



**NOVA CLASSICAL ACADEMY
STUDENT-PARENT HANDBOOK**

2015–2016

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STUDENT-PARENT HANDBOOK APPENDIX

SECTION 1: INTRODUCTION

WELCOME

We are pleased to welcome you to Nova Classical Academy. We believe that both parents and students will enjoy and value their experience at Nova.

You have chosen to join into a very special community: one dedicated to a unity of purpose. At Nova we work hard each and every day to create an environment which nourishes and challenges your children. As staff, we want to partner with parents to support the growth and development of all students.

The areas which support our success as a community can be captured by four Cs:

Classical:

We are a classical academy. We adhere to the principles of classical education which, at times, allows us to think differently than other schools on how we interact with and educate students.

Collaboration:

We need one another. Employees depend on parents to give us a clearer understanding of children; parents depend on staff to leverage their expertise. The unique partnership Nova boasts is what allows us to do the extraordinary work we expect of one another.

Communication:

We are a large community. The only way to collaborate successfully is if we share regularly our expectations, concerns, hopes, needs, and support of one another. We need to hear about your concerns in order to support you.

Courtesy:

As we interact and work together, we should expect courtesy and respect from one another so we can model virtuous behavior to our students and children.

Many who come to Nova have been at another school at some point. We choose to be here for the promise of something special, something better than what we've found before. The key is that the joy we find at Nova is made, each and every day, by the staff, students, and parents who elect to be members of this community. This is your school, but this is our life. We have the highest expectations of one another, and hold one another accountable to making Nova extraordinary in every way.

We are pleased that you have chosen to join us at Nova. My door is always open to you. Ask questions, work hard, and bring all that you can to our school community. We're excited to have you here.

Sincerely,



Eric Williams
Executive Director

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide our students and parents with essential information on the policies, procedures, and philosophies governing the operation of Nova Classical Academy (Nova). The rules, procedures, and guidelines contained herein are not a complete list and cannot cover all situations that may arise, but rather cover most common situations. This handbook supersedes all previously issued Student-Parent handbooks. Nova reserves the right to change, revise or add to the policies and procedures described in this handbook at any time.

MISSION STATEMENT

In a supportive community and through a systematic, accelerated college-preparatory education in the classical tradition, Nova Classical Academy challenges its students to develop intellect, to attain the habits of learning and mastery, and to live a virtuous life of duty and ideals.

GOVERNANCE OF THE SCHOOL

Nova Classical Academy is governed by a Board of Directors composed of parents, teachers, and community members elected by the members of the Nova community. Elections are every May.

The Board of Directors maintains several standing committees. As parental involvement is essential to Nova's success, parents are encouraged to become involved in committees that interest them. Parents are also encouraged to attend board meetings and committee meetings in order to stay informed and to contribute to the growth of the school. Information about meetings is posted on the school's online calendar and website.

The Board delegates the management and daily operation of the school to the Executive Director who is responsible for carrying out the Board's policies.

SECTION 2: GENERAL INFORMATION

HOW TO CONTACT NOVA

1455 Victoria Way Voice: 651.209.6320
St. Paul, MN 55102 Fax: 651.209.6325

Website: www.novaclassical.org
General Email: contact@novaclassical.org
Board Email: board@novaclassical.org*
Public Comment: publiccomment@novaclassical.org

*A listing of current Directors along with individual email addresses is available in the Board of Directors section of the Nova website.

SCHOOL OFFICE HOURS

Monday through Friday: 8.00am to 4.30pm
Weekends and Holidays: School/Office is closed
Summer Hours: 9.00am to 3.00pm

SCHOOL HOURS

School of Grammar: 8.40am to 3.40pm
Schools of Logic/Rhetoric: 8.40am to 3.45pm

Start and End Times

School of Grammar

- Students may enter the building at 8.20am (unless attending a supervised club/activity)
 - Students must wait in the Great Room and cannot go into the classrooms until directed.
- School Day: 8.40am–3.40pm
- Students must leave the building by 4.15pm (unless attending a supervised club/activity)

Schools of Logic and Rhetoric

- Students may enter the building no earlier than 8.20am (unless attending a supervised club/activity)
- School Day: 8.40am–3.45pm
- Students must leave the building by 4.15pm (unless attending a supervised club/activity)

Please note: Students are not supervised outside of these open building times and are, therefore, not allowed in the building. Appointments with teachers must be arranged in advance and may not take place from 8.30am to 4.00pm unless pre-arranged with the teacher.

