

# Student/Parent Handbook



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## **I. Introduction**

Welcome to New Enterprise Academy. This Student/Parent Handbook defines the policies, procedures, and responsibilities for the students, parents/guardians, faculty and staff. Any questions should be addressed to the Board of Directors. Any suggestions for changes to this handbook can be formally submitted to the Board of Directors by filling out a Communications Form available at the school office.

## **II. Vision and Philosophy**

### **Vision**

New Enterprise Academy's vision is a student-centered educational experience of unparalleled quality in a positive, stimulating, and diverse learning environment which values excellence in scholarship, leadership, and service.

### **Philosophy**

As a student-centered, parent-supported independent school, New Enterprise Academy lives its vision by:

- Providing an individualized and advanced academic curriculum
- Encouraging parents/guardians to participate in their student's education
- Helping students discover their unique abilities and maximize their potential
- Emphasizing a respect for nature and conservation
- Preparing students for lives of purpose and service to their community as involved citizens
- Developing self-respect and respect for others
- Fostering a lifetime love of learning

## **III. Why New Enterprise Academy Looks Different than Other Schools**

New Enterprise Academy has adopted aspects of many successful academic programs that have proven to maximize learning potential and provide academically challenging opportunities for all students. New Enterprise Academy has developed a new and innovative model that includes the following components:

### **Integrated Curriculum**

New Enterprise Academy teaches using an integrated curriculum. An integrated education is organized in such a way that it cuts across subject-matter lines, bringing together various aspects of the curriculum into meaningful association to focus upon broad areas of study. It views learning and teaching in a holistic way and reflects the real world, which is interactive. It has a framework that is flexible and responds to the challenge of preparing students to participate and communicate in new and complex social, cultural and economic futures.

### **Differentiated Instruction**

Because students learn in diverse ways, it is logical that instruction should be delivered accordingly. Differentiated instruction is designed to accommodate individual learning styles. New Enterprise Academy faculty utilize multiple strategies to actively engage students in learning, while appealing to multiple senses, using state-of-the-art technology and encouraging parental involvement, a proven key to academic success.

**Revised 12/23/2009**

### **Low Student-to-Teacher Ratio**

New Enterprise Academy provides excellent, experienced and certified teachers who are positive role models and supportive mentors in an environment of low student-to-teacher ratio. The benefits of having fewer students per teacher are obvious. Fewer students mean that each teacher will have more time available for each student.

### **Classroom Space is Flexible**

In a New Enterprise Academy classroom work areas are arranged to help students collaborate in small groups. Group tables replace rows of individual desks. Each classroom also has space available for whole group meetings, which are essential to building a supportive community of learners.

### **Classrooms Have Ongoing Conversations and are Full of Movement**

Student conversation is the center of much of our learning at New Enterprise Academy. Deep learning takes place when children challenge one another, ask questions, share ideas, and build on one another's knowledge verbally. At certain times during the day, children are out of their seats gathering materials, consulting with one another or the teacher, and looking at information from a different perspective. This encourages collaborative learning.

### **Classrooms are Multi-Aged**

All classrooms have a balanced mix of children typically combining more than one grade. Multi-aged grouping allows a classroom to accommodate children's different levels of maturity and differing capabilities. New Enterprise Academy focuses on each child's ability rather than their age or grade. The younger children have the experience of stepping into a leadership role when the older group moves on and a younger group moves in. There is a sense of continuity in the classroom. When children stay with the same teacher more than one year, that teacher uses knowledge she or he has gained about a child during the first year to plan learning experiences for consecutive years.

### **We Are a Teacher/Student/Parent Team**

New Enterprise Academy invites and strongly encourages parents/guardians and students to be active participants rather than passive onlookers. New Enterprise Academy wants to hear parents'/guardians' perceptions about their children and their experiences at New Enterprise Academy. Parents/guardians are encouraged to check in with their children's teachers and to be interested in the learning process. Parental feedback about New Enterprise Academy's classrooms and culture is vital. Students are expected to be responsible for their own learning and teachers do not simply pour knowledge into passive students. Rather, they facilitate a safe and intellectual environment for students. Within this context, students explore, wonder, hypothesize, create, and discuss their ideas about the world. This is hard work. Every member of the team is expected to actively participate in the learning experience.

### **Parents Support Children with Homework**

Parent/guardians are expected to be aware and supportive of their child's efforts with homework and are expected to let teachers know if their child is struggling with homework. Students are expected to complete and turn in homework on time. NEA utilizes Edline web-based software to keep students and parents informed about homework and tests, etc.

### **Internal Rewards Rather than External Rewards are Encouraged**

New Enterprise Academy offers specific praise, encouragement and a culture that fosters and celebrates student achievement in the belief that if students only experience extrinsic rewards, they learn to work only for those rewards, and do not connect their learning to the outside world. New Enterprise Academy strives to help children make those connections, believing that the purpose of learning is to interact thoughtfully and powerfully in the world.

### **Learning is Communal and Collaborative**

Students' work is often assessed by their peers. Writing is read aloud, comments solicited, and project drafts presented for formal peer critiques. Working together as an academic community with an authentic audience keeps us on our toes, supporting quality work and high standards.

## **Service and Character Development are Part of New Enterprise Academy's Curriculum**

New Enterprise Academy focuses on character and service as well as academics. Quality academic work is mirrored by the quality of the ways in which we treat one another, our community, and our environment. Students are encouraged to be compassionate, disciplined, courageous, and responsible. Random acts of kindness are encouraged and recognized. New Enterprise Academy motivates students to become active, empathetic, lifelong learners.

### **Student Behavior**

Expectations are clear and New Enterprise Academy follows through with consequences appropriate to individual students, if required.

## **IV. New Enterprise Academy's Community Values**

Ideally, all members of New Enterprise Academy's community will conduct themselves in accordance with the community values described below.

### **Responsibility:**

- To complete our work
- To be on time
- To contribute without measuring the contribution against that of others
- To respect the space and personal belongings of ourselves and others
- To be where we are supposed to be
- To take care of the environment
- To be conscientious in everyday affairs and in tasks with which we are personally entrusted
- To complete individual and group tasks
- To accept consequences for our actions

### **Integrity:**

- To listen to others
- To respect the space and personal belongings of ourselves and others
- To be consistent in action
- To respect the learning environment
- To refrain from talking while others are talking
- To be an appropriate audience; to be silent, to show appropriate appreciation, to be attentive and participatory
- To support the efforts of the school community
- To complete our work
- To do the right thing whether supervised or unsupervised
- To be honest and trustworthy

### **Courage:**

- To try something new
- To live by convictions, not by circumstances
- To share a personal challenge with a group
- To not give up and work toward a personal best in the face of adversity
- To tell the truth
- To follow what we believe to be the right course despite all obstacles
- To deal with the unexpected
- To attempt different approaches and solutions without giving up at the first sign of difficulty
- To stand up for what we believe, being resolute during pressure
- To accept constructive criticism as well as praise

**Empathy:**

- To listen to others
- To speak kindly to others
- To know and call people by name
- To say "please", "thank you", and "excuse me"
- To help people in need
- To exhibit appropriate volume and demeanor when speaking to others
- To refrain from talking while others are talking
- To be inclusive of everyone
- To desire to construct positive change in the lives of others and in community
- To be respectful of the strengths, struggles, feelings, points of view, safety and property of others
- To appreciate our own and others' achievements, feelings, points of view, struggles and choices
- To appreciate our own and others' ethnic, racial, linguistic and cultural roots

**Discipline:**

- To complete our work
- To clean up
- To be on time
- To maintain a healthy diet
- To exercise regularly
- To maintain an organizational plan
- To work at an appropriate rate for the task
- To maintain safety
- To double-check work to ensure quality
- To balance work and play
- To plan ahead
- To show tenacity of pursuit and indefatigable spirit
- To demonstrate craftsmanship by attending to detail
- To adapt to changing work requirements and environments
- To prioritize and balance tasks
- To meet deadlines

## V. Responsibilities

**Students**

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, he/she is expected to conduct him/herself in a manner compatible with the school's function as an educational facility. Conduct which disrupts or threatens to disrupt the operation of the school; which interferes in any way with the public or private rights of other students or citizens; which threatens or endangers the health or safety of any person; or which damages property, will not be tolerated and will result in disciplinary action.

