

Northwest Preparatory Academy



CHARTER SCHOOL

2014-2015 **Student and Parent Handbook**

"Preparing Students Today for Tomorrow"

Principal: Wiley L. Johnson

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NORTHWEST PREPARATORY ACADEMY CHARTER SCHOOL

"Preparing Children Today for Tomorrow"

BOARD OF TRUSTEES 2014-2015

Stevie L. Roberts.....Superintendent of Schools
Kenneth W. White.....President
Gloria Rose.....Vice President
Kimberly Stewart.....Member

SCHOOL ADMINISTRATION

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Phone (713)672-1959 Ext. 1708

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School Calendar and Bell Schedule



Holiday Calendar

First Day of Class (Fall Semester)	August 25, 2014
Labor Day	September 1, 2014
Thanksgiving Holiday	November 24-28, 2014
Winter Break	December 22, 2014 - January 2, 2015
Last Day of Semester	January 16, 2015
Martin Luther King, Jr. Holiday	January 19, 2015
First Day of Spring Semester	January 20, 2015
Spring Break	March 9-13, 2015
Memorial Day	May 25, 2015
Last Day of School	June 4, 2015

Early Dismissal Days	Student Holidays (No School)	Report Card Days
October 10, 2014	October 6, 2014	October 10, 2014
November 21, 2014	January 5, 2015	November 21, 2014
December 19, 2014	February 16, 2015	January 23, 2015
January 9, 2015		March 6, 2015
May 22, 2015		April 28, 2015
		June 4, 2015

Daily Bell Schedule

Breakfast: 7:30 a.m. – 7:55 a.m.

School day schedule: Monday –Friday 8:05 a.m.-3:15 p.m.

Tutorials: 3:15 p.m. – 4:15 p.m. – To Be Announced

(Students are required to attend school daily.)



Vision

Northwest Preparatory Academy Charter School’s vision is to encourage knowledge and literacy for lifetime learning through learning activities that are developmentally appropriate, individually paced and personalized to each student’s academic performance and interest. We respect the cultural and learning differences of our students and extend value beyond the classroom by ensuring skills and concepts taught in the classroom are authentically useful beyond school. Northwest Preparatory Academy students are encouraged to live, study and strive to be effective and productive citizens in their communities.

Mission

Northwest Preparatory Academy Charter School’s mission is to provide an exceptional educational experience that allows each student to maximize their greatest potential through meaningful instruction and exposure to fine arts. The collaborative involvement of parents, community members, and business partners is necessary to achieving this mission.

Motto

“Preparing Children Today For Tomorrow”

The student handbook contains policies and regulations regarding the rights and responsibilities of students, Code of Student Conduct and Discipline Management Plan. It shall be distributed to all students, parents/guardians, teachers, and administrators at the beginning of the school year. Changes made during the year shall be published and distributed. Each student and parent, annually, shall sign a statement that they have received and read the Student Handbook, the Code of Student Conduct, Discipline Management Plan and acknowledge the responsibilities outlined. This handbook is designed to serve all students at Northwest Preparatory Academy.

Signed and dated statement must be turned in to the registrar within 30 days after enrollment.

Campus Policies and Procedures



REGISTRATION AND ENROLLMENT

Statement of Non-Discriminatory Policy

Northwest Preparatory Academy Charter School does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

Registration and Enrollment

Northwest Preparatory Academy Charter School is an open-enrollment charter school. All children are enrolled on a space-available basis within each grade. In the event that more students apply than space allows, a lottery system will be implemented. A list shall be generated and students will be accepted as space becomes available. Preferential placement will be considered for siblings who have completed the enrollment process. Students who decline to enroll when accepted will be deleted from the list and re-registration will be necessary for future enrollment.

To enroll a student, the parent/guardian must report to the office to begin the registration process, complete and submit the information listed below. All forms are available in the necessary language translation, upon request. Any incomplete files will not be processed, closed after 30 days, deleted from the waiting list and placed in closed files. Re-registration will be necessary for future enrollment.

Re-Registration

To secure your child's place at the Northwest Preparatory Academy Charter School for the next school term, the parent/guardian must officially pre-register their child. Registration packets will be made available prior to the new school term along with the deadline date. Students whose re-registration packets are received after the deadline will be enrolled on a space available basis within each grade.

Pre-Kindergarten Enrollment

To be enrolled in Northwest Preparatory Academy's Pre-Kindergarten program a child must be:

- ✓ Four (4) years old on or before September 1
- ✓ Limited English speaking and/or
- ✓ Meet the required economic guidelines
- ✓ Complete new student requirements
- ✓ A dependent of an active duty member of the Armed Forces of the United States
- ✓ A dependent of an active duty member of the Armed Forces who was injured or killed during active duty
- ✓ Homeless

Enrollment will be on a first-come, first-served basis until the class is full. A waiting list will be established when the program fills.

Pre-Kindergarten students must meet the same attendance guidelines as required by the school for regular students, or the student may be withdrawn.

New Student Requirements

1. An official city, county or state birth certificate to show evidence of birth date is required for all students who have not been enrolled in Northwest Preparatory Academy. Acceptable documents of identification are driver's license, passport, School ID card, school report card, military ID, hospital birth record, adoption record, church baptismal record, or another legal document that established identity. Note: Original document, certified copy, or photocopy made and certified by the county clerk or other official who keeps the record of the above listed documents, qualify as acceptable proof of identity.
2. Students previously enrolled in Northwest Preparatory Academy should present the most recent report card to verify grade placement. All students entering from another Texas school must bring their most recent report card or transfer papers from the school previously attended.
3. Proof of residence is required. Examples of proof of residence include lease agreement, house title, and a current utility bill.

In addition, the following will be necessary to complete the registration and enrollment process:

- ***Student Enrollment Package.*** This package must be completed in its entirety. It is used to record all basic information about the student and the family, including home, work, and emergency telephone numbers. The packet includes the *Application, Home Language Survey, Educational Background Survey, Health History Form, and Student Pick-Up Form.*
- ***Birth Certificate (Original)***
- ***Social Security Card (Original)***
- ***Medical Information.*** This information must be submitted for all students within the first 30 days of attendance, which includes immunization schedules (shot record), family medical information, the child's medical history (including allergies, asthma, etc), and a **Medication Authorization Form** to permit the school to dispense specified medication to the student, as prescribed
- ***Free and Reduced Price Meals Application.*** This form allows families to apply for federally funded meals. This form must be completed for all students and include student's name, address, parent's/guardian's signature, and proof of income or federal assistance number which must be no more than 30 days prior to the first day of school. *(All students will qualify for free meals; however, an application must be on file.)*
- ***Report Card.*** Must be most current report card from the academic year immediately prior to enrollment with Northwest Preparatory Academy.

- **Standardized Tests** (STAAR, IOWA (ITBS), Stanford Test, etc.). Must be most current test scores from the academic year immediately prior to enrollment with Northwest Preparatory Academy.
- **Copy of Special Education Documents** (if applicable, and if student was not enrolled the previous year)
- **Proof of Residency** (utility bill such as lights, water, gas)
- **Proof of Family Income** (Pre Kindergarten students only)
- **Parent/Guardian Identification** (Texas Driver's License or Texas ID)
- **Withdrawal Form** (from another school district when enrolling after the school year has begun)
- **Notification of any Court Order affecting the student** (At the time of registration, the parent/guardian should notify the school of any court order affecting the child.)

****It is extremely important that a parent/guardian complete the entire packet, sign the required forms and return them to the registrar.***

Compulsory Immunization Requirements

To protect the health and welfare of its students and employees, the Board of Trustees and the State of Texas require that all students be immunized. Refer to the chart for the minimum immunization requirements.

