



**2023-2024**

# Parent & Scholar Handbook



**Keeping the Promise  
Educating the Whole Child**

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## MISSION

Our central and only work is to teach and inspire the mind, body and spirit of our children so that they can 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



## FACULTY & STAFF

ADMINISTRATIVE TEAM		
Name	Title	Electronic Mail
Tom Beazley	Executive Director	<a href="mailto:tbeazley@promiseacademy.com">tbeazley@promiseacademy.com</a>
Kimbra McBride	Principal	<a href="mailto:kmcbride@promiseacademy.com">kmcbride@promiseacademy.com</a>
Raymond Bradford	Assistant Principal	<a href="mailto:rbradford@promiseacademy.com">rbradford@promiseacademy.com</a>
Nicole Lytle	Office Manager	<a href="mailto:nlytle@promiseacademy.com">nlytle@promiseacademy.com</a>

Executive Director • Dr. Patrick Washington | Principal • Toby Finley | Assistant Principal • Tiffany Smith

*"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."*

Erica Gray	Data Manager	<a href="mailto:egray@promiseacademy.com">egray@promiseacademy.com</a>
Ricky Richardson	Systems Administrator	<a href="mailto:richardson@promiseacademy.com">richardson@promiseacademy.com</a>

## **F.O.C.U.S. on the W.I.N.**

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 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.



### **READING**

CKLA (Core Knowledge)

### **MATHEMATICS**

Eureka Math

### **WRITING**

Writing City

### **SCIENCE**

StemScopes

### **INTERVENTION**

LLI

Wilson's Phonics

Go Marh

All Memphis

iReady

### **TECHNOLOGY**

iReady

Additionally, we are also able to offer our students visual and performing arts programs 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!

## ENROLLMENT, COMMUNICATION, PARENT CONFERENCES, OBSERVATIONS, VOLUNTEERING, ESL/HOMELESS/MIGRANT

### ENROLLMENT

Promise Academy Spring Hill guarantees enrollment to all attendance area students at either their assigned neighborhood school or an equivalent placement. Guaranteed enrollment is also for non-attendance area students who attended an ASD school prior to the transformation. For more information regarding enrollment, please refer to the Achievement School District Student Handbook.

### 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, phone, and class DOJO 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 encouraged to discuss your concerns with Mrs. Kimbra McBride. We want to refrain from inappropriate situations, especially in the presence of our children, and maintain a professional environment at all times. Inappropriate language, loud and other negative behavior/actions will result in any or all of the following; temporary ban from the school, permanent 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 mandatory and by APPOINTMENT only. Parents are required to attend a minimum of **three** mandatory conferences with administrators and teachers. Our teachers are excited to discuss the academic and social growth of your child and would like to give each parent the proper undivided attention to maximize conference time. During the conference teachers, administrators, and parents will establish strategies to ensure the academic and social success of your child!

Also, parents will be required to attend three data meetings with the Data Manager to go over all data related information involving your child.

Parent initiated conferences can be scheduled directly with the teacher during the teacher's planning period, before and/or after school. Mandatory conferences will be set by administration and placed on the school calendar.

**IMPORTANT Please note:**

It is **mandatory** for parents to have a conference with the teacher and an administrator at the close of each report card period. Report cards will not be released to the parent until an official sit-down 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. Parent, teacher, and administrator conferences will be held at the start of the school year and at the end of every quarter. The final report card will be mailed, **only after the first three conference requirements have been fulfilled.**

**OBSERVATIONS**

Parent observations are allowed only during our non-critical instructional time (critical instructional subjects -- Reading, Math, and Intervention). We would like for the parents to be mindful that students are easily distracted and we are truly dedicated towards minimizing those types of distractions.

**VOLUNTEERING**

Parents are more than welcomed to volunteer at Promise Academy! We look forward to maximizing parent involvement. To help minimize distractions in the core classrooms, we are asking parents not to volunteer in their own child's classroom. In the event you will volunteer more than 10 hours a week on a steady basis, please obtain a volunteer form from Miss. Lytle. The volunteer form is also located in the Appendix in the back of this handbook.