NOVA COMMUNITY COVENANT

Responsibilities of the Nova Student

- Attend school daily, except when ill or otherwise excused (according to the attendance policy), be on time, and arrive in the appropriate Nova uniform.
- Follow all rules and regulations established by Nova staff.
- Cooperate fully with all lawful and reasonable directives issued by school personnel.
- Be prepared for each class with assigned work and appropriate materials.
- Show respect for others and for their property, seeking help from a Nova staff or faculty member when confronted with problems or when unsure of a course of action.
- Refrain from making profane, insulting, threatening, or inflammatory remarks.
- Work consciously toward self-discipline: make compassion, care, and self-control your personal goals of conduct.
- Respect your classmates, their skills, backgrounds, and cultural heritages.
- Accept the fact that there will be difficulties in school and strive to persevere through personal and academic challenges.
- Be impeccable with your actions and words at all times, always expressing your opinions and ideas in a respectful and courteous manner.

Responsibilities of the Nova Parent or Legal Guardian

- Maintain a good relationship with Nova staff, responding respectfully to concerns.
- Follow all policies and procedures established by the Nova Board and Administration.
- Maintain up-to-date information regarding addresses, phone numbers for home, work, and emergencies, and other pertinent legal conditions of which the school should be made aware.
- Alert Nova of any problems or conditions that may affect your child's education.
- Encourage your child to put a high priority on school, with his or her best effort always as the goal.
- Ensure the development of proper study habits at home.
- Be familiar with your child's school activities and academic programs offered at Nova.
- Attend scheduled conferences and request additional conferences as needed.
- Demonstrate to your children that you value what Nova offers to, and expects of, its students by modeling this attitude for your children.

Responsibilities of School Personnel

- Follow all relevant laws as well as Nova policies as detailed in the *Employee Handbook*.
- Abide by the MN Code of Ethics for Teachers or Administrators.
- Value parents as partners in the educational process.
- Attempt to contact parents promptly when there is a significant and/or sustained change in a student's performance or motivation.
- Respond within two school days to parent inquiries about their children.
- Work diligently with parents, students, and other educational specialists to help solve problems at the classroom level.
- Strive to prepare each child educationally, emotionally, and socially to be receptive to the rewards of life-long learning.

SECTION 3: ACADEMIC PROGRAM

CURRICULUM

Nova has adopted a rigorous curriculum in the classical tradition, which includes the liberal arts, sciences, and fine arts. As opposed to much of child-centered modern education, the curriculum at Nova is knowledge-centered; what we study is the centerpiece of all classroom activities. The structure of classical education rests on the concept of the *trivium**: Grammar, Logic, and Rhetoric, as the basis of every discipline and as a description of a maturing mind.

- Grammar is the foundation of every subject, the collection of its parts, and the mechanics of how they work. The grammar-stage student delights in naming everything in her world, memorizing facts, and practicing new skills.
- Logic is the organization of these parts into a whole and an understanding of the relationships between the parts. The logic-stage student wants to analyze everything and needs to know why things are the way they are.
- Rhetoric is the expression of thought. The rhetoric-stage student craves the opportunity to express his/her individuality.

At Nova the stages of the *trivium** also correspond to the following schools:

- School of Grammar, Grades K–5
- School of Logic, Grades 6–8
- School of Rhetoric, Grades 9–12

*More comprehensive documents on each of these three stages are available on the website.

Alignment of the Curriculum to Standards

As a public school we are required to ensure that our curricular program meets or exceeds Minnesota state academic standards, that our students take state tests given to pupils in all public schools, and that our school meets or exceeds target measurements in attendance, participation, and graduation standards defined by Minnesota. If standards and testing requirements change, we will make any necessary changes to bring our curriculum and assessment schedules and mechanisms in line with state law.

CHEATING AND PLAGIARIZING

Nova aims to educate the whole person by attending to the student's intellectual, social, and moral development. By design, our curricular thrust is rigorous but purposeful, engaging, and necessary for cultural literacy. We know that at times students will be challenged beyond their abilities, and we ask them to take numerous intellectual risks and persevere through difficulty. As such, our program demands that students not take short cuts. We deem cheating of any kind (i.e., plagiarizing, copying homework, parents doing homework for a student) to be immoral and damaging to the child's intellectual and moral development.

Nova will enforce a strict policy regarding cheating. Consequences escalate in severity with repeated offenses and may include the following:

- Administration and teacher will conference with student and parent to discuss the nature of the infraction. Student will redo the assignment, receiving zero up to no more than half-credit as a maximum score. Teacher will assign deadline for completion. Student may be required to repeat the course again.
- Out-of-school suspension and/or expulsion may be assigned for severe/repeated infractions, and such actions are reported, by law, on a student's academic transcript.

The school reserves the right to apply more severe consequences for any offense, including a first-time offense.

CHILD FIND PROCESS

Child Find is a description of a public school's obligation to locate, identify, and evaluate children who might need special education services. Schools have a responsibility to develop systems and processes to find children who may need potential special education services. Charter schools which do not have "boundaries" are responsible to monitor the students within the charter school. There are three ways in which a student can be identified:

1. School District Suspicion
2. Parent Request
3. Placement in a Care and Treatment facility within the district

If you have questions or need additional information, please contact the Director of Student Services.

