

Parent & Student Handbook

2020-2021



E.T.H.O.S.

Excellence.Teamwork.Humor.Ownership.Scholars.

MISSION

Our central and only work is to teach and inspire the mind, body and spirit of our children so that they can rise above the rest and succeed in any academic or cultural setting. Promise Academy is committed to preparing children to excel in the nation's most rigorous schools.

VISION

Our vision for Promise Academy is for all children to be challenged to reach their highest potential through quality work that integrates a balanced curriculum, incorporates technology, and provides opportunities for success. While learning in a safe and challenging atmosphere, students will develop appreciation for diversity and respect for self and others. Our children will be prepared to emerge as lifelong learners and productive contributors to society.

BELIEFS

- All children can learn
- Great teachers = great school
- All children deserve great schools
- Parents want choices
- Hard work + time spent on task = success
- Parents must be involved
- Schools should be accountable

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Executive Director □ Mr. Beazley | Principal □ Dr. Malone | Assistant Principal □ Mrs. Brown

"Promise Academy is committed to preparing children to excel in the nation's most rigorous schools with the sole focus on teaching and inspiring the mind, body and spirit of our children so they can rise above the rest and succeed in any academic or cultural setting."

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“LEARNERS TODAY, LEADERS TOMORROW”

SCHOOL STAFF WILL DISCUSS THE CONTENTS OF THIS HANDBOOK WITH THEIR STUDENTS.

PROMISE ACADEMY RESPECTFULLY REQUESTS PARENTS ALSO REVIEW THE INFORMATION CONTAINED IN THIS HANDBOOK WITH THEIR CHILDREN.

Policies referenced in this handbook are subject to change throughout the school year.

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We are dedicated to making learning fun as well as meaningful with plenty of connections to living. We are dedicated to making school a unique, positive learning environment where students want to escape to, rather than from.

The entire staff at Promise Academy is very excited about this school year, and we are looking forward to providing our students with an educationally challenging school year. This year we will focus on implementing the following curriculum components, which are directly related to teaching mastery of required national/state standards.

CURRICULUM

READING

Core Knowledge Language Arts (CKLA)
Orton Gillingham Phonics

MATHEMATICS

Eureka Math

WRITING

Core Knowledge Language Arts (CKLA)

SCIENCE

Amplify Science

SOCIAL STUDIES

McGraw Hill

INTERVENTION

Leveled Literacy Intervention (LLI)
Read Well
i-Ready
Go Math
Do the Math

TECHNOLOGY

Smart Boards
One to One Student Laptops (3rd-5th)
One to One Tablets (K-2nd)

SOCIAL EMOTIONAL LEARNING

The Toolbox Project

Additionally, we are also able to offer our students Art, Music, Physical Education, and Library during the week to foster a well-rounded environment.

We want to assure you that we will do our best to help your child experience the ultimate academic, social, and emotional growth to be successful in society. We are pleased that you have entrusted your child to our care at Promise Academy. We encourage you to be involved and an active partner in the education of your child. With your cooperation – our partnership will make this an outstanding school year!

COMMUNICATION

Promise Academy believes in constant and consistent communication between every stakeholder involved in our school community. Parents are encouraged to keep a positive line of communication with your child's teachers and

administrators of the school. Teachers and administrators can be reached by email and by phone to address any inquiries and concerns regarding your child and our school. In all fairness, we ask that parents contact teachers first to address any type of questions or concerns regarding your child. We believe in building a culture that will allow problem solving to occur quickly and in a positive manner. In the event parents are not satisfied with the outcome of the conferences and discussions with teachers, then you are more than welcomed to discuss with Mrs. Brown, Assistant Principal. We want to refrain from inappropriate situations, especially in the presence of our children, therefore maintaining the utmost professional environment at all times. Inappropriate language, loud and other negative behavior/actions will result in any or all of the following: immediate removal from the premises, ban from the school, and/or police involvement. Thank you for supporting a positive environment for our students!

CONFERENCES

To help increase the effectiveness of our parent-to-school partnership parent-teacher conferences will be by APPOINTMENT only. Our teachers are excited to discuss the academic and social growth of your student and would like to give each parent the proper undivided attention to maximize the overall conference – thus establishing together additional stronger strategies to ensure the academic and social success of your child!

Conferences can be scheduled directly with the teacher during the teacher's planning period or virtual office hours, before and/or after school. No parent or guardian should try to have an impromptu meeting with the teacher at the beginning or end of the school day.

IMPORTANT Please note:

It is **mandatory** for parents to have a conference with the teacher or Administrator at the close of each report card period. Report cards will not be released to the parent until a virtual conference is held. This conference will consist of reviewing the assessment, class work and homework data and establishing a plan to continue to move your student forward. This is required for the 1st, 2nd, and 3rd report card period. The final fourth quarter report card will be mailed, **only after the first three conference requirements have been fulfilled.**

OBSERVATIONS

Parent observations are not allowed at this time due to the national pandemic. .

VOLUNTEERING

Parents may not volunteer at this time. We will re-examine volunteer opportunities when the National pandemic has been lifted.

REQUESTING QUALIFICATION INFORMATION

It is the right of the parent to request the credentials and qualifications of teachers and paraprofessionals that provide instruction to your child.

Please Note:

Promise Academy's first priority is maximizing effective uninterrupted instructional time without any unnecessary disruptions. Although we honor an open door policy for our parents, we are committed to protecting and maximizing your child's on-task instructional time and will take appropriate measures to do so. Teachers will not be allowed to stop instruction to speak with parents in person or by phone. Thank you in advance for respecting and supporting this important policy and contributing to the academic success of our students! Instruction immediately begins at 7:45 a.m. and will not end until 3:00 p.m.

ARRIVAL AND DISMISSAL

In-Person Instruction:

School **begins** promptly at **7:40 a.m.** and does not end until **3:15 p.m. Monday- Friday.** Students may begin to arrive at Promise Academy as early as 7:40 a.m. If arriving before 7:40 a.m. students will not be allowed to come in the building. At 7:40 a.m. the front door entrance will be available for students to enter. Parents are

not allowed in the building unless coming to the office. Any student arriving **after 8:05** a.m. will automatically be counted as **TARDY**. **Parents or guardians are required to walk students into the office after 8:05 am to sign them in to receive a tardy slip before being escorted to class if your child, no exceptions.**

Breakfast will be served in the classroom from **7:45 – 8:00 am**. Tardies have a negative impact on your child's attendance record and counts against meeting the school's state required attendance record. Please help us minimize and eliminate tardiness.

Dismissal procedures begin approximately at 3:15 p.m. and will last until 3:23 p.m. each day. After dismissal ends students will be sent to After School Care. **Early dismissals are not allowed** during the hours of **2:00 – 3:10**. Student(s) **will not** be allowed to check out during this allotted time. Thank you in advance for supporting and contributing to the success of this policy!

Approximately at 3:23 p.m., all students will be escorted to the designated after school program by grade. Please note the front doors of the school will close as students transition to the aftercare program at 3:15 p.m.. **Any parent that arrives after 3:23 will have to enter through the service entry driveway through the cafeteria doors.** There may be a slight delay in dismissing students to transition. No students will be allowed to leave during this time. Please **DO NOT PARK OR BLOCK THE DRIVEWAY!**

During the hours of 2:30 – 3:30 we ask that parents do not park across the street from the car rider line or anywhere directly in front of the school or school faculty parking lot. This blocks traffic and we have been notified by POLICE OFFICIALS that this is not allowed. If you must park during this designated dismissal time you are allowed to park in the parking lot across the street in front of the playground or on Golden Street. Thank you in advance for helping make our dismissal system safe for our children, teachers and yourselves!