**ESL/MIGRANT/HOMELESS**

English Language Learners (ELL) are non-English language background students whose level of oral, reading, and written proficiency in English does not allow them to fully benefit from the curriculum and creates difficulty in regular classroom curriculum without specially designed modifications. Homeless students are defined as residing in a temporary or primary residence that is not designated as a place for regular sleeping for humans. Promise Academy Spring Hill will work to provide educational services to students who are ESL/Migrant/Homeless. For more information, please refer to the ASD Student Handbook.

**PROMISE PARENT ACADEMY**

The goal of Promise Parent Academy is to consistently and strategically engage parents in their child's education. Secondly, to inform parents on strategies and skills to help at home, to bridge the gap between home and school through the provision of valuable resources.

Promise Parent Academy will be held **the first Friday of the month**. Parents are required to attend a minimum of **four** Promise Parent Academy meetings during the school year.

## 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 8:00 a.m. and will not end until 4:00p.m.**

## PARENT BOOSTER CLUB

We want our Parent Booster Club to be an effective, visible and active organization. The POP exists to promote the relationship between homes and the school. Our goal is 100% participation. POP meeting will be held during the school year.

## ARRIVAL AND DISMISSAL

**\*Once daily transportation has been decided by the parent/guardian, it WILL NOT be changed without prior written notice.**

Instruction **begins** promptly at **8:00 a.m.** and does not end until **3:00 p.m. Mon-Thurs.** If arriving between 7:00 a.m.-8:00a.m. scholars and parents must enter the building through the cafeteria entrance. After 8:00 a.m. the main entrance will be available for scholars/parents to enter. Any student arriving **after 8:00 a.m.** will automatically be counted as **TARDY.** Tardy students are **required** to check-in at the front office to receive a tardy slip before being escorted to class, no exceptions. Tardies have a negative impact on your child's attendance record and count against meeting the school's state required attendance record. Please help us minimize and eliminate tardiness.



Dismissal procedures begin approximately at 3:00 p.m. and will last until 3:15 p.m. (Mon-Thurs). **Early dismissals are not allowed after 2:00p.m. (Monday-Thursday) and 1:00p.m ( Friday)..** Student(s) **will not** be allowed to check out after 3:00 without a valid doctor's excuse. On Fridays, dismissal will begin at 2:00 p.m. Thank you in advance for supporting and contributing to the success of this policy!

**Any parent that arrives after 2:45 Monday through Thursday will have to enter through the service entry driveway through the front entry.** Parents will receive a notice after the 1st late pickup. Parents will receive a phone call and notice after the 2nd pickup. DCS will be called after the 3rd late pickup.

The **DISMISSAL PROCESS** is designed to be an efficient, effective way of ensuring students are dismissed from school safely.

### **Carline Process**

Parents using the carline process should enter the carline from the Frayser Raleigh Road entrance. As parents wait in line, Promise Academy staff members will call students by name for each car. Students will be placed in the car with the assistance of a staff member. 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 does not last longer than 15-20 minutes.

### **Walker Process**

Students who are walkers will be escorted by a staff member to the exit on the West wing of the building labeled Walker Exit. Students will be directed to follow the sidewalk down to the street. Please **DO NOT PARK OR BLOCK THE DRIVEWAY!**

### **Day Care/Bus Riders**

Day Care and School buses must pickup and drop-off students at the WEST entrance. Day care providers will be met by a Promise Academy staff member at the back door. Students will be called to exit the building with the appropriate provider. Please note, if a daycare provider arrives after 4:30 p.m. that provider is required to pick students up from the front entrance and sign the student/students out. No exception.

*Please remember after 4:30 p.m. the carline will officially close. All parents must go to the front door after that time. All cars should be cleared from the carline no later than 4:30 p.m.*

***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 give our undivided attention to 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 for making sure our staff members are not distracted for any reason during this process.***

## **ATTENDANCE POLICY**

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

***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 4:00 p.m. Monday-Thursday and 2:15p.m. on Fridays**. Any child checked out before 3:45 p.m. Monday-Thursday and 1:15 pm. Friday will result in an early release.

