

Parent/Student Handbook for Remote Learning



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

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.

All students will be expected to abide by the existing Promise Academy Hollywood Student Code of Conduct during remote learning. The remote learning classroom is an extension of the school, and this document is designed to be followed in tandem with the Promise Academy Hollywood Student Code of Conduct. Policies referenced in this handbook are subject to change throughout the school year.

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Student Learning Opportunities K-5

OPTION ONE

Traditional (in-person)

- The student is at school daily for instruction with all school specific safety measures in place.
 - Remote Learning (contingency plan): In case of any school closure dictated by state and/or local officials, all students in this model will transition to remote learning driven by their current classroom teachers through the district remote learning platforms (Google Classroom for all grades, K–5th)
 - Learning will continue through the student’s current courses during this remote time and grades/attendance will be continued until students are cleared to return to the traditional setting. Learning and instruction will be both synchronous (live instruction via video conferencing at a standard time for the course) as well as asynchronous (student will work at their own pace to complete the work). Classroom teachers will also be available for support during school hours.
 - Students, teachers, and parents/caregivers will receive training and will be utilizing these platforms from the opening of the school year to ensure a seamless transition in the event of any school closure.

OPTION TWO

Full-Time Remote Learning (IEPs and 504-plans accommodated)

- The student is at home with coursework in a digital format provided for grades K-5. Each student will have access to coursework through an online platform (Google Classroom), managed by the homeroom teacher. This learning will require both synchronous (students on a live class lesson at the same time with their instructor) and asynchronous (students working at their own pace) settings. Those choosing to participate in this remote learning option will be enrolled as a student at Promise Academy. Families that choose this option must be able to designate a “Learning Coach” who will be responsible for the student’s participation and learning each day, and will be present with students in grades K-5 for a minimum of 4-6 hours per day. This will ensure that student supervision is priority and that learning will be supported by both the online instructors and the adult present within the home setting. Students that choose this model will not be present on campus at any time during the school day. Students and parents/caregivers that choose this model will receive training on the learning platforms, expectations, and coursework during Parent Academy.

Students with Disabilities

Delivery of Services

Decisions related to service delivery will be made on an individual basis as they always have been. IEP Teams will consider the academic, medical, and other unique needs of students with disabilities in order to mitigate the risk of transmitting COVID-19.

Option One: Students with IEPs who attend Traditional (in-person) instruction

- The students will attend school in-person, thus fulfilling the IEP as it is currently written. The parent, along with the child’s IEP Team, will make considerations regarding individual needs.
 - Any social distancing requirements, limitations on transitions within the building, changes to the delivery of

specialty classes (e.g. library, music, art, PE), adjustments to meal times, etc. that will be in place schoolwide will apply to all students to mitigate the risk of spreading the virus and/or other germs.

- All student transitions within the building may be restricted during the COVID-19 pandemic. This restriction may impact all student schedules and their ability to transition to different classrooms throughout the day.
- Remote Instruction (Contingency Plan): In the event of a required school closure in order to comply with state and local guidelines and ordinances, students who are attending in person will shift to a remote instruction format that is facilitated by the case manager and complemented with virtual support from the classroom teacher(s). If the student spends the majority of his/her school day receiving specialized instruction, learning materials, and other resources will be provided as well as virtual meetings with the special education teacher. More information will be provided to families in order to specifically describe how specific education services will be delivered should the district shift to a remote format of instruction for all students.

Option Two: Students with IEPs who choose to participate in remote learning instruction

- The student is at home learning with a variety of resources (e.g. digital resources, virtual consultation, and/or learning materials). If the student spends the majority of his/her school day receiving specialized instruction, the student's case manager will work with the student's parents/caregivers to lead the instruction as it aligns with the IEP. In order to fulfill the IEP, services may be delivered through different modes, which will be communicated via email.

Regression and Recoupment:

Students will be assessed once in-person school resumes in order to determine if regression occurred, using the quarter 3 progress report from the 2019-2020 school year as a baseline. Qualitative, predictive, and empirical data will be collected in order to determine if the skills can be recouped within a reasonable amount of time.