The **DISMISSAL PROCESS** involves parents that will wait patiently in the carline, parents that choose to pick the students up from the building, or day care providers picking students up.

During the dismissal time hallways should be clear of visitors and parents to aid in a smooth and quick dismissal process! It is very important for us to provide our uninterrupted undivided attention on making sure students are directed to the correct dismissal door. Teachers will not be allowed to have conferences or speak with parents during this time. Thank you making sure our staff members are not distracted for any reason during this process.

Transportation

During registration, all families must complete a form to indicate how students will be picked from school each day:

- Parent/family member car
- School bus
- Daycare bus
- Walking with a family member

Students will not be permitted to leave school any other way unless prior **written** notice has been given by the parent. For example, bus riders/day care van riders will be placed on the bus/day care van unless parent notifies the school in writing of other arrangements.

Carline Process

Parents using the carline process should enter the carline from Merton Street, turn right on Matthews then to Bryan Street.

- **Arrival:** As parents wait in the car, Promise Academy staff members will come to each car and take the temperature of each student. If the student's temperature is 100 degrees or below, s/he will be cleared to enter the building. Any student with a higher temperature will not be permitted to enter the building for school that day. Students must enter the building using the front door.
- **Dismissal:** As parents wait in the car, Promise Academy staff members will call students for each car. Students will be allowed to get in the car while observed by staff member for safety. Once your child is safely and securely in the car, we ask that the parents merge carefully and quickly out of the car line. Cars should never be left unattended for any reason. Once in the carline we ask for your patience and respect to make sure this process will not last any longer than 15-20 minutes.

Dropping Off or Picking up from the Building Process

In the event parents choose not to use the carline during the morning or afternoon arrival or dismissal, parents must enter the building using the playground/soccer field side gate ONLY during the allotted time.

- **Dropping Off/Arrival:** A Promise Academy staff member will greet you at the second and third stairwell, take the child's temperature. If the student's temperature is 100 degrees or below, s/he will be cleared to enter the building. Any student with a higher temperature will not be permitted to enter the building for school that day.
- **Picking Up/Dismissal:** A Promise Academy staff member will greet you at the second and third stairwell and call your child to exit the building. Once you receive your child, parents must exit out that same door.

On rainy days, walker doors will be closed. Parents must enter through the front door and wait in the library for students to be called for dismissal. Once you receive your child, please exit through the back library doors.

Day Care Bus Riders

All day care providers must pick students up from Merton Street. Day care providers will be met by a Promise Academy staff member at the back door stairwell. Students will be called to exit the building with the appropriate provider. Please note, if a daycare provider arrives after 3:15 p.m. that provider is required to pick the students up from the aftercare program and must sign the student/students out. No exception. If in the event of early dismissal, it is the parent's responsibility to inform representatives of the day care of pick up times. The daycare must sign the student out of after school care if your child does not leave during early dismissal.*

Please remember after 3:15 p.m. the front doors to the school will officially close. All parents must go to the back service entry cafeteria door after that time. The cafeteria doors will open at 3:20 pm for Aftercare dismissal. To ensure safety and accountability, parents may have a small wait for their child to be dismissed between the end of the car line and Aftercare. No student will be dismissed between Aftercare transition (3:15-3:20 pm).

All cars should be cleared from the carline no later than 2:30 p.m. in order to prepare for the start of dismissal. In the event of meeting with a staff member the parking lot directly across from the soccer field is available.

****Please note that the daycare must be listed for pick up on the after school care release form****

School Bus Riders: General Policies and Information

- Bus monitors will be on the bus for both morning and evening routes.
- Students must stay in the car until his/her temperature has been checked and cleared to enter the bus.
- Parent/Guardian must be at the pickup/drop-off stop until the students temperature has been taken.
- Parent/Guardian must take the student home if they are not cleared to enter the bus and attend school for the day.
- If a parent needs to make a change during the school year due to childcare, address change, or other permanent change, they should contact the school office by sending a written note.
- If students are not riding the bus for the day or an extended amount of time, parents must send a written note to notify the school.
- In the event of an emergency, parents may call the office by 2:00 pm to change your child's bus riding status.

- If your child bus riding status continues to change, 3 or more times per year, your child's riding privileges may be revoked.
- If your child misses or is removed from the bus for any reason; a parent, guardian, or authorized adult must pick up the child from the school campus.
- Bussing will immediately cease in the event the school goes to 100% remote learning.

School Bus Conduct

Prior to loading (on the road and at school)

- Encourage students to use the restroom prior to boarding the bus. The bus will not make restroom stops in route.
- Be on time at the designated bus stop in order to keep the bus on schedule. If your student is brought back to the school more than 2 times due to lack of parental pick-up s/he may be suspended from the bus.
- Refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of the student or to others while waiting for the bus.
- Wait until the bus comes to a complete stop before boarding the bus. Students will line up in an orderly, single file manner and not rush to board the bus.

While on the bus

- All students must wear a mask or face covering when entering the bus. If the student does not have a mask or face covering, the bus monitor will provide a disposable mask for your child.
- Masks or face coverings must stay on while riding the bus.
- Students will sit in assigned seats every day.
- Refrain from loud talking, or creating unnecessary confusion, which may divert the driver's attention and may result in a serious accident.
- Keep head, arms, and hands inside the bus at all times. Yelling or obscene gestures will not be tolerated.
- Treat fixtures on the bus with care.
- Refrain from tampering with the bus or equipment.
- Keep all aisle ways clear of books, packages, coats, or other objects.
- In case of road emergencies, remain in the bus unless directed otherwise by the bus driver.
- Do not throw any objects out of the bus window.
- Remain properly seated while the bus is in motion.
- Remain in assign seat unless directed to move by the driver.
- Do not stand or sit on the bus floor.
- Refrain from fighting, or engaging in the behavior that would endanger the health and safety of self or others.
- Do not consume food or beverages on the bus.
- Obey all instructions from the bus monitor and bus driver.

After leaving the bus

- Students will not be permitted to leave the bus at other than designated bus stop.

Reporting of Student Infractions

- Students are under the direct supervision of the bus driver while riding the bus.
- The bus driver shall be responsible for enforcing and reporting any infractions to the school administration.
- If an emergency exists, the driver shall immediately report the infraction for the action.

Violation Code

- For any student who is in violation of the above mentioned codes, an incident report will be completed to inform the school of the incident.
- Upon review by school administration, parent/guardian will be notified of the incident.
- If the problem persists even after the parents have been notified, that student will have his/her bus privileges suspended for a period of time appropriate to the infraction from one day to two weeks. In the case of repeated misbehavior, a child may be suspended off the bus permanently (note: during this period students are still expected to be at school. Also a conference must be scheduled in order to resume bus privileges.)

ATTENDANCE POLICY

In order to solidify your child's success at Promise Academy daily attendance and timeliness is mandatory as required by state law.

The **instructional day** officially begins at **7:40 a.m. and ends at 3:15 p.m Monday- Friday**. Any child checked out before 3:15 p.m. will result in an early release that will be noted as a tardy on your child's attendance record.

Thank you for contributing and committing to the academic and social success of your child!