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	Meeting with parent
15	7	Warning letter sent home which MUST be signed and returned, and meeting with Director of Parents, Community, and Instructional Support
20	10	Notification to Office of District Attorney of Truancy

*\* Please note, we take attendance and academic instruction very serious 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.*

### **3 tardies/Early Dismissals= 1 UNEXCUSED ABSENCE**

**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**

**Students who are 5 years old and are truant (5 unexcused absences) within the first 30 school days, may be required to withdraw from the school.**

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

## **EXCUSED ABSENCES**

**A written note must be submitted within 3 days of an absence describing the excused absence or the absence will become an unexcused absence.**

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
- (4) Recognized religious holiday/event
- (5) Any other 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.

**\*After 3 UNEXCUSED ABSENCES, a Doctor's note will be REQUIRED.**

***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 Habitual Absence Report will be issued and the Achievement School District will be notified. It is important to note, if unexcused absences continue, your child could face losing his/her placement at Promise Academy.

## **TARDIES & EARLY RELEASES**

Tardiness and early checkouts count against perfect attendance. Students must arrive at school no later than 8:00 a.m. Any student arriving **after 8:00 a.m.** will automatically be counted as **TARDY**. Tardy students 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**. 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 records. 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 3:00p.m-4:00 p.m. Monday-Thursday and 1:00pm-2:00pm on Fridays. Early releases are counted as tardies. The State Department of Tennessee counts (3) tardies as (1) absence. Please be very mindful of this situation to avoid being out of compliance with our mandatory attendance policy.

### **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!

### **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 and a phone call** is mandatory prior to the day's dismissal. Proper identification 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. This will give ample time to complete necessary paperwork, and schedule an exit interview with the Office Manager. 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 24-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 7:30 a.m. to 3:30 p.m. (Mon-Thurs), and 7:30a.m.-2:15p.m. (Friday). Students will be permitted to enter the building at 7:00 a.m. supervised by our dedicated staff members. Students arriving after 8:00 are automatically tardy and must be signed in at the office. 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 4:15 p.m. (Mon –Thurs and on 2:15 pm on Fridays). If you need to check your child out between 3:00 p.m. and 4:00 p.m., it will be mandatory 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

Promise Academy Spring Hill has an aftercare program run by The Boys and Girls Club. This program is run on a first come first serve basis. BGC serves PASH students ages 5-12. Parents can request their scholar be placed on a waiting list for aftercare if there are no spots available at the time of request. Parents can request before care for their students. Upon approval of administration students will be allowed to enter the building at 7:00 am.



## SCHOOL SUPPLIES

Promise Academy will collect a supply fee at the beginning of each school year to purchase your child's supplies.

Executive Director • Dr. Patrick Washington | Principal • Toby Finley | Assistant Principal • Tiffany Smith

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## **HOMEWORK**

Homework is a key component of learning. Just as an athlete must practice to reach excellence, 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, although there will be projects that require weekend work. 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**

A	Excellent	93 – 100%
B	Good	85 – 92%
C	Average	76 – 84%
D	Below Average	68 – 70%
F	Failure	0 -67%

#### **Special Subjects Grading System**

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

**E** – Excellent

**S** – Satisfactory

**N** – Needs Improvement

**U** - Unsatisfactory

### **PRINCIPAL'S LIST**

Students that make this list will have the opportunity to go out to lunch each semester with the Principal. The student must achieve the following:

Academics

- All A's

Conduct

- All E's in the classroom and 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

- 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 the following attendance lists by meeting the following requirements.**

#### **PERFECT ATTENDANCE, NO TARDIES, NO EARLY DISMISSALS AWARD**

- No tardies
- No early dismissals
- No absences

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

## **SCHOOL UNIFORM AND DRESS CODE**

We are a proud uniform school. Our selected uniform attire reflects an extremely professional appearance, minimizes discipline issues, makes us all equal, and more importantly sets Promise Academy apart from others, and increases 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 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 are prohibited from forms of dress, ear, body jewelry, hairstyle, visible tattoos, or other adornments that draw attention to oneself in a manner that may be disruptive to the educational process. Ear piercings for boy scholars **are not** allowed.