Technology

In order to provide for all learning types described, all students will receive a device. These devices should only be used for school work only. Kindergarten through second grade students will be issued an iPad and 3rd through 5th grade students will be issued a Chromebook. It is imperative that both parents/caregivers and any other family support members become familiar with the learning platforms used by classroom teachers. All devices are considered the property of Promise Academy, Inc. and should be returned to the school at the end of the assigned remote learning period with all components (i.e. Chromebook, charging cord, and headphones). Parents/guardians are responsible for each device that is checked out.

- Devices will be distributed to all remote learning students during, either in-person or by a "drive-thru" service to provide for safety measures.
- Technology and school staff will prepare and set up devices for students.
- Teachers will provide students with QR codes and/or student passwords for account log-in information for all platforms.
- All parents/guardians must attend virtual Parent Academy in order to receive your child's technology device.

IT Support

Parents and scholars will be provided with IT support during remote learning. IT support will have a link on the school's website that parents and scholars can email for assistance within 24 hours or sooner.

Promise Academy will also provide an on-campus IT drop off box for iPad and Chromebook repairs.

Promise Academy will provide a limited number of hot spots to families in need. These hot spots will be given on need basis and first come first served as determined by the principal of the school. All parents will be provided with information about library/community internet/wi-fi access.

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

- **8:00 a.m. and ends at 3:00 p.m Monday- Friday for grades all grades, and**

Students must be logged into the Google Classroom platform by 8:05 a.m. to be considered on time. Any child checked out before 3:00 p.m. will result in an early release that will be noted as a tardy on your child's attendance record. An official schedule will be sent via email and available when technology is picked up.

| 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 via email (tmorris@promiseacademy.com) 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.

Tardiness and early checkouts/logging –off count against perfect attendance. Students must log in to Google Classroom no later than 8:05 a.m. Any student logging in **after 8:05** a.m. will automatically be counted as **TARDY**. 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.

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!

WITHDRAWALS

If you are moving or withdrawing your child from school, please call, email, 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 and technology must be turned in 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 we need to contact you.

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.

BEFORE AND AFTERCARE PROGRAM

Students enrolled in remote learning are not eligible for Before and Aftercare services. Should they enroll in traditional in-person learning, they may participate in these services if space is available.

LEARNING COACH

A Learning Coach is a designated adult such as a parent, grandparent, uncle, older sibling, neighbor, etc. who will be responsible for the student's participation and learning each day. Learning Coaches will need to present with students in grades Kindergarten through fifth grade for a minimum of 6.5 hours per day. This will ensure that student supervision is priority and that learning will be supported by both the online instructors and the adult present within the home setting.

If the student receives intervention, the Learning Coach must assist the student in logging out of the homeroom Google Classroom and logging in the Intervention Google Classroom at the scheduled time. After intervention is complete, the Learning Coach must assist the scholar in logging back into the homeroom remote learning session.

STUDENT EXPECTATIONS

Dress Code Compliance

Promise Academy students are required to adhere to the dress code expectations. Scholars must be properly dressed during remote learning class sessions. Because we are a proud uniform school, **students are highly encouraged to wear uniforms**. Inappropriate attire including but not limited to the following are prohibited: halter tops,

- spaghetti straps;
- clothing with profanity, racial slurs, or sexual content;
- pajamas;
- bonnets. or
- clothing that is transparent or overly revealing.

Logging on and off

Teachers will provide scholars with the necessary information needed to participate in remote learning activities. It is mandatory for all scholars participating in remote learning to be present while the lesson is being presented. Scholars are expected to log on and off during scheduled content lesson times:

- Teachers will have access to scholars usernames and passwords.
- Scholars are responsible for their usernames and passwords
- Scholars should be familiar with logging on to remote learning class meetings, events, and assemblies.
- Special Education classes, related services, and support will be given special log ins in addition to the general education platform. Students, Learning Coaches, and parents/guardians are responsible for ensuring that students are logged in at the appropriate times.