PROMISE ACADEMY ATTENDANCE POLICY PROCEDURES*		
Tardies/Early Releases	Absences	Consequences
3	2	Phone call to parent
5	3	Warning letter sent home with child, which MUST be signed and returned & follow-up phone conference
10	5	SART Meeting with parent in person or virtually to complete Attendance Plan
15	7	Warning letter sent home, emailed letter to parents of remote learners, which MUST be signed/e-signed and returned, and follow-up SART Meeting (in-person or virtually) with Assistant Principal.
20	10	Notification to Office of District Attorney of truancy and/or DCS for educational neglect.

*** Please note, we take attendance and academic instruction very seriously and will monitor this policy on a continuous and consistent basis. Therefore, it is very possible parents will hear from a school administrator before the problem reaches the allotted tardies, absences and early releases to prevent further actions to be taken.**

15 TOTAL Absences (excused and unexcused) may result in removal from Promise Academy and/or MANDATORY RETENTION

20 TOTAL Tardies/Early Releases may result in removal from Promise Academy and/or MANDATORY RETENTION

EXCUSED ABSENCES

A written note must be submitted within 2 days of an absence describing the excused absence or the absence will become an unexcused absence. Students cannot make up missed work for unexcused absences.

Student absences shall be excused for the following reasons only:

- (1) Personal illness of the student

- (2) Death or serious illness in the immediate family of the student
- (3) Validated court appearance of the student, subpoena, and/ or legal court summons
- (4) Recognized religious holiday/event
- (5) If a student's parent, custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component is called to federal active duty
- (6) Any other unusual case acceptable to the principal and/or assistant principal.

Absences **MUST** be accompanied by a written notice explaining the reason for the absence from the parent or guardian. Doctor's excuses/court appearances must be directly related to the student.

In the event your child is absent 10 consecutive days, your child will automatically be withdrawn from Promise Academy and referred to the District Attorney's Office of Truancy.

If unexcused absences continue, a Chronic Absence Report will be issued and the Shelby County School Board and the truancy office will be notified. It is important to note, if unexcused absences continue, your child could face losing his/her placement at Promise Academy. Students absent due to out of school suspensions are considered unexcused. **Students will be allowed to make up missed work upon return to classes. All make up work must be returned within 2 days.**

TARDIES & EARLY RELEASES

Tardiness and early checkouts count against perfect attendance. Students must arrive at school no later than 8:05 a.m. Any student arriving **after 8:05** a.m. will automatically be counted as **TARDY**. Our school day begins in the cafeteria and students must be seated in the cafeteria by 7:45 a.m. Students arriving after 8:05 am are **required** to check-in, in the front office **with the parent** to receive a tardy slip before being escorted to class, no exceptions. Tardies have a negative impact on your child's attendance record and counts against meeting the school's state required attendance record. Please help us minimize and eliminate tardiness.

A tardy is excused **ONLY** if the child is coming from the doctor's office or has been ill. A ten or fifteen minute illness is extremely rare. Although the tardy may be excused due to doctor's appointments and/or illness it will still count against your child's and the school's attendance record. Excessive tardies and early releases will result in official written communication, conferences and/or notification to the Office of District Attorney of Truancy.

Early releases are not allowed during the times of 2 :00 p.m. – 3:15 p.m Monday- Friday.

Please note:

Warning letters are sent before students/parents are referred to the truancy office. Your truant file will consist of the print out of the absences/tardies/early releases, warning letters, and school conference outcomes.

Court Ordered Truancy Consequences

In the event of excessive absences, tardies and early releases your situation will be referred to the appropriate truancy office. Results from being referred are as follows:

- Mandatory court appearance
- Court ordered fines that can reach up to \$1,500 based on the number of absences/tardies/early releases
- Court assigned DCS worker monitoring your home
- Court assigned DCS worker requesting attendance reports frequently from the school
- Court ordered jail time based on the severity of each case

These are just a few of the consequences that can occur. Thank you for supporting and valuing your child's educational time!

COVID-19 GUIDELINES

Students should stay at home if ill. This will be reinforced frequently with families. **Masks should be worn every day as much as possible by students, with the exception of individuals who have a medical exemption for masking for behavioral or medical reasons.** If a student with a mask exemption has symptoms suggestive of COVID, a disposable mask will be placed on the student, and the student will be monitored closely and have the mask removed if the student cannot tolerate the mask. Physical distancing of children who cannot wear masks is very important to prevent exposure and will be followed.

Any child or adult with one high-risk or two low risk criteria will be considered a "COVID-like illness" and be isolated in the Chrysalis (sick room) until he or she can leave the building. Any child or adult with only one low-risk is considered less likely to have COVID and will be sent home. These individuals may return to school after 24 hours if they are feeling better and no further symptoms develop. Any sibling of a child identified as having a COVID-like illness will be required to leave the school as well and isolate at home until it is determined if the ill child has COVID. Any child or adult with a known or possible COVID contact and with any one symptom in the high or low risk category should be seen by a physician and should have a COVID test if possible. Parents should notify the Health Department immediately if someone in their household (adults and school aged children) has positive test. The school will also notify the Health Department of a confirmed COVID infection. Names of COVID cases and contacts will not be released to anyone but the Health Department.

Individuals who are identified as contacts of a possible case will be excluded from school until the suspected case is confirmed positive or negative. If the suspected student or teacher has a negative test, then contacts can return to school. The classroom where the exposure took place will be shut down for at least 24 hours for a thorough cleaning. The Health Department may choose to shut the classroom or school for two to five days for cleaning and contracting tracing. If the school remains open, the individuals should be rescreened for symptoms and fever. Children who are not considered contacts (were not within six feet for more than 15 minutes) may be able to stay at school, but contacts will be immediately sent home. Parents must pick up students within one hour of being contacted. If a cluster of classes (**two or more cases sharing a common source**) occurs in a school, or if widespread exposures have occurred as a result of an infected teacher or staff member who spent time in multiple locations in the school, then the school will need to be closed for contact tracing and cleaning. This will be done with consultation with the Health Department.

Symptomatic

Anyone with an illness that is unlikely to be COVID may return to school when symptoms have improved and fever free for 24 hours.

Anyone with a COVID like illness should be assessed by a physician and tested for COVID

- If the test is negative and the person is not a contact of a COVID test, then she or she can return to school when symptoms have improved and fever free for 24 hours.
- If the test is positive, this person must stay at home for a minimum of 10 days and fever free with improving symptoms for 24 hours.

Asymptomatic

Anyone who is a contact of a known case must isolate for 14 days from the date of the potential exposure to COVID.

- If this person develops symptoms during this 14-day period, he or she should continue isolation for 10 days beyond the day of onset of symptoms and have improving symptoms for 24 hours and no fever.

- If anyone in the household develops symptoms of COVID during the 14 day isolation period, then the start date of the isolation period resets to the first day of symptoms for that contact and must continue for 10 days after that exposure.

Anyone who has been exposed to a COVID case and is asymptomatic should not be treated.

Physical distancing will be maintained as much as possible, including outdoors. Students will spend as little time as possible in areas where students may be in close proximity to others such as hallways. Staggered times will be utilized to help alleviate congestion in the hallways.

School Supplies & Communal Equipment

Students will not share school supplies. There should be no communal writing or art utensils used that cannot be cleaned between uses. Classes will have dedicated play equipment as much as possible, and these items will be cleaned to the extent possible between uses of different children. Playgrounds will be treated like gyms. Equipment will be cleaned before and after use by a single classroom group or cohort. Physical distancing during outdoor play will be enforced and monitored. Masks may be removed outside if physical distancing can be maintained. Choir will be suspended during this time.