#### **Failure to Comply with Uniform Policy**

**Infraction 1:** Official written note home to parents

**Infraction 2:** 2<sup>nd</sup> warning written notice and phone call to parents

**Infraction 3:** **MANDATORY** conference with school personnel

**Infraction 4:** **1-Day** In-school suspension

**Infraction 5:** **Overnight suspension**

**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 2019-2020 Uniform Policy Agreement issued during registration. 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.

## **CAFETERIA**

Students are not allowed to bring candy, gum, potato chips, or other “junk” food to school. The one exception to this rule is that a student who brings a lunch from home may include chips as part of the lunch. Students bringing their lunch must use snack size items only.



Breakfast and lunch are provided for your child daily. Students are expected to act like young ladies and young gentlemen while eating lunch. Teachers will discuss with students and practice the appropriate behaviors to exhibit while eating. We expect all students to show appropriate behavior during their lunch time. This will be a behavior that is taught and reinforced throughout the school year.

## MEDICINE



Sometimes it is necessary for students to take prescription medicine while at school. Aspirin, Tylenol, cough drops and other non prescription items will NOT be given to children during school hours. In the event of accidents only water may be used to treat. Ointments, alcohol or any type of medications are not allowed to be administered by any staff member. Medicine MUST be brought immediately to the office. Medicine will not be issued without the proper doctor's authorization form.

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** must have an **Asthma 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 COMPONENT

- 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 and 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,

### **RESPECT OTHERS, OTHER'S PROPERTY AND YOURSELF!**

- Be Ready
- Be Responsible
- Be Respectful

We have established quiet zones known as **FLUTTER ZONES** 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 silently on the right side of the hallways. We must respect other teacher's right to uninterrupted instruction, minimize distractions and maximize our students' learning experiences. Teachers are expected to emphasize the importance of hallway expectations. Below is the H.A.L.L. method which should be used in order to have effective hallway management.

**H**- Hands to your side

**A**-All eyes forward

**L**- Lips closed

**L**-Low speed

### **Restroom Conduct**

The restroom has also been designated as a **FLUTTER 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 have assigned seating and will have to use their quiet voice at all times. 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 ensure 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 empowering our teachers with enough authority to immediately, and in some cases, strategically, dissolve unnecessary discipline issues.
- This plan will be consistently monitored and supported by the administrative staff and discipline committee of Promise Academy and can be adjusted as needed to insure its 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. The levels consist of the following:
  - Level 1 – Minor infractions
  - Level 2 – Moderate disruptive behaviors
  - Level 3 – Moderate to severe behavior
  - Level 4 – Severe inappropriate/harmful behavior
  - Level 5- Severe, extremely inappropriate/harmful behavior
  - Level 5- State Mandated - Zero Tolerance
- 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 pain.

Promise Academy Code of Conduct		
LEVEL 1 OFFENSES	CONSEQUENCES	RESPONSIBILITY
<ul style="list-style-type: none"> <li>Excessive talking</li> <li>Classroom Interruptions</li> <li>Not following directions</li> <li>Inappropriate and excessive noise</li> <li>Inappropriate non-instructional material</li> <li>Cheating</li> <li>Uniform code violations</li> <li>Throwing objects in class</li> <li>Possession of cellular phones</li> <li>Excessive Tardiness or Early Releases more than 3 times</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning</li> <li>Classroom intervention strategies (School-wide stop-light clip moved)</li> <li>Loss of privileges (i.e. recess, fun classroom activities)</li> <li>Lunch detention, after school clean-up</li> <li>Parent communication (phone, email, written notice)               <ul style="list-style-type: none"> <li>Out of school Suspension</li> <li>Voluntary withdrawal</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>TEACHER LEVEL</li> </ul>
LEVEL 2 OFFENSES	CONSEQUENCES	RESPONSIBILITY