To create a strong school culture, students share responsibility for keeping New Enterprise Academy's part of the building clean and presentable. In the lunchroom, students clean tables, chairs, and floors at the end of their lunch period. Every class is also responsible for keeping an area of the building or grounds free of trash. New Enterprise Academy students are held to the following expectations:

- Students arrive on time with assignments completed
- Students are attentive and engaged during class, and put forth an appropriate effort in accomplishing assigned school work
- Students are responsible for their behavior
- Students show respect to adults, peers, and property at all times

- Students may be held responsible for the cost of damages they cause
- Students strive to maintain positive attitudes at all times
- Students use appropriate language at all times
- Students solve conflict through discussion and adult intervention when needed rather than physical altercations
- Students abide by classroom rules as defined by teachers
- Radios, tape players, hand-held electronic games, etc., are not allowed at New Enterprise Academy without the permission of the teachers
- Students are not allowed to leave the building during school hours except for a regular class function

## **Teachers**

New Enterprise Academy teachers are held to the following expectations:

- Possess a thorough grasp of educational principles
- Hold appropriate certification
- Pursue professional growth through classes and in-service training
- Thoroughly prepare and plan
- Use creative and varied presentations of material
- Maintain a team approach to achieve educational objectives
- Value students and their learning potential
- Maintain high standards of personal character development in students and staff
- Continually renew a personal vision for excellence
- Maintain stringent academic standards
- Develop and implement good, consistent discipline in keeping with the discipline philosophy stated in the Student/Parent Handbook
- Love and respect each student without favoritism
- Keep an open line of communication with each student's parents in the form of regular reports, special contact when needed, and through parent/teacher conferences

## **VI. School Hours**

6:30-7:45	Before Care (if offered)
7:45-8:00	Student Drop Off in Classroom
8:00-3:00	Regular Classroom Instruction
3:00-4:00	Enrichment Hour
3:00-4:00	Optional Student Pick Up
4:00-6:00	After Care (if offered)

School hours are from 8:00 AM to 4:00 PM Monday through Friday. There is supervision from 7:45 until 8:00 AM every morning. Students should not be in the building before 7:45 AM unless they are children of Faculty or staff. Students are expected to be in their classroom ready to begin work at 8:00 AM. Students may enter and leave the school through the double door east entrance to New Enterprise Academy facing Cherry Street, or via other entrances as determined by New Enterprise Academy.

**Office Hours:** 8:00-4:00 Monday-Friday

### **School Closings for Inclement Weather Policy**

New Enterprise Academy follows the O'Fallon District 90 schedule for school closing for inclement weather. School closings are announced on TV stations KMOV Channel 4 and KSDK Channel 5 by 7:15 AM. New Enterprise Academy is open unless closure is announced by District 90.

The decision to close the Before Care Program (if offered) is made no later than 5:45 AM. A voice mail message is available when you call (618) 632-1505 announcing whether Before Care is open or closed.

In compliance with the requirements of the State of Illinois, New Enterprise Academy will have 176 days of student attendance or 880 hours of instructional time. If cancellation of school is required, additional days are added at the end of the school year starting with the third cancellation day. There will be no make-up days for the first two cancellation days.

Since District 90 has no early dismissal provision in their school closure policy, parents will be called to pick up their children in the event of any early dismissal. The After Care Program (if offered) is cancelled if school dismisses early. Students need to be picked up by 2:00 PM in the event of early dismissal.

### **Emergency Closure**

There may be rare occasions that require New Enterprise Academy to close for the safety of the students. Should the heating or cooling system, electricity or plumbing fail and not be repaired within 90 minutes, the school is closed for the balance of the day unless satisfactory temporary facilities are provided. School will not reopen until repairs are made and service is restored unless satisfactory temporary facilities are provided. You will be contacted by phone to pick up or arrange for your student to be picked up in the case of emergency closure.

## **VII. Student Drop Off & Pick Up Policies**

### **Before Care Program (if offered) opens at 6:30 AM.**

New Enterprise Academy does not accept students before 6:30 AM for any reason. Please accompany your child into his/her classroom and sign your student in before leaving the building. The Before Care Program is only available to students with pre-paid reservations. Students are not admitted to the Before Care Program before 6:30 even if they are "just a few minutes early." The operation of the Before Care program is subject to yearly approval of the Board of Directors and requires a minimum number of students.

### **Class starts at 8:00 AM.**

Please do not leave students unattended before 7:45 AM. Students are not admitted to classrooms before 7:45 AM. Doors open promptly at 7:45 AM to admit students for the academic day and class starts promptly at 8:00 AM. Students should make every effort to arrive on time because it is extremely disruptive to the class when students arrive late. In the event of inclement weather, please have your student wait in your car until the doors open at 7:45 AM for the academic day.

### **Class dismisses at 4:00 PM.**

Students should be picked up immediately at 4:00 PM. A 15 minute grace period is provided. Students not picked up by 4:15 PM are signed into the After Care Program and additional late fees are charged (see Tuition & Fees). If you are picking up after 4:15, you will need to sign a late pick up form before leaving the building.

### **After Care Program (if offered) closes at 6:00 PM.**

There is no grace period for the After Care Program. Late Pick Up fees start accumulating immediately at 6:00 PM. Please sign your student out before leaving the grounds.

### **Late Pick Up Fees from School**

It is essential students be picked up on time. If students are not picked up on time, the following late fees are applied to the student's account:

- **\$5.00** (4:16 – 4:20)
- **After 4:20 PM, late fees of \$1.00 per minute** are applied to student's account.
- **Charges are based on the New Enterprise Academy's clock.**

### **Late Pick Up Fees for After Care Program**

There is no grace period for the After Care Program. The After Care Program closes at 6:00 PM.

- **\$5.00** (6:01- 6:05)
- **After 6:05 PM, late fees of \$1.00 per minute** are applied to student's account.
- Two late pick ups per month will result in a suspension of Before & After Care privileges for one month with no refund of prepaid fees. New Enterprise Academy reserves the right to deny childcare to parent/guardian(s) who consistently abuse this policy.
- **Charges are based on the New Enterprise Academy's clock.**
- The student's account must be current by the 5<sup>th</sup> of each month or the Before & After Care space is forfeited.

### **Who May Pick Up Students?**

Students are released only to the individuals listed on the student's Educational Service Contract or Emergency Contact Information Sheet forms. If someone not listed is to pick up the student, fill out a Release Authorization form at the school office. Anyone picking up a student at New Enterprise Academy must have a picture ID to verify their identity. No student is released to anyone under the age of 18 years of age.

## **VIII. Student Dress Code**

Uniforms are required at New Enterprise Academy for all classroom activities, field trips, and physical education, including martial arts programs. Uniforms should be worn with pride and respect and kept neat and tidy at all times. Information for uniform suppliers can be obtained from the New Enterprise Academy website and in the enrollment package. A student may wear any combination of approved uniform garments. Uniforms must be purchased from the approved suppliers and are not covered by tuition.

Appropriate shoes are required. No open-toed shoes or sandals may be worn while in uniform. Non-marking rubber soles are required. No Heely's shoes or shoes with wheels of any kind shall be worn while in uniform. Hats may not be worn during school or during Before or After Care.

Clothing should be weather-appropriate. Students will go outside every day, except in severe weather. Please provide appropriate clothing, hats, gloves, coats, and scarves, clearly marked with the student's name.

Pre-Kindergarten and Kindergarten students must have a change of clothes including underwear, pants, shirt and socks.

Occasionally, a non-uniform day may be designated for a particular fun school event. Notice will be provided to parents regarding the appropriate clothing to be worn on those days.

### **Lower Level Boys (Pre-K through grade 4)**

Red Polo Shirt w/ Logo

Khaki Slacks

- w/ black or brown belt

Khaki Shorts

- w/ black or brown belt
- August through September
- April through May

Approved Navy Sweater

### **Upper Level Boys (Grades 5 through 8)**

Navy Blazer w/ Crest

Red Polo Shirt w/ Logo

Khaki Slacks

- w/ black or brown belt

#### Khaki Shorts

- w/ black or brown belt
- August through September
- April through May

#### Lower Level Girls (Pre-K through grade 4)

Red Polo Shirt w/ Logo

Jumper

- Approved Plaid
- w/navy or khaki tights, if needed

Khaki Slacks

- w/ black or brown belt

Shorts or Capri Slacks

- w/ black or brown belt
- August through September
- April through May

Approved Navy Sweater

#### Upper Level Girls (Grades 5 through 8)

Navy Blazer

Red Polo Shirt w/ Logo

Skirts

- Approved plaid
- Khaki
- w/navy or khaki tights, if needed

Khaki Slacks

- w/ black or brown belt

Shorts or Capri Slacks

- w/ black or brown belt
- August through September
- April through May

#### Shoes

- No open-toed shoes or sandals
- Non-marking soles are required

#### Gym Clothes

Gym uniforms are the same for students regardless of age or gender.

- Red T-shirt or sweatshirts w/logo
- Approved navy gym shorts or sweat pants
- Athletic style shoes with non-marking rubberized soles
- Martial arts uniforms as required

#### Hair

- All students should keep their hair neat and clean. Hairstyle should be in good taste and not a distraction in the classroom
- Only natural hair colors are allowed, i.e. no blue, green, orange, etc.
- Boys will keep hair collar length or shorter

## **Make-Up**

- Natural looking, non-distracting make-up may be worn only by upper level girls.

## **Jewelry**

- Stud earrings preferred
- No costume jewelry or items that could prove to be a safety concern may be worn.