Distractions

Scholars should participate in a quiet learning environment sitting upright at a desk or table. All learning materials including technology items should be ready and fully charged daily. The technology device (Chromebook or iPad) being used for instruction must be positioned to allow teachers to observe both the working space and student, especially during testing. Eating and drinking are not allowed during remote learning classes. This is hazardous to electronic devices and can also be distracting during instruction. Students are to remain positively engaged in instruction and participate. Below are factors that will contribute to a quiet learning environment:

- Avoid cell phone use
- Avoid watching tv
- Avoid eating or drinking
- Avoid playing with toys
- Avoid conversations with others in the home
- Conversations with classmates should only be about the current lesson
- Students must be visible in the camera
- Appropriate use of technology
- Avoid spaces where other conversations can be heard in the classroom

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 submitted through Google Classroom. 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

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 |

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% |

Criteria for Grading

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

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 Parent/Teacher Data Conference and a 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 (logging in late)
- No early dismissals/log-offs
- No absences (not logging into Google Classroom)

*** 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 homeroom teacher's classroom and streamed online.

INTERVENTION

Academic interventions shall be required for the following students:

- Students who are not making satisfactory progress toward academic benchmarks;
- Students who have not met promotional standards by the end of the school year (retained students);
- Students who are one or more years behind grade level in a course or grade;

It is the duty of the Learning Coach to ensure that the student enrolled in intervention is able to log out of the homeroom class and log into the Intervention class. Once intervention is complete students must log back into the homeroom Google Classroom platform immediately. Students are expected to be in the homeroom remote classroom within 5 minute of the end of the scheduled intervention. Students not logging back into the homeroom class will be considered checked-out for the day.

The scheduled time for intervention will be sent to the parent via Class Dojo and/or email by the homeroom teacher.

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.

SOCIAL EMOTIONAL LEARNING

The vision of Promise Academy Hollywood is to provide equitable support to all students to build their emotional, social, and cognitive development through the use of research-based strategies grounded in trauma-informed practice that leads to improve school climate and attendance, decreased suspensions, expulsions, drop-out rates, and reduced stress for staff and students. Addressing Adverse Childhood Experiences in Tennessee and Shelby County Chronic childhood trauma, or what experts call adverse childhood experiences (ACEs), can affect a child's brain-building process. ACEs are toxic to brain development and can compromise the brain's structural integrity. Left unaddressed, ACEs and their effects make it more difficult for a child to succeed in school, live a healthy life and contribute to the state's future prosperity-our communities, our workforce, and our civic life. Schools that build cultures of understanding and support can be an extraordinary protective factor in the lives of students coping with trauma.

Promise Academy will be using The Toolbox Project, a social emotional learning program, that builds and strengthens children's inherent capacity for resilience, self-mastery and empathy for self and others through its curricula, methods, and strategies.

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 and all remote learning students will have access to attend.

BEHAVIOR EXPECTATIONS

Scholars are expected to abide by the class expectations while online. If students do not or have consistent behavior issues, parents will be required to attend virtual conferences with the teacher, Dean of Students, and/or the Administration.

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

CYBER BULLYING

Bullying, Cyber-bullying and harassment of any kind are strictly prohibited and can result in disciplinary action (up to suspension). In addition to teachers, victims and/or parents of bullying may also report bullying to the Dean of Students, Mrs. Bonner via email at wbonner@promiseacademy.com.

Any complaints of harassment, intimidation or bullying should include the following information:

- Identity of the alleged victim and the person accused;
- Location, date, time and circumstances surrounding alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

The principal will continue to follow the traditional school reporting processes for reporting and investigating bullying, cyber-bullying and harassment.

SCHOOL COMMUNICATION

Newsletters/Calendars

Weekly electronic newsletters will be sent by the classroom teachers. Monthly school electronic newsletters and calendars will be sent out once a month to keep you abreast of school activities, events, and needed information from the principal.

Behavior Tracking

Conduct will be recorded daily. Behavior trackers or teacher communication will be sent electronically. Parents can also log into Class Dojo to monitor student progress.