Academic Assistance beyond the Classroom

Nova students are presented with knowledge from several disciplines, using texts and resources that are sometimes quite complex and demanding. These high expectations sometimes appear overwhelming, and students, from time to time, may require tutoring to help them meet and maintain Nova's rigorous demands. Please contact your child's teacher or your school's **School Principal** to find out more about academic support options at Nova.

TUTORING: SCHOOL OF GRAMMAR

Tutoring in reading, math, and writing is available after school for students in Nova's School of Grammar on an as-needed basis and by teacher invitation. Tutoring time is focused on skill building in these three domains and is not intended to be a homework help session.

TUTORING: SCHOOLS OF LOGIC AND RHETORIC

Faculty will set office hours for tutoring and homework help and alert parents to office hours via the course syllabus or class website. The majority of our faculty will assist students on a scheduled basis before or after school or during lunch time. If you would like to request tutoring, please contact your child's teacher.

RESPONSE TO INTERVENTION TEAM

The Response to Intervention (RtI) process is designed to provide a multi-tiered system of supports and services to students based upon their unique learning needs when they are struggling within the standard curriculum. The RtI team K-12 is comprised of a group of teachers and administrators who meet weekly with classroom teachers and other faculty or staff who have concerns about a student's academic or behavioral needs. The goal of the group is to support student learning, identify students who may have a disabling condition, and to support classroom teachers in the areas of intervention planning and execution prior to any referral for specialized services and/or supports.

Tier 1 Supports: Universal Interventions. Regular classroom strategies to utilize for any struggling students in the core curriculum.

Tier 2 Supports: *Targeted Interventions.* This is an intervention separate from the core curriculum. Typically this intervention takes place 2-3 days a week. (i.e. small group instruction, tutoring, additional reading/math instruction, etc.)

Tier 3 Supports: *Intensive Interventions.* This is an intervention that is separate from the core curriculum. The intensity of the intervention increases compared to Tier 2. These interventions occur on a daily basis. (i.e. more intensive reading/math support, student counseling, 1-1 instructional support).

PRE-REFERRAL INTERVENTIONS

Overall, pre-referral interventions are defined as regular education strategies, alternatives or interventions that are designed to assist the student in school before resorting to special education services. These pre-referral interventions might include Section 504 accommodation plans, tutoring, support services, separate instructional groupings, and a wide variety of extra regular education techniques to help the student succeed. Relevant state law requires a school district to conduct and document at least two pre-referral interventions before initiating a special education evaluation, unless the district's assessment team waives this requirement because of an "urgent" need for evaluation. Importantly, where a parent requests an evaluation and agrees to pre-referral interventions prior to evaluation, the district must still provide the parents a notice of refusal to evaluate.

ENGLISH LANGUAGE SERVICES

Nova has a full-time licensed English Learners teacher who works with the general and, as needed, special education teachers to help students who are identified as English Learners (EL). Their primary mission is to help EL students to access Nova's classical curriculum through concentrated skill development in English. Students are identified for EL services through a combination of evaluation measures including home language questionnaires, parent and teacher interviews, grade reports, standardized and EL-designed assessments, and identification for services from the last-attended school.

GUIDANCE AND COUNSELING SERVICES

While Nova's main focus is on student academics and college/career development; we follow the ASCA National Model (2014) which includes the personal and social aspects of a student's development as well.

Counselors provide assistance to students in these areas:

- Educational Planning
- College Planning
- Career Development resources
- Naviance* profile set up, navigation, and planning
 - *Naviance software also known as "Family Connection" is a customizable planning portal for students and families including self-discovery assessments, goal-setting, college research tools, course planning, career exploration resources, and individual learning plans
- Communication and planning about individual needs
- Personal Development and Supportive Services
- Social Development and Peer Relationships
- Referral to in school and or out of school community resources

To Students, Parents, Teachers and Staff:

In our school counseling office, confidentiality for students is important to us! What is said here, stays here, with the following exceptions, as required by law and/or ethical standards:

1. Harm to self or others
2. Abuse or neglect
3. Court or other legal proceedings

Please stop in, make an appointment, or call/email if you would like to speak with the College Counselor.

FIELD TRIPS

All school-day field trips are approved in advance by the Administration. A voluntary donation is requested from parents to help defray the cost of field trips. All field trips are voluntary.

General requirements for field trips:

- They must serve an educational purpose in keeping with Nova’s curriculum, mission, and goals;
- The trip’s plan must be submitted to the Administration at least two weeks before departure;
- No student may participate in a field trip who does not have a permission slip signed by a parent. Any student not participating is expected to attend school;
- Students are to wear uniforms on field trips;
- An adult must accompany students at all times;
- Employees may not transport students to field trips in their personal vehicles.