<ul style="list-style-type: none"> <li>• Defiance</li> <li>• Disrespectful (name calling, eye rolling, negative body language – stomping away, etc.)</li> <li>• Inappropriate language</li> <li>• Inappropriate gestures</li> <li>• Cheating</li> <li>• False accusations</li> <li>• Inappropriate behavior in the hallway/restroom/cafeteria</li> <li>• Inappropriate support class conduct</li> <li>• Inappropriate recess behavior</li> <li>• Inappropriate classroom conduct</li> <li>• Possession/use of matches, lighters, or fireworks</li> <li>• Possession of over the counter medications (i.e. aspirin, cough medicine, cough drops)</li> <li>• Possession of tobacco products</li> <li>• Continuing to engage in same Level 1 violations</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom intervention strategies (School-wide stop-light clip moved)</li> <li>• Written notification to parents</li> <li>• Loss of privileges (recess, grade lunch detention)</li> <li>• Written reflection</li> <li>• Parent-teacher-student conference</li> <li>• Establish written behavior management plan that must be monitored, documented</li> <li>• Overnight suspension</li> <li>• Suspension</li> <li>• Voluntary withdrawal</li> </ul>	<ul style="list-style-type: none"> <li>• TEACHER LEVEL</li> <li>• PARENT LEVEL</li> <li>• ADMINISTRATION</li> </ul>
LEVEL 3 OFFENSES	CONSEQUENCES	RESPONSIBILITY
<ul style="list-style-type: none"> <li>• Obscene written gestures</li> <li>• Theft less than \$500</li> <li>• Bullying</li> <li>• Profanity</li> <li>• Pushing/shoving/kicking/slapping</li> <li>• Vandalism (furniture, textbooks, etc.)</li> <li>• Forgery/plagiarism</li> <li>• Altering communication information sent home</li> <li>• Insubordination</li> <li>• Leaving classroom without permission</li> <li>• Potentially dangerous activity (such as throwing chairs &amp; food fights)</li> <li>• Continuing to engage in same Level 2 violations</li> </ul>	<ul style="list-style-type: none"> <li>• Automatic classroom intervention strategies (School-wide stop-light clip moved to PURPLE)</li> <li>• Automatic documented communication - written note, phone call, email</li> <li>• Loss of privileges</li> <li>• Lunch detention</li> <li>• Automatic parent-teacher-DS FS-student conference</li> </ul>	<ul style="list-style-type: none"> <li>• PARENT LEVEL</li> <li>• TEACHER LEVEL</li> <li>• ADMINISTRATION (Based on severity)</li> </ul>

	<ul style="list-style-type: none"> <li>• Referral to office based on severity</li> <li>• Establish written behavior management plan that must be monitored and documented</li> <li>• Voluntary withdrawal</li> <li>• Detention/ISS/OSS</li> </ul>	
<b>LEVEL 4 OFFENSES</b>	<b>CONSEQUENCES</b>	<b>RESPONSIBILITY</b>
<ul style="list-style-type: none"> <li>• Weapons (i.e. pocket knives, fire arms)</li> <li>• Pulling fire alarm</li> <li>• Fighting</li> <li>• Inappropriate touching</li> <li>• Inappropriate exposure</li> <li>• Unauthorized use and/or inappropriate use of internet</li> <li>• Sexual harassment</li> <li>• Drugs and alcohol</li> <li>• Aggravated Assault against student resulting in minor injury</li> <li>• Leaving campus without permission</li> <li>• Making a threat, including a false report</li> <li>• Theft over \$500</li> <li>• Profanity, provocative, and/or abusive language directed at school personnel</li> <li>• Continuing to engage in Level 3 violations</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to office</li> <li>• Automatic classroom intervention strategies (School-wide stop-light clip moved to PURPLE)</li> <li>• Automatic documented communication - written note, phone call</li> <li>• Loss of privileges</li> <li>• Lunch detention, after-school detention</li> <li>• In-school suspension (ISS)</li> <li>• Suspension (OSS)</li> <li>• Automatic conference with the parents teachers, student, DPCIS and Principal</li> </ul>	<ul style="list-style-type: none"> <li>• PARENT LEVEL</li> <li>• TEACHER LEVEL</li> <li>• ADMINISTRATION</li> </ul>
<b>LEVEL 5 Exit Plan</b>	<b>CONSEQUENCES</b>	<b>RESPONSIBILITY</b>
<ul style="list-style-type: none"> <li>• Fighting resulting in serious injury or weapon used</li> <li>• Aggravated assault against student resulting in serious injury</li> <li>• Assault against a visitor (substitute, volunteer, tutor, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (OSS)</li> <li>• Automatic conference with the parents, teachers, student, DSFS and Principal</li> </ul>	<ul style="list-style-type: none"> <li>• PARENT LEVEL</li> <li>• TEACHER LEVEL</li> <li>• ADMINISTRATION</li> </ul>

