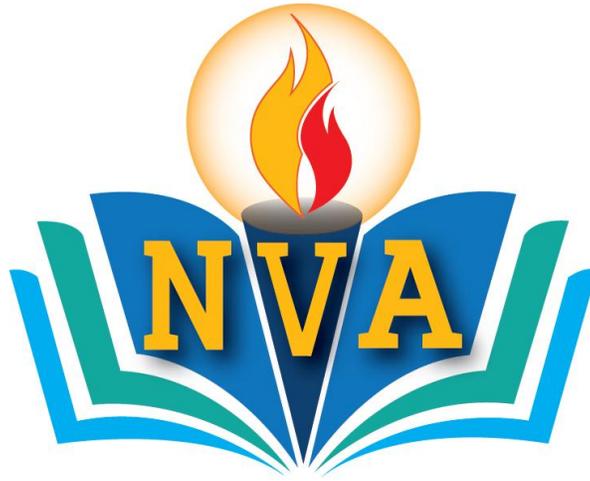


NEW VISIONS ACADEMY



2013 – 2014

Behavioral Expectations

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Discipline Policy and Procedures

Behavior and Discipline

Students are future adults who learn to be civil, polite, and respectful from their parents, teachers, and other adults. NVA students and staff alike are expected to treat one another with respect and courtesy. Indications of respect include not talking when the teacher or another student is speaking, respecting the property of the school and other students, and refraining from crude, sarcastic, or critical remarks directed at others. Good behavior is the expectation at NVA.

The vast majority of students are courteous, respectful, and have a desire to learn. NVA adheres to the strong belief that the discipline procedures are in effect to protect the health, welfare, and safety of all students and the rights of students who want to learn. Students who persist in making learning impossible for other students or teaching impossible for the teacher may be removed from the classroom. Students are responsible for their conduct; however, parent(s) and/or legal guardian(s) are also legally responsible for their children's conduct. Close cooperation between parents, legal guardians, and the school is an effective way to prevent situations from arising.

NVA will inform parents or legal guardians when situations might be developing so that parents/guardians, the student, and the school can work together to avoid the problem. The Administration of NVA recognizes that situations can arise that may necessitate removing a student from a class or from the school in the best interest of the majority of students. NVA faculty, staff, and governing board enforce the discipline policy, and parents can expect misbehaving students to be removed from the classroom. Furthermore, NVA has a zero-tolerance drug, tobacco, and alcohol policy.

Every employee of NVA is responsible for enforcing school rules, regulations, and policies at all times, and police reports may be filed for any violation of federal, state, or local drug, tobacco, or alcohol laws.

Responsibility for Enforcing NVA Discipline

Inside the Classroom. The teacher is responsible for enforcing all discipline and rules in the classroom. Generally there are two common types of discipline problems. At one end of the spectrum, a student might occasionally act out or misbehave. Teachers normally handle these problems in their classrooms, and the student is not referred to the Principal. Classroom teachers may assign a detention, lunch detention, and/or community service at their discretion. Some students persistently misbehave, chronically come to class without a book, pen, pencil and/or paper and/or refuse to do class work. Their insubordinate actions frequently disrupt the class to the extent that teaching is impossible for the teacher and learning is impossible for other students. Such students may be referred to Administration for disciplinary action.

Outside the Classroom. All faculty, staff and, administrators are responsible for enforcing NVA discipline policies and rules outside the classroom. This includes both on-campus and officially sanctioned off campus NVA activities and events. The school reserves the right to have a flexible sanctions policy. The Principal enforces discipline. A minimum and maximum penalty can be imposed, depending on the severity of the infraction.

Progressive Consequences

NVA uses a system of progressive consequences to help students learn to change their behavior to be more positive.

NVA Administration implements a variety of consequences depending on the severity of the misbehavior in a particular incident. Consequences may also vary between students depending on whether or not there is shown to be a pattern of misbehaviors. Consequences may include (but are not limited to: warnings, detentions to do homework, detentions with a community service component, removal from a class, In School Suspension, Out of School Suspension, or expulsion.