Occasionally, classes may take supervised walking trips outdoors. Our proximity to Victoria Park and the generous size of our campus provide excellent resources for such learning opportunities and outdoor classroom experiences. Physical Education classes regularly occur outside.

GRADING

Students in Kindergarten through Grade 3 receive report cards using the following terms:

M	Mastery: The student currently demonstrates consistency and thorough mastery of multiple performance expectations for this grade level, and extends beyond.
T	Target: The student currently demonstrates elements of grade level performance and can progress toward those not yet demonstrated through following instructions.
S	Satisfactory: The student is on track to reach grade level benchmarks by year’s end. Following instructions may progress independently, or may work best with structured guidance and support.
E	Emergent: The student progresses toward a benchmark level of performance with continuous guidance and support following instructions.
ND	Not demonstrated: The student has not yet been engaged in the number of experiences that would allow him/her to demonstrate knowledge and skill in this area.

Students in Grades 4+ receive letter grades based on a 100-point scale as follows.
Honors Courses, CIS, and AP Courses are weighted at 1.25 on a 4.0 scale.

Percentage Score	Letter Grade	GPA Points	
93-100%	A	4	Indicates outstanding work in a subject
90-92	A-	3.7	
87-89%	B+	3.3	
83-86%	B	3.0	Indicates above average work in a subject.
80-82%	B-	2.7	
77-79%	C+	2.3	
73-76%	C	2.0	Indicates average work in a subject for the grade level.
70-72%	C-	1.7	
67-69%	D+	1.3	
63-66%	D	1.0	Indicates below average work in a subject.*
60-62%	D-	1.0	
0-59%	F	0	Indicates failure. The student has not met the minimum requirements of the course, and has not performed the assigned work in a satisfactory manner.
	I	0	Indicates work is not yet completed for grading period.

*In Minnesota, a D- or above constitutes a passing grade

GRADING PERIODS

Students in Kindergarten through Grade 5 receive report cards at the end of each quarter (four times per year). In Grades 6-12, grades are reported each semester but captured only at the end of each semester.

HOMESCHOOL CREDITS

Any student who transfers into Nova from a homeschool will have his or her transcript reflect the course work done and credits received.

HOMEWORK

Homework is a fundamental part of any rigorous academic program such as the Classical curriculum at Nova. There can be no mastery of any kind of skill—intellectual, physical, artistic—without repeated practice and the development of automaticity. Homework assists in the pursuit of this mastery. At Nova, homework is designed:

- to reinforce skills and concepts learned in class;
- to contribute to the development of good study skills and habits;
- to allow students to practice skills and knowledge outside of the classroom;
- to complete assignments from the day's class or complete a brief background reading for the next day.

In addition to regular classroom assignments, we would like each student to read, or be read to, at least five times per week, preferably every day. We believe that becoming a competent reader is critical to becoming a good student and is the first step to being able to explore and to understand the world. By reading to your child, you encourage your child's growth, instill an appreciation of literacy and learning, and expand his or her vocabulary base needed for independent reading and comprehension.

For poor, sloppy, or incomplete work, instructors may require students to redo an assignment. Whether the initial or subsequent work is given any credit is left solely to the discretion of the teacher.

Nova expects that parents will support the school's homework guidelines and support their children in the completion of their homework. Please monitor your child's effort with homework. If your child is struggling with homework and is becoming frustrated for whatever reason, please contact the teacher/procurator. If your child is struggling in a class, you should contact the teacher and let the procurator know; if your child is struggling in multiple classes, please contact the procurator to arrange a group meeting.

Homework Late Penalties

School of Grammar

In the School of Grammar, all homework is required to be completed as assigned and in a timely manner. Late work will be graded on a declining scale. Homework will be deducted 25% for each day it is late. Students in the School of Grammar generally have no more than 30–60 minutes per night as is developmentally appropriate. If a student receives partial or no credit for a late assignment, the student is still responsible for completing the work.

- Please use Infinite Campus, your homework folder, or contact the teacher to keep up-to-date on your child's homework.
- For student absences, Excused or Unexcused, please refer to those sections of the handbook for their respective treatment of homework.
- Extra Credit is sometimes given in some classrooms. Extra credit should not modify a student's grade by a whole letter grade.

School of Logic

In the School of Logic, all homework is required to be completed as assigned and in a timely manner. Late work will be graded on a declining scale. Homework is deducted 25% for each day it is late.

- Please utilize Infinite Campus to keep up-to-date on your child's homework.
- For student absences, Excused or Unexcused, please refer to those sections of the handbook for their respective treatment of homework.

School of Rhetoric

In the School of Rhetoric, all homework is required to be completed as assigned and in a timely manner. Late work will be graded on a declining scale. Homework is deducted 25% for the first day late, 50% for the second day late, and receives no credit for work turned in more than two days late.