<ul style="list-style-type: none"> <li>• Threats (serious or non serious) or false accusations against school personnel</li> <li>• Sexual battery</li> </ul>	<ul style="list-style-type: none"> <li>• Voluntary Withdrawal</li> <li>• Expulsion</li> <li>• MCS Security</li> </ul>	
<b>LEVEL 5 State- Mandated Zero Tolerance</b>	<b>CONSEQUENCES</b>	<b>RESPONSIBILITY</b>
<ul style="list-style-type: none"> <li>• Assault/aggravated assault against school personnel</li> <li>• Possession/sale/distribution of illegal drugs or unauthorized prescription drugs</li> <li>• Possession/concealment/use/sale/distribution of firearms or explosive devices</li> </ul>	<ul style="list-style-type: none"> <li>• Automatic conference with the parents, teachers, student, DPCIS and Principal</li> <li>• Expulsion</li> <li>• MPD</li> </ul>	<ul style="list-style-type: none"> <li>• PARENT LEVEL</li> <li>• TEACHER LEVEL</li> <li>• ADMINISTRATION</li> </ul>

\* Subject to change based on new discipline issues developing.

### Reflection Center

The Reflection Corner is a strategy utilized by the staff when a student is in need of a brief 15-minute reflective time out. The center will give students an opportunity to think about and write about why he/she made the choice that led to time out and what he/she would do differently if the situation presents itself in the future. The written reflection will be used during an individual conference with the student and the teacher, or a member of the administration team.

### In School Suspension

In the event of having to issue an ISS, teacher will be required to prepare a suspension packet that will include appropriate academic work for up to 1-3 day. Administration will notify the teacher about the number of days needed. This packet must be completed before the suspension is cleared.

### Out of School Suspension

In the event of having to issue an out-of-school suspension teachers will be required to prepare a suspension packet that will include appropriate academic work for up to 1-3 days. Administration will notify the teacher about the number of days needed. This packet must be completed before the suspension is cleared.

## 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 action, depending on the seriousness and



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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 room. Teachers will be calling parents as soon as it is necessary.

Many times, we will send home a **Parent Discipline Notification** notice on brightly colored paper of misconduct to let parents know of a behavior problem. Parents are expected to sign and return the notice the following day so we will know it was received. The parent's signature does not mean that the parent approves of the child's conduct simply that the parent has seen the notice and is aware of the behavior that took place that day. If a student fails to return a discipline notice or forges the parent's signature on the form, the child may possibly face suspension.

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.

## **HALLWAY EXPECTATIONS**

Students are **NOT** permitted in the hall during class time unless they are accompanied by a staff member or peer.

## **ASSEMBLIES**

Students are expected to conduct themselves in an orderly and courteous manner during each program. Applause should be generous when appropriate. Whistling, stomping of feet, shouting aloud, booing, and constantly talking is inappropriate and will not be tolerated. We will respect others at all time.