Hand Hygiene & Meals

Students will maintain physical distancing while eating regardless of the location. Students are encouraged to bring their own lunch when possible. School meals will be pre-packaged, grab-and-go meals as much as possible with 6 feet of physical distancing when waiting in line. Students can eat in the cafeteria, classrooms, outside as long as physical distancing is maintained and monitored. Snack breaks will be taken in the classroom. Students will wash or sanitize hands before touching food after removing their masks and again after replacing their masks.

Restroom Etiquette

Stalls will provide adequate separation in restrooms. Alternate urinals will be used in boys' restrooms and for physical distancing. Only as many children as there are stalls (or alternating urinals) will be allowed in the restroom at any time. Students will sanitize their hands when leaving the classroom and wash hands with **soap and water** after using the restroom and **sanitize** hands when re-entering the classroom. Students will only use sinks that are 6 feet apart (alternating faucets).

Water Fountains and Water Bottles

All students participating in in-person traditional learning will receive a water bottle. These bottles may be filled daily with water only. Water fountains will be closed and unavailable for use. The school will provide a water filling station to refill bottles. Students will be allowed to drink the water throughout the day during designated times and during lunch according to classroom guidelines and teacher instructions. Students may not share the water with their peers nor fill the bottle with any other beverages.

**These guidelines were written by Le Bonheur Children's Hospital and the University of Tennessee Health Science Center (UTHSC) have developed guidance to provide school leaders regarding reopening schools and to parents educating their children virtually during the COVID-19 pandemic.*

STUDENT RELEASE FORM

The safety of your child is one of our first priorities! All parents/guardians are required to complete the Promise Academy "Student Release Form." This form allows you to authorize family members/friends to pick up your child(ren) from school. It is extremely important that you list contact information for each authorized person. **We will not be allowed to release your child(ren) to individuals who are not listed on the Student Release Form.**

In the event you ask someone not listed on your authorized list to pick your child up a **written notice or a phone call** would be required prior to the day's dismissal. Proper identification (state or federal issued ID) will be required. Our administrative staff may call to verify this request. Otherwise, please understand that your child will not be released until these important safety requirements are met. Thank you for helping to protect our children and supporting our policy!

WITHDRAWALS

If you are moving or withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. **Paperwork will be ready for pick-up within 24 hours.** This will give ample time to complete necessary paperwork, and schedule an **exit interview with the Assistant Principal.** Please note that all fees/fines must be paid in full for any type of record release.

TELEPHONE/ADDRESS CHANGES

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. It is important that our records be kept up to date in case your child becomes ill or injured.

STUDENT VERIFICATION FORMS

A student verification form request will require a minimum 48-hour turn around period. This will allow our administrative team enough time to properly document and verify your child's enrollment, absences and tardies during the requested time period.

PAYMENTS

Payments to the school may be made in **CASH, CASHIER'S CHECK, MONEY ORDER, OR PERSONAL CHECK.** If a check is returned, you will be charged a \$35 fee, and we will no longer be able to accept personal checks from you.

SCHOOL HOURS

The official school hours are 7:45 a.m. to 3:15 p.m. Monday-Friday. Students will be permitted to enter the building through the front doors at 7:45 a.m. Students arriving after 8:05 are automatically tardy and must be signed in at the office by the parents/guardian. If a tardy student bypasses the office, teachers have been instructed to send students back to the office to obtain the appropriate tardy slip.

We cannot allow parents to wait outside their child's room during the dismissal process. It is very distracting and difficult for the teacher to be giving final instructions if the children are watching the parents outside the classroom door. Students will not be dismissed until 3:00 p.m. Monday-Friday. If you need to check your child out before 1:45 p.m., it will be necessary for you to come into the office and sign your child out. We will not release a student to anyone but those listed on your check out procedure sheet. We will not allow a child to leave school during the day unescorted. For your child's safety, please cooperate with us on this procedure.

BEFORE & AFTERCARE PROGRAM

We are proud to be able to offer a before care program to a limited number of students that starts at **6:00 a.m.** and ends at **7:45 a.m.** **This program start date will be determined and will NOT begin at the beginning of the school year.** **Parents will be notified when the program is set to begin.** An adult must walk the student into the building and sign in the child attending Before Care. Children dropped off without an adult signing them in will be dropped from the program. The Before Care Program is engaging and focuses on use of technology, team building, and games.

Entry must be made on the service drive, cafeteria door. Please do not go to the front door for entry, front door entry will not be allowed or available until 7:45 a.m. All students must have their temperature taken and be cleared to enter the building. Any student with a temperature above 100 degrees will be sent home and not allowed to attend school that day.

Many of our families are in need of activities after the regular school day. In response to that need, the Boys and Girls Club has established an Aftercare Program specifically for our students. Together we have planned a meaningful schedule for our students that provide a number of beneficial after care experiences – some instructional and some fun. Students must be registered in order to participate.

Boys & Girls Club Aftercare is available from **3:15 p.m. – 6:45 p.m.** A healthy snack will be provided to the students as well. All parents must complete an aftercare enrollment form even if you choose not to participate. This will allow for Promise Academy to keep your children in the event of an emergency and you are unable to pick your child up on time.

Parents will be required to come into the school to check their child out from Aftercare. Only the custodial parent/legal guardian or someone designated by the custodial parent/legal guardian will be allowed to pick up the child.

Please note we are a proud uniform school. Our normal discipline, procedures, and policies that apply during the day are also carried over into our before and after care program. Please become familiar with these policies listed within the handbook.

The Boys & Girls Club Aftercare Program closes promptly at **6:45 p.m (Monday-Thursday & 6:00 pm Friday)**. Please be sure and have your child picked up on time. Any parent picking their child up after **6:45 p.m(Mon-Thurs) & 6:00 pm (Fri)**. will incur a **\$1.00** per minute per child late fee. All fees will be charged, collected, and managed by The Boys and Girls Club. Consistent lateness in picking up your child could result in you losing the privilege of utilizing this program.

SCHOOL SUPPLIES

A grade-level supply list will be provided to each family. Please make sure supplies are purchased and ready for the first day of school. Teachers will send home a letter in the Spring informing parents of all supplies that must be replenished. Promise Academy will provide homework/communication folders and a Progress Report Binder for each enrolled student.

HOMEWORK

Homework is a key component of learning. Just as an athlete must practice to reach excellence, so must we practice academic concepts to master, maintain and exceed excellence. All homework MUST be kept in the provided homework folder. We expect parents to go over the assignments with your child each night. Homework is an important continuation of classroom learning. **Homework is given Monday – Thursday**. This is a high academic expectation that contributes to the academic success of your child(ren).

ACADEMICS AND HONORS

Promise Academy proudly recognizes students making ground-breaking academic and attendance achievement marks. We would like for our parents to be aware of the academic/attendance requirements to achieve these prestigious awards.

GRADING SCALE

The following grading scale will be used by Promise Academy.