## **IX. Student Attendance**

*School starts at 8:00 AM.* Teachers mark attendance records with either a "present" a "tardy" or "absent". If no mark is by the student's name when the attendance roster is submitted to the administrator, the student is counted tardy for that day unless she/he has an acceptable reason from a parent/guardian for being late. Administrative personnel make the determination as to whether the student is counted as tardy. If a student and parent arrived after 8:00 A.M., the student should place their coat, backpack and any other carried items in the hallway just outside their classroom. The student should quietly enter the classroom alone and take their seat quickly in an attempt to not disrupt the class that is already in session. Parents should not enter the classroom after 8:00 A.M.. When there is an appropriate break in the class time, then the teacher will allow the student to retrieve their items.

### **Absences**

An absence consists of failure to appear at school by 8:00 AM and remain there throughout the school day unless dismissed by proper authority. Failure to appear and remain throughout the entire time of a scheduled class period also constitutes an absence from that class unless dismissed earlier by proper authority.

When a student is going to be absent, the student's parent/guardian should notify the school of the absence by calling the office at (618) 632-1505 before 8:00 AM. The notification and explanation of the absence is only that and does not automatically excuse the absence. Excused absences are granted in accordance with school policy.

When a student needs to be excused early, he/she must bring a note from his/her parent/guardian asking to be excused at a specific time, giving the reason for leaving, and approximate time of return. This note must be brought to the school office before the student goes to class. The requests must have a parent/guardian signature and phone number where a parent/guardian can be reached. Before departing, the parent/guardian must sign out on the register provided in the main office.

### **Excused Absences**

Excused absences result from: temporary illness, extended illness, injury, physical disability, mental disability, emotional disability, and family emergency. They also include absences excused by the Board of Directors through prior requests of parents/guardians, absences which occur when a student is in custody of a court or of a law enforcement authority, and any other absence approved by the Board of Directors. The school may require suitable proof of an excused absence including written statements from medical sources. Appointments should be scheduled outside of school hours whenever possible. When it is necessary to have an appointment during school hours, parents/guardians must provide a note or email to the teacher no later than the morning of the appointment. When daytime appointments are necessary, a parent/guardian must sign the student in and out of the school on the classroom sign-in/out sheet.

### **Unexcused Absences**

Unexcused absences include those resulting from suspensions and recommendations for expulsion. Absences not properly reported by the parent/guardian are unexcused. Unexcused absences are recorded daily by office staff in a student attendance record. Three tardies constitute an unexcused absence in a student's attendance record.

### **Tardiness**

Tardiness is the appearance of a student at school without proper excuse after 8:00 AM or after the scheduled time that a

class begins. Three tardies constitute an unexcused absence and are recorded as such in a student's attendance record.

### **Notification of Absences**

When a student is truant from school or from assigned classes, school personnel make a reasonable effort to notify parents/guardians by phone as quickly as possible. If a student's academic progress is compromised because of absence, reasonable effort is made to notify the parent/guardian in advance so remedial action can be taken.

### **Academic Sanctions**

Students with excused or unexcused absences are responsible for work missed and are expected to make it up for their own benefit. Teachers will provide opportunities for students to make up missed work.

### **Make-up Work**

Students are responsible for completing all missed assignments. Arrangements should be made with their teachers for completion of the work.

## **X. Academic Accountability**

New Enterprise Academy strives to create an environment of academic rigor that will prepare students to excel in high school. It is imperative that all students complete class work and homework in a timely manner.

### **Student/Parent/Teacher Conferences**

Student/parent/teacher conferences are scheduled two times during the school year; in October and February. Because these conferences are such an important part of the student's learning at New Enterprise Academy, student and parent/guardian attendance is required. Conferences not only tell how a student is doing in school, but they help the student take responsibility for her/his own learning. Conferences provide an occasion for students to reflect on their progress and set goals for future work.

### **Homework Guidelines**

In addition to assigned class work, an important component in the pursuit of academic excellence is the assignment of homework by teachers and the successful completion of that homework by the students. Homework assignments are posted regularly on [www.edline.net](http://www.edline.net), New Enterprise Academy's partner website. Teachers work together to coordinate homework assignments and schedule tests on a balanced basis.

Students from 1<sup>st</sup> grade through 8<sup>th</sup> grade are provided with planners. Student should record all homework daily in their planner. Parent/guardians are required to review and initial the planner daily.

In addition to the academic benefits of homework, schoolwork that is the responsibility of the student to complete outside the school environment helps students to hone their time-management skills, their self-discipline, and their ability to problem-solve on their own.

### **Not Completing Work Assignments**

The below consequences apply to students in grades 5-8. The consequence portion of this policy may be adopted for grades 1-4 at the discretion of the teacher. Teachers in grades 1-4 will communicate to families the policy they are adopting.

- Three unexcused, missed assignments result in an academic referral (in addition to the three detentions to complete the assignment). An academic referral triggers a phone call from the teacher to the student's parent/guardian. An academic referral also triggers a discussion between the Teacher and the Board of Directors.
- Students significantly behind in daily class work or long-term projects may receive either a detention or an academic referral, depending upon the severity of the situation. If a student does not attend a required detention, a referral is issued that serves as both an academic and a disciplinary referral.
- Three academic referrals result in a required Academic Contract developed and signed by the student, the teacher(s), the student's parent(s)/guardian(s) and the Board of Directors. The contract fundamentally is a

commitment by the student to complete all assigned work and may contain other elements such as detention until all work is completed, daily check-ins with parent/guardians, and loss of recess/recreational privileges.

- Continued disciplinary referrals for any behavior including academic, may result in suspension and ultimately expulsion from school. See Section XI below on "School Policies on Behavior and Discipline."

## **XI. School Policies on Behavior and Discipline**

New Enterprise Academy provides students with the opportunity for self-improvement and individual growth. Students are expected to behave themselves at all times in a manner which is compatible with the school's function as an educational facility. School authorities have the right and responsibility to manage student conduct. Conduct which disrupts or threatens to disrupt the operation of the school, which interferes in any way with the rights and privileges of other students or citizens, which endangers the health, safety, or welfare of any person or which damages property is not tolerated.

All employees of New Enterprise Academy share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct. Every New Enterprise Academy student is responsible for his/her conduct. Each student and staff member is expected to make positive contributions to an atmosphere of respect, safety, and community for the entire school building, along with a spirit of friendship and respect.

Personal freedom is based upon the acceptance of personal responsibility for a safe and comfortable learning community. Students learn and practice responsible citizenship through their educational experience at New Enterprise Academy. For students to learn and achieve academically, schools must have a safe and orderly climate.

Discipline is based on teaching self-control and concern for the property, rights, and well being of others. Parents, teachers, students, and others in the community share the responsibility of upholding a safe and productive environment at New Enterprise Academy. All members of The New Enterprise Academy community should ask:

**Is it kind?  
Is it safe?  
Is it appropriate?**

This simple code is designed to initiate a set of specific rules, rights, and consequences. It is neither exhaustive nor inflexible. New Enterprise Academy expects that any situation is handled with common sense and in a manner consistent with the guidelines established herein. Mutual respect should determine behavior, learning, and appropriate consequences.

### **The Discipline Process**

The classroom teacher works most closely with the children and therefore carries the bulk of the discipline responsibility. The teacher works closely with families and provides timely and accurate communications with all involved. The Administrator or other appropriate school staff also communicates with all involved when there is a discipline issue. New Enterprise Academy requires staff and families work together to support student learning, correction of disruptive behavior and development of character.

An "Incident Report" or "Student Discipline Referral" may be issued at any time for disobedient or disruptive behavior, fighting, bad language, poor attitude, rebellion, disregard for school rules or property, or similar conduct. However, students may first be given the opportunity to correct inappropriate behavior by completing a "Refocus Form".

Prior to issuing a first "Incident Report" or "Student Discipline Referral" a teacher or staff member may choose to respond to a student's initial inappropriate behavior by having that student complete a "Refocus Form", an opportunity for that student to rethink his/her choices and make better ones in the future. A copy of this form will be sent home with the student to be signed by the parent and returned. A copy of the "Refocus Form" is kept in the classroom.

After a student has been asked to complete three "Refocus Forms", continued inappropriate behavior may result in an "Incident Report". At such time, the student is sent to the office to complete the "Incident Report" form, discuss the issue with office staff, and call his/her parents/guardians. He or she may then be allowed to return to the classroom. Documentation is kept on file by the Administrator.

After a third "Incident Report", all subsequent inappropriate behavior may result in a "Student Discipline Referral." Three

"Student Discipline Referrals" within six weeks may result in disciplinary probation; and an additional Referral within two more weeks may result in a suspension from school. Please see the section on Suspension and Expulsion below for more detailed information.

Because New Enterprise Academy leases their building, Staff of the O'Fallon United Church of Christ may report disciplinary incidents involving New Enterprise Academy students to the appropriate staff at New Enterprise Academy, which may result in a "Refocus Form", "Incident Report", or "Student Discipline Referral".

This "Student Discipline Referral" states the facts of what has happened and the action taken by the teacher or adult supervisor. The student's classroom teacher, the parent, and the Administrator will receive copies of the report. The student's parent/guardian receives a phone call from the school about the incident as soon as possible. The particular consequences are dependent upon the incident.