## **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."

We want our students to choose to solve problems intelligently, instead of choosing to fight or threaten others. We must exercise every option to work out our differences and solve all problems nonviolently. At times it is difficult to tell the difference between "playing" and "fighting." Many fights start as playing. With all the violence on television and the martial arts (karate, etc.), we have what children call "play fighting." **To prevent this from occurring, we are asking students to keep their hands and feet to themselves at all times.** 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 Home Suspension. If a student continues to get into fights and his/her behavior does not improve, that student could face being removed from Promise Academy.



## SUSPENSIONS

The principal may issue a Home Suspension when it is deemed necessary. Parents may answer a home suspension the day after it is issued but must answer within three (3) days or their child may be subject to removal from Promise Academy.

It is important to remember Promise Academy's first priority is to educate our students. If a student is suspended that student is missing invaluable instructional time. To help alleviate this problem a **STUDENT SUSPENSION PACK** will be required to be completed prior to clearing a suspension. The **STUDENT SUSPENSION PACK** will consist of a variety of skills-based work in a variety of subject areas.

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.

## 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 parties are allowed and will be celebrated during the scholars designated lunch time.
- We ask that you bring 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.**

You are more than welcome to join the brief celebration, or you may choose to leave the celebration items with us in the morning. You will be notified in advance of any other holiday parties that we choose to celebrate.

## LIFE AND CULTURE FIELD TRIPS

Promise Academy's Life and Culture field trips go above and beyond the entertainment factor. Field trips add immensely to the curriculum and provide our students with the ultimate experience of being able to apply what is taught in school to real-life situations. We ask that at least one parent/guardian commit to attending school field trips with their child to help maximize the child's learning and field experience.

We utilize approved transportation. In the event parents attend with students that require a car seat, the parent must drive their own vehicle so the child can be in the car seat and in compliance with safety laws.

We always need parents to accompany us to aid the teachers with supervision. It is asked that any parent/guardian that commits to a field trip remain with Promise Academy throughout the duration of the trip. In the event you are unable to chaperone the entire trip we ask that the school is notified **prior** to the event to ensure proper chaperone coverage will be available. If necessary we will advise additional chaperones in advance.

Students that demonstrate documented habitual behavior issues must be accompanied by a parent.

## **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.

## **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.

## **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.

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.

## **RINGWORM, LICE AND PINK-EYE**

Ringworm occur in the best and cleanest of families. Ringworm occur in the best and cleanest of schools. If we find a child with ringworm, the child will be sent home until the child has been treated with a prescribed medication and there are not any open sores in sight. When a child is sent home with ringworm, the child must come to the office before returning to class. If open sores are found, the child will be sent home again. While ringworm 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. We will follow the same procedures for lice and pink-eye.

## **sick Policy**

If a child becomes sick at school, his/her guardians will be called to come take him/her home. For the protection of all of the children, no child who appears to be ill will be allowed to stay at school.

Prior to returning to school, after any illness or incident, a doctor's release or note from parents will be required.

The following will ALWAYS require a doctor's release:

- All childhood diseases. Example -chicken pox, measles
- All surgical procedures, including same day surgeries
- All hospitalizations

## **Fever**

Please keep child at home if he/she has a temperature of 100 degrees or higher. Your child may return to school after he/she is fever free for at least 24 hours. Your child cannot return to school the next day if sent home from school because of fever. **Please do not give anti-fever medicine and send your child to school.**

**Vomiting-** Please keep One (1) incident requires your child to be sent home. Your child may return to school after 24 hours of no vomiting.

**Diarrhea-** Two (2) incidents will require your child to be sent home. Your child may return after 24 hours of no diarrhea.

**Strep Throat** -Your child may return after receiving treatment of antibiotics for 24 hours.

**Pneumonia-Flu-viral-** Your child may return after fever free for 24 hours.

**Bacterial** -Your child may return after administering antibiotics for 24 hours.

## **PROMISE ACADEMY PROVIDES A DISCRIMINATION & DRUG FREE SCHOOL**

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**

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's Executive Director.



# Keeping the Promise, Educating the Whole Child

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