Academic Grading System

Academics (Kindergarten)

S=100-85	Secure
D=70-84	Developing
B= 69 & Below	Beginning

Criteria for Grading

Assessments	40%
Quizzes/Exit Tickets	10%
Classwork	40%
Homework/Project	10%

Academics (1st-5th Grades)

A	Excellent	93 – 100%
B	Good	85 – 92%
C	Average	75 – 84%
D	Below Average	70 – 74%
F	Failure	0 -69%

Special Subjects Grading System (K-5th)

The following marks indicate your child's interest, attitude, participation and proficiency in special subject areas (Art, Physical Education, Music, and Technology):

- E** – Excellent
- S** – Satisfactory
- N** – Needs Improvement
- U** - Unsatisfactory

Interim Assessments (Grades 2nd-5th)

M = 100-70	Mastery
PM = 69-50	Partial Mastery
NM = 49-0	Non-Mastery

Conduct

- E = Excellent
- S = Satisfactory
- S- = Borderline Satisfactory
- N = Need Improvement
- U = Unsatisfactory

Conduct grades are based on behavior and shall not be deducted from scholastic grades. Similarly, academic performance may not form the basis for conduct grades

Parent Academy

Parents are expected to attend 2 school meetings per quarter per school year: 1 being the virtual Parent/Teacher Data Conference and a virtual school wide meeting. The following scale will be used on the student report card for accountability:

- ME**- Meets Expectations
- NM**- Does Not Meet Expectations

PRINCIPAL'S LIST

Students that make Principal's List both quarters will have the opportunity to go out to lunch at the end of each semester with the Principal. The student must achieve the following:

Academics

- All A's

Conduct

- All E's in content area classes, and
- All E's in Exploratory Classes **or** All E's and one S in the Exploratory Classes

HONOR ROLL

Students that make the HONOR ROLL will participate in the honors reception! The student must achieve the following:

Academics

- A's and/or
- B's

Conduct & Exploratory Classes

- E's and/or
- S's

CITIZENSHIP

Conduct

- All E's

PERFECT ATTENDANCE AWARDS

Promise Academy is devoted to providing your child with the ultimate and most effective instruction possible. In order for our students to reap the benefits of our devotion it is imperative your child attends school regularly!

Students will make perfect attendance lists by meeting the following requirements:

PERFECT ATTENDANCE AWARD

- No tardies
- No early dismissals
- No absences

*** Students that achieve the **PERFECT ATTENDANCE INCLUDING NO TARDIES OR EARLY DISMISSALS** for the ENTIRE SCHOOL YEAR will earn a BIKE! All tabulations for this award will be done via the office records and results are final.

The Awards Program honoring your child will be held every 9 week period in the cafeteria.

Promotion and Retention

Assessment

Regular assessment is important in order to guide the provision of academic services, enhance classroom instructional strategies, and measure student learning and students' progress toward meeting the school's academic achievement standards. Therefore, the network shall employ a comprehensive student assessment system to help ensure that students

remain on course to meet the academic achievement standards of the district and on target to meet the grade level standards recognized by state and federal governments.

Promotion and Retention Decisions

Assessment of the student in the context of the total learning situation and its attendant circumstances should be used to determine what is best for the student. Factors to be considered in deciding what is best for the student should include:

1. current skill level;
2. the student's age;
3. achievement potential;
4. previous performance;
5. evaluative data;
6. chances for success with more difficult material when current skills are inadequate;
7. number of absences;
8. previous retention;
9. maturity level;
10. standardized test results; and
11. what benefits can be accomplished by retention.

Promotion

Promotion shall be based on skill mastery and shall be considered on the basis of what is best for the student in terms of school success

Retention

Retention is used to help students improve their knowledge base by providing an additional year of instruction to address inadequate skills mastery. Retention will be considered on an individual basis. Deficiencies in several of the factors to be considered in deciding what is best for the student that are listed above indicate that retention shall be considered. Retention, however, should not be used as a punitive measure or as a way to hold a student back because of parental wishes when a student's performance does not warrant it or when the school feels retention is inappropriate.

Special Consideration

Special consideration for promotion and/or retention shall be given to students with special academic, social, and emotional needs.

SCHOOL UNIFORM AND DRESS CODE

We are a proud uniform school. Our selected uniform attire reflects an extremely professional appearance, minimize discipline issues, makes us all equals, and more importantly set Promise Academy from others, increase confidence and self-worth. We have a required school uniform for several important reasons:

Uniforms unite us as a community

When you look at a group of students in the Promise Academy uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the Promise Academy uniform; they are agreeing to live up to the school's high expectations.

Uniforms reduce distractions and clothing competition

Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.

Uniforms make us all equal

Whether families have high incomes or low incomes, the students come to school looking the same way. No one is made to feel bad about the clothes they have or don't have.

Uniforms look professional

Students look neat when they arrive to school with shirts tucked into their pants. The students come mentally prepared for school and "dressed for work."

Students may not change out of the Promise Academy uniform at any point during the school day. Students must wear the Promise Academy uniform during physical education.

Please note that purses/small backpacks/fanny packs or the like must not be worn during the school day, and must be kept in the locker. Students MUST keep these items in the locker. The only exception is for hygiene purposes to and from the restroom with prior permission from the teacher. Promise Academy is not responsible for lost or stolen items.

Failure to Comply with Uniform Policy

Infraction 1: Parent called for change of clothes & item received after 10 a.m.

Infraction 2: Parent called for change of clothes, & item received after 10:00 am.

Infraction 3: Virtual Parent Conference

Infraction 4: 1-Day detention

Infraction 5+ will result in additional suspension days and possible withdrawal from Promise Academy. The Uniform Policy infraction is considered as a discipline referral and abides by the Code of Conduct and consequences set forth by Promise Academy.

Please become very familiar with the Uniform Policy Agreement signed in your registration packet and issued during Parent Academy. Please note by sending your child to Promise Academy and/or signing this agreement you agree to make sure your child is in compliance with the mandatory School Uniform Policy. Additional copies are available in the front office and posted throughout the building.

Please note that a courtesy call will be made by 9:00 am, if uniform item is corrected and student receives the uniform item(s) by 10:00 am, no infraction will be noted in his/her file.

CAFETERIA

***At this time all meals will be served in the classroom for safety reasons. When the cafeteria is back in use, the students will observe the guidelines below.

Students are not allowed to bring candy, gum, bottled or can sodas, or other "junk" food to school. If these items are brought to school in the student's lunch, they will be taken and discarded. The one exception to this rule is that a student who brings a lunch from home may include chips as part of the lunch, however hot chips of any kind and takis are not allowed. Students bringing their lunch must bring **snack size items only**.

Breakfast and lunch are provided for your child daily. Please talk to your child about manners and behavior in the cafeteria. Students are expected to act like young ladies and young gentlemen while in the cafeteria. We expect students to use their company manners at all times. Students who break cafeteria rules will be sent to a reflection table to finish eating alone.

Parents may not come and eat with students during lunch.

MEDICINE

Sometimes it is necessary for students to take prescription medicine while at school. **Aspirin, Tylenol, cough drops and other nonprescription items will NOT be given to children during school hours. Students should not bring these**

items to school to take independently nor should they be in the student's personal item (ex. Backpacks or purses) in in their pockets. In the event of accidents only water may be used to treat. Ointments, alcohol, or any type of medicine is not allowed to be administered by any staff members. Medicine MUST be brought immediately to the office. Medicine will not be issued without the proper doctor authorization form. Students should NOT bring any type of medication in their pockets. All medication MUST be dispensed in the office by school personnel.

The parent/guardian must also complete an Authorization for Medication During School Hours Form requesting that the school administer the medication. Forms are available in the school office. Should a dose need to be given, it should be administered between 10:00 a.m. and 1:00 p.m. Please note that medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime. Students with life-threatening conditions (e.g. asthma, severe allergic reactions) may carry their own prescriptions with authorization from the doctor. All students with **Asthma** should have an **Asthma Action Plan** on file in the office. Students may not sell or give away prescription or nonprescription medications. Prescription medications are only appropriate for the person to whom the doctor issued the prescription.

PROMISE ACADEMY VALUES

- Promise Academy is dedicated to providing our students with a well-rounded social, academic and values-filled curriculum instilling permanent life-long morals along the way.
- The official Pledge of Promise Academy is as follows:
 - I promise to do my best today.
 - I promise to listen and follow directions.
 - I promise to think and act responsibly.
 - I promise not to waste this day because it will never come again.