School Email

If you ever need to contact your child's teacher, email or Class Dojo messaging would be the best option. Each teacher has been provided with an email address through Promise Academy. Parents may also leave a message with the office as teachers cannot answer phone calls during the school day. Teachers will respond within 24 hours.

Parent Teacher Conference/Report Card conference

In order to receive your child's report card, a mandatory virtual parent/teacher conference will be held at the end of each 9 weeks. These conferences will be set at scheduled times. The conferences will last up to 10 minutes and are essential for us to discuss your child's progress, strengths, challenges, updated data, and to answer any questions or concerns that you may have. If you cannot meet at the appointed time, you must reschedule your appointment with your child's homeroom teacher. The report card will only be sent after the conference has been held. Sign-in sheets will be emailed to you for electronic signatures. Please ensure that you sign the document within 24 hours.

Progress Reports

Teacherease is a good communicative tool to know what is happening both academically and behaviorally with students. As a parent, you have the opportunity to check your child's progress at any time. However, a valid email address is required to set up your account.

Progress Reports will be accessible bi-weekly through the system. These Progress Reports allow you to keep track of the weekly progress your child is making. The grades on the progress reports contain class work, homework, project/participation and tests/quizzes each week. *Students' proficiencies truly have the greatest effect on their overall grade; therefore, we appreciate all collaborative efforts in their weekly learning and reinforcement of such learning.* Your child's graded assignments from the previous week will be located on Google Classroom. This will allow you to see which questions your child got correct and missed. Please take some time to discuss and go through your child's assignments with them. Lastly, PLEASE e-SIGN AND RETURN YOUR CHILD'S PROGRESS REPORT.

Class Dojo

Logging on

Students and Parents will receive login information for their classroom. Each class has their own distinctive login code. Students and parents can login at the same time.

Messages

Parents can send individual private messages on class dojo to their child's teacher. The teacher may also use class dojo messaging to contact parents about their child. Messages may be translated into Spanish at the parent's discretion.

Conduct

Students are given points for meeting expectations during remote learning. Points are deducted when the students are not meeting expectations. Parents should check their child's dojo daily to see the child's conduct.

CLASSROOM EXPECTATIONS

Google Classroom: Scholars are expected to login to Google classroom on time and participate at 100%. Scholars are expected to participate in a quiet learning environment, upload assignments in a timely manner, and stay on task. Scholars should not click on other websites or games while log into the lesson.

You Tube Videos : Scholars are expected to watch instructional videos recommended by teacher. In the event that some lessons may be recorded and scholars are expected to watch the entire recorded lesson. Students should not be on youtube during any other time while instruction is occurring.

Submitting assignments: To receive credit, scholars are expected to complete and turn in assignments at the given time. Scholars are expected to complete assignments at 100% and upload assignments in Google Classroom. Scholars are expected to upload assignments with proper heading (Name, Date, Subject).

Conduct & behavior expectations: Behavior will be tracked each virtual session using a behavior tracker and class dojo. Scholars are expected to display the 3 R's during remote learning. Scholars are to use a non-verbal symbol if they need to communicate, and refrain from talking, chatting, or texting while in class.

Schedules: Parents and scholars will receive school/instructional schedules from the scholar's homeroom teacher. Schedules will be uploaded to parents Google Classroom. Parents may request the schedule be emailed at any time.

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.

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.

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.

SCHOOL CLOSING PROCEDURES

Emergency Closing-Inclement Weather

In making the decision to close schools, the Executive Director or his or her designee shall consider many factors, including the following principle ones relative to the fundamental concern for the safety and health of students:

1. Weather conditions, both existing and predicted;
2. Driving, traffic and parking conditions, affecting public and private transportation facilities;
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous;
4. Inability of teaching personnel to report for duty which might result in inadequate supervision of students.

In the event schools are closed due to inclement weather or other calamity, all remote learning for those days will be canceled or postponed.

Emergency Closing-Pandemic

Parents will be notified immediately if there will be changes in the 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.