Corrective actions for disciplinary referrals may include:

1. Conference with student
2. Phone call to parent/guardian
3. Detention
4. Referral to Board of Directors
5. Parent/guardian conference
6. Police referral
7. One to five day suspension, either removed from class or activities or sent home
8. Behavioral contract
9. Long-term suspension, to exceed five days
10. Expulsion.

### **Grounds for Disciplinary Action**

The following behaviors, occurring at school, on school grounds, at school-sanctioned activities or events, in school-approved vehicles, or off school property as part of school activities may subject a student to disciplinary measures and/or notification of law enforcement authorities:

1. Breaking school rules
2. Intentionally causing or attempting to cause damage to school or private property
3. Stealing or attempting to steal school or private property
4. Intentionally causing or attempting to cause physical injury to another person
5. Engaging in behavior on or off school property which is detrimental to the health, welfare, or safety of the student, other students or school personnel, including behavior that creates a threat of physical harm to the student or other students
6. Committing a violation of the school's policy on dangerous weapons in school. In the event a student commits such a violation by carrying, bringing, using or possessing a dangerous weapon at school, the student is withdrawn from New Enterprise Academy and a recommendation for expulsion is forwarded to The Board of Directors.
7. Committing a violation of the school's policy against discrimination and harassment of students and staff
8. Committing any criminal act
9. Violating any school policy, rule, or regulation
10. Engaging in scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism, or preparing written work for another student
11. Engaging in disruptive or disorderly conduct or otherwise interfering with the school's ability to provide educational opportunities to other students
12. Willfully disobeying or defying supervisors, teachers, Directors, or other school personnel
13. Intentionally disrupting the school program by causing a false fire alarm
14. Throwing objects, with the exception of supervised school activities, that causes bodily injury or property damage
15. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school
16. Engaging in verbal or nonverbal abuse, such as name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that precipitates disruption of the school program or incite violence

17. Giving false information, either verbally or in writing, to a school employee

Enforcement procedures vary, depending upon the facts and circumstances of an individual case. In all cases, a student is entitled to due process. When a student faces less serious consequences for failing to comply with school policies and regulations, more simplified procedures are applied as described here.

This code of conduct, its sub-codes, and any corresponding regulations, as well as school rules governing student conduct, is distributed to each student and his/her parent/guardian at the beginning of the school year in this Student/Parent Handbook but may be updated at any time at the discretion of the Board of Directors.

### **Suspension and Expulsion**

If a student receives three Disciplinary Referrals within a six-week period, the student may be put on disciplinary probation. If a student receives a fourth disciplinary referral in the same six-week period or the subsequent two weeks, the student may be suspended for one to five days. A remedial discipline plan may be developed after the first suspension in the form of a behavioral contract negotiated with the student and parent/guardian by the Board of Directors and the student's teacher. Subsequent grounds for suspension may be determined as part of the behavioral contract. The student's tuition is still due and payable for the current quarter.

*Fighting with or hitting another student may result in an automatic suspension or expulsion from school, regardless of any prior disciplinary referrals.*

### **Discipline of Habitually Disruptive Students**

Any student suspended for disruptive behavior, as defined by this policy, for a third time during any school year may be declared habitually disruptive and a recommendation for expulsion may be made to The Board of Directors. A remedial discipline plan may be developed after the first suspension. The plan may be reviewed and modified after the second suspension. In such cases, the student and his/her parent/guardian are notified in writing.

### **Corporal Punishment/Physical Restraint**

Corporal punishment is defined as action taken by school employees to spank or otherwise physically handle a student in any way to purposely inflict punishment. No corporal punishment is administered to students by anyone in the school. Physical restraint is reasonable and appropriate physical intervention or force by trained staff may be necessary for the following purposes:

1. To restrain a student from an act of wrong-doing
2. To quell a disturbance threatening physical injury to others
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student
4. For the purpose of self-defense
5. For the protection of persons or property
6. For the preservation of order
7. To prevent a student from harming one's self

Any such acts are not in conflict with the legal definition of child abuse and will not be construed to constitute corporal punishment within the meaning and intention of this policy.

## **XII. Discrimination/Harassment of Students and Staff**

New Enterprise Academy affirms the right of all students regardless of race, color, religion, national origin, sex, sexual orientation, or disability to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment.

Individuals or groups are in violation of this policy if, on school grounds, at school-sanctioned activities, or in vehicles sponsored by the school, they:

1. Make demeaning remarks directly or indirectly, such as name-calling, racial slurs, or physically threaten or harm

- an individual on the basis of race, color, religion, sex, sexual orientation, national origin or disability
- 2. Display visual or written material or deface school property or materials to demean the race, color, religion, sex, sexual orientation, national origin or disability of an individual or group
- 3. Damage, deface, or destroy private property of any person because of that person's race, color, religion, sex, sexual orientation, national origin or disability

Students who believe that they or any other students have been the subject of harassment and/or discriminatory behavior should report the incident immediately to the Teacher, appropriate supervisor or their designees. Complaints about harassment and/or discriminatory behavior are investigated immediately. Any student who violates this policy either directly or indirectly, causes intimidation, harassment or physical harm to another student, parent or staff member is subject to disciplinary action.

1. First Offense

- A. The student and parent/guardian meet with the Teacher
- B. Information on available cultural diversity and/or other relevant counseling programs is given to the students and parent/guardian

2. Second Offense

- A. The student is suspended
- B. A meeting of the parent/guardian and the Board of Directors is scheduled immediately and prior to re-admittance to school
- C. The student is required to participate in counseling and/or attend a culturally diverse program, at his/her own expense as determined by the Board of Directors

3. Third Offense

- A. In extreme cases, withdrawal from New Enterprise Academy and a recommendation for expulsion may be made.

These guidelines for progressive discipline will not preclude the Board of Directors or designee from eliminating any of the steps in the process if, in their judgment, the misconduct warrants more severe action.

### **XIII. School Policy on Weapons**

The possession and/or use of dangerous weapons by students at school are detrimental to the welfare and safety of students and others in the school community and a positive learning environment. Carrying, bringing, using, or possessing any dangerous weapon in the school building, on school grounds, at any school sanctioned activity or event, or while being transported in a school approved vehicle, without the authorization of the school is strictly prohibited. "Dangerous weapons" are defined as:

**Firearms**

Firearms, firearm facsimile, any pellet or BB gun, or any other device, whether operational or not, designed to propel projectiles by spring action or compressed air, are strictly prohibited.

**Knives**

Knives including fixed blade knives, spring-loaded knives, pocketknives or any weapon, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict bodily injury are strictly prohibited.

Any student who acts in violation of this policy is placed on immediate suspension. That student may be recommended for expulsion to the Board of Directors.

### **XIV. Policies Pertaining to Daily School Activities**

## Communication

Each student's academic success at New Enterprise Academy is paramount. New Enterprise Academy believes effective communication methods are tremendous contributors to each student's success. Therefore, information will always be available to parent/guardians and students.

- [www.NewEnterpriseAcademy.org](http://www.NewEnterpriseAcademy.org)  
News and upcoming events are posted to the website and throughout the school.
- [www.edline.net](http://www.edline.net)  
Homework and grades are constantly posted and updated by each teacher. This is also an excellent way to communicate with your student's teacher.
- **Email**  
All teacher and staff email addresses are available on the website and distributed on the first day of school. The preferred means of communication is email. Contact staff with any of your concerns or to schedule an appointment.
- **Communications Forms**  
Contact staff, faculty or the Board of Directors with any questions concerns or comments in a written format.
- **Planners**  
Check student planners daily for important information on tests and homework.

## Deliveries to Students

If a student forgets items at home, they may be delivered to school and left in the main office for the student to pick up.

## Emergency Procedures

- **Fire Drills**  
Students participate in fire drills throughout the course of the school year. Exit plans are practiced, and procedures are taught during class hours. All plans and procedures meet the approval of the O'Fallon Fire Marshall.
- **Severe Weather Procedures**  
Students are briefed on procedures to be followed in the event of severe weather occurrences during the school day.
- **Missing Student**  
If a student is unaccounted for after an intense search by the staff, parents/guardians and the police are notified immediately. Parents/guardians should tell their student not to hide or wander off and always stay with their group.
- **Serious Injuries**  
All staff members at New Enterprise Academy are First Aid and CPR certified. **911** is called in the event a student becomes seriously ill or injured and requires immediate medical attention. If the student needs to be transported for emergency care, the responding EMT makes the decision which medical facility the student is taken to. Parents/guardians are notified as soon as possible.

## Fundraising Activities

Plans for fundraising must be presented to the Board of Directors and Fundraising Committee a minimum of two weeks in advance. These plans must include the appropriate provisions for safety in the implementation of all activities and must be in line with the overall fundraising strategies and activities of the school.

## Hallways

Halls are off limits during recess and lunchtime unless given permission by a supervisor. Sports equipment, including balls, should not be used in the halls. Rules for proper behavior in New Enterprise Academy's hallways and corridors include:

1. Walk. Do not run, skip, hop or jump
2. Speak quietly
3. Keep hands and feet to oneself
4. Treat displays and projects with respect
5. Respect those working in classrooms

### **Lost and Found**

Students are expected to be responsible for their personal belongings. A student's supplies and outerwear should be labeled with his/her name or initials. New Enterprise Academy is not responsible for lost or broken items. Lost and found articles are turned in to the office and stored for 90 days. It is the student's responsibility to reclaim lost articles. Articles not claimed within 90 days are given to a charitable organization.

### **Lunch/Snack Policy**

Students are to bring their own lunch and eat in the designated lunch area. Lunches will be refrigerated until lunch period. New Enterprise Academy requests a well balanced and nutritious variety of food be sent to school. Avoid products high in sugar, artificial flavors or colorings. Foods which include peanuts or tree nuts or their oils in the ingredient list are prohibited from the school. Tree nuts include: pecans, walnuts, almonds, cashews, filberts/hazelnuts, macadamia nuts, pine nuts, pistachios, Brazil nuts, or chestnuts. Candy is not allowed in lunches. Preferred drinks include dairy, 100% juice, Gatorade, or water. Any uneaten food is returned home in the student's lunch box enabling parents/guardians to determine what is being eaten and if portions are adequate or need to be adjusted.

#### *See also* **Peanut and Tree Nut-Free Policy**

Alternatively, hot lunches, may be provided through local restaurants. Information on these programs is provided to parent/guardians for their selection and payment is provided to NEA who will place the order. Orders are placed and paid for a month in advance.

If a student does not have a lunch for the day, the student's parents/guardians will be called to see if they are bringing a lunch. If no lunch can be provided in time by the parents/guardians, a substitute lunch will be provided and the replacement lunch fee of \$10 will be billed to the student's account.

Pre-arrange snacks with teachers. The teacher can help integrate snacks into the current topics being studied, if possible. Teacher will also be able to advise if there are students with special diet or allergy issues to be considered such as peanut allergies.

### **Lunchroom**

New Enterprise Academy's Community Values form the basis for behavior during lunchtime with the addition of the rules listed below:

1. Students must sit in the area of the fellowship hall or classroom designated for New Enterprise Academy students
2. Students must clear the table of their individual eating area before being dismissed
3. Students must sit on the seats only
4. Food throwing is not permitted
5. Students must speak quietly and use proper table manners
6. Students must not run to the bathrooms and playground
7. Personal trash must be disposed of before a student leaves the designated eating area
8. Students will share responsibility throughout the year for cleaning tables, chairs, and floors at the end of their lunch period

## **Parties/Celebrations**

Student birthdays may be celebrated with advance notice and coordination with the teachers. Guidelines are available from the classroom teacher. The kindergarten class may have a simple celebration of completion at the discretion of the teacher during the last morning of school. Religious holidays will not be observed with parties.

## **Peanut and Tree-Nut Free Policy**

New Enterprise Academy is a peanut and tree-nut free school. Foods which include peanuts or tree nuts or their oils in the ingredient list are prohibited from the school. Tree nuts include: pecans, walnuts, almonds, cashews, filberts/hazelnuts, macadamia nuts, pine nuts, pistachios, Brazil nuts, or chestnuts.

Lunches will be checked each day at the start of the school day to ensure that no foods containing peanuts or tree nuts are brought into the building. Peanut butter alternatives, such as sunflower or soy butter, are allowed in lunches but must be labeled each day. If an unsafe item is found in a lunchbox, it will be removed from the lunch, and sent home with the student at the end of the day along with a note to the parent/guardian reminding them of the policy. A replacement item will be provided to the student. After 2 replacement items have been provided during a school year, any subsequent replacement items will be charged at the full replacement lunch fee.

*See also* **Lunch/Snack Policy**

## **Protocol for After School and Evening Events Organized by New Enterprise Academy Classes**

All of the policies and procedures for maintaining a safe environment are in force when school activities occur at New Enterprise Academy during hours when school is not in session. The Board of Directors must be informed a minimum of two weeks in advance of plans for activities such as clubs, school dances, concerts or performances, or other extra-curricular activities. Plans for such activities must include the appropriate provisions for safety. Depending upon the type of activity, arrangements may need to be made to procure additional security.

Students may organize after school and evening events. To do so, they must proceed according to the following protocol:

- Before requesting permission from the New Enterprise Academy office, students must be certain they have at least one New Enterprise Academy staff member who will supervise the event and enough parents/guardians to serve as chaperones.
- At least four weeks before the event, students must discuss plans with their teacher and set a date far enough in advance to ensure that the students can properly plan the event. They must have approval from their teacher before proceeding.
- Three weeks before the event, students must request permission from the Administrator who will determine if the event can be scheduled on the date requested.
- Two weeks before the event students must finalize arrangements with staff members and chaperones, plan for decorations and arrange for clean up.
- Chaperones are responsible for supervising and disciplining students at these events. At the conclusion of the event, students and chaperones are responsible for cleaning up and returning the spaces used to their original state.

## **Responsibility for Children at School Events**

Parents/guardians are responsible for monitoring and supervising their children at all school events such as the Family Picnic, Back to School Night, etc.

## **Personal Electronic Equipment**

Cell phones, laser pointers, laptop computers, mp3 players, iPods, cassette players, and radios and/or electronic games are not to be used at any time during the school day and are not permitted at school. If parents/guardians want students to have cell phones for use before or after school, the cell phone must be kept in the student's backpack or cubby during the day in the "off" position. Teachers may grant exceptions to this rule if use of the personal electronic equipment can be used for educational purposes. Student failure to comply with this rule will result in confiscation of the personal equipment. All property brought to school is brought at the owner's risk. New Enterprise Academy does not assume responsibility for any property belonging to students unless confiscated.

## **Public Displays of Affection**

Public displays of affection between students are not permitted on school property or off school property during school-sanctioned functions.

## **Playground and Recess Rules**

New Enterprise Academy has one 30 minute recess breaks during the school day plus other possible scheduled recess time as deemed appropriate by the teacher and as allowed by classroom schedules. If the temperature is 35 degrees or warmer and the wind chill factor is not below 30 degrees the students go outside for recess and fresh air. If the weather keeps them in, alternative indoor activity is scheduled for recess break.

Students must have appropriate outside clothing for the weather conditions.

1. The playground is off limits to New Enterprise Academy students unless supervised by a New Enterprise Academy staff member
2. Misuse of equipment is not permitted. All equipment must be used only as intended
3. Students must be sure the areas around all equipment are clear of others before usage
4. If a student is not in full view of a supervising adult, that student is in an off limits area
5. No eating/drinking on the playground, unless staff has designated lunch or snack outside
6. No throwing snow
7. Any injury during games results in an immediate end of activity until student is given proper aid
8. Any conflict during a game/activity will result in immediate end of activity until agreement is reached
9. Students must be outside during lunch recess and may only be in the building if they have a pass from a teacher to use the bathroom or get a drink. If a student is permitted to return to the classroom after lunch instead of going to recess, he/she must provide a note from their teacher to the lunchroom supervisory staff. Students should arrive at lunch with warm clothes so that they can go outside immediately after lunch. Students will not be given permission to return to the classroom to retrieve sweaters or jackets before going outside for lunch recess.

## **Responsibility for Personal Property**

All personal property brought to school is brought at the owner's risk. New Enterprise Academy does not assume responsibility for any property belonging to students. Distracting or inappropriate objects are taken from a student and returned at the end of the day. Repeated violations will require a parent/guardian conference. Students should not bring large sums of money to school. If it is necessary to bring a large sum of money, that money should be taken to the office for safekeeping.

## **Roller-Skates / Blades, Skateboards, Bicycles, Scooters**

Roller-skates/blades, skateboards, and scooters are not to be ridden on school property. If so, they are confiscated on the first offense.

## **School Supplies**

It is the responsibility of students to come to school with appropriate materials.

### **Student Pictures**

Student and class photographs are taken twice a year. Purchase is optional.

### **Student Use of Copy Machines**

With permission from their teacher, students may bring materials to the office to be copied.

### **Student Use of Staff Lounge**

The Staff Lounge is for the sole use of teachers, staff, and parents/guardians working on school-related projects. Students are not allowed in the Staff Lounge.

### **Telephone Policies**

In order to limit disruption to the classroom, students are not called to the telephone except in cases of emergency.

Students may not use the telephone in the office without written permission from Administrator.

### **Telephone Directory**

New Enterprise Academy publishes an annual student directory that contains a listing of students, parents/guardians, home addresses, email addresses and phone numbers.

## **XV. Other Important School Policies**

### **Abuse or Neglect**

Illinois law requires any staff member with reasonable cause to suspect a student may be being abused or neglected to report it to the Department of Children and Family Services. The staff member does not need the permission of the administration or the governing boards to file a report. In such a situation the staff member notifies the Board of Directors that the report has been filed. Traditional consideration of confidentiality shall not constitute grounds for failure to report suspected abuse or neglect cases. Suspected abuse or neglect does not require New Enterprise Academy staff to notify the parents/guardians before reports are made to the Department of Children and Family Services.

Abuse or neglect are defined by Illinois law, but may be generally understood as follows:

- **Abuse** is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child health and welfare
- **Neglect** is abandoning a child, subjecting a child to an environment injurious to the child's welfare, or failure to provide the proper support, education, or remedial care required by law by one who is responsible for the child's welfare

### **Admissions Policy**

New Enterprise Academy admits students of any gender, race, color, national origin, religion, sexual orientation and ethnic origin and provides access to all the rights, programs and activities generally accorded or made available to students at the school. New Enterprise Academy does not discriminate on the basis of gender, race, color, national origin, religion, sexual orientation, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

### **Admission Procedures**

- **Application**  
New Enterprise Academy has a rolling admissions policy; student applications are accepted at any time during

the calendar year. Admission is granted to qualified candidates whenever space is available. The student application begins the formal process of admission. Completion of the form does not obligate one to enroll, nor does it guarantee admission. The student application may be filled out before or after the student visit and must be accompanied by a \$50.00 non-refundable application fee.

- **Student Visit**

All potential students are required to visit regular classes at New Enterprise Academy. This provides families a first-hand experience of academic and social life on New Enterprise Academy's campus. This also allows New Enterprise Academy's staff to evaluate the student's performance. Appointments for visits may be made by contacting the School Administrator. There are no fees for these services. Exceptions to the student visit may be made for those students applying for admission on a case by case basis.

- **Parental Visit**

Parents/guardians of applicants are always welcome on New Enterprise Academy's campus and often prefer to visit independent of the student visit. This allows parents/guardians the freedom to evaluate New Enterprise Academy's program on their own. Parents/guardians may meet with the Administrator and are given a tour of the campus. They are allowed to visit classes and speak with students and staff. Appointments for visits must be made by contacting the Administrator.

- **Transcripts, Records, and Recommendations**

Transferring students must provide a "Student in Good Standing" form from their previous school, a copy of the previous grade report and school records, and their most recent standardized test scores with the application. In cases where these records are not in the parent's/guardian's possession, a Release of Records form is provided as a function of the admissions process. Recommendations from non-related persons who know the student well are helpful, especially for mid-year applications.

- **Admission Assessment**

An admission assessment is required for all incoming applicants. The student application form and \$50.00 fee must be paid prior to the assessment being administered. New Enterprise Academy's assessment focuses on two main areas: language arts and mathematics. Applicants are asked to demonstrate their abilities in those two areas in a short set of evaluations. This assessment may occur during the student visit. Candidates for Kindergarten are not evaluated by age, but rather by academic readiness. Though most Kindergarten students enter at five or six years of age, applications are accepted for a wide range of ages. Pre-Kindergarten is an academically oriented, full-day program designed to train students in reading and math readiness and to develop their fine and gross motor skills.

Candidates for Pre-Kindergarten must be at least 40 months of age and bathroom independent. Students must be reliably toilet-trained to attend New Enterprise Academy. "Pull-ups" **DO NOT** count. Please do not rush your student if they are not ready. New Enterprise Academy will allow a one month adjustment period. After one month, if a student continues to have accidents they are evaluated to decide if they are ready for the classroom environment. The student may be temporarily dismissed from school until the student is fully toilet trained. To retain the student's space, tuition must continue to be paid. If you withdraw your student the current quarter's tuition is still due and payable. Please inform New Enterprise Academy's staff if there are any medical problems causing a student to have accidents. Pre-Kindergarten and Kindergarten students are required to have a change of clothes to include underwear, pants, shirt and socks.

- **Grounds for Denial of Admission**

Subject to the school's responsibilities under the Exceptional Children's Educational Act and applicable federal laws, any or all of the following constitute grounds for denial of admission to the school:

1. Failure to meet age requirement
2. Having been expelled from any school district during the preceding 12 months
3. Having engaged in behavior in any school during the preceding 12 months that is

- detrimental to the welfare or safety of other students or of school personnel
4. Falsifying application or enrollment records
  5. Having insufficient academic credit that could jeopardize the student's ability to meet New Enterprise Academy graduation requirements.
  6. Having insufficient academic credit that could jeopardize the student's ability to meet New Enterprise Academy's academic requirements
  7. Having engaged in behavior in any school during the preceding 12 months that is detrimental to the academic advancement of other students
  8. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
  9. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other students

### **Enrollment**

Qualified candidates at all grade levels are offered admission if space is available. Once students have been accepted, they are considered enrolled at New Enterprise Academy when all of the following have been received by the Board of Directors:

- Student Application form and payment of \$50.00 application fee
- Academic records and standardized test scores for transferring students
- Signed Parent Pledge of Acceptance
- Educational Service Contract and payment of all associated fees
- Student's Emergency Contacts form
- Proper immunization records
- Proof of School Dental Examination form (certain dates apply)
- Certificate of Child Health Examination form
- Physician's Order for Administration of Medication in School form (if applicable)
- Asthma Action Plan form (if applicable)
- Food Allergy Action Plan form (if applicable)
- Copy of Birth Certificate

### **Sibling Policy**

Once a child enrolls, his/her siblings are given preference if they are on the waiting lists. When a sibling position opens, the first sibling on the waiting list is offered the position.

### **Waiting List**

Once a class is full, students will be placed on a waiting list. Upon request, individuals may be added to New Enterprise Academy's waiting list by completing an application. There is no fee to add an applicant to the waiting list. If a space becomes available, the applicant and parents/guardians are invited for evaluations. If an applicant is not offered a space, upon request, they remain on the waiting list. The waiting list is only for the current school year. All applicants on the waiting list are notified by telephone about open registration for the following school year. Families will have five business days from the time of notification to complete the admission process and pay student fees.

### **Re-enrollment**

Re-enrollment for a new academic year is first offered to returning students. After the re-enrollment period for current families has ended, enrollment is opened to students on the waiting list and finally, to new students. Once a class fills to capacity a new waiting list is created.

- A student's name is not placed on the class list until all current and past due fees are paid and admission criteria are met.
- Students are evaluated at the end of each year for eligibility to re-enroll. Academic progress and discipline issues are major criteria in the evaluation process.

## **Class Requests**

There may be questions about class requests for the following year as students move from one grade to another. While New Enterprise Academy will accept requests for specific class assignment, they are strongly discouraged for the following reasons:

- New Enterprise Academy's primary consideration in developing class lists is academic balance. New Enterprise Academy looks at the students that are moving into or leaving each class and attempt to balance it. This is a collaborative process involving teachers and administrative staff. Often there are many unknowns, especially the new students who are joining us in August. New Enterprise Academy does interview all new students, grades 1-8, to better ensure proper placement.
- Honoring a request may make achieving the right balance more difficult. Multiple requests in a given classroom make the task even more complicated. Families are not aware of all issues as to placement and can't be told for reasons of confidentiality.
- New Enterprise Academy is fortunate to have talented and qualified teachers. While one teacher or classroom may seem to better "fit" a student, all of New Enterprise Academy's teachers are fully capable of working with all students. Every year, classroom environments will change. One year a class may seem ideal; and the next it may not. We all need to work together to encourage and support strong classrooms.

For the reasons given above, New Enterprise Academy strongly discourages classroom requests. Most requests will not be granted. If you feel strongly about requesting a classroom, you must submit a letter in the spring before the end of the school year. Please be sure to include your reasoning. Prior to finalizing class lists, we will consider all requests and will inform you by mail if your request is granted. For reasons of confidentiality, reasons for decisions will not be provided. You may be placed in the class of your choice for reasons not related to your request.

## **Protocol for Requesting a Class Change in Mid-Year**

Occasionally, a parent/guardian may want to request a change of class for his/her child. Unless there are strong and compelling reasons to make them, such changes are strongly discouraged by New Enterprise Academy. If such a change is to be requested, the following protocol must be followed.

First, the parent/guardian must meet with the child's teacher to discuss concerns as to how and why the child's needs are not being met. Intervention strategies should be discussed and implemented. The parent/guardian will inform the Administrator about these concerns. After 30 days, there is a follow-up meeting between the parent/guardian, teacher, and Administrator to check on progress. At that time there would be a decision to continue with the interventions, modify the interventions, or begin a more formal process of requesting a change of class.

If a change of class is still being requested, the parent/guardian, teacher and Administrator will discuss issues and develop a further plan of action to resolve the situation within the current class assignment. The new plan of action is closely monitored by the Administrator for one month. If the situation is resolved, no further action is taken.

If the parent/guardian were still interested in a change of class, there is a meeting with the parent/guardian, teacher, prospective teacher, and the Administrator. This meeting is to discuss the pros and cons of such a move. If this group decides there are enough compelling reasons to move forward, they make a final recommendation to the Board of Directors, who makes the final decision.

## **Field Trips**

Field trips enrich a student's educational experience. Permission slips are required for all New Enterprise Academy field trips. Signing a student's permission slip acknowledges awareness of information regarding the field trip and gives New Enterprise Academy permission for the student to participate. Field trips are planned to support the curriculum. Whenever possible, trips take place during normal school hours. Occasionally, trips require operation beyond normal hours. Ample notice is given to parents/guardians to make drop-off or pick-up arrangements for these trips.

If a parent/guardian chooses for his/her student not to participate in a scheduled trip or fails to return a signed permission slip, parents/guardians are expected to pick up the student prior to stated departure. Transportation for field trips may be

provided through use of a bus, faculty, or by parent/guardian volunteers.

## Forms

All forms are available in the Office and at [www.NewEnterpriseAcademy.org](http://www.NewEnterpriseAcademy.org) .

- **Emergency Contact Form**  
No student is allowed to attend New Enterprise Academy without a current Emergency Contact Form on file.
- **Medication Form**  
No medication of any kind is administered without this form. If a student requires prescription medication during the school day, he/she must have a permission slip signed by a parent/guardian and a doctor. The medication must be brought to the office as soon as the student arrives at the school.
- **Injury/Incident Report Form**  
All injuries are documented on an "Injury/Incident Report Form" and must be signed by the parent/guardian when the student is picked up. Injuries inflicted by other student also require an Injury/Incident Report Form.
- **Permission Slips**  
Occasionally, New Enterprise Academy has special activities requiring specific "Permission Slips" to be signed for a student to participate in the activity.
- **Personal Information Release Form**  
This form allows New Enterprise Academy to release parents'/guardians' name, address, email, and telephone number to create school and classroom rosters for parents/guardians, teachers, and Parents' Group.

## Health/Medical Information

The Illinois School Code <http://www.ilga.gov/legislation/ilcs/documents/010500050k27-8.1.htm> requires a physical examination and up-to-date immunizations for all students prior to entering kindergarten, first, and fifth grades. All students new to the state of Illinois must have a physical examination completed and signed by the student's physician within thirty days of the date of enrollment. Students entering New Enterprise Academy at any grade must have a physical and dental form completed by August 1. Students not meeting this deadline are dropped from class lists. Returning students in 2nd grade or 6th grade must have a new physical and dental examination completed and on file prior to the beginning of school. Forms for the physical and dental examinations are furnished by the school.

## Illness Policy

A mild illness does not automatically exclude a student from attending school. However, the student may not be sent to New Enterprise Academy if:

- Student has a fever above 99.5 degrees F or until the student has been fever free 24 hours without fever-reducing medication
- Student has vomited twice or more in 24 hours
- Student has diarrhea
- Student has Measles, Mumps, TB, or Hepatitis
- Student has pink eye and/or white or yellow discharge from the eye
- Student has head lice; students must be treated and nit free before returning to school
- Student has strep throat or scarlet fever; students must have been on an antibiotic for 24 hours prior to return to school
- Student has chicken pox; all lesions must be dried and crusted before returning to school
- Student has impetigo, a highly contagious skin infection marked by a weepy, scaly or crusted rash. Twenty-four hours of treatment must be completed prior to returning to school
- Student has ringworm or any other unexplained skin rash

A doctor's note is required for a student to reenter school after suffering from Chicken Pox, Measles, Mumps, Ringworm, Pink Eye, Head Lice, TB, or Hepatitis. Students requiring treatment with antibiotics must have received 24 hours of medication before returning to school.

New Enterprise Academy should be notified immediately if a student is diagnosed with a communicable disease to help us contain any outbreaks.

- **Student Becomes Ill During School Day**

Parents/guardians are called to pick up students displaying fever or symptoms of illness that persist for more than thirty (30) minutes. Students must be picked up within one (1) hour of notification. New Enterprise Academy will under no circumstance administer medication of any kind without written permission. If New Enterprise Academy is unable to reach a parent/guardian, the student's emergency contacts are contacted to pick them up. Parents/guardians should keep emergency contacts up to date and verify with them that they are willing to pick up the student.

A parent/guardian must notify the school regarding child custody information that affects the release of health and academic records, or the release of the child from school. Students are released only to their parent/guardian, unless the school has received written notification of changes.

- **Accidents**

In case of serious accident, parents/guardians are notified immediately. If parents/guardians are unavailable, the emergency contacts are notified for assistance. If unavailable, the doctor/hospital listed on the registration form is contacted for treatment. Permission for treatment is included in the application form.

### Immunizations

- **Minimum immunization requirements**

Vaccine	Grades K-8	
DPT/Td/DT	4	
Polio	3	
Measles*		1
Mumps*	1	
Rubella*	1	
Hib**		
Hepatitis B***	3	

\*Measles, mumps and rubella vaccines must have been administered on or after the first birthday to be acceptable for certification.

\*\*One dose of Hib vaccine must have been administered at age 12 months or older. Children age 5 and older are exempt from the Hib requirement.

\*\*\*Beginning July 1, 1997, all students born on or after Jan. 1992, must have had three doses of hepatitis B vaccine. Hepatitis B vaccine must be administered such that dose two is given not less than 30 calendar days after dose one, and dose three is given not less than 60 calendar days or more than 150 calendar days after dose two. By July 1, 2003, all students in grades K-12 must comply.

- **Procedures for Compliance**

1. A completed Certificate of Immunization indicates full compliance.
2. A request, signed by a parent/guardian, for local health officials to administer the necessary immunizations. Request must be submitted at the time of school entry and completed Certificate of Immunization be submitted within 60 calendar days of school entry or child will face suspension or recommendation for expulsion from school.
3. A written plan for immunization signed by one parent/guardian for receipt by the child of the required inoculation or the first or the next required of a series of inoculations within 30 days. The plan must be submitted at time of school entry and completed Certificate of Immunization be submitted to school within 60 calendar days of school entry or child will face suspension or recommendation for expulsion from school.
4. Transfer students from outside the state are the only students who may officially have the 60-day grace period without presenting one of the above statements upon entering.

### Medication

- **New Enterprise Academy Policy**

Teachers and other non-administrative school employees, except nurses licensed by the State of Illinois, shall not be required to administer medication to students. Parents/guardians are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for educational benefit and/or critical health and well being of the student. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

- **Responsibilities**

1. All prescription medications given at school require a doctor's order and parent/guardian permission. Parent/guardian must provide a completed "Physician's Order for Administration of Medication in School" form. All non-prescription medication requires parent/guardian permission.
2. If there is a change in medication dosage during the year, the school must receive an updated physician's order in writing before the new dosage can be given.
3. Medication must be provided in its original container labeled by the pharmacist with the student's name, medication, and dosage as it is to be given at the school.
4. Medications must be brought to school by a parent/guardian or a designated adult and are never to be sent to school with the student. Exceptions are asthma medications self-carried and self-administered.

- **Guidelines for Self-Administration of Asthma Medication**

1. The student who participates in self-administration of asthma medication must demonstrate consistent responsibility regarding:
  - a. Medication.
  - b. Knowing how to administer the medication and how frequently it can be taken.
  - c. Being familiar with expected effects and possible side effects of the medication.
  - d. Understanding that medication is not to be shared with anyone.
  - e. Seeking additional help from the teacher or health office if symptoms persist or if student is experiencing side effects.
2. The student's name must be marked on the inhaler in case it is misplaced.
3. The School will not keep a record of medication administration for the student.
4. The privilege may be revoked for safety reasons if the student does not demonstrate appropriate responsibility.

### **Non-Discrimination Policy**

New Enterprise Academy admits students of any gender, race, color, national origin, religion, sexual orientation and ethnic origin and provides access to all the rights, programs and activities generally accorded or made available to students at the school. New Enterprise Academy does not discriminate on the basis of gender, race, color, national origin, religion, sexual orientation, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

### **Parental Concerns**

To address a concern or seek resolution to a problem at New Enterprise Academy, parents/guardians should address the person most immediately involved in the issue with which they are concerned. Teachers have very full schedules and may not be available to talk at all times, especially just prior to the beginning of the school day or during the school day. It is best to email the teacher, or complete a Communication Form to schedule a time in advance to meet either in person or to talk on the phone. Emails and communication forms will be responded to within 48 hours. Parents/guardians may request the Administrator to be a facilitator of the meeting.

If, after this step, the concern is not satisfactorily addressed, parents/guardians may contact a representative of New Enterprise Academy's Board of Directors. Emails and communication forms will be responded to within 48 hours. The Board of Directors representative may work to resolve the issue or may take the issue to the Board for inclusion at the next meeting. Decisions of the Board of Directors are final. A list of Board members is available in the school office.

### **Parental Involvement**

At New Enterprise Academy, parents/guardians are absolutely vital to students' success. Research shows a positive correlation between parental involvement and a student's success in school. When parents/guardians are involved, students place a higher level of importance on the entire educational experience and subsequently perform better. There are many ways to be an active participant in the educational journey of a student at New Enterprise Academy.

### **Parents in the Classroom**

Parents/guardians are always welcome in New Enterprise Academy's classrooms. However, there are specific requirements and guidelines to observe in order to control the impact of such a visit and assure a positive experience for everyone. For instance, appointments are required in order to minimize any disruptions. Observation appointments should not be scheduled between the opening of the school year and October 1<sup>st</sup> to allow the students to become acclimated and settled into their routine.

### **Parental Responsibilities**

- Read, understand, and adhere to the vision and philosophy of New Enterprise Academy as defined in the Student/Parent Handbook and indicate acceptance by signing the Parent Pledge of Acceptance provided on the enrollment application
- Work with teachers to train, nurture, and equip students academically and in the development of each student's unique gifts
- Cooperate in the student's educational development by encouraging his/her best effort, monitoring his/her progress, providing study time at home, and working with him/her when needed
- Cooperate with teachers and staff to build respect and accountability in the student for his/her satisfactory effort, level of work, and behavior
- Monitor student's behavior by signing and returning weekly behavior progress reports if used by the teacher
- Work to achieve a rapport with the student's teacher and maintain open communication.
- Support the school and its programs
- When traveling with students on a field trip, abide by the same conduct expectations as the faculty and staff
- Pay all financial obligations in a timely manner
- Bring all messages or items that need to be delivered to students to the school office
- Sign student out at the school office when needing to pick up student during a school day
- Sign into the school office and receive a guest tag when visiting the school
- Arrange classroom observation and/or visits with the Administrator and teacher in advance
- Participate in regularly scheduled conferences. If desired, additional conferences may be scheduled by contacting the teacher
- Refrain from contacting the faculty, administration or members of the Board of Directors at home or by phone. Email and Communications forms will be responded to within 48 hours.
- Refrain from engaging teachers in conversation prior to and during class to allow teachers' focus to remain on students
- Disrespectful or confrontational communications with the faculty, administration or members of the Board of Directors will absolutely not be tolerated. All communication is to remain calm and respectful at all times. The Board of Directors reserves the right to require confrontational parents/guardians to leave the campus at any time and/or to cancel the Educational Services Agreement of confrontational parents at any time.
- Pick student up promptly at the close of the school day
- Notify the office when student will not be present due to illness
- Inform the school in advance of absences unrelated to illness
- Read all school correspondence
- Promptly pick up a sick student once notified by the school office
- In the event of inclement weather, parents/guardians may choose to pick up their student early from school before an official school closing is announced

### **Placement and Advancement**

Grade retention, or acceleration may increase the likelihood that students will succeed in meeting challenging academic expectations at the next grade level. Retention provides a second opportunity to master skills, while acceleration increases the likelihood that academic expectations are challenging.

Placement of students depends on several factors, including all of the following:

1. Assessment testing
2. Academic skills
3. Maturity
4. Satisfactory completion of work
5. Likely success in completing the academic work at the next grade level
6. Parental input.

Placement of students, including grade retention or acceleration is based on the best interests of the student and his/her educational success. A student is retained or accelerated if the Board of Directors, Administrator and the student's teacher agree that grade retention or acceleration is in the best interests of the student based on the general considerations above.

Procedural guidelines for retention or acceleration of a student are as follows:

1. The teacher confers with the parents/guardians at before the end of the school year about the reasons that grade retention or acceleration may be recommended.
2. The parents/guardians, Board of Directors, teacher, and Administrator may confer about the student's educational needs at least three months before the end of the school year. If retention or acceleration is to be a consideration, academic interventions to address the student's needs are developed and implemented.
3. The Board of Directors, Administrator, teacher, and parent/guardians confer prior to the end of the school year about the student's progress. Based on this, the student is retained or accelerated if the Board of Directors decides that it is in the best interests of the student. Strong consideration is given to the parental concerns; however, the Board of Directors makes the final decision.

In such instances, an academic plan is prepared that includes the following:

- A summary of the school's interventions during the current year to meet the student's academic needs
- The interventions to be implemented during the next school year to meet the student's academic needs

### **Reference Letters**

When a student moves to another school, parents/guardians may request that the student's teacher write a letter of reference for the student to assist with acceptance and/or placement in the new school. A written request for such a letter should be given to the Administrator at least 30 days in advance. Requests will be approved on a case-by-case basis. If approved, the reference letter will be sent directly to the new school, with a copy provided to the parents/guardians.

### **Special Education**

New Enterprise Academy is unable to provide specialized programs for students with exceptional physical, behavioral, or learning disabilities. Such limitations require special attention, resources, and facilities for the student's maximum development. If the staff, through testing and/or observation, notes that the student may need special services, New Enterprise Academy asks parental cooperation in placing the student in an educational environment that more adequately meets his/her needs.

### **Release of Information: Student Records**

At the beginning of each school year, New Enterprise Academy will notify parents/guardians of rights pursuant to this policy in the Student/Parent Handbook. A parent/guardian has the right to review the student's education records unless the custodian of the education records has received a copy of a court order to the contrary. The school maintains permanent education records or temporary records directly related to a student. Education records may contain personally identifying data, progress reports, courses taken, standardized achievement test scores, attendance data, aptitude tests, psychological tests, interest inventory results, health data, family background information, teacher observations and

reports of serious or recurrent behavior problems. Parents must submit a written request to see the files to the Administrator, who will set a date and time for the inspection and review no more than three working days from the date of request. The record itself cannot be taken from the school building. However, upon request, one copy of the record can be provided for a fee of \$10.00. Only transcripts, Assessment test results and attendance records will be distributed to new schools unless the parent/guardian specifically requests any other records be sent as well.

If any material or document in a student's education record includes information about other students, the parent/guardian has the right to review only that part of the material that relates to his/her student.

A permanent record of the student's name, address, telephone number, progress reports, attendance record, classes attended, level completed and year completed may be maintained without time limit.

A parent/guardian has the right to challenge the contents of a student's education record if the parent/guardian feels that any information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. In this event, the parent/guardian may request a conference with the Administrator and Board of Directors or submit a written request for amendment. The conference can be conducted by telephone or in person. Within five working days, the Administrator will notify the parent/guardian of the decision regarding the requested amendment. All correspondence regarding records is to be sent via certified mail. In the event the parent/guardian is dissatisfied with the decision, the process for addressing a concern is followed:

- If/when a request to amend education records is granted, the custodian will amend the records accordingly
- If/when the request to amend education records is denied the parent/guardian has the right to document in the records a statement commenting on the reason for disagreement with the records
- New Enterprise Academy, for as long as the record of the contested portion of the record is maintained will maintain this explanation
- If the record or contested portion is disclosed to any party, the explanation will also be disclosed

Directory information including a student's name, address and telephone number is made public unless a written request to withhold such information is submitted by the student's parent/guardian.

The school will not disclose personally identifying education records without written consent of the parent/guardian except to the following:

- School officials charged with the responsibility of providing education programs and/or services to the individual student
- Authorities named in the Family Educational Rights and Privacy Act including Comptroller General of the United States, Secretary of Education, Director of NIE, Assistant Secretary of Education, or state educational authorities
- Authorities investigating or providing emergency services involving the health and safety of students
- State and local official who are required to obtain specific information pursuant to state law
- Accrediting institutions
- Testing and research organizations as long as confidentiality is maintained and such organizations are required to destroy records after they are no longer needed
- Anyone, if required by a court order or subpoena, provided that a reasonable effort is made to notify the parent/guardian prior to complying with the subpoena or court order

The school may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent/guardian.

All other requests for information must be submitted to the Administrator by the parent/guardian in writing.

The Administrator will maintain a list of all requests for information from an individual student's education record. This list is contained within the student's educational record.

### **Students Staying with Another Family**

If a student is staying with another family in the absence of the parent/guardian for a short term, the office must be notified with a note stating the dates the parent/guardian are away and the name and number of the designated responsible person. This information is used in case of an illness or an emergency.

## **Transportation**

Bus service is not offered by New Enterprise Academy. Transportation may be available through the O'Fallon public schools for those students who qualify (generally those who reside farther than 1 1/2 miles from the school). Parents/guardians are otherwise responsible for transportation to and from school. Transportation for field trips is provided by parent/guardian volunteers, faculty, staff, or through use of a chartered bus.

## **Volunteering\***

New Enterprise Academy welcomes all who wish to contribute to the students' experience. There are many ways to become involved. Please contact the Volunteer Coordinator to find out how volunteers\* can make a difference. There are countless ways to contribute both in and out of the classroom:

- Speakers and presenters
- Educational enrichment sponsors
- Room Parents
- Field trip chaperones
- Leaders for New Enterprise Academy's enrichment programs
- Leaders of Girl Scout and Boy Scout troops
- Supporters of students' service projects
- Leaders of the Giving Campaign
- Hosts of the Parent's Council

\*Some volunteer situations may require a background check.

## **Withdrawal from School /Transfer of Records**

If a student moves to another school during the school year or summer months, the student's records are sent to the appropriate school at the request of that school. Parents/guardians must submit a withdrawal form prior to departure. This form is available in the school office. On the day of withdrawal, students should have in their possession all books and materials in order to return those items. A parent/guardian should be certain that there are no fees due to the school at the time of withdrawal. Forwarding of transcripts and test results may be delayed pending the payment of such fees.

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