In order to obtain and maintain the Academy's Pledge successfully our students will learn and implement the following values daily:

- ATTENTIVENESS
 - I will look at people when they speak to me.
 - I will ask questions if I do not understand.
 - I will sit or stand up straight.
 - I will not draw attention to myself.
 - I will keep my eyes, ears, hands, feet and mouth from distractions
- RESPECTFULNESS
 - I will obey my authorities immediately.
 - I will have a cheerful attitude.
 - I will complete all that I am expected to do.
 - I will not complain.
 - I will go the "extra mile."
- TRUTHFULNESS
 - I will tell the truth.
 - I will encourage others to tell the truth.
 - I will not cheat or steal.
 - I will admit it when I am wrong.
 - I will not exaggerate to make things seem different than what they are.
- GRATEFULNESS
 - I will show my parents and teachers that I appreciate them.
 - I will write "Thank You" notes.
 - I will take care of my things.
 - I will be content with what I have.
 - I will count my benefits rather than my burdens.
- GENEROSITY

- I will share what I have with others.
- I will recycle.
- I will not expect anything in return for my generosity.
- I will give my time and talents.
- I will praise the good I see in others.
- ORDERLINESS
 - I will pick up after myself.
 - I will keep my work and play areas clean and neat.
 - I will put things back where they belong.
 - I will use things only for their intended purposes.
 - I will return lost things to their rightful owners.
- FORGIVENESS
 - I will be quick to forgive.
 - I will not cover up my own wrongs but will be quick to ask for forgiveness.
 - I will not seek revenge.
 - I will respond kindly to those who hurt me.
 - I will not take up offenses for others.
- SINCERITY
 - I will be all that I can be.
 - I will take responsibility for my own actions.
 - I will respect others' opinions.
 - I will always mean what I say.
 - I will not take advantage of other people.
- VIRTUE
 - I will do what is right and encourage others to do the same.
 - I will guard my eyes, ears, words and thoughts.
 - I will learn to stand alone.
 - I will abstain from anything which might damage or pollute my mind or body.
 - I will treat others as I would want them to treat me.
- RESPONSIBILITY
 - I will follow directions at all times.
 - I will turn in homework daily.
 - I will wear my uniform proudly and properly.
 - I will be responsible for my own learning.
 - I will be responsible for helping my community.

SCHOOL-WIDE RULES

The school rules were developed to provide a positive, productive working environment conducive for learning. It is our responsibility to provide an environment that is safe, secure, and orderly. The following rules will be consistently enforced and monitored throughout the school to meet this Promise Academy goal:

All students are expected to ultimately,
Be Ready, Be Respectful, and Be Responsible!

Practice self control.

- a. Listen and follow directions.
- b. Keep hands, feet, objects, and harmful comments to yourself.
- c. Conduct yourself respectfully and properly in the classroom, hall ways, restroom, cafeteria and assemblies. (Raise your hand to speak, do not talk while others are talking, use inside voice, etc.)
- d. Use walking feet.
- e. Use inside voice.

We have established quiet zones known as **ZONE ZERO** throughout the school. There are several signs you will see throughout the building hallways and restrooms. There should not be any noise in the designated quiet zones.

Hallway Conduct

All students are expected to walk *quietly* on the *right side* of the hallways and stairways in a *straight line*. We must respect other teacher's right to uninterrupted instruction, minimize distractions and maximize our students' learning experiences whenever possible. Parents please help the school administration and teachers emphasize this expectation with your child.

Restroom Conduct

The restroom has also been designated as a **ZERO ZONE**. Students will quietly enter *empty stalls only* in the restroom. If all stalls are in use, students should wait patiently outside the restroom with their class until a stall becomes available. Students will keep their areas clean and respect the school property. **Pencils, pens, crayons and other items that may leave marks or cause damage are not allowed in the restroom.** Again, parents please help the school administration and teachers emphasize this important expectation.

Cafeteria Conduct

All students are expected to enter the cafeteria quietly in a straight line. Students will sit next to the opposite gender using their "restaurant" voice when speaking. To help control the noise level students will be allowed to speak with the student to the left and the right of them only. For safety reasons, we ask that students do not share food. Parents, we ask that you help support our cafeteria rules by going over and emphasizing this expectation.

DISCIPLINE

Good discipline within a school is necessary to insure a proper learning environment. It is the responsibility of parents, the Promise Academy Board, the administrative staff, and school personnel to take the measures necessary to provide the proper atmosphere for the instruction of students. Developing citizenship is one of the major functions of education. Principals, teachers, and educational assistants are charged with the responsibility of using any board policies or procedures necessary to provide a positive atmosphere for learning.

PROMISE ACADEMY DISCIPLINE POLICY

- The sole purpose of establishing an appropriate code of conduct is to maximize our students' instructional time, minimize negative behavior, increase and recognize positive behavior, while at the same time empower our teachers with enough authority to immediately, and in some cases, strategically, dissolve unnecessary discipline issues.
- This plan is wholeheartedly monitored and supported by the administrative staff and discipline committee of Promise Academy and can and will be adjusted as needed to insure the success and effectiveness.
- All teachers will have a classroom management system about expectations, procedures, rules, consequences, etc. on file and will abide by this system continuously and consistently. Teachers will adjust the classroom management system as needed to maximize the success of minimizing discipline issues and increasing invaluable instruction time.
- The discipline committee has developed an appropriate discipline level system to aid in minimizing inappropriate negative behavior and maximizing instructional time, thus leading to a more positive, working environment conducive to learning.
- Consequences have been established based on the needs of individual classrooms. The responsibility levels have also been established. This policy is a collective, collaborative effort between school administrators, teachers, parents, and the community.

- Based on the severity levels of offenses, the parents/guardians may be automatically required to meet with the administrative team and/or discipline committee to establish an appropriate, effective plan of action for the student.
- It is important to note, Promise Academy will in no shape or form participate in the use of any type of corporal punishment. Corporal punishment can be defined as the physical punishment of a student including the use of unreasonable or unnecessary physical force or physical contact made with the intent to cause harm or cause pain.

Code of Conduct (Offenses and Penalties by Category)

The infractions of school discipline in Promise Academy listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all inclusive. For infractions not specifically listed below, the school principal shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

Category A – State Zero Tolerance Offenses

1. Aggravated assault resulting in serious bodily injury upon any teacher, principal, administrator, or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;
3. Unauthorized possession of a firearm on school property or at a school-sponsored activity.

Penalty for Category A Offenses:

- Expulsion/Suspension for 180 days

Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Executive Director.

Category B

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;
2. Being under the influence of and/or evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony and the student's continued presence in school poses a danger to person or property or disrupts the educational;
4. Issuance of a criminal complaint charging a student with a violent felony or issuance of a violent felony delinquency complaint against a student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. (*Out of school suspension is not permitted for this offense. Remand or expulsion is required);
5. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
6. Being under the influence of and/or evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization;
7. Possession, use or distribution of counterfeit money on school property or at any school-sponsored activity;
8. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee;
9. Continuous and/or severe Category C Offenses.

Penalty for Category B Offenses:

- Out-of School Suspension or
- Expulsion (11-180 days)

When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the executive director or the Disciplinary Hearing Authority.