- Please utilize Infinite Campus to keep up-to-date on your child's homework.
- For student absences, Excused or Unexcused, please refer to those sections of the handbook for their respective treatment of homework.

HONOR ROLL

Honors rolls are for students in the Schools of Logic and Rhetoric only, and are calculated at the end of each semester. There are two levels of Honor Rolls:

Summa Cum Laude: 3.50–4.00

Magna Cum Laude: 3.00–3.49

HONORS, COLLEGE IN THE SCHOOLS, ADVANCED PLACEMENT

Many courses within the School of Rhetoric are available at an Honors level. Students may self-select to take these courses. The courses are taught as self-contained classes when possible, and the course syllabus will bear the distinction between the traditional path course and Honors with work commensurate of Honors level.

Honors courses will receive a 1.25 weighted grade on a 4.0 scale. All Advanced Placement (AP), College in the Schools (CIS), and Honors classes will be weighted 1.25 on a 4.0 scale.

KINDERGARTEN

Kindergarten programming is offered all day, is tuition-free, and meets the state law which requires that all Kindergarten students have at least two and a half hours of instructional time.

MAKEUP WORK

Please see section under Attendance Policies for information on makeup work.

PASSING TIME

Students in the schools of Logic and Rhetoric have 5 minutes in between class known as passing time. The purpose of this time is for students to retrieve the appropriate class materials, get a drink of water, use the restrooms, and generally attend to all affairs so that they can arrive at class on time and prepared to learn. Students in the School of Grammar have no formal passing time.

STUDENT INFORMATION SYSTEM (INFINITE CAMPUS)

Nova uses Infinite Campus as our student information system. For parents and students, Infinite Campus is a live, web-based service to check grades, assignments, and attendance records. Families are given username and password information at the start of the year to log into Infinite Campus. If a family loses this information or needs it reset please contact your school's Office Manager. Infinite Campus also has Apps for accessing the student- and parent-portals. We advise parents to log into Infinite Campus regularly to stay apprised of their child's progress; parents can also configuration email notifications from within Infinite Campus so that grade and attendance information is emailed to them periodically.

PARENT-TEACHER CONFERENCES

Formal conferences are scheduled in the autumn. Dates are listed on the school calendar. Nova will send information to parents on conferences in advance of the scheduling and will post the dates and times on our website as conference time approaches.

For other conferences, we encourage you to make an appointment with your child's teacher(s).

PHYSICAL EDUCATION

Students in grades K–12 must participate in required physical education at the school. Depending on grade level and curricular requirements, physical education may include indoor or outdoor activity and/or classroom instruction (e.g., in health, nutrition, proper exercise, etc.). Except in inclement or extremely cold weather, students should expect to have physical education classes outdoors. Parents should ensure that appropriate clothing is available for

physical education classes, especially in cold weather and hot/humid weather (for School of Logic and Rhetoric students, please see the uniform guidelines for required PE clothing). Children who are unable to participate in physical education class for more than two classes should have a physician's note for exemption from class and will be instructed in alternate assignments or appropriate physical work to make up the missed work. Without such a note, the student will be deducted points from his/her grade.

PLACEMENT AND PROMOTION PROCEDURES

Our primary goal at the early elementary levels is entrenching solid literacy and numeracy skills. A child cannot achieve success in more complex studies if he or she does not have adequate reading or math skills. As a child grows, competence is attained by demonstrating knowledge of the material at measurable school-defined assessment benchmarks and by completing assigned work in a timely, high-quality manner.

Students whose grades or skills fall below grade-level requirements may be retained in the same grade the following year. The criteria to determine retention at Nova is that a student receives failing grades in two or more core classes (N.B.: in the Schools of Logic and Rhetoric, whole-year grades [numerical average of semesters] will be used to determine if students must be retained). The Administration will work with families well ahead of the end of the year to clarify expectations and retention possibilities, and to determine a passing plan for each child. The Administration makes the ultimate decision regarding promotion or retention of students.

The Administration has discretion in promotion and retention decisions regarding students whose grades and skills are "borderline" or who may be lagging in only one area, but in all instances they will seek a resolution that best meets the academic needs of the individual student in partnership with the family.

Nova also has in place a policy to support grade acceleration. Please see the Enrollment section of the Nova website if you believe grade acceleration may be appropriate for your child.

PSEO (POST-SECONDARY ENROLLMENT OPTIONS)

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, [visit the Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage](#). All students considering PSEO must meet with the College Counselor for approval of courses as they relate to graduation requirements.

OUTDOOR RECESS AND PHYSICAL EDUCATION

Weather Guidelines

Students will stay indoors if:

- The temperature outside is below zero degrees Fahrenheit, or
- The wind chill is below negative 5 degrees Fahrenheit, or
- The air quality index is above 150.