Compliance Procedures

1. A student previously enrolled in a Texas school has 30 calendar days from the date of enrollment to provide immunizations to the school for the scholastic year and is considered provisionally enrolled during that time. Students not previously enrolled in a Texas school must present a current immunization record before being enrolled. No student presenting a delinquent immunization record, whether enrolling from a Texas school or from out of state, will be allowed to enroll until immunizations are brought current. A current immunization record is demonstrated proof that the student has begun immunizations and is receiving them as rapidly as medically feasible. Once enrolled, the student must continue to receive immunizations as rapidly as medically feasible and is considered delinquent 30 days are subject to withdrawal procedures implemented under the authority of the campus administrator or designee.
2. In order to achieve timely enrollment, school personnel will attempt to obtain missing records by phone. If this verification requires a long distance call or use of a fax machine, the parents/guardians may be expected to pay for the charges. If unable to access these records, parents/guardians will be directed to the nearest Public health facility.

If you have questions about immunizations or other medical issues, please contact your physician.

STUDENT HEALTH SERVICES

Students' health and safety is the school's foremost responsibility. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs please inform the School so that appropriate accommodations can be made.

Medical Assistant

Northwest Preparatory Academy Charter School has the services of an on-site/on-call Medical Assistant and clinical representative to assist students who are ill or injured. Parents/guardians will be notified whenever a student has been referred to the office for serious illness and injuries.

Medication

The school allows administration of prescription medication only. The school Medical Assistant, the office and the student's teacher must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. A Medication Administration Form is available in the school's office. All medication should be given to the school's nurse or designee by an adult in its original prescription container, properly labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the nurse is not present, a staff member trained by the nurse will be given the task of administration of properly documented medication.

The school will not administer prescription medication obtained outside the United States.

Students are not permitted to bring or have in their possession any prescription or non-prescription medications at school or at school-related activities. The school must be notified, in writing, of any chronic illnesses that may affect a child's performance at school.

Accidents

The school nurse or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student and an Accident/Incident Report will be kept in the student's permanent file. In best interest of the child, 911 will be called if determined necessary by the administration.

Communicable Disease

State law prohibits all public schools from allowing children with certain communicable diseases to attend school. Communicable diseases are those which may be passed directly or indirectly from one person to another. The Texas Department of Health publishes a complete list of communicable diseases which may require a student to be excluded from attending school. A student may be re-admitted to School when one of the following occurs:

1. The school receives a medical clearance from the student's physician in writing;
2. The school receives a re-admission permit from the local Metropolitan Health District; or
3. The guidelines published by the Texas Commissioner of Health show that the communicable disease in question (e.g., chickenpox) is no longer considered contagious.

***Common communicable diseases include, but are not limited to:** common cold with fever, ringworm of the scalp, pink eye, scabies, hepatitis, impetigo, measles (initial outbreak), chickenpox (initial outbreak) and whooping cough.

It is especially crucial that the schools have working phone numbers for students' parents/guardians and alternate contact numbers in the event that a parent/guardian is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

Student Privacy

Northwest Preparatory Academy Charter School is dedicated to complying with all confidentiality laws protecting the privacy of the students and their families. A student's school records are private from unauthorized inspection or use. Information regarding a student's progress may only be shared with parents/guardians, appropriate members of the Northwest Preparatory Academy Charter School faculty and staff, any professional consultants retained for the purpose of measuring and/or improving instructional quality or law enforcement agency as required by law. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students. The school may not provide name, phone, or address lists to parent/guardian desiring to organize with other parents/guardians of students at Northwest Preparatory Academy Charter School. Parents/guardians must find alternative ways to acquire such information, such as circulating forms at parent/guardian events or meetings of the Parent Teacher Organization.

Records

A cumulative record is maintained for each student from the time the student enters the school until the student withdraws or graduates. This record moves with the student from school to school.

A student's educational record is an official record and must be maintained in the student's legal name. Falsification of a name on a legal document is a violation of the Texas Penal Code.

Requests to examine a student's personal information must be made in person and in writing by the eligible parent/guardian to the registrar. The request shall identify the specific record(s) to be examined. Requests are honored as soon as practical.

By law, both parents, whether married, separated or divorced, have access to the records of a student. If the registrar has a copy of an original court order specifically terminating a parent's right to the child's educational records, the parent/guardian will be denied access to the child's records.

Copies of Records

Copies of student's records may be obtained from the registrar for 10 cents per page. In the event the records include more than 50 pages the cost will be higher.

Student Information Changes

In the event that a student's parents change addresses or get a new phone telephone number, PLEASE notify the school immediately. It is important that the school be able to contact a child's parents when the need arises.

Withdrawal Procedure

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least 24 hours in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the registrar's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the registrar for the last report card and course clearance; and finally to the Principal or designee. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

STUDENT PUBLICATIONS AND PRIOR REVIEW

School-Sponsored Material

All publications edited, printed or distributed in the name of or within Northwest Preparatory Academy schools shall be under the control of the school administration and the Board. Literature concerning the school or school activities, as well as school publications, must be submitted for approval to the campus administrator or his/her designee for prior review before being distributed. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of a faculty sponsor, and all shall be carefully edited to reflect the high ideas and expectations of the citizens of the school for their schools. The exercise of appropriate economy in materials and production is expected without jeopardy to the content. The campus administrator shall be responsible for all matters pertaining to the organization, issuance and sale of such publications and any other publication procedure, subject to the Superintendent's approval.

Advertising

Advertising in individual school publications may be accepted from bona fide business firms, subject to approval of professional employees exercising editorial supervision over the publications. Advertising deemed inappropriate for student readers or that advertises products presenting a health hazard, such as alcohol or tobacco products, shall not be accepted.

Complaints

Students who have a complaint regarding the procedures or a professional decision affecting the content or style of a school-sponsored publication shall present that complaint in accordance with Board Policy.

Non-school Materials Distribution

Any literature relating to non-profit, non-school, student-oriented activities is not permitted unless approved by the Administration. This regulation applies to school grounds and buses.

ATTENDANCE POLICY

Regular school attendance is essential for the student to make the most of his or her education to benefit from teacher led activities, to build each day's learning on that of the previous day, and to grow as an individual. 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. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

State law requires that every child in the state who is six years of age or who is less than six years of age, but has previously been enrolled in the first grade, be enrolled in school. **Students must continue to be enrolled in school until the completion of the academic year in which their eighteenth (18) birthday occurs. Attendance shall be for a minimum of 160 academic days for grades Pre-K through 5 and a minimum of eighty (80) days each semester for grades 6-8.**

A student who fails to attend classes for at least 90 percent of the days of the class is offered cannot receive credit for the class-even if the absences were excused by the school for medical or other reasons. (TEC 25.092) Students who are in attendance fewer than the minimum number of days required may petition a school-board appointed attendance committee to allow the student to receive course credit, and could then appeal an adverse ruling to the school board. The school board's denial of course credit is final.

Absences

Parents/guardians must contact the school's office whenever a child is going to be absent. It is the parent's/guardian's responsibility to monitor their child's attendance, require that the child attend school and request a conference with the registrar to discuss their child's absences. The law states that if a student is absent from school three (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six-month period, the student's parent/guardian is subject to prosecution under Texas Education Code Section 25.093. Not only may the parent/guardian be subject to prosecution, but also fines may be assessed.

Absences are divided into two categories: Excused and Unexcused

1. **Excused Absences**: The following reasons are sufficient cause for an excused absence: illness, death in the family, inclement weather which would be dangerous to the life or health of the child, legal quarantine, and emergency conditions as determined by the Campus administrator, or prior permission from the Campus administrator.

Work missed due to excused absences may be made up. Students and/or the parent/guardian must initiate action for the student to make up missed class work.

2. **Unexcused Absences**: A school shall notify a student's parent/guardian, in writing, if in a six-month period, the student has been absent without an excuse five (5) times for any part of the day. The notice must state that if the student is absent without an excuse for ten (10) or more days or parts of days in a six-month period the student's parent/guardian is subject to prosecution under Texas Education Code Section 25.093; and the student is subject to prosecution under Texas Education Code Section 25.094. Notice will be given to the parent/

guardian. Therefore, the fact that a parent/guardian did not receive a notice does not create a defense to prosecution.

