and Driving Policy Violation

### **Level II Consequences**

- Assigned School Duties (up to 5 hours per infraction)
- Detention, Before/After School (3-5 days)
- Lunch Detention (3-5 days)

- ISS (up to 3 days per infraction)
- OSS (up to 3 days per infraction)
- Restitution (including financial)

### **Consequences May be Imposed in Combination**

#### **Level III Infractions**

- Insubordination – 3<sup>rd</sup> Offense
- Cheating/Plagiarism – 3<sup>rd</sup> Offense
- Aggravated Assault
- Aggravated Robbery (on or off school property)
- Arson
- Assault (on school administrator, staff member, volunteer, or aid)
- Bomb Threat/Hoax
- Criminal Mischief > \$1500
- Deadly Conduct
- Vandalism – 3<sup>rd</sup> Offense
- Defamation of Character (school administrator)
- Behavior Causing Emergency Classroom Removal
- Extortion/Coercion/Blackmail
- Felony (on or within 300 ft. of school property)
- Fire Alarm Pulled (Building Evacuation)
- Gang/Cult Activity
- Hit List
- Inappropriate or Obscene Display of Body Parts
- Knife Possession (Illegal Length or Type)
- Lying to School Leader
- Major Campus Disruption
- Obscene or Lewd Gestures
- Persistent Technology Abuse/Misuse/Threats
- Inappropriate / Obscene Language – 2<sup>nd</sup> Offense
- Prohibited Weapon (possession/distribution)
- Racial Slurs
- Retaliation (against school administration, staff member, volunteer or aid) On or Off School Property
- Maligning School Integrity
- Sexual Harassment
- Terrorist Threat/Hoax
- Unauthorized Medication (possession/use/distribution) – 1<sup>st</sup> Offense
- Cell Phone/Electronic Devices Usage
- Vehicle, Parking and Driving Policy Violation

#### **Level III Consequences**

- Assigned School Duties (up to 10 hours per infraction)
- Detention, Before/After School (3-5 days)
- Lunch Detention (5-10 days)
- ISS (up to 3 days per infraction)
- OSS (up to 3 days per infraction)
- Expulsion (must be approved by superintendent)



- **Consequences May be Imposed in Combination Including Level III, Level II, and/or Level I**

**\*Persistent Level III Infractions (Recommendation for Expulsion)**

**An administrative conference will be called at which time the parent/guardian will be notified of the campus recommendation for expulsion. Parent/guardian may at this time withdraw student from NIAA or file an appeal to the district.**

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

Parent Signature\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

## **Secondary Disciplinary Action/Infraction System 2017-2018**

### **Parent/Student Copy**

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.

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 after school from 3:35-4:05 p.m.

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

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

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

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

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

If a student has more than two office referrals, the administration may recommend transfer of enrollment.

### **Level I Infractions**

- Abusive Language – 1<sup>st</sup> Offense
- Insubordination
- Bullying – 1<sup>st</sup> Offense
- Defamation of Character (student)
- Dress Code Violations
- Disruptive Behavior – 1<sup>st</sup> Offense
- Gambling
- Illegal Access of School Technology (on or off Campus) – 1<sup>st</sup> Offense
- Public Display of Affection
- Leaving School Grounds (unauthorized)
- Possession of Prohibited Items
- Inappropriate / Obscene Language – 1<sup>st</sup> Offense
- Reckless Conduct
- Technology Abuse/Misuse/Threats/Defamation – 1<sup>st</sup> offense
- Theft, Including Plagiarism
- Possession or use of Tabaco – 1<sup>st</sup> Offense
- Vandalism of Personal/School Property
- Cheating
- Cell Phone/Electronic Devices Usage
- Vehicle, Parking and Driving Policy Violation

- Skipping Class – 1<sup>st</sup> Offense
- Walk-Out/Protest

### **Level I Consequences**

- Warning (is not counted as persistent)
- Time-Out (is not counted as persistent)
- Loss of Privileges (athletics/clubs/etc.)
- Parent Notification
- Assigned School Duties
- Lunch Detention (1-3 days)
- Restitution (including financial)
- ISS (up to 3 days)

### **Consequences May be Imposed in Combination**

### **Level II Infractions**

- Insubordination – 2<sup>nd</sup> Offense
- Abusive Language – 2<sup>nd</sup> Offense
- Assault
- Bullying – 2<sup>nd</sup> Offense
- Campus Disruption
- Criminal Mischief
- Drug Paraphernalia (possession/distribution)
- Fireworks (ignition)
- Fighting
- Disruptive Behavior – 2<sup>nd</sup> Offense
- Harassment
- Hazing
- Illegal Access of School Technology (on or off Campus) – 2<sup>nd</sup> Offense
- Inappropriate Photographs, Pictures, Videos, Books and other materials
- Inappropriate / Obscene Language – 2<sup>nd</sup> Offense
- Inappropriate Touching
- Possession of Prohibited Items
- Retaliation
- Skipping Class – 2<sup>nd</sup> Offense
- Technology Abuse/Misuse/Threats/Defamation – 2<sup>nd</sup> Offense
- Theft > \$50.00
- Possession or use of Tobacco – 2<sup>nd</sup> Offense
- Unauthorized Medication (possession/use/distribution) – 1<sup>st</sup> Offense
- Vandalism of Personal/School Property
- Public Display of Affection – 2<sup>nd</sup> Offense
- Cheating/Plagiarism – 2<sup>nd</sup> Offense
- Cell Phone/Electronic Devices Usage
- Vehicle, Parking and Driving Policy Violation

### **Level II Consequences**

- Assigned School Duties (up to 5 hours per infraction)
- Detention, Before/After School (3-5 days)
- Lunch Detention (3-5 days)

- ISS (up to 3 days per infraction)
- OSS (up to 3 days per infraction)
- Restitution (including financial)

### **Consequences May be Imposed in Combination**

#### **Level III Infractions**

- Insubordination – 3<sup>rd</sup> Offense
- Cheating/Plagiarism – 3<sup>rd</sup> Offense
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- Arson
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**\*Persistent Level III Infractions (Recommendation for Expulsion)**

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Parent Signature\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

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Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

Student Signature\_\_\_\_\_grade\_\_\_\_\_date\_\_\_\_\_

## Uniform/Dress Code Compliance Statement 2017-2018

School Copy (Sign and Return)

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(ren) 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 in our Uniform Requirement List. I assure that uniforms may only be purchased from the authorized vendors so that students will wear only approved styles and colors.

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

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

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

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

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

## Safety and Positive Environment Awareness Letter

### School Copy (Sign and Return)

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. 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” (*Student Handbook*, p. 2)

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 \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

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

**Parental Responsibility and Involvement Letter 2017-2018**  
School Copy (Sign and Return)

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

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

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

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

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

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

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

## Waiver, Release And Hold Harmless Agreement

School Copy (Sign and Return)

### Waiver, Release And Hold Harmless Agreement

In consideration of permission granted by Newman International Academy allowing me to participate in the \_\_\_\_\_, (the "Activity"), which will occur on \_\_\_\_\_, which is sponsored by \_\_\_\_\_, I (together with my parent or guardian, if I am under the age of eighteen [18] or under a legal disability) represent, covenant and agree, on behalf of myself and my heirs, assigns, and any other person claiming by, under or through me, as follows:

1. I acknowledge that participating in the Activity involves certain risks (some of which I may not fully appreciate) and that injuries, death, property damage or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from my participation in the Activity, including any associated travel, regardless of whether or not caused in whole or in part by the negligence or other fault of Newman International Academy, The Trustees of Newman International Academy, and/or its or their departments, trustees, affiliates, employees, officers, agents or insurers ("Released Parties").

2. I waive all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known and unknown, which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.

3. I agree to indemnify and hold the Released Parties harmless from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that I (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, costs, damages, or expenses which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties.

4. I have carefully read and reviewed this Waiver, Release And Hold Harmless Agreement. I understand it fully and I execute it voluntarily.

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Participant Printed Name

\_\_\_\_\_  
Parent/Guardian Signature  
(required if participant is under the age of 18 or disabled)

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature  
(required if participant is under the age of 18 or disabled)

\_\_\_\_\_  
Parent/Guardian Name

## Waiver, Release And Hold Harmless Agreement

Parent/Student Copy

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3. I agree to indemnify and hold the Released Parties harmless from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that I (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, costs, damages, or expenses which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties.
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\_\_\_\_\_  
Parent/Guardian Name