It is the expectation of the NVA Administrative team that the parents, teachers, students and administrators support each other in the goal of teaching students to exhibit positive, appropriate manners in the workplace (school setting) as well as social situations.

DISCIPLINE PROCEDURES

In order to maintain fair and relevant consequences the school administration utilizes a discipline matrix which is on file and a copy can be obtained in the school office.

BEHAVIORAL EXPECTATIONS

DEADLY WEAPONS, VIOLENCE, DRUGS, or ALCOHOL: New Visions Academy has a Zero-Tolerance Policy regarding bringing deadly weapons to school, and regarding violence. Also, no student may bring drugs or alcohol to school, or come to school while under the influence of illegal drugs or while intoxicated.

LANGUAGE: Do not use profane or lewd language toward any other student, instructor, visitor, or staff member of New Visions Academy. Do not threaten anyone at New Visions Academy with violence.

HYGIENE: No one is allowed to bring pets to school. I also understand that no one is allowed to spit on the floors, sidewalks or elsewhere on the grounds of the school, no one is allowed to consume snacks made with seeds, and that no one is allowed to dispose of used chewing gum in any place other than the waste baskets.

ACADEMICS: cheating, plagiarism chronic class disturbance, habitual lateness leaving class without permission, excessive absenteeism.

PLAGARISM: Plagiarism is using someone else's work or original ideas without giving credit to the author. Plagiarism includes, but is not limited to, a student copying a phrase, sentence, paragraph, or entire report from a published source or from the Internet without citing the original author. It also occurs when a student buys a report from a company and submits the report as his or her own work. A student who plagiarizes a work can expect to receive an "F" for the assignment. The student may also serve an In-School or Out of School suspension.

GOOD NEIGHBOR POLICY: School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare and property of others during lunch hour and released periods. Failure to conduct oneself in a safe manner or to act as a good neighbor within the school community may result in disciplinary action.

INDIVIDUAL INSTRUCTORS' CLASSROOM RULES: I understand that no instructor will allow me to selectively violate this code of conduct. However, I also understand that different instructors may have somewhat different classroom rules. I agree to abide by the classroom rules set down by my instructors. I also understand that there may be times when my instructors must give me instructions to something that I might not understand at the time. For my own well-being, health, and safety, I follow these instructions.

RESPECT for MYSELF and OTHERS: Treat other students, instructors, staff and visitors with respect. This means do not physically or verbally abuse others, and do not sexually harass or abuse anyone at the school. (This includes touching others without their explicit permission.) Do not disrupt the peace and quiet of your classes or of the other classes. Respect the personal property of the other students, teachers, visitors, and staff, and that I must respect the buildings and school grounds.

PERSONAL PROPERTY: Students are reminded that even though we have some supervision on campus, NVA will not assume responsibility for personal property or automobiles.

CELL PHONES: Students are not to use their cell phones during the school day with the exception of lunch and breaks.

MUSIC DEVICES : Music devices are not to be used during class time. Teachers can grant permission as long as devices are being used with headphones. NVA staff and administration reserves the right to confiscate any electronic device that is causing a disruption to the class room or prohibiting a student(s) from being productive or is being used disrespectfully.

Cell phones will be returned at the end of a school day. Other devices may be retained longer depending on the punishment prescribed.

DRIVING AND PARKING REGULATIONS: In order to ensure safe and orderly use of the school parking lot, the following procedures will be observed:

- Only authorized vehicles will be allowed in student parking lots.
- In order to protect student cars, students are to park in the designated student parking area only.
- The student parking lot should not be a gathering place for students.
- Students should go directly into the main campus upon arriving at school.
- Vehicles should not be used to keep materials that will be needed during the school day.
- The parking lot is a facility provided by NVA, students use it at their own risk. The school is not responsible for theft. Students are encouraged to lock their cars at all times.
- All car stereos and boom boxes, etc. are to be turned off upon entering the campus.
- Safe driving is expected from all student drivers at all times on or near campus.
- Students are not to park in the neighborhoods surrounding campus.
- Driving in a manner that is deemed unsafe or hazardous by NVA staff is grounds for immediate revocation of all campus-driving privileges.