Children with respiratory conditions should stay in if the air quality index is above 130.

SPECIAL EDUCATION SERVICES

The goal of special education services is to provide all of our students with the skills that will enable them to function in the classroom. Nova employs our own Director of Student Services who oversees other licensed specialists to help our special education faculty to coordinate and deliver special education services for all eligible students identified with a disability. We are committed to identifying students through the Child Find Process and Response-To-Intervention (RTI) processes who would benefit from special education services.

Special Education Advisory Council (SEAC)

Per Minnesota Statute 125A.24 school districts are required to form a SEAC. Nova Classical Academy has established a local SEAC composed of parents/guardians of special needs children and staff members who work with special needs students and their families. This is intended to increase the involvement of parents of children with disabilities in making recommendations to the administration. For more information about the Nova Classical Academy SEAC, or if you have any other questions or need additional information regarding special education services, please see the section on the Nova website under Academic Differentiation.

STUDENT SCHEDULES AND CLASSROOM ASSIGNMENTS

Student schedules are determined by our curricular mission, staffing availability, and state requirements. It is Nova's position that every student will participate in all classes unless there is a legal reason that would preclude the student from participation. In this unlikely event, a conference with the Administration and the faculty member will be necessary to discuss the reason for withdrawal and to provide the student an alternative assignment per the schools curricular review policy (Policy #502).

Nova welcomes parent input regarding concerns about a child's academic, social, emotional, and physical needs, but we do not accept requests for specific teachers. Parents may discuss their child's specific needs with the Administration who may take these needs into consideration when creating the student's schedule.

VIRTUE EDUCATION

Nova's classical philosophy attends to the dual strands of a person's development: the rigorous pursuit of the intellect and refinement of one's moral character. We view our daily activities, interactions, and conversations as opportunities to nurture an intellectual and highly principled life. It is our hope that as a school we inspire our families and school staff to get deeply involved in a lifelong pursuit of character.

At Nova, we rely heavily on the rich content of the school curriculum as well as our daily interactions as the means through which our investigations about virtue are conceived and illustrated. As a classical school, we have the unique privilege and opportunity of joining the great human endeavor of representing the ideals of temperance, prudence, justice, and fortitude in all that we do.

SECTION 4: ATTENDANCE POLICIES

ATTENDANCE

We expect all students to be regular in attendance. Attendance is the first prerequisite to instruction. Regardless of the reason for absence, faculty are not expected to re-teach missed material to students. Students, however, are responsible for learning the material.

ABSENCES: EXCUSED

A student absent from school shall be excused for the following reasons:

1. Absence because of illness, medical, dental or diagnostic testing appointments.
 - The school may require an absence of three (3) consecutive school days or more due to these reasons to be documented in writing by the treating physician, dentist, other health professional.
2. Absence because of death in the immediate family. Immediate family includes the grandparents of the student and the descendants of a grandparent of the student.
3. Absence due to attendance or observance of religious holidays. We request written notice of absences due to religious observance in advance of the absence.
4. Pre-planned college visits for students and families.
5. Absences because of other circumstances as approved by Administration prior to the absence.

Please contact the appropriate school office in advance whenever you know your child will be absent; we have dial-in absence phone lines as well as an online absence form on the Nova website. If your child will be absent or tardy, you must notify the school by the start of the day on the day of the absence or tardy. Missed school work due to excused absences must be made up per the section on Make-Up Work.

Long-Term Leave

Nova Classical Academy has adopted a Long-Term Leave policy (306) which allows families to request a long-term leave for students that extends beyond being absent for fifteen consecutive school days. Families must request long-term leave from Nova's Executive Director in writing at least 30 days before the start of the long-term leave. Students may not miss more than the equivalent of one semester which is one-half of the student contact days for the school year as determined by the school calendar to be eligible for long-term leave. No more than two (2) students in each grade level nor four (4) students in each school (Grammar, Logic, Rhetoric) will be granted long-term leave in any school year. Full policy details, guidelines, and the long-term request form are located in the Board Policy section of Nova's website.

ABSENCES: UNEXCUSED AND TRUANCY

All absences other than those described in the Excused Absences section above are considered unexcused. The consequences for unexcused absences are as follows:

1. Nova shall send written notice to the parents of a student upon the third unexcused absence in the academic year. The notice shall advise the parents of the absences and request that the parents increase their efforts to maintain the regular attendance of their child at Nova. (Under MN statute, an elementary student is considered truant after three cumulative days of unexcused absence.)
 - N.B. The School of Grammar counts absences by days; the Schools of Logic and Rhetoric count by periods (any 7 periods=1 day)

2. At the fifth unexcused absence, Nova shall send a written notice to the parents requesting a conference. The conference shall be held with the Administration and the parents to formulate and sign a plan of improvement.
3. The Administration shall review the attendance record of a student upon the seventh unexcused absence in the academic year. **At the tenth day of unexcused absence, the student is declared "habitually truant," and is referred by the school to juvenile authorities.** If the administrators are unable to resolve the problem to their satisfaction they may refer the matter for prosecution under the school attendance laws of the state of Minnesota in effect as of the date of the referral.