****Students who accumulate a maximum of eight (8) unexcused absences during the school year will be retained.**

Authorized Absences: In the event that extraordinary circumstances require that the student be absent from school, the teacher, campus administrator, Principal (or designee), and the student's parent or legal guardian may develop an *Authorized Absence Plan*. The plan will define the length of the absence and the means by which the student will make-up the work he or she will miss. The plan must be approved and signed by the Campus administrator or designee and the parent/guardian prior to the student's absence.

Absentee Procedure

When a student is absent, the registrar will call the student's home. When the student returns to school after an absence, they must bring a note of explanation signed by their parent/guardian. **If a note is not provided within two(2) school days of the absence, the absence will be regarded as unexcused.** The note must include the following information:

- ◆ Reason for absence (see Excused Absences)
- ◆ Date(s) of absence(s)
- ◆ Signature of parent/guardian

Steps to Reduce Habitual Unexcused Absences

Referrals to appropriate agencies are made when the student is habitually absent and no resolution is made from parent/guardian contacts or conferences. **It is the responsibility of the parent that the student attends school to get the most out of their educational career.** Therefore, the following steps will be used to reduce habitual unexcused absences and ensure that the parent/guardian is aware of and understands the attendance policy.

- a phone call will be initiated to the parent/guardian each time a student is absent (1st & 2nd absence);
- an attendance referral form will be turned in to the registrar (3rd absence);
- a certified letter will be sent to the last known address (4th absence);
- a referral will be given to the attendance committee if there is no response to the certified letter or if the absences persists (5th absence);
- a home visit may be conducted (6th absence);
- a complaint will be filed with the Justice of the Peace against the parent/guardian of the students without further notice to the parent/guardian (7th absence and after);
- legal sanctions through the judicial court and fines may be assessed;
- A maximum of eight (8) unexcused absences during the school year will result in the student being retained.

Tardiness

Northwest Preparatory Academy Charter School's school day begins promptly at 8:05 a.m. It is critical that all students be prepared to begin on time. Students are considered tardy at 8:15 a.m. A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the school.

Any student who arrives more than ten (10) minutes late must report to the school's office with their parent/guardian to receive an admittance slip before proceeding to the classroom. The student will be considered tardy and the incident will be recorded. If a student is tardy four (4) times, an absence will be recorded. At this point, the problem will be considered chronic and a conference with the parents/guardians will be required.

Early Dismissal (Parent/Guardian Pick Up)

If it is necessary for a student to be dismissed from school before the end of the school day, parents/guardians must notify the school's office by 2:00 p.m. the day before the early dismissal. In such cases, parents/guardians must inform the school of the specific time that the child will be picked-up and the person who will come for the child. **Only adults with valid ID's and who are listed in the school's records as being authorized to pick up a student will be allowed to take students from the school. In case of emergency, parent/guardian may give written authorization, followed up with a phone call, authorizing an adult with a valid ID to pick up the student.**

Leaving School

No student shall be permitted to leave school during the day without permission of the campus administrator or his/her designee. Leaving school without permission is a truancy issue and will be treated as such.

Truancy

Truancy is an unlawful absence from school, such as cutting classes. Students who are found to be truant are subject to suspension from school. A conference with the parent/guardian may be necessary prior to disciplinary action or re-admittance to class.

Dress Code

School Uniforms

Students enrolled in Northwest Preparatory Academy Charter School are required to wear uniforms. **To ensure that the uniform policy has its desired effect, it is important that students adhere to the dress code on a consistent basis. Campus administrators, faculty and staff will respond immediately to violations. Students not in proper uniform will be subject to disciplinary action including, but not limited to, being sent home with a note, being assigned to in-school suspension, calling a parent/guardian to bring the student a uniform, and scheduling a parent/guardian conference and/or sanctioning the student with suspension.**

Students are encouraged to conduct themselves as young ladies and gentlemen at all times. Grooming must be taught along with all of the manners and morals, which we uphold at Northwest Preparatory Academy Charter School. Uniforms must be laundered, clean and ironed. It should be recognized that one's personal appearance is a manifestation of one's self image. Our goal is to teach students to dress for success!

The Administration reserves the right to make all decisions on each student's attire, hair and grooming to insure that they are acceptable and within the appropriate standards. The Administration has the authority to set the mode of attire including for special occasion days. *Violations of the dress code will be subject to disciplinary action.*

Our school uniform may be purchased at local department stores. See our uniform requirements below. All students are required to wear uniforms daily.

A school patch is also required to be shown on the upper right chest of all uniform shirts. Uniforms may be ordered with embroidery or iron-on patches may be purchased from the school's front office.

Boy's Uniforms

Pants or Shorts	Khaki
Polo Type Shirt	White, Baby Blue, Navy or Purple with school emblem on the right side of the chest is required.
Oxford Button Down Shirt	White with the emblem affixed to the right side of chest. This will be required on dress-up days for assemblies and school functions.
Shoes	black-closed toe (tennis, loafers, casual or dress) Shoes must be completely black!
Belt	All Black Belt, no other colors.

Girl's Uniforms

Skirt, Skorts, Jumper Dress	*Khaki
Pants or Shorts (walking or Bermuda)	*Khaki
Polo Type Shirt	White, Baby Blue, Navy or Purple with school emblem on the right side of the chest is required.
Oxford Button Down Shirt	White with the emblem affixed to the right side of chest. This will be required on dress-up days for assemblies and school functions.
Peter Pan Blouse	White with the emblem affixed to the right side of chest. This will be required on dress-up days for assemblies and school functions.
Shoes	black-closed toe (tennis, loafers, casual or dress) Shoes must be completely black!

Belt	All black belts, no other color
Hair Accessories	All hair accessories can be in school colors only, White, Purple, Baby Blue, Navy or a combination of colors.

***(bottoms-except pants-must be no shorter than 3 inches above the knee)**

****School patches must be permanently attached to the right chest of all uniform shirts.**

School T-Shirt

The school T-Shirt must be worn on school field trips and designated Fridays.

SCHOOL T-SHIRTS MAY BE PURCHASED FROM THE OFFICE.

General Requirements for All Students

- A. Hats or head coverings may not be worn in the school buildings.
- B. Appropriate footwear is required. Only closed toe shoes are allowed. No sandals, flip-flop slippers or mesh shoes.
- C. Any garment or design of garment which is too short or too revealing and would tend to provoke a suggestive or uncomplimentary remark may not be worn to school.
- D. Appropriate undergarments must be worn.
- E. No underwear-styled garments will be worn as an outer garment.
- F. Shorts (“walking” or “Bermuda” type)/skirts/dresses are acceptable as long as they are no shorter than 3 inches above the knee. Bike shorts or leggings of any style or length, worn either as an outer or visible under garment are prohibited.
- G. Pants that hang on the hipbone, frayed pants, unhemmed pants, or those that result in a bare midriff are not acceptable.
- H. Any low-cut, see through, or backless dress, tank top, blouse, or shirt may not be worn to school. Sleeves on outer garments must be sufficiently wide to cover undergarments.
- I. Hair must be clean and neatly combed and out of the eyes. It may not be rolled or covered by a scarf. Any hairstyle that is distracting or disturbing will not be permitted on school property. Designs and insignias cannot be cut in the hair.
- J. Students may not grow beards or mustaches. Sideburns may not be lower than the bottom of the earlobe.
- K. No paraphernalia that indicates or promotes gang membership may be worn or displayed (this may include but is not limited to bandannas, chains, jewelry, hip clothes, baggy pants, tee shirts, gang writing, and color codes).
- L. No student will wear exposed rings, studs or other jewelry associated with body piercing. Female students may, however, wear earrings or ear studs.
- M. Tattoos, icons, and any other markings on the body that cannot be removed shall be covered all times in an unobtrusive manner that is not disruptive to the instructional process. A student who has such markings on his or her body and who wishes to participate in extracurricular activities shall ensure that the markings are covered by the standard uniform for the activity or in another appropriate manner. The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, shall regulate and enforce these guidelines.
- N. No large hoop type earrings and bulky jewelry are allowed.