USE OF THE SCHOOL BUS:

1. Students must comply with requests of the bus driver, who has complete authority over the bus and its passengers.
2. Students must refrain from loud talking or causing any sort of disturbance.
3. Students must keep themselves and all articles inside the bus at all times.

Failure to abide by School Bus Rules may result in suspension from riding the bus to and from school!

USE OF TECHNOLOGY RESOURCES: Acceptable use of the electronic information services requires that the use of these resources be in accordance with the following guidelines and support the educational goals of New Visions Academy.

The user must:

- Use computer for educational purposes only.
- Food or drink kept away from computers, keyboards
- Treat computers with respect and will not destroy, tag or vandalize equipment.
- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang related, sexually threatening, racially offensive or illegal.
- Not attempt to harm, modify without system administrator approval, gain unauthorized access to school systems or data, destroy software, or interfere with system security. Notify a system administrator if a password is lost or stolen.
- If there is reason to believe that someone has an obtained unauthorized access to the system, notify a teacher.
- Not use the network in a way that would disrupt the use of the network by others.
- Understand that e-mail on networks should not be considered absolutely secure or private.
- Not reveal home addresses or personal phone numbers while using the computers.
- Not use computer to make any unauthorized purchases or to conduct any non-approved business.
- Abide by all copyright regulations, thereby refraining from illegally copying copyrighted software.
- Follow all District Policies and Student Handbook as written.

The use of computing resources at NVA is a privilege, not a right. Any action by a user specifically delineated in this document or determined by a system administrator to constitute an inappropriate use of a computer system or network system is subject to consequences.

Depending on the seriousness of the user's offenses, consequences will be determined by the school administration. Users will also be subject to all applicable laws.

Sexual Harassment

Sexual harassment is any unwanted sexual advance or innuendo made repeatedly by one student toward another student, made by a student toward a faculty or staff member or made by an NPA employee toward a student which causes discomfort on the part of the recipient. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, teasing about sexual matters including sexual orientation, and other verbal or physical conduct of a sexual nature made by a student, faculty member, staff member, or any visitor to the school, including, but not limited to student teachers, substitute teachers, and parent volunteers, where:

Submitting to such conduct is either explicitly or implicitly made a term or condition of a student's education; or
The submission to or rejection of such conduct is used as a basis for educational decisions affecting such individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to: suggestive or obscene letters, notes, or invitation; derogatory comments, slurs, jokes, epithets; assault, touching, impeding or blocking movement, leering gestures, display of sexually suggestive hand or body movement; objects, pictures, or cartoons; and/or continuing to express sexual interest after being informed that the interest and attention are unwelcome. Public displays of affection can also be considered to be sexual harassment because they can create an intimidating, hostile, or offensive environment.

Students should be aware that sexual harassment can include males harassing females, but it can also include females harassing males, males harassing males, or females harassing females.

A student who thinks he or she has a complaint should contact any teacher or administrator, with whom the student is comfortable. All complaints will be taken seriously, and a student may be requested to submit his/her complaint in writing.

Students should realize the seriousness of any accusation and recognize that any false accusations could subject the accuser to legal action in addition to NPA sanctions listed under, but not limited to: defamation, slander, obstructing investigations, and/or malicious mischief.

DISCIPLINARY PROCEDURES

DISCIPLINE PROCEDURES FOR CRIMINAL ACTIVITY

The school will call the police immediately if a student is suspected of or engaging in illegal activity. A call to the parent/guardian will follow. Depending of the outcome disciplinary action from the school may follow.

DISCIPLINE PROCEDURES FOR NON-CRIMINAL ACTIVITY

Depending on the infraction the school will discipline a student based on the severity and repetitiveness of the infraction. Disciplinary actions include but are not limited to: In-school detention, out-of school detention, suspension, and expulsion.

DISCIPLINE PROCEDURES

In order to maintain fair and relevant consequences the school administration utilizes a discipline matrix which is on file and a copy can be obtained in the school office.