Category C

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
2. False accusations against school personnel;
3. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;
4. Smoking and/or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event;
5. Gang activities - any gang related activity not specified in Category B;
6. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity;
7. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;
8. Stealing or misappropriation of school or personal property (regardless of intent to return);
9. Immoral or disreputable conduct;
10. Continuous and/or severe Category D Offenses.

Penalty for Category C Offenses:

- In-School Suspension or
- Out-of School Suspension

When appropriate, notification will be made to law enforcement authorities.

Category D

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;
6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. Bullying, intimidation, and harassment;
10. Refusal to produce an object identified by metal detectors;
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B or C;
12. Continuous and/or severe Category E Offenses.

Penalty for Category D Offenses:

- Parent-Dean of Students Conference; or
- Parent- Asst. Principal or Principal Conference; or
- After School Detention; or
- In-School Suspension; or

- Out-of-School Suspension

Category E

1. Habitual and/or excessive tardiness;
2. Class cutting;
3. Intentional disturbance of class, cafeteria or school activities;
4. Leaving school grounds without permission;
5. Being in an unauthorized area without permission;
6. Tampering with grades or report cards;
7. Possession of lighters or matches;
8. Possession of and access to beepers, cellular phones or other electronic communication devices during school hours without written permission of the principal;
9. Inciting, advising or counseling others to engage in any acts in Category D;
10. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

Penalty for Category E Offenses:

- Parent-Dean of Students Conference; or
- Parent-Principal Conference; or
- After School Detention; or
- In-School Suspension

* Subject to change based on new discipline issues developing.

Reporting Procedures

Mandatory reportable criminal offenses shall be reported in accordance with state law. The principal shall consult with SCS S.E.E.D. Office when determining whether local law enforcement should be contacted regarding any violation of the Code of Conduct that does not require mandatory reporting to law enforcement or other agency. For reporting discrimination and sexual harassment, any student or parent/legal guardian who believes s/he is experiencing student-to-student discrimination or sexual harassment shall report such circumstances to a teacher, counselor, or principal immediately. If the report is made to a teacher or counselor, s/he must notify the principal immediately.

Special Education Considerations

Students who also qualify for special education services determined to have violated this policy may be suspended, expelled, or remanded or otherwise disciplined only in accordance with special education laws and policies. For zero tolerance offenses, remand of a student who qualifies for special education services must be based on recommendation of the IEP team and the student must have a manifestation meeting prior to remand or exclusion from school for over ten (10) days.

Unless a disciplinary infraction is the direct result of a student's disability, the student will be disciplined in the same manner as a nondisabled student. The district, parent/guardian, and relevant members of the IEP team shall review all relevant information to determine:

- a. if the conduct was a direct result of the district's failure to implement the IEP; and/or
- b. if the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability.

Serious safety issues involving weapons, drugs, or inflicting serious bodily injury upon another person while at school, on school premises, or at a school function will result in removal for up to forty-five school days. In cases of expulsions [suspensions longer than ten (10) days], the student must continue to receive educational services.

Regular education students may invoke rights under special education laws under certain conditions, including if the parent has expressed concern in writing to supervisory or administrative personnel of the district, or the student's teacher, that the student is in need of special education and related services.

The school must also contact the education specialist at the Department of Children’s Services if a foster child (with or without an identified disability) has allegedly committed an offense that may result in a suspension of ten (10) or more days or has had a petition filed against him/her by the school or school system.

CORRECTING MISCONDUCT

Student misconduct most often is the result of inappropriate behavior. In such cases all that is necessary is for the child to understand why the behavior was inappropriate and what to do when similar situations are encountered in the future. In some situations, however, it is necessary for a student to receive punishment to reinforce the lesson they have been taught. We will be following a procedure of increasing consequences as students continue to exhibit unacceptable behavior. We will strive to make the punishment fit the problem, depending on the seriousness and frequency of the misconduct. Actions taken by school staff will range from time out and restricted recess time; notes and phone calls to parents; clean up duty; reflection table during lunch; parent conferences; office referral, detention, and suspension. Teachers can make telephone calls to parents from his or her classroom during their planning periods or after school.

Our ultimate goal is to instill positive values and teach our Promise Academy students appropriate positive behavior and choices for all situations. Together, we can make a difference for our children.

Peace Corner

The Peace Corner is a strategy utilized by the School Social Worker and/or Assistant Principal when a student is in need of a brief 15-minute reflective time out for the school. Students will be provided with support in the following ways: calming space, walk about, and/or behavior book discussion. Peace Corner is not a form of discipline, but a measure of student support. Students will only be allowed a maximum of **2** Peace Corner passes per day. Parents will be NOT notified the day of the occurrence.

SUSPENSIONS

The Principal and Assistant Principal may issue a Home Suspension when it is deemed necessary. Parents must clear a home suspension with a virtual conference with the Dean of Students from 8:15 am-8:45 am before the student is allowed to attend classes or their child may be subject to an additional Out of School Suspension, or removal from Promise Academy. Students will be given a Suspension Clearance Pass in order to return to the classroom after the conference has been held. Parents may not drop students off without attending a conference to clear the suspension. **In the event that a student is dropped off without a parent conference, the student will be removed from class. Students will not be allowed to make up any missed assignments due to a parent/guardian not clearing the suspension.**

It is important to remember Promise Academy’s first priority is to educate our students. If a student is suspended that student is missing valuable instructional time that is lost forever. If a situation is serious, or if there have been previous suspensions, the child might not be allowed to return for one or more days. If a situation is serious enough, a suspension could last up to ten (10) days.

In-School Suspension & Detention

In-School Suspension will consist of a 2 hour period with an appropriate work packets prepared by Dean of Students, school community service, exercise, reflection essay, and home reflection that must be signed by a parent/guardian and returned the following day with the Dean of Students and in some cases the Professional School Counselor as well as other appropriate documented activities. Students will not be allowed to make up missed assignments.

Detention will take place on Monday- Friday after school from 3:15-4:15 pm. Students in detention will not be allowed to participate in aftercare activities and must be picked up at 4:15 p.m.

Students must complete a short 10 minute exercise regimen, copy the Responsible Student Essay, a Reflection Letter, and a letter of apology if deemed necessary. All incomplete work **MUST** be turned in the following day with a

parent/guardian's signature.

Out of School Suspension

In the event of having to issue an out-of-school suspension, students will be marked absent. Out-of-school suspensions are considered unexcused absences and assignments may not be made up. No work will sent home by the teacher. Work can be made up upon the return to school. All make-up work should be turned in within 2 days.

HALL PASSES

Students are **NOT** permitted in the hall during class time unless they are accompanied by a teacher or have a hall pass in their possession. Students that have a hall pass must follow the hallway conduct expectations.

ASSEMBLIES

Assemblies have been on hold at this time. All mass assemblies will be held virtually.

FIGHTING/BULLYING

Fighting will not be tolerated for any reason. Promise Academy is a "Fight-Free, Bully-Free School," which means everyone will work together to create an atmosphere where no fights, verbal put-downs or bullying of any kind will be tolerated. The Fight-Free, Bully-Free School mission is, "To teach the youth of today, the future leaders of our nation, appropriate interpersonal behavior skills. The focus is to provide an improved school environment which will enhance the learning process and allow our children the optimum advantage to excel in their academic careers."

Bullying is considered as the repeated use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying can occur at school or through the use of the Internet. If students use the Internet to bully other students at school or home, and the incident evolves during the school day, they will be at the leisure of receiving disciplinary actions. All too often, such play causes someone to get hurt; tempers flare and a real fight results. If a student chooses to fight he/she may be given a Out of School Suspension. If a student continues to get into fights and his/her behavior does not improve, that student could be removed from Promise Academy.