Classroom Policies and Procedures



Homework

Students will be given homework assignments regularly. The following are time limitations for homework assignments given daily from the school:

Pre-Kindergarten – Kindergarten	20 minutes
1st – 2nd	30 minutes
3rd – 4th	40 minutes
5th – 8th	60 minutes

Each Student is responsible for completing their own assignments and turning them in on time.

Ways to help your child get the most from their homework time:

- Make homework rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do homework, such as a desk in their room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child’s homework and ask them about it each night.
- Give your child a short break from their work, if needed.
- Encourage your child to work independently. Assist them, if needed.
- Give your child positive words of encouragement, such as, “I’m proud of you”, or “I knew you could do this all by yourself!”

Homework Folders/Assignment Books

Students in grades Pre Kindergarten (4) -4th grades are expected to maintain a homework folder.

Pre-Kindergarten	red	2 nd	green
Kindergarten	yellow	3 rd	purple
1 st	blue	4 th	orange

Students in grades 5th -8th will maintain an assignment book to record homework assignments in each content area as given by the instructor. Please feel free to contact your child’s classroom teacher(s) if you have any questions about homework.

School Supplies

Students must arrive at school ready to work with the necessary tools. Parents/Guardians should check the child’s backpack each evening to make sure they have paper, pens, pencils, and all other school supplies. Each teacher will provide a school supply list at the beginning of the school year.

Grading

The grading scale is as follows:

Pre-Kindergarten and Kindergarten Academic Subject Rubric:

- 4 Understandings go beyond grade level expectation
- 3 Exhibits mastery of skill/concept
- 2 Exhibits skill/concept with minimal guidance
- 1 Exhibits skill/concept with direct guidance
- Not Assessed

Pre-Kindergarten and Kindergarten Behavioral Rubric:

- 4 Social skills go beyond grade level expectation
- 3 Exhibits appropriate social skills for age/developmental stage
- 2 Exhibits appropriate social skills for age/developmental stage with minimal guidance
- 1 Exhibits appropriate social skills for age/developmental stage with direct guidance
- Not Assessed

1st - 8th Grade

Academic Subjects

- 100 - 90 = A
- 89 - 80 = B
- 79 - 75 = C
- 74 - 70 = D
- Below 70 = F

Conduct

- E = excellent
- S = satisfactory
- N = needs improvement
- U = unsatisfactory

Progress Reports

The purpose of the progress report is to periodically keep the parent/guardian informed of student performance. Progress reports are issued every 3 weeks for grades Kindergarten – 8th.

Report Cards

1st Six-Weeks

- Progress Report #1 September 17, 2014
- Report Card #1 October 10, 2014

2nd Six-Weeks

- Progress Report # 2 October 29, 2014
- Report Card #2 November 21, 2014

3rd Six-Weeks

- Progress Report #3 December 17, 2014
- Report Card #3 January 23, 2015

4th Six-Weeks

- Progress Report #4 February 4, 2015
- Report Card #4 March 6, 2015

5th Six-Weeks

- Progress Report #5 April 8, 2015
- Report Card #5 April 28, 2015

6th Six-Weeks

- Progress Report #6 May 13, 2015
- Report Card #6 June 4, 2015

Conferences

Conferences are conducted during the teacher's conference period. Parents/guardians are encouraged to communicate with their child's teacher on a regular basis. Arrangements must be made with the office **at least one day** in advance.

Honor Roll

Excellence in education is a goal that every school strives to accomplish. Each grading period students enrolled in Northwest Preparatory Academy are recognized for their academic excellence and are placed on the Honor Roll. Northwest Preparatory Academy uses the following Honor Roll Guidelines:

Award	Academic Grades	Conduct
Gold	All A's"	E's and S's
Silver	All A's and B's	E's and S's

Cheating

Plagiarism is the use of another person's original idea or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed.

Curriculum and Testing

Curriculum

Northwest Preparatory Academy uses the TEKS Resource Systems curriculum. At the heart of TEKS Resource System is a process that includes key components listed below:

- A K-12 systemic model in the four core content areas
- Common language, structure, and process for curriculum delivery
- Innovative Technology
- Aligned written, taught, and tested curriculum
- Clarified and specified TEKS/STAAR expectations assembled in a vertical alignment format
- Customizable instructional plans that allow district resources to be integrated into the system
- Lessons in both English and Spanish

Testing

Beginning in spring 2012, the State of Texas Assessments of Academic Readiness (STAAR™) has replaced the Texas Assessment of Knowledge and Skills (TAKS). The STAAR program at grades 3–8 will assess the same subjects and grades that are currently assessed on TAKS. *Testing dates can be found on the TEA website at: <http://www.tea.state.tx.us/student.assessment/calendars/>

Assessed Curriculum

Grade 3	Reading, Math	Grade 6	Reading, Math
Grade 4	Reading, Math, Writing	Grade 7	Reading, Math, Writing
Grade 5	Reading, Math, Science	Grade 8	Reading, Math, Science, Social Studies

Students in Kindergarten through Second grade are tested using the Iowa Test of Basic Skills (ITBS). The Iowa Tests offer educators a diagnostic look at how their students are progressing in key academic areas, and offer diagnostic data that can be used to create intervention groups and to drive curricular decisions.

Promotion and Retention

Promotion Requirements Required By Texas State Law (School Success Initiative)

Grades 1–2 Requirements

- A. All students in grades 1-2 must meet current Texas course-average requirements: a 70 overall average of all courses, including a 70 or better grade in reading, language arts, mathematics, and in either science or social studies.
- B. Students in grades 1 and 2 must earn a passing score on the High Frequency Word Evaluation.
- C. All students in grades 1-2 must score no lower than one grade level below grade-level placement in reading on the IOWA (ITBS) or Stanford tests. (Example: A second-grade child taking the test in May would need to score at least 1.6 because the child's actual grade-level placement is second grade, six months, or 2.6.)

Grades 1–2 Procedures

The following procedures are used to determine whether students in grades 1–2 will be promoted at the end of the school year:

- A. Students who fail to meet state course-average requirements will be retained. If the student meets state course-average requirements at the end of summer school and was successful on requirements **B and C**, the student will be promoted.
- B. Students who fail to achieve requirement B or C but who have met state course-average requirements will be retained and must attend summer school. After the student attends summer school, the Grade Placement Committee (GPC) will review achievement and determine whether the student will be promoted.
- C. Students who fail to demonstrate achievement on requirements B and C but who have met state course-average requirements will be retained and must attend summer school. After the student attends summer school, the GPC will review achievement and determine whether the student will be promoted.
- D. Students who have met the academic promotion standards (A, B, and C) but have eight or more unexcused absences will be retained. The School Attendance Committee may grant credit to the student on the basis of information provided through a parental appeal process.

Note: Promotion decisions for students in **Special Education** will be made by the Admission, Review, and Dismissal (ARD) Committee; the Grade Placement Committee makes promotion decisions for students with limited English proficiency in consultation with a member of the Language Proficiency Assessment Committee (LPAC).

Grade 3 Requirements

- A. All students in grade 3 must meet current Texas course-average requirements: a 70 overall average of all courses, including a 70 or better grade in reading, language arts, mathematics, and in either science or social studies.
- B. Students in grade 3 must earn a passing score on the reading and mathematics section of the State of Texas Assessments of Academic Readiness (STAAR).
- C. All students in grade 3 must score no lower than one grade level below grade-level placement in reading on the IOWA (ITBS) or Stanford tests. (Example: A third-grade child taking the test in May would need to score at least 2.6 because the child's actual grade-level placement is third grade, six months, or 3.6.)