VOLUNTARY FAMILY VACATIONS AND LESSONS DURING THE SCHOOL DAY

As a school with a rigorous academic program, we strongly discourage the practice of taking family vacations when school is in session. These absences are disruptive to the student's progress and continuity of instruction, to the class, and to the teacher; they also create unnecessary additional work for all. It is our expectation that absences from school are only for involuntary (e.g., illness) or unplanned occurrences (e.g., funerals). We hope that you will plan your trips around the school calendar, but if you do choose to take a vacation please be aware that the absence will be considered *unexcused*.

Work due during the absence must be requested and will be provided if possible ahead of time. Work provided in advance must be turned in on day 1 of return to school. Please do not expect teachers to give instruction or receive assignments via email during the absence or to spend tutorial time with a student upon their return to school. The State of Minnesota and Nova require students to attend all scheduled classes and study halls. Students are not allowed to leave school for lessons during the defined school day (unless exemptions apply per state regulations). Families need to arrange times for lessons outside of the school day.

MAKE-UP WORK

Students with excused absences will be permitted to make up all class assignments, tests, projects, presentations or other assigned work. The student shall have one day for each day absent plus one day to complete make-up work without penalty; after this time, the normal homework penalties apply (e.g., if your child is out for two days, she would have three days to turn in make-up work for full credit). Homework assigned the day prior to the first day of absence shall be included in the time extension. Projects and presentations assigned three (3) or more days prior to the first day of absence may, at the discretion of the classroom teacher, be due on the day a student returns to class. No reduction in grade or class credit shall be assessed for assignments completed and turned in within the time extension. **It is the responsibility of the family and student to find out missed work. Exception to this may be made accordingly with administrative approval.**

Work missed due to unexcused absences must be turned in prior to the unexcused absence to receive any credit.

DROP-OFF AND PICK-UP PROCEDURES

It is critical for the safety of our students that all motor vehicle use in the parking and street areas is lawful, safe, mindful, and courteous.

Morning Drop-off Procedures

- The building opens at 8.20am each school day.

- Children may be dropped off beginning at 8.20am. They may arrive earlier only if participating in a school sponsored morning event. Students arriving before 8.20am will not be supervised.
- Cars should approach the school per the traffic pattern (see Appendix).
- Classes begin at 8.40am for all students
- Please be observant of school buses loading and unloading on Victoria Way.

Afternoon Pick-up Procedures

- School dismisses at 3.40pm (School of Grammar) and 3.45pm (Schools of Logic and Rhetoric). School of Grammar academic wing opens to parents for pick-up at 3:45pm. Please do not expect students to be outside before dismissal time.
- Families may not park in the no-parking zones during pick-up. This assures the best traffic flow.
- Parents in the pick-up line should not leave their car unattended for any reason.
- The academic wing closes at 4.15pm each school day. Students in the School of Grammar (SoG) remaining after 4.15pm will be brought to Scholar Zone (Nova's Before & Afterschool Care) and will be billed in five-minute intervals for the time spent there until a parent signs them out. SoG students will no longer be allowed to wait outside or in the Great Room for their ride unless accompanied by a sibling in the SoR.

EMERGENCY SCHOOL CLOSING INFORMATION

The decision to close or delay the start time of school due to inclement weather or other causes will be made as early as reasonably possible, but before 5.45am. School closing information will be available from the following sources:

- WCCO
- KSTP
- KARE
- Homepage on Nova's website
- Nova's Facebook & Twitter Pages

ILLNESS GUIDELINES

If your child shows signs of illness at the beginning of the school day, please check his/her temperature. Keep your child home if his/her temperature is 100 degrees F or higher. The child should not return to school until his/her temperature has been below 100 degrees F for 24 hours. If your child has diarrhea or vomiting, s/he cannot return to school until 24 hours after it has stopped. Sending a sick child to school is hard on him/her and can expose others to contagious illnesses. When a child has a communicable disease, the school office must be informed so that the parents of classmates can be notified. After beginning an antibiotic, your child must remain at home for a full 24 hours before he/she is considered non-contagious.

PARENTS ACCOMPANYING THEIR CHILDREN INTO SCHOOL

We must ask that parents not accompany their children into the classroom after the first week of school. Parents should say their goodbyes at the front door and not in the hallways or at the classroom door. Parents bringing in a child close to the start of school should not accompany their child to the locker. We ask these things to create order in our morning and to minimize distractions. The hallways need to be cleared and all students at their desks and ready to learn promptly at start time. The NPOT also sponsors Parent Coffees each Friday in the Mezzanine, with play space for small children.