Cell Phones/Smart Watches/Electronic Devices

Cell phones, smart watches, and electronic devices (ex. Ipad, MP3 player, etc.) are not permitted on school campus as they do not enhance learning. These devices are being used by students as a means to cheat on tests; taking inappropriate pictures and video of students and staff for sharing and posting across the internet; threatening and/or bullying other students;

and engaging in an excessive amount of social interaction during instructional time. Therefore all students are banned from possessing any type of phone, smart watch, electronic device, or personal communication device at any time during the school day. For the purpose of this policy, the school day includes the entire day from Before Care until the end of AfterSchool Care. Possession means being found in any article of clothing, purse, book bag, carry bag, or in any location on the school's property. In the event a student has a cell phone, smart watch, personal communication device, and/or electronic device, knowingly or unknowingly, the teacher or staff member will confiscate the item and turn it in to the Dean of Students until the parent is notified and the device is personally picked up at the school by the parent. **A parent or guardian must pick up the item the following Monday from the Dean of Students after the device was taken from student.** Pick-up time is 1:15 pm -2:45 pm.

Promise Academy is not responsible for lost or stolen cell phones or electronic devices. Progressive disciplinary actions will be taken according to the Code of Conduct.

Please note that if the device is confiscated on Monday, it cannot be picked up until the designated time the following Monday.

- **First Violation: Parent conference**

- **Second violation: 2 Days Out of School Suspension**
- **Third Violation: 3-5 Days Out of School Suspension**
- **Subsequent violations will result in long term suspension.**

PARTY POLICY

As we maintain specific guidelines for a structured learning situation, we are most concerned about making learning our priority. We have set the following party policy:

- Birthday celebrations are allowed and will be celebrated **during lunch or afternoon snack time(after 2:15 pm)**. Parents **WILL NOT** be allowed to attend these celebrations. Parents are welcome to send store bought food items to the school for celebrations. Please consult with your child's teacher regarding their instructional schedule.
- We ask that you bring **healthy** store-bought food items, and there must be enough for every child in that classroom. **We are not allowed to serve homemade treats due to health regulations.**

LIFE AND CULTURE FIELD TRIPS

Due to CDC guidelines at this time, no field trips will take place the first semester. Teachers may plan virtual field trips, parents, and all remote learning students will have access to attend.

EMERGENCY WEATHER DISMISSAL

Every student must have a completed Emergency Dismissal Form on file. This form is to be maintained by the classroom teacher. In the event of an early/emergency dismissal, sign out sheets will be distributed to teachers. Any person who signs out a child must be listed on the child's form. Parents of children who go to the Aftercare program or other daycare must supply and have on file an alternative means of getting home in the event of early dismissal.

Emergency Closing-Pandemic

Parents will be notified immediately if there will be changes and if students will need to move to a school-wide remote learning schedule.

**Promise Academy has implemented School Messenger to alert parents regarding school closures, emergencies, etc... Please be sure that all contact information is correct and up-to-date.

FIRE/TORNADO/LOCKDOWN DRILLS

Fire and tornado drills are practiced throughout the school year. Some will be announced and some may be unannounced. These drills are necessary for the safety of the students, staff and faculty. When the alarm is sounded students are to follow directions and procedures for the plan posted in each classroom. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. During the drills, students and other personnel are expected to conduct themselves in an orderly manner. **Parents will not be notified of drills.**

During lockdown drills, parents will not be allowed to enter or exit the building, no early dismissals will be permitted during this time. During fire and tornado drills, parents will have to follow the guidelines for the drills. Students will not be dismissed until the drill has been completed.

MAJOR DISASTER

Should an emergency or disaster situation arise while school is in session, the school has made preparations to respond effectively to such situations. In fact, public schools in Tennessee are built to meet stringent code specifications and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your child/children will be cared for at this school. Our school district has a detailed disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who is listed on the school emergency form that was filled out by parents at the beginning of the school year.
3. Turn your radio or television to stations that provide emergency announcements. If students are to be kept at school, radio stations will be notified or information will be relayed via the school district.
4. Impress upon your child/children the need for them to follow directions of any school personnel in times of an emergency.
5. In the case of a bomb threat or any major threat that cause the entire student body to be in harms way while on school property, the Hollywood Community Center will be used as a safe place pick up station.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concerns during emergencies.

SEARCHES

Cubbies and other storage areas, containers, and packages brought into school by students or visitors are subject to search by authorized personnel.

WEAPONS

Felony state law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed \$3,000 for carrying weapons on school property.

LICE, RINGWORM, SCABIES, AND PINK-EYE

Lice, ringworm, scabies, pink-eye, and hand, foot, mouth disease can occur in the best and cleanest of families. When a child is sent home with any of the above conditions, the child must come to the office before returning to class. While these conditions are not life threatening, we must be aggressive in dealing with the problem. Notices will be sent home with the rest of the children in the class along with information from the Health Department to alert other families to be on the lookout for possible problems. A doctor's permit to return to school must be sent with your child in order to return to class.

PROMISE ACADEMY PROVIDES A DISCRIMINATION & DRUG FREE SCHOOL

Race, color, religion, sex, national origin – Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in all programs and activities. The primary focus is services to students. Title VI also covers employment practices.

Title IX of the Education Amendments of 1972 prohibits discrimination in educational programs or activities on the basis of sex. This applies to employment practices and to student admission, assignment and treatment. Sexual harassment is covered under Title IX as well as under Title VII of the 1964 Civil Rights Act, as amended.

Promise Academy prides itself in providing a safe and drug-free school.

DISABILITIES ACT

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disability in student admission, treatment, or in access to programs and activities. Section 504 includes building accessibility. It also prohibits employment discrimination in any program or activity on the basis of disability. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardships. Accessibility to building transportation and services is mandated.

Requests, complaints or grievances concerning discrimination covered by these laws are to be submitted in writing.

Students – First level of request/compliance/grievance is to the principal of the school. If there is no resolution or if the problem/complaint is with the principal, then proceed to the Promise Academy Executive Director, then the Board of Directors.

EQUAL OPPORTUNITY IN ALL PROGRAMS

An employee who has a request/complaint/grievance should first communicate it to the principal. If the problem/complaint cannot be resolved or is with the principal, then proceed to the Promise Academy Board of Directors.

In compliance with regulations enforced by the Office for Civil Rights of the U.S. Department of Education, Promise Academy does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.

MILITARY RECRUITERS

Parents have the right to request in writing that their child's name, address and telephone number not be released to a military recruiter without prior written consent. This request shall be presented to the school principal at the beginning of each school year.

VISITORS

At this time visitors will have limited access to the building. All visitors must come to the office, temperatures will be checked. No parent or visitor will be allowed in the classroom unless in the event of an emergency.

CHILD CUSTODY/PARENTAL ACCESS

Promise Academy requires students to be enrolled in and registered for school by their custodial parent or legal guardian or a person who provides the school with written permission from the custodial parent/legal guardian to register the student. Unless a Tennessee court specifies otherwise, the custodial parent or legal guardian shall be the one whom the district holds responsible for the education and welfare of that student.

Parents and/or legal guardians shall have the right to receive information contained in school records concerning their minor child. However, the personal information of a custodial parent and/or legal guardian shall not be released to a non-custodial parent with the child's education record. The board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's rights to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent and/or legal guardian shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be granted reasonable access to the student at the school and shall be given access to all the student's educational records including, but not limited to, the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a student at school unless:

1. The person seeking custody of the student presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the student; and
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.