Grade 3 Procedures

Schools will use state law and local policy at the end of the school year to decide whether students in grade 3 will be promoted using the following guidelines:

- A. Students who fail to meet state course-average requirements will be retained. If the student meets state course-average requirements at the end of summer school and was successful on requirements **B and C**, the student will be promoted.
 - B. Students who fail to meet requirement **C** but who have met state course-average requirements will be retained and must attend summer school. After the student attends summer school, the GPC will review achievement and determine whether the student will be promoted.
 - C. Students who have met the academic promotion standards (**A, B, and C**) but have eight or more unexcused absences will be retained. The School Attendance Committee may grant credit to the student on the basis of information provided through a parental appeal process.
-

Grades 4–8 Requirements

- A. All students in grades 4-8 must meet current Texas course-average requirements: a 70 average of all course grades, including a 70 or better grade in reading, language arts, mathematics, and in either science or social studies in grades 4 and 5 or an average of 70 or above in three of the four core courses: language arts (average of reading and English), mathematics, science, and social studies in grades 6-8.
- B. All students in grades 4-8 must earn a passing score on the reading and mathematics sections of the State of Texas Assessments of Academic Readiness (STAAR).
- C. All students in grades 4-8 must score no lower than the grade-level standard set for that school year in reading and mathematics on the IOWA (ITBS) or Stanford tests. Students in the fourth grade must score no lower than 3.6; fifth grade, 4.1; sixth grade, 4.1; seventh grade, 5.1; and eighth grade, 6.1. As the new promotion standards produce improved performance results for students entering grades 4-8, the standard will be raised regularly until all students are required to score no lower than one grade level below their placement.

Grades 4–8 Procedures

The following procedures are used to decide promotion at the end of the school following these guidelines:

- A. Students who fail to meet state course-average requirements will be retained. If the student meets state course-average requirements at the end of summer school and was successful on requirements **B and C**, the student will be promoted.
- B. Students who fail to achieve requirement B or C but who have met state course-average requirements will be retained and must attend summer school. After the student attends summer school, the GPC will review achievement and determine if the student will be promoted.
- C. Students who fail to demonstrate achievement on requirements B and C in either reading or mathematics but who have met state course-average requirements will be retained and must attend summer school. After summer school, the GPC will review achievement and determine if the student will be promoted.
- D. Students who have met the academic promotion standards (A, B, and C) but have eight or more unexcused absences will be retained. The School Attendance Committee may grant credit to the student on the basis of information provided through a parental appeal process.

***Fifth and eighth grade students must pass the STAAR Reading and Math tests in order to be promoted.**

Note: Promotion decisions for students in Special Education will be made by the Admission, Review, and Dismissal (ARD) Committee; the Grade Placement Committee makes promotion decisions for students with limited English proficiency in consultation with a member of the Language Proficiency Assessment Committee (LPAC).

Response to Intervention

RTI is the practice of meeting the academic and behavioral needs of all students through a variety of services containing the following key elements:

- High-quality instruction and scientific research-based tiered interventions aligned with individual student need
- Frequent monitoring of student progress to make results-based academic and/or behavioral decisions
- Application of student response data to important educational decisions (such as those regarding placement, intervention, curriculum, and instructional goals and methodologies)

At Northwest Preparatory Academy, RTI will be implemented inside the classroom with the student's teacher. These interventions will take place throughout the day during activity periods as necessary in individualized or small group settings. It is built-in school wide through double dosing and embedded tutorials in the core content areas.

Field Trips, Activities, and Meetings

Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents/guardians will receive advance notice of all such trips. ***Students must have a signed permission slip for the school year on file.*** The form is provided upon receipt of the student handbook. If the parent/guardian desires for their child not to participate in a particular field trip, or if there is a medical condition that the school needs to be aware of, please send a signed and dated note.

Occasionally, parents/guardians may be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents/guardians are encouraged to volunteer, if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. **Children who are not enrolled in the school may not attend field trips or accompany the chaperones.** Parental chaperones are required to have a criminal background check. (See the school secretary for appropriate volunteer forms.)

The student must ride buses or other vehicles furnished by NWPA when involved in school activities; exemptions must be approved by the campus administrator or his/her designee prior to the beginning of the trip.

Activities

Students are encouraged to participate in school programs and activities to include but are not limited to: festivals; programs (i.e. Christmas, Black History Month, Cinco De Mayo, etc.); fundraising events; school competitions; awards programs, commencement programs, and the fall convocation.

Meetings

Parents/guardians are encouraged to participate in parent meetings, seminars, workshops, parent/teacher conferences, etc.

Use of School and Personal Property

Textbooks, Instructional Materials and Equipment

Fines for damaged textbooks will be assessed as follows:

Torn pages – 25% of cost of book

Ink or pencil marks (minor) - \$1.00 per page

Ink or pencil marks (major) – 25% of cost of book

Loose bindings (due to misuse) – 50% of cost of book

Missing pages – 100% of cost of book

Obscenities (drawn or written) – 100% of cost of book

Damages that prevent re-issuing the book – 100% of cost of book

All textbooks are issued to Northwest Preparatory Academy by the State of Texas. The student, under the direction of the teacher, must cover each textbook. As student must return all textbooks to the teacher at the end of the school year, at the end of the course, or when the student withdraws from school. Each student or student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. If a student loses a textbook(s) and fails to return or pay for it, the school shall allow the student to use textbooks at school during the day, but not be assigned a textbook for out of class use.

Fundraising

Students who participate in fundraising will be held accountable for those items, which they volunteer to sell, or the money that will be generated by the sale of those items. Parents/guardians must consent for their child to fundraise by signing the appropriate forms and understand that they are held accountable and responsible for fundraising items and monies.

School Property

Parents/guardians of students who damage school property due to negligence or disobedience will be responsible for paying for the damages, including broken windows, and abuse of property both personal and school.

Computer equipment is the school's property. **Parents/Guardians will be held financially responsible for any damage to equipment caused by that student.** Students are not allowed to make copies of software, invade networks, computer systems or files to alter information therein (viruses or changing data) and bring pirated software into the computer labs or office. Students are not allowed to surf websites or download any information that is: not related to their class assignments or subjects of study, of explicit or pornographic material, in reference to lyrics of songs, or not conducive to the school's educational environment. Any student found in violation will be discipline

Computer Use/Internet Access

All students will be permitted to use the school's computers and/or allowed to access the Internet for instructional and research purposes. All student computer use shall be in accordance with the School the following specific computer usage rules, school policy and teacher directives. Inappropriate use or abuse of school computers and/or the Internet will result in denial or restriction of the privilege to use the computers and possible further disciplinary action in accordance with the Code of Student Conduct.

1. Students are prohibited from erasing, renaming, or making unusable anyone else's computer files, programs or disks.
2. Students are prohibited from using someone else's password or e-mail account.
3. Students may not use the computers to make purchases of any kind or to advertise any products for purchase or sale.
4. Students may not use the computers for any unlawful purpose such as illegal copying, plagiarizing, or illegal installation of software.
5. Students are prohibited from writing or otherwise attempting to introduce any computer code designed to self-replicate, damage or hinders the performance of the computer's memory or filing system (i.e., introduction of a computer virus, "spamming" the e-mail system, etc.)

6. Students are prohibited from using the computer to annoy or harass others with inappropriate language, images or threats.
7. Students are prohibited from accessing any Internet sites containing obscenities or sexually explicit materials.
8. Students are prohibited from assembling or disassembling computers, computer networks, printers, or other computer equipment except as part of a class assignment or with permission of a classroom teacher.
9. Students are prohibited from removing any software, hardware or computer technology from the School without express permission of the campus principal. Parents/guardians and students will be given a copy of The Use of Computers, the Internet and Electronic Mail Permission Form and the Parent Permission Form and User Agreement to complete and return.

Electronics

TV's, listening devices, toys, games, beepers (pagers), mobile telephones, iPods, PSP's, game boy systems, etc. are not permitted on school property or while attending a school related activity on or off school property. The school has the right to confiscate any prohibited devices. Students in violation are subject to discipline. **The device may be returned to the owner or the student's parent/guardian provided a conference is scheduled to discuss the matter and a \$25.00 fee is paid.**

Cellular Telephones

Cellular telephones must be on the off position and may not be visible while on campus. The school has the right to confiscate any prohibited devices. Students in violation are subject to discipline. **Phones confiscated as a result of the above actions are subject to a \$25.00 return fee to be paid upon return and after a conference with the parent/guardian.** Sexing (the exchange of sexually explicit pictures via text messaging) is strictly prohibited and may be grounds for suspension and/or expulsion.

Money and Other Valuable Property

Students are encouraged to leave large amounts of money and other valuable property at home. The school assumes no responsibility for the loss or theft of such articles.

Lost and Found

Students shall be responsible for their own personal belongings while at school. They often misplace articles of clothing, books, and other personal property. When such items are found, they are turned into the school's office. A child may claim lost items in the school's office. The school is not responsible for misplaced or lost items. Please help your child understand that they are responsible for keeping up with their own belongings. **All personal items should be labeled with your child's name.** Every possible effort will be made to return lost items to the owners. Students are discouraged from wearing or bringing expensive items of clothing (coats, jackets, designer tennis shoes), jewelry, or watches to school. The school shall NOT be responsible for any personal items that are lost, damaged or stolen at school or at school-related activities.

Messages

Parents/guardians are encouraged to make the day's plans with their child before he/she leaves for school. In the event a situation arises where a message needs to be delivered to a student, the parent/guardian is asked to contact the office personnel. Please be sure the message is one of critical importance.

Telephone Usage

Students are not allowed out of class to come to the telephone during the school day except in the case of **extreme emergencies**. Students are not allowed to use the school telephones without obtaining permission from an administrator or designee. The administrator will give the permission based on the emergency status of the call to be made.

Restricted Areas

Students are not allowed in the administrative offices, teacher's lounge, kitchen area, or computer labs without adult supervision or permission.

Students should not loiter, go through or touch anything in the classrooms, administrative offices, teacher's lounge and kitchen area or computer labs without proper authorization or permission. If, for any reason, a student must leave the classroom to go to another area of the campus, they are to conduct themselves in a courteous manner.

Hallway Procedures

Hall Conduct

When students are changing classes, they are expected to change classes in an orderly and quiet manner by staying to the right in the hall and going directly to their destination. There should be no shouting, running, whistling, loud talking, or boisterous conduct at any time. Displays of affection are not permitted.

Hall Pass

The student must have permission from their teacher and obtain a pass any time they are not in class during classroom instructional time.

Arrival and Departure

Parents/guardians should drop off and pick up car riders at the front of the school on Charles Street. Students who walk will be dismissed from the front of the school's entrance. Bus riders will be dismissed from the rear of the school in the faculty/staff parking lot.

Certain faculty and staff members will greet students in the morning and dismiss the children in the afternoon, ensuring that each student exits the campus in a safe and orderly fashion. Parents/guardians, who want their children to walk home, ride public transportation, or wait off-campus for pick-up must provide a signed written statement before a child will be released.

Special Education Services

Northwest Preparatory Academy serves students who qualify for services with one or more of the following disabilities: auditory impairment (including deafness), autism, deaf-blindness, emotional

disturbance, specific learning disability, mental retardation, multiple disabilities, non-categorical early childhood, other health impairment, orthopedic impairment, speech or language impairment, traumatic brain injury, and visual impairment (including blindness).

The Admission, Review and Dismissal Committee (ARD) develops an individual education program for each student and determines the instructional arrangement under which each student receives special education services and related services. A variety of instructional arrangements and settings are provided along a continuum from the least restrictive environment. The ARD, when placing a student in special education, considers all available options in the process of determining the appropriate instructional setting for the student. Consideration of placement should begin with general education as the least restrictive environment and should carefully justify movement along the continuum toward more restrictive settings. Instructional arrangements range from mainstream/inclusion, resource, self-contained, including autistic class, life skills class and regional day school program for the deaf (RDSPD) class, preschool program for students with disabilities (PPCDE), homebound, and speech therapy.

A referral for a Full and Individual Educational Evaluation may be initiated by school personnel, the student's parents or legal guardian or another person involved in the educational care of the student. Prior to referral, students experiencing difficulty in general education should be considered for all support services available to students. The campus Intervention Assistance Team (IAT) should convene to consider possible educational alternatives, interventions, strategies and accommodations for the student. If the student continues to experience difficulty in general education after the provision of interventions, the student may be referred for a full and individual evaluation.

Options and Requirements For Providing Assistance To Students Who Have Learning Difficulties, Or Who Need Or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the school's system for support services. This system links students to a variety of support services, including instructional modifications and accommodations and if needed, referral for a special education evaluation. Students having difficulty in the regular classroom will be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to refer a student for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The school must complete the evaluation and the report within 60 calendar days of the date of the school receives the written consent. The school must give a copy of the report to the parent.

If the school determines that the evaluation is not needed, the school will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the school. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

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

Contact Person: Kimberly Cushingberry
Phone Number: (713) 674-1038

Campus Safety



Drills and Evacuations

Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis.

Fire Drill

The school will have several fire drills throughout the school year. At the sound of the fire alarm, students are to stand and march out of the building in an orderly manner. Students must walk in line accompanied by their teacher. They are expected to refrain from talking, pushing, or running. Fire drill procedures are posted throughout the buildings.

Disaster Drill

A disaster drill will be held at least once each year. Students should proceed (as above) to a designated place and assume a crouching position with their heads protected.

School Closing

From time to time, inclement weather makes it necessary to close schools. When weather conditions threaten such action, stay tuned to any of the following media stations for information about NWPA.

RADIO: KMJQ, 102 FM
 KPRC, 740 AM
 KPRC, 950 AM
 KLAT, 1010 AM (Hispanic)

TELEVISION: KPRC, Channel 2
 KHOU, Channel 11
 KTRK, Channel 13
 KRIV, Channel 26
 KXLN, Channel 45 (Hispanic)

An announcement will also be recorded on the Corporate Office's switchboard, (713) 688-3649 (weather permitting). Messages will be sent via the School's Text Line.

The administration does follow standard operating procedures when determining whether or not to close schools. During high-risk situations such as sleet, snow, icy streets and floods, members of the

administrative staff and the Superintendent will begin checking the streets in the school's vicinity during the early hours (approximately 3 a.m.). After evaluating all of the reports and listening to weather updates, the superintendent will then make the decision by 5 a.m. either to open or close schools. The media is immediately advised of Northwest Preparatory Academy Charter School's decision.

If schools do open and weather conditions worsen during the course of the day, schools will not be closed early since the vast majority of Northwest Preparatory Academy Charter School's students come from households where both parents/guardians work. In such cases, students are much safer at school where they will be supervised until it's time to go home.

Whenever road conditions allow for the buses to run safely, drivers will deliver students to the established stops. If buses cannot enter a subdivision because of road conditions, parents/guardians may meet the bus at the main roads and escort their children home.

If weather conditions make all roads impassable, the students will remain in the schools and will be supervised, kept warm, dry and fed until they can be transported home, or until their parents/guardians come for them.

Parents/Guardians may pick up their children at any time during a bad weather situation.

Transportation Safety

Proper Bus Riding Behavior – Expectation Physically Dangerous Behavior

1. Students should not touch other students for any reason.
2. Students should not engage in horseplay or roughhousing.
3. Acts of violence against another student should not occur.
4. Physical intimidation against another should not occur.
5. Student should never put anything out of the windows.
6. No food or drinks on the bus.

Derogatory Comments towards Others

1. Derogatory comments toward others in any way are not allowed.
2. Name-calling is not allowed.
3. Laughing at the expense of others is not allowed.
4. Imitating others students in a negative way is not allowed.
5. Asking other students to join in any of the above activities is not allowed.

Illegal Acts

1. Acts of theft, vandalism, or use of illegal substances may result in the immediate removal of a student from riding the bus for the remainder of the school year.
2. Any behavior that disrupts other driver's will result in the immediate activation of the steps of consequence.

Students need to take care of three general parts of their body while riding the school bus.

1. Mouth – Do not talk at a noise level that is distracting to the bus driver or use bad language on the bus.
2. Hands and Feet – Keep hands and feet to yourself. Do not push, hit, kick or throw things. Hands and/or feet must never be put out the window.
3. Bottom – Stay in your seat. Turning around or kneeling in your seat, or standing is not allowed.

Termination of School Bus Privileges

In the event a student(s) violates a bus rule, the following consequences will be imposed (For student(s) with disabilities, disciplinary procedures for bus behavior will also comply with all applicable federal and state laws and will follow the procedures outlined in the Northwest Preparatory Academy Department of Education Special Education Manual.):

- 1st offense: Warning; telephone call to parent and a copy of the bus drivers disciplinary report will be sent home and placed in student file.
- 2nd offense: Suspension of bus riding privileges ranging from 1 – 10 days. Parent/Guardian will be notified from the school and a copy of the bus drivers disciplinary report will be sent home and placed in student file.
- 3rd offense: Suspension of bus riding privileges for the remainder of the calendar school year.

Riding the bus is a privilege. The bus drivers report can cause suspension of any student(s) from riding the bus. Northwest Preparatory Academy, reserves the right to suspend bus riding privileges at any time in the case of severe misbehavior.

Campus Security

Visitors (Parents/Guardians and Friends)-Parents/guardians are always welcome on Northwest Preparatory Academy Charter School Campuses. In order to ensure a safe and secure learning environment, it is imperative that all visitors go to the office upon their arrival to the building, sign in and get a visitors pass. **A picture ID may be requested.**

Classroom Visitors (Parents/Guardians and Friends)

All visits to a classroom or with teachers must be scheduled through the office. ***Please do not walk into classrooms.*** Teachers cannot take time away from their students to visit with the parents/guardians during class time. Conferences must be conducted during the teacher's conference period. Arrangements must be made with the office **at least one day** in advance. The Administration may request identification from any person on school property and may ask person(s) not having legitimate business to leave. Students are not permitted to bring friends or visitors to school. Faculty and staff are instructed to immediately escort anyone, not having a visitor's pass, to the office for identification.

Trespassers on School Grounds

An unauthorized person on school grounds will be asked to leave. The Main Office must be immediately notified of any unauthorized persons who refuse to leave. Such unauthorized persons shall be subject to removal by law enforcement authorities.

Cooperation with Law Enforcement Agencies and Children's Protective Services

If an officer comes to arrest a student and has a warrant or a summons for that purpose, it is the duty of school personnel to comply with the orders of the court or upon administrative request. Otherwise, law officers wishing to question students on the school premises will be requested to wait until school personnel can notify the parent prior to any interrogation. School personnel shall not require a student to answer an officer's questions.

If a representative of Children's Protective Services comes to the school to visit with a student or to remove that student for protective purposes, the school personnel will comply with the request upon the presentation of appropriate paperwork and credentials.

Solicitation

Solicitation of any student, parent, faculty or staff member on school property by outside vendors/sales people, except those authorized by the Administration, is strictly prohibited.

Resolving Problems

The key to settling any problem is clear and honest communication. In the event of misunderstandings and disagreement, it is very important to adhere to the procedures and reporting structures that Northwest Preparatory Academy Charter has in place.

If there are issues that affect your child, schedule an appointment to meet with the teacher and discuss the matter calmly and openly. If that does not resolve the problem to your satisfaction or if your concern is with something that involves the whole school, take the issue directly to the Campus administrator. In the unlikely event that the issue is not resolved, contact the Campus administrator. If consultation with the Campus administrator does not resolve the concern, schedule a meeting with the Superintendent. If the problem is resolved, the parent/guardian has the right to request to be included on the agenda for the next scheduled school board meeting.

Food and Nutrition Policies



Nutritional Services

The goal of the Northwest Preparatory Academy Child Nutrition Services department is to provide balanced, nutritious meals at a minimum cost to all Northwest Preparatory Academy students and staff. The department provides breakfast and lunch for all students. Special event food requests are handled by the Child Nutrition Services department.

MEAL PRICES

Meal prices and ala carte prices are published each year in schools.

MEAL SERVICE ACCOUNTABILITY SYSTEM

1. Upon enrollment, all students will be fingerprinted. This fingerprint is used to track the meals that students eat on a daily basis.
2. At mealtime, a student's fingerprint is scanned into the data management system. When the student's account is accessed, the system will determine if there is enough money in the account to pay for the meal and the transaction will be processed.
3. Students eligible for free meals will be provided with a meal at no charge.
4. By using a fingerprint, the anonymity of children receiving free or reduced-priced meals is assured.
5. Money in a student's meal account may be used to purchase Ala Carte items.
 - A. Refunds from student meal accounts are available only upon written/guardian request. Small refunds up to \$10.00 will be issued at the school site. Large refunds will be issued by the school's Corporate Office. Allow at least two day's notice for large refunds.
 - B. If you have any questions concerning your child's meal account, please contact your child's school cafeteria.

Free and Reduced Meals

Free and reduced-price meals are available to students from families who meet established federal income guidelines. **Families must complete a new application each school year.** Applications are

distributed to all students at the beginning of each school year. Applications are available all year in the school's office. Parents/guardians must promptly notify the Nutritional Services Representative of any changes in income and/or family size.

State and Federal Regulations

Student access to competitive foods and foods of minimum nutritional value is controlled by state and federal regulations. All campuses must be in compliance with current regulations.

Cafeteria Behavior

- Do not run to get in line or cut the line.
- Have your money ready.
- Talk at the conversational level and directed.
- Sit with classmates at assigned tables.
- Remain seated during lunch.
- Clean up your own area.
- Do not leave the cafeteria without permission.
- Use the water fountain and restroom facilities at the designated time.
- Leave when dismissed by your teacher.
- Use good table manners.
- Treat cafeteria staff with respect.

Birthday Parties

Birthday Parties will not be allowed during school hours.

Nutrition Payments

The Nutrition and Food Service Department will continue to use the NUTRIKIDS® POS System. It is a computerized Point of Sale (POS) system. It helps to increase the level of service and provide accurate school meal accounts.

For the first few days after the start our lunch line may be slower, but as the students familiarize themselves with the system, the lines should move much quicker than before. Breakfast service will be included and processed on this system as well.

Students will use their finger to be identified.

If your child has qualified for free or reduced meal prices, this information is noted in the system, and the meal will be processed just as it is for all other students without any special indication to the students.

If you are concerned about a food allergy that your son/daughter has, please notify the cafeteria with this information. If indicated, a warning will appear on the cashiers' screen for a review of the items on the student's tray.

Question: What will stop the student from purchasing more than the parent allows?

Answer: If this is a problem with your child, simply notify us in writing with your limitations, and we will enter it into the system.

We are also excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called MySchoolBucks.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends. Cash prepayments are still accepted.

Also, with MySchoolBucks.com, parents will have the ability to print out a copy of their child's food purchase history report. This history report will show you all dates and times that your child has purchased a breakfast and or lunch within the past thirty days.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed. The convenience fee is \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. Northwest Preparatory Academy does not profit from the use of this site.

Registering for MySchoolBucks.com

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting my office.
- Go to www.Myschoolbucks.com. You may also find this link on the school's website.
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

Parental Involvement

NCLB Title I Parental Involvement Policy



A major goal of the Northwest Preparatory Academy Title I, Part A program is to “develop strong partnerships and commitments between school and home.” Parents and schools working together increase the student’s achievement and encourage the development of positive attitudes about self and school. The intent of this policy is to result in consciously doing those things already in practice in a more efficient, consistent and effective manner as well as generating new ways of strengthening the partnership. The following statements are means of developing strong partnerships between home, school, and community:

- An annual meeting of parents, community members, teachers and principals from each campus will be held by the end of October to discuss new Title I guidelines, distribute copies of policy and give parents an opportunity to become more involved with the development of the school policy and revisions as needed. For the parents’ convenience, this meeting will be held at different times and locations (if necessary). If an interpreter is needed, one will be provided when possible.
- Each campus will distribute a School-Parent Compact (developed by students, parents of participating students, and designated staff members) to all students.
- Each campus will provide in-service training for staff and parents, and make available resources within its means. Provisions for parents lacking literacy skills or English proficiency will be made, as much as possible, through literacy classes and translators.
- At the request of parents, the school will provide opportunities for regular meetings for the parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Teachers will provide progress reports and arrange conferences concerning students’ progress as needed throughout the year.

- Each campus will provide the parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading when such reports are made available to the campus.
- Parents will be informed of the school's curriculum, the forms of academic assessment used to measure student's progress, and the proficiency levels students are expected to meet in the student handbook.
- The campus will communicate via written correspondence to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.
- Parents will be encouraged, formally and informally, to visit schools, volunteer, attend meetings and share in decision making. Parents are encouraged to be involved in the process of school review and school improvement.
- Each campus will present at least two (2) parents workshops a semester.
- Communication with parents will be ongoing and may consist of phone calls, emails, notices, conferences, surveys, home visits and a monthly newsletter; in a language that the parents can understand; informing them of school activities, programs, etc., and community services that are available.
- There will be an annual evaluation held each spring which will include input from teachers, administrators, parents of participating students and community members to determine the effectiveness of the Title I Parental Involvement Program, to assess how much parental involvement has increased, and to identify ways to overcome barriers that hinder parental involvement. The evaluation may consist of surveys, school visits, classroom observations, etc. The Title I Advisory Committee will use these results and revise its policy accordingly.

Title I School -Parent Compact

The vision of the School-Parent Compact is to integrate home and school responsibilities to ensure that every child achieves a quality education. This parent compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

PARENTS' RESPONSIBILITIES We agree to:

- Ensure daily attendance and prompt arrival at school.
- Establish a routine for school days, such as checking completed homework and setting a regular bedtime.

- Encourage and model reading, writing, math, social studies, and science through everyday activities.
- Avidly listen and participate in conversations pertaining to or with our child.
- Monitor the quality and amount of multi-media (i.e., TV, internet, electronic games) viewed.
- Expect appropriate behavior from our child and provide discipline in a supportive environment.
- Be actively involved in school and community functions, such as PTA meetings, parent-teacher conferences, and parent workshops.
- Be responsive to teachers' requests and discuss concerns regarding our child in a responsible manner.
- Communicate positive information regarding teachers, principals and other campus personnel when discussing school with our child.
- Attend school/community sessions that will enable us to help our child at home.
- Model the belief that learning is a life-long process that takes place at school and home.
- Provide accurate emergency contact information (i.e., telephone number, address, e-mail.)

SCHOOL'S RESPONSIBILITIES We agree to:

- Provide a safe and caring learning environment for all children enrolled.
- Follow the curriculum adopted by Northwest Preparatory Academy and provide quality student-centered instruction at all grade levels.
- Take into account strengths and areas needing growth for individual students.
- Keep parents informed of student progress on a regular basis as prescribed in the student handbook.
- Provide translations of written notifications and interpreters at parent conferences, meetings and training sessions for non-English speaking parents as much as possible.
- Hold parent-teacher conferences at the end of each grading period during which this compact will be discussed as it relates to the individual child's achievement.
- Provide the parent with workshops and training sessions in addition to opportunities to volunteer and participate in their child's class, and to observe classroom activities.
- Assign appropriate homework.
- Model the belief that learning is a life-long process that takes place at school and home.

STUDENT'S RESPONSIBILITIES I agree to:

- Attend school daily and arrive on time.
- Bring all necessary books and supplies to class.
- Return completed homework.
- Take responsibility for my own actions.
- Respect myself and others.
- Follow school and classroom rules and directions.
- Accept the belief that learning is a life-long process that takes place at school and home.

Discipline Management



CHAMPS and PAWS

Northwest Preparatory utilizes the CHAMPS: Positive and Proactive Approach by Safe and Civil Schools as its Campus-wide Discipline Management System. The program, developed by Dr. Randy Sprick, purports the use of positive, clearly defined expectations as the basis for garnering appropriate student behavior in various common and specific areas of the school environment. With effective and consistent implementation of the CHAMPS Program suggests that 85-90% of the student population should have behavioral success.

Guidelines for Student Success:

CHAMPS

C: Conversation
H: Help
A: Activity
M: Movement
P: Participation
S: Success

PAWS

P: Participate Actively
A: Act Responsibly
W: Work willingly and wisely
S: Strive for Success

Using the CHAMPS acronyms, students learn expectations for behavior in every school related situation. By teaching expectations, the student has an increased opportunity for success in the school setting.

General Guidelines for Assessing Discipline Management

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case and may include such factors as:

- a. seriousness of the offense
 - b. student's age
 - c. frequency of misconduct
 - d. student's attitude
 - e. potential effect of the misconduct on the school environment
 - f. state law requirements for certain disciplinary consequences
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, NWPA transportation, the school, or any school-related activity and may include persistent misbehavior or Level II or higher misconduct. Persistent shall be defined as more than one instance of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level IV constitutes a finding that the student has engaged in serious misbehavior.

Levels of Offenses

Acts of misconduct are categorized into the following four levels of offenses:

Level I—Violation of Classroom Rules:

- Offenses, which generally occur in the classroom and can be corrected by the teacher.

Level II—Administrative Intervention:

- Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III—Suspension:

- Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or a continuance of repeated Level I, II, or III misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.
- Students who are suspended are not allowed on campus at anytime during the period of suspension.

Level IV—Expulsion for Serious Offenses:

- Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the School's Code of Student Conduct. A finding that a student engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior.
- Students who are expelled are not allowed on campus at anytime.

Staff members will use their professional judgment to determine the most effective way to correct student misconduct. Disciplinary actions apply equally to all students, except as provided under Board Policy related to disabled students.

SEXUAL HARASSMENT/SEXUAL ABUSE

Sexual Harassment by Students

Students shall not engage in sexual harassment toward another student or a School employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual Harassment/Abuse by Employees

School employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

Reports to Lawful Authorities

Any School employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law.

NWPA shall notify the parents/guardians of all students involved in sexual harassment by a student or students when the allegations are not minor. The School shall notify parents/guardians of all incidents of sexual harassment or sexual abuse by an employee. Notice shall include providing the parent/guardian a copy of Board Policy.

Investigations

All reports of sexual harassment that are not minor shall be referred to the Title IX coordinator. Oral complaints shall be reduced to writing to assist in the School's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Protection from Retaliation

The School shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

Procedure for Sexual Harassment Complaints

For purposes of the following complaint process, "days" shall mean calendar days.

Level One:

A student or parent/guardian who has a complaint alleging sexual harassment by another student or other students or sexual harassment or sexual abuse by an employee may request a conference with the campus administrator, a designee. The student may be accompanied by a parent/guardian or other advisor at the initial conference and throughout the complaint process. The initial conference with the student ordinarily shall be held with a person who is the same sex as the student. The conference shall be scheduled and held as soon as possible, but in any event within seven days of receipt of the complaint. At the conference, the persons bringing the complaint shall be informed of the right to file a complaint with the Office of Civil Rights.

The campus administrator or designee shall coordinate an appropriate investigation, which ordinarily shall be completed within seven days of receipt of the complaint. The student or parent/guardian shall be informed if extenuating circumstances delay the investigation.

Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment or sexual abuse to report the matter to the person who is the subject of the complaint.

Level Two:

If the resolution of the complaint at Level One is not to the student's or parent's/guardian's satisfaction, the student or parent/guardian has seven days to request a conference with the Superintendent or a designee, who shall schedule and hold a conference. Prior to or at the conference, the student or parent/guardian shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student's and/or parent's/guardian's signature, and the date of the conference with the campus administrator, designee.

Level Three:

If the resolution of the complaint at Level Two is not to the student's or parent's/guardian's satisfaction, the student may present the complaint to the Board at its next regular meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Announcing a decision in the student's or parent's/guardian's presence constitutes communication of the decision.

Closed Meeting:

The board shall hear complaints alleging sexual harassment by students or sexual harassment or sexual abuse by employees in closed meeting, unless otherwise required by the Open Meetings Act.