SIGN-IN AND SIGN-OUT PROCEDURES

Parents may pick up children from school early by coming to the main office and signing their child(ren) out at the front desk. Parents must remain at the front desk while a school employee calls for the student to come to the office. Please do not go to the instructor's room prior to school dismissal time for pick-up. If the child(ren) return during the school day, the parent must also sign them back in at the front desk.

For the safety and security of your child, Nova will not release children to anyone other than parents or legal guardians who are not prohibited by court order from the guardianship of a minor child. Please do not call the school and ask for your child to be released to a relative, a friend, or a neighbor. All parents fill out an emergency contact form each year which lists only those individuals whom the school may contact in the event that we are unable to contact the parent(s). **It is critical that you make sure this list is updated annually.** You may also indicate on this contact form whether or not any of these emergency contacts have your permission to pick your child up from school.

Parents who are separated with joint legal custody of a minor child are, by law, each permitted to sign the child out from school. We ask that the school not be placed in the middle of family disputes over interpretations or rightful execution of this legal mandate.

TARDIES AND LATE ARRIVAL

Students are expected to be punctual and to understand that timeliness is a demonstration of virtue. A student who is not in his or her seat at the start of school ready to learn is tardy unless the reason for tardiness is an Excused Tardy (from another staff member); three unexcused tardies constitutes an Unexcused Absence. A student who enters the building after the start time must report directly to the office before going to his or her classroom. **A student who enters the building after 9.00am must be signed in at the office by a parent.** It is the responsibility of the family to ensure that children arrive on time to classes in the morning. *Please note, although sometimes unavoidable, tardies due to traffic, accidents, and/or weather are not regarded as excused.*

UPPER SCHOOL OPEN/ CLOSED CAMPUS POLICIES

Nova follows a closed-campus policy for all students in grades K–10. Students in grades 11–12 may participate in an open campus so long as they have a letter on file in the Main Office from their parents permitting them to do so (see Appendix). Students are required to attend all classes and activities on time. Traffic/timing are not an excuse for tardiness. Open campus is a privilege and not a right, and may be revoked by Nova Administration.

WITHDRAWAL FROM NOVA

If you plan to withdraw your student before the end of the school year, please notify your child's Office Manager at least five days in advance in writing. All books, workbooks, and other school property must be returned to the classroom teachers and to the library. Any items not returned will result in an invoice sent to the family for the cost of replacing such supplies. The student's desk and/or locker must be cleared. Families who withdraw a student will be asked to complete an optional Exit Interview.

Vacancies will be filled following school enrollment policy. If you do not intend to withdraw your child, you must speak with the Administration and explain the circumstance of requests for records, preferably before the request is received. Transcript requests do not result in automatic withdrawal from the school but may prompt a follow-up call from the school to the family.

SECTION 5: SCHOOL CULTURE

STUDENT BEHAVIORAL EXPECTATIONS

A central feature of the school culture of Nova is the expectation that students will respect one another, our faculty and staff, our parents and volunteers, and the property and the resources of our school. Our school is designed to protect the educational opportunity we wish to give to all students. We emphasize virtue as it supports our commitment to academic rigor, intellectual discovery, and growth. Any student's behavior that interferes with our ability to teach or with another student's opportunity to learn will not be tolerated. The right of others to a safe and orderly environment and an appropriate education is protected under state and federal law, and this right will be honored.

Bullying Prohibition

Nova has adopted strict policies prohibiting bullying. Please see Board policy 9-514 for a full explanation (on the Nova website). Consequences for violating this policy are severe, and can include expulsion. If you are concerned whether or not your child is experiencing bullying, bullying incidents typically involve a combination of these three factors: an imbalance of power, intent to cause harm, and repetition. Reporting incidents of bullying is critical for the welfare of all students. Please report incidents of bullying to your child's school principal.

These expectations apply to actions of students during school hours, before and after school, while on school property, while traveling on school vehicles to and from Nova campus, while participating on any team or group representing the school, attending such an activity, at all school-sponsored events, and while using the school network or any computer or IT Devices. It should be noted that Nova's anti-bullying policy extends to students before or after school, on or off school grounds, and at any time.

DISCIPLINE

Nova expects that students will comport themselves to help work toward accomplishing the two aims of classical education: the perfection of virtue and the refinement of the intellect. Student conduct grounded in the moral virtues of prudence, justice, fortitude, and temperance and the intellectual virtues of wisdom, science, and good sense is a central expectation of our school's culture. We expect parents to join with the school in this expectation. Behavior that is detrimental to the positive learning environment, especially serious and persistent misbehavior, will result in firm and appropriate consