

Introduction

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

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

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

Please take the time to read through this policy handbook which is available at www.northwoodcs.org. It is designed to provide families with the information needed to make your time at Northwood fruitful and rewarding. **After you have read this handbook, please confirm your commitment to Northwood by signing and returning the signature page on the reverse side of this paper by Friday, September 30, 2011. There must be one signature page for each of your children attending Northwood.** If you need a hard copy of the handbook, please call the office and one will be given to your child. Do not hesitate to call should you have any questions, concerns, comments (or compliments!) to share.

We are looking forward to another excellent school year.

Sincerely,

Amy Hollister
CEO

Northwood Academy Charter School Mission Statement

The mission of Northwood Academy Charter School is to educate the whole child by providing the academic, social, and emotional foundations and successes necessary to become contributing community members who possess the skills, desire and confidence to lead meaningful lives. Northwood Academy Charter School is committed to creating and sustaining a learning sanctuary that is built upon integrity and dedicated to high achievement and purposeful experiences.

Northwood Academy Charter School will ensure that its staff works together to design and deliver a rigorous and relevant curriculum that is based on collective knowledge, creativity and real-world learning experiences. Through involvement with service learning and the arts we promote and foster an appreciation and commitment to the world at large.

Northwood Academy Charter School will develop a true collaboration of all stakeholders to provide a dynamic program for our students. With a caring spirit and keen sensibility, we embrace the uniqueness of our students and strive to provide them an awareness of opportunities and choices that belong to each of them.

A learning sanctuary

The Northwood Academy Charter School believes that:

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

Northwood Norms

Northwood family members are responsible,

Always have a “take pride” attitude,

Care for their environment,

Show respect.

Work hard. Be nice.

Board of Directors and 2011 – 2012 Meeting Schedule

Valerie Jefferson, President

Mary Beth Crawford, Secretary

AnnMarie Schultz

Brian Cross, Vice-President

Kristine Spraga, Treasurer

Melissa Hentges

Jacqueline Williams



Below is a list of the Board meeting dates for the Northwood Academy Charter School for the 2011-2012 school year. With the exception of January 17th and February 21st, meetings will be held on the third Monday of each month. Meetings will take place at 5:00 p.m. at 4621 Castor Avenue, Philadelphia, PA 19124 unless otherwise indicated below.

Monday, September 19, 2011

Monday, October 17, 2011

Monday, November 21, 2011

Monday, December 19, 2011

Tuesday, January 17, 2012

Tuesday, February 21, 2012

Monday, March 19, 2012

Monday, April 16, 2012

Monday, May 21, 2012

Monday, June 18, 2012

Monday, July 16, 2012

Monday, August 20, 2012

Any alteration of these dates will be reflected on the monthly calendar.

Northwood Academy Charter School Academic Calendar 2011 – 2012 School Year

August 29 – September 2, 2011	Staff Only -Professional Development Days
September 5, 2011	Labor Day - School Closed
September 6, 2011	First Day of School -All students: K to 8
September 29, 2011	Rosh Hashanah - School Closed
October 7, 2011	Professional Development- All Staff -School Closed
October 10, 2011	Columbus Day -School Closed
November 11, 2011	Veteran’s Day -School Closed
November 24 & 25, 2011	Thanksgiving Holiday -School Closed
December 26 - 30, 2011	Winter Recess -School Closed
January 16, 2012	Martin Luther King’s Birthday -School Closed
February 17, 2012	Professional Development- All Staff -School Closed
February 20, 2012	Presidents’ Day -School Closed
March 12- 23, 2012	PSSA Reading & Math Grades 3-8
April 2 - 6, 2012	Spring Break -School Closed
April 16 - 20, 2012	PSSA Writing Grades 5 & 8
April 23 - 27, 2012	PSSA Science Grades 4 & 8
May 25 & 28, 2012	Memorial Day -School Closed
June 15, 2012	Last Day for Students and Staff

Scheduled Half Day (Noon) Dismissals

The third Thursday of each month is **tentatively** scheduled as a noon dismissal for Staff Development. Be sure to check your monthly calendars.

Noon Dismissal for Report Card Conferences:

Thursday, December 8, 2011

Thursday, March 15, 2012

Friday, December 9, 2011

Friday, March 16, 2012

Attendance and Lateness

Daily hours of student attendance are **7:45 a.m. to 3:00 p.m.** The Board of Directors of Northwood Academy Charter School requires that all students enrolled at Northwood attend school daily and on time in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania. Parents and/or guardians are required to ensure that their children attend school on each day and for all hours and periods that it is in session. The educational program offered by Northwood is designed based upon the presence of the student and requires continuity of instructional and classroom participation. Your child's academic success depends on their attendance during all phases of instruction. It is also important to recognize that chronic lateness impacts negatively on your child's academic progress. A student who is 5 to 10 minutes late every day misses almost a full hour of instruction weekly.

The following are the only absences that are considered excused:

- Personal illness or injury
- Quarantine
- Recovery from an accident
- Attendance required in a court of law
- Death in the immediate family including, but not necessarily limited to, parents, siblings, grandparents or other family members living in the household
- Medical or dental appointments that cannot be scheduled outside of school hours. Notice of such an absence must be provided prior to the day of the appointment, except in the case of an emergency
- Religious holidays, if the religious tenets to which the student and/or their family adhere require observance of the holiday. In addition, upon receiving a written request from a parent/guardian, a student shall be excused from school in order to attend classes for religious instruction under §1546 of the Public School Code of 1949. (24 P.S. §15-1546)
- School sponsored conferences or trips

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

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

Dress Code

An important part of student life at Northwood includes the proper wearing of the school uniform. We are striving to help our students develop a professional demeanor that will benefit them as they move forward in life. That being said, we will be particularly vigilant that ALL students are properly attired each day as outlined below. Please support us as we work to hold our students to a high standard in their appearance and comportment. Students are expected to wear the appropriate uniform as listed:

- Northwood maroon, embroidered polo shirt (*which must be tucked in at all times*) or sweatshirt; (*other shirts, sweatshirts or sweaters are not permitted*)
- **Plain black or brown uniform shoes.** (*no boots or other colored shoes*)
- Khaki bottoms (pants or skorts), **plain** dark socks or stockings (no patterns) and brown/black belts for pants (*no cargo pants or shorts- unless specified.*)
- No jewelry beyond a small religious necklace or post earrings (*no hoop or dangling earrings*). No earrings for boys.
- Watches are permitted (*no beeping or game type*)
- Gym clothes:
 - Northwood maroon, embroidered t-shirt
 - Dark solid colored sweat pants (no stripes or lettering) and/or Northwood embroidered gym shorts (no other shorts permitted)
 - Sneakers- neutral colored and rubber soled only.



Behavioral Expectations Parents

One very important aspect of life at Northwood Academy is our ability to provide a safe environment where learning can take place. Teachers and staff spend time discussing our Northwood Norms with the students and discussing positive ways by which conflict can be avoided or settled in a peaceful manner. It is our expectation that these same values are shared by our families' members. To that end, we ask that parents:

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

Grading

Northwood Academy Charter School uses an integrated, technology-supported, standards-based curriculum. It is our expectation that children will put forth their best effort while being supported both in school and at home. Report card grades are calculated based on various measures which include, but are not limited to, formal and informal assessments, classroom work, homework and class participation. The code, indicated below, quantifies the student's progress toward meeting both academic and social grade-level expectations.

- **Kindergarten**
 - **U= Unable** (Child is unable to demonstrate the skill or concept.)
 - **P= Progressing** (Child shows some understanding and ability. Instruction and practice are needed to progress towards independence.)
 - **S= Secure** (Child can demonstrate the skill or concept correctly and independently.)



- **1st through 8th Grade**
 - 90-100= A
 - 80-89= B
 - 75-79= C
 - 70-74= D
 - Below 70= F

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

- **Kindergarten through 8th Grade- Behaviors and Skills That Promote Learning**
 - S= Satisfactory
 - P= Progressing
 - U= Unsatisfactory

Honors and Recognition

Students who attend school regularly and excel academically and socially are recognized for their efforts via the Honor Roll. The standards for inclusion on the Honor Roll are outlined below.

- **Distinguished Honors**
 - Students must earn a grade of 90 or above in each subject area as well as all S's in Behaviors and Skills that Promote Learning. Students may also not have more than 5 unexcused absences **and/or** incidences of lateness for each trimester.
- **Meritorious Honors**
 - Students must earn a grade of 80 or above in each subject area as well as all S's in Behaviors and Skills that Promote Learning. Students may also not have more than 5 unexcused absences **and/or** incidences of lateness for each trimester.
- **Perfect Attendance**
 - Perfect attendance is based on a cumulative record of attendance. Students who earn Perfect Attendance recognition have **NO** absence or lateness (excused or unexcused) for the entire school year as it progresses. Perfect Attendance is not judged from trimester to trimester.

Homework/Make-up work

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

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

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

The Role of the Parent- The school encourages the parent to:

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

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

Early Dismissals

Dismissals prior to the end of the school day are discouraged as they can negatively impact your child's educational progress. Early dismissal of students during the school day will be granted only by the Chief Executive Officer or authorized representatives. Whenever possible, all appointments and activities should be scheduled after school hours. If someone other than the

child's parent/guardian is picking up the child for an early dismissal, said parent/guardian must obtain prior approval for this arrangement. When requesting an early dismissal parents must:

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

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

Money

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

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

Field Trips

Periodically, students are taken on field trips as part of their educational experience. Since field trips are educational in nature, all students should participate unless they are ill. When such trips are being planned, permission slips will be sent home to be signed and returned to the teacher. The permission slip will outline the date, time, cost and any other pertinent information. If a permission slip is not signed and returned to the teacher, the student may not participate in the trip. Non-participation in trips may have an adverse affect on some grades as assignments may be given based on the actual trip.

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

Parents who serve as chaperones may not bring other children along on the trip. Also, all chaperones must be at least 21 years of age. Since chaperone space is usually limited, every effort will be made to allow all interested parents at least one opportunity to chaperone a trip.

Internet Usage

Unauthorized and inappropriate use of the Internet while in school is grounds for disciplinary action up to and including expulsion. Inappropriate home usage of the internet by a student that in some way associates student wrongful conduct with the school, other students, teachers or staff may be cause for disciplinary action if the inappropriate use affects the administration of the school generally, or the relationship of the school to the student specifically. Thus, for example, a posting to an Internet site from home containing threatening and derogatory comments about a teacher, student, or school official may be grounds for dismissal. This is so particularly when the posting creates an atmosphere of fear or otherwise adversely affects the educational mission of the school. All students and parents will be required to sign an Acceptable Usage Policy for Technology prior to using school equipment.

Morning/After Care

Northwood Academy Charter School offers an on-site Morning/After Care program. Morning Care starts at 6:50 a.m. After Care hours are from 3:00 p.m. - 6:00pm. Children are provided a snack, homework help and time for physical activity and/or quiet play. Fees for the program are \$55.00 a week. Space in both Morning and After Care is limited. Enrollment is on a first come, first served basis. When the program is full, you may put your children on a waiting list. Payment for this service is due every Friday at the end of the service week. If school is not in session on Friday, payment is due on Thursday.

Please note that After Care ends at 6:00 p.m. If your child is picked up late, there will be a \$15.00 late fee charged. Your child **cannot** return to the program until this late fee is paid in full. Also, there is a \$15.00 charge for submitting a late weekly payment for the upcoming week's services. Your child **cannot** attend the program until the fee is paid in full. Chronic late pick-up or payments will result in loss of service.

Fees are pro-rated on days when school closes early for staff professional development (usually the third (3rd) Thursday of each month), on scheduled school closings and for emergency closings (e.g. snow days).

Morning and After Care will continue to be held at the Castor location. Students will be transported accordingly in the morning and after school.

Requests for Vacations

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

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

Birthday Celebrations

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

Arrival/Dismissal Procedures

Castor Location- Grades K - 4

Students are to be dropped off at the grey doors in the rear of the building between 7:20 a.m. and 7:45 a.m. There is no supervision prior to 7:20 a.m. The grey doors will be closed at 7:45 a.m. and students arriving after that time must enter through the front doors and receive a late note.

Please do not allow your children to exit your automobile in the middle of the street on Adams Avenue. This is an extremely dangerous practice. For the safety of your children, please pull into a parking spot on Adams Avenue. Also, it is imperative that you do not block our neighbors' driveways during arrival or dismissal times.

At dismissal time, children in grades 1 and 2 are to be picked up in front of the building on Castor Avenue. Parents should wait in this area for their children. Kindergarten students who are picked up will be in the courtyard. Parents may enter the courtyard through the gate to the left of the main entrance. Children in grades 3 and 4 are dismissed in the rear of the building on Adams Avenue.

Parents of children who are not picked up by 3:10 p.m. will be charged a late fee of \$15.00.

Penn Street Location- Grades 5 -8

Students are to be dropped off at the front doors on Penn Street between 7:20 a.m. and 7:45 a.m. There is no supervision prior to 7:20 a.m. Students arriving after 7:45 a.m. must enter through the front doors and receive a late note.

Families with children attending both locations may use the Northwood buses for shuttle service in the morning and afternoon. Students **MUST** be at the Castor location by 7:30 a.m. to catch the shuttle to the Penn Street campus. Students meeting siblings at the Castor location, making SEPTA connections, walking from the Castor location or using After Care will be able to take a Northwood bus from the Penn Street location to the main campus daily.

Inclement Weather

Any time there are questionable weather conditions, log onto KYW1060.com (*Our school closing number is 735*) or myfoxphilly.com for specific information. Please note if School District of Philadelphia public schools are closed – Northwood is closed. If the School District of Philadelphia announces an early dismissal, please consult either website above or listen to KYW Newsradio 1060AM to find out if Northwood is included in the closing/delay.

Health Office

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

Medicines

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

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

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

Physicals/Immunizations/Dental Records

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

IMPORTANT: State law requires that all 6th grade students receive a new physical examination prior to starting their 6th grade year and 7th grade students require updated immunizations. Medical forms are distributed at the end of the 5th grade and 6th grade years. Students who do not submit a completed medical form/immunization record to the nurse by September 30th of the following school year will be, by law, excluded from school. Any students who wish to participate in any sports must complete an inner scholastic participation form.

Extracurricular Activities

Northwood Academy offers a variety of extracurricular activities to students in grades 3 through 8. There are various sports and specialty clubs in which students may participate. Inclusion in extracurricular events is a privilege offered to students who maintain good academic and behavioral practices. Team and club information is announced school-wide.

School Bus Behavior

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

Rules:

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

Violations:

- **1st Write –up:** Conference with the student and an administrator
- **2nd Write –up:** A written notice goes home to the parent which must be signed and returned to school. Failure to return the signed notice will result in suspension of bus privileges
- **3rd Write- up:** Student is suspended from riding the bus for 3 days.
- **5 or more Write ups:** The student will be suspended from the bus indefinitely.

Emergency Drills

Students will participate in emergency drills monthly throughout the school year. These drills are to prepare students and staff for any emergency that may ensue requiring the building to be evacuated.

Communication

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

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

- School web site – www.northwoodcs.org and/or listserv- sign up on our website!
- Weekly Wednesday Reminders
- E-mail - the teacher's [first initial and lastname@northwoodcs.org](mailto:first_initial_and_lastname@northwoodcs.org)
(e.g. ahollister@northwoodcs.org)
- Scheduled parent/teacher conferences
- Progress/Interim Reports
- Report Cards
- Letters from Administration and teachers
- Notes or telephone calls
- Board Meetings
- Parent information sessions

Talking with your child's teacher

At Northwood, there are multiple staff members available to speak with you in regard to your child. The classroom teacher is the starting point for when you have a concern. If you wish to speak with your child's teacher, please call, write a note or email to arrange a discussion time. The office staff will convey parental messages to individual teachers. You should receive an initial response from your child's teacher within 24 hours of leaving a message. The issue may not be resolved at that time but you will have spoken directly to the teacher.

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

The secretaries will be happy to take phone messages for teachers. Secretaries are not permitted to interrupt instruction. All messages will be delivered to teachers on the same day on which they are received.

If you have questions or concerns that go beyond the teacher's scope, please contact the front office and they will put you in touch with the proper staff member (i.e. nurse, transportation director, Director of Special Education)

Change of Address and/or Telephone Number

It is necessary for parents/guardians to immediately notify the homeroom teacher and the school office concerning any change in address and/or telephone number whether it be a change at home or place of employment. It is critically important that we have a way of reaching someone in the event of an emergency.

Parent Conferences

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

Parent Volunteer Opportunities

Parents/guardians are an important part of our school community. The participation and commitment of our families help make Northwood Academy Charter School a rich and wonderful learning environment for our students. Parents are always welcome and encouraged to volunteer whenever the opportunity arises. Reading the Wednesday Reminders will inform you of events when volunteers are needed.

Parents/Visitors/Volunteers

In order to maintain building safety for all students and to protect valuable instructional time, all visitors must report directly to the main office. The main office is on the second (2nd) floor at the Penn Street location. All visitors must sign in and out of the building and wear a visitor's pass or identification badge. An administrator has the right to refuse admission to the school for those who fail to make advance arrangements or whose presence conflicts with other school activities. Parents/Visitors/Volunteers shall not go directly to classrooms or interrupt staff members in the performance of duties. Visitors are prohibited from carrying weapons into the school building. Only on-duty law enforcement officers are permitted to carry their weapons in the building.

Cell Phones

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

Personal Items of Value

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

Telephone Usage

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

Textbooks/Supplementary Materials

Students are responsible for the maintenance and care of all materials supplied by Northwood. Textbooks must be covered. No adhesive covers, such as contact paper, may be used directly on textbooks. Parents and students are responsible to pay for damaged or lost books and/or materials (e.g. calculators). Failure to return school materials will result in withholding report cards until the fees are paid.

Search and Seizure

Desks and storage spaces, which are provided to students without charge, are the property of the School. The principal or designee may have general inspections on a periodic basis. The principal or designee may open desks or storage spaces in the presence of a witness and examine the contents, including personal belongings of students when there are reasonable grounds to believe that they may contain illegal drugs, contraband, weapons or stolen property or that the student has violated or is violating state or federal laws, township codes or Board of Directors policies or regulations. This is true provided the search is conducted primarily for enforcing order and discipline for the school and not for criminal prosecution. Reasonable efforts to locate the student shall be made prior to the search. If the student is present, the school official shall advise him/her of the circumstances justifying the search and seizure of the objects that the official believes the search may disclose. Stolen items and items that are specifically prohibited by law, Board of Directors regulations, township or school regulations may be impounded. The student shall be given a receipt for any items impounded by school authorities and parents shall be notified of any items impounded.

Wellness Policy

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



Merits and Demerits

When a teacher notices students doing well with a certain behavior, s/he will receive **merits** - tickets to hand in for monthly raffles. If a student does not show improvement in an area, s/he will receive a **demerit**. This applies any time students are under Northwood supervision - in the morning, after school and during school sponsored events. Consequences for accumulated demerits include, but are not limited to, lunch detention (5), suspension, (10), and Saturday detention (20).

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

These 19 criteria are those for which your child receives grades on the right side of their report cards. They are listed as *Skills and Behaviors that Promote Learning*.

Code of Conduct

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

Policy Statement

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

- **Definition of Discipline**

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

In Northwood Academy Charter School, as in the community at large, certain rules and procedures are established to guide the students through constructive growth and into mature

adulthood. The rules and procedures are basically the same from kindergarten through grade eight. Parents, teachers and others responsible for the welfare and education of these students cooperate to interpret and enforce these rules.

- **Behaviors Warranting Disciplinary Action**

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

1. Absenteeism (including cutting of classes), unexcused or excessive
2. Aggressive behaviors, including but not limited to hitting, pushing and shoving
3. Alcoholic beverages: possession, delivery, use or being under the influence
4. Arson or attempted arson
5. Assault or attempted assault
6. Beeper and/or other telecommunication devices: possession of, except as considered necessary by the CEO
7. Cheating and/or plagiarism
8. Possession of dangerous articles: firearms, knives, metal pipes, sharpened implements, clubs, look-alike weapons, ammunition, etc.
9. Defacing or destruction of school property or property of another
10. Failure to report to or refusal to attend detention
11. Dice shooting, gambling or not
12. Disobedience to teacher or any other staff
13. Disrespectful behavior toward teacher, staff or fellow classmate
14. Disruption of class, study or instruction
15. Any violation of dress code
16. Drugs and controlled substances: possession, use, distribution or being under the influence of
17. Extortion or attempted extortion, harassment or intimidation
18. Failure to report to an office as directed
19. Fighting
20. Fireworks, stink bombs or other explosives: possession, distribution, use or lighting of
21. Any kind of forgery of notes or passes
22. Any form of gambling or present at the scene
23. Leaving class without teacher's permission
24. Leaving school grounds without proper authorization
25. Loitering on school property, including halls and classrooms
26. Loitering in vehicles, in parking lots or on streets
27. Lying/falsehood
28. Misuse of school property
29. Molesting others
30. Using obscene gestures or language, writing or possession of obscene articles or pictures
31. Participating in or being in any way involved in a riot
32. Presentation of forged notes or passes
33. The use of profane language
34. Refusal to follow directions of a teacher or any other staff member
35. Refusal to identify oneself properly
36. Removal of food from cafeteria
37. Rude behavior to others
38. Sexual harassment
39. Sleeping in class
40. Tardiness: unexcused or excessive
41. Possession or use of tobacco products
42. Trespassing while suspended
43. Theft or attempted theft
44. Threatening bodily harm, property damage, the use of threatening language or gestures
45. Throwing food anywhere in the building
46. Truancy from school

47. Unauthorized entry into restricted area
48. Unauthorized movement throughout the building
49. Acts of violence
50. Walkouts
51. Any violation of code, policies of the Board of Directors or local, state or federal law
52. Any other conduct considered by the principal to be disruptive, disrespectful or disobedient

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

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

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

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

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

- **Disciplinary Procedures**

A school is judged by the actions of its students in and out of school. At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified and respectful manner. In an effort to maintain an orderly atmosphere in the school and on the school grounds, all teacher and adult authority extends to the student populous.

- **In-School Disciplinary Actions**

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

1. Time out in the classroom or other secure, supervised area
2. A conference with the student
3. A reprimand
4. Detention
5. A conference with a parent

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

1. A conference
2. A reprimand
3. Entering into a behavioral contract between student, parent and administrator

4. Detention
5. In-school suspension (ISS) (up to three days)
6. Out-of-school suspension (OSS) (up to ten days)
7. Recommendation for long-term suspension (more than ten days)
8. Recommendation for expulsion

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

- **Definitions**

Out-of-school Suspensions are classified as:

Short-term: The principal can suspend the student for up to ten days

Long-term: The student can be suspended for more than ten days following approval of the principal's recommendation by the Board of Directors.

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

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

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

1. Reason(s) for the suspension and date(s) or suspension are to be clearly stated
2. A parent is expected to participate in a conference with the principal in order for the student to be readmitted to the regular classroom.
3. The student will not be allowed to participate in classroom and school activities during the suspension period.
4. Appeal procedures will be clearly stated.

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

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

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated.
2. A parent is required to participate in a conference with the principal in order for the student to be readmitted to the school.
3. The student will not be allowed to participate in classroom and school activities during the suspension period.
4. The student is not to go on school property.
5. Appeal procedures will be clearly stated.

The suspension notice for long-term suspension/expulsion (greater than ten days) shall include at least the following information:

First Notice:

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated.
2. A parent should be told that an investigation is being conducted by the administrators and what the most severe recommendation might be.

3. A date and time for a conference is given when a parent, accompanied by the student, must come to school for a conference with the principal or designee to present and hear information.
4. The student will not be allowed to participate in classroom and school activities during the suspension period.
5. The student is not to go on school property.

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

Second Notice:

1. The proposed action and reason(s) for the recommendation are to be clearly stated.
2. The right of the student and his/her parent(s) or guardian to a hearing before the Board of Directors or its designee(s) for long-term suspension and for expulsion recommendations.
3. The right to inspect the student's school records. Subsequently, the principal will notify the student and his/her parent(s) or guardian in writing of the time and place of the hearing with the Board of Directors or its designee and the rights parents have in the process.

• Appeal Procedures

In-school Disciplinary Actions

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

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

Out-of-school Suspension (ten days or fewer)

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

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

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

Long-term Suspensions (more than ten days)

Following a hearing, should the parent disagree with the Board or designee's decision to suspend for more than ten days, the parent may appeal the decision to the Board of Directors as follows:

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

Expulsions

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

BULLYING POLICY

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

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

Definition:

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

It is aggressive behavior or intentional harm doing.

It is carried out repeatedly over time.

It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one person is physically larger, stronger, mentally quicker or socially more powerful).

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

Physical: hitting, kicking, pushing, shoving, getting another person to hurt someone;

Verbal: racial slurs, name-calling, teasing, taunting, verbal sexual harassment, gossiping, spreading rumors; or

Non-Verbal: threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, or websites)

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

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

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

School property means the school computer or telephone.

Authority:

Northwood Academy Charter School prohibits all forms of bullying.

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

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

Delegation for Responsibility:

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

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

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

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

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

Guideline:

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

Education:

The school shall implement research-based bullying prevention and intervention programs. Such programs shall provide training for school staff for effectively responding to, intervening in and

reporting incidents of bullying. All school bullying prevention and intervention efforts shall be aligned with the framework of the research-based Blueprint Olweus Bullying Prevention Program and shall be approved by the school's Board of Directors.

Consequences for Violations:

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

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

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

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

First Offense: Documented warning and parent notification

Second Offense: Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, or counseling within the school

Third Offense: Suspension, up to recommendation for expulsion

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

General Statement of Non-Discrimination

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

FERPA Notice

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Chief Executive Officer a written request that identifies the record(s) they wish to inspect. The Chief Executive Officer will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Chief Executive Officer, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official may include a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law unit personnel); a person serving on the Board of Directors; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or parent or student serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, Northwood Academy Charter School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Child Find Policy (Annual Notice)

Policy and Procedures for Students with Disabilities

Northwood Academy Charter School will ensure that all students with disabilities who are eligible to enroll in the school will have available to them free and appropriate public education in the least restrictive environment. The rights of children with disabilities and their parents will be protected in accordance with federal laws.

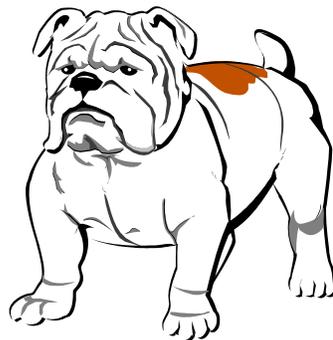
As part of this child find responsibility, NACS seeks to ensure that all students with disabilities who are eligible to enroll in the school are identified, located and evaluated. This child find responsibility shall be accomplished through a process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs.

The child find process shall include obtaining data on each student, through direct assessment or by indirect means of the student's academic performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills.

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

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

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



Please be sure to read the contents of this handbook and then sign and return this page to school as soon as possible.

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

Parent Name- Please print

Date

Parent Signature

Student Name (Parents of younger children, please print their name.)

* Student Signature or student printed name

Room Number

*All children should sign this page. Kindergarten students should write their names to the best of their ability. First and second grade students are expected to print their names. Each child should have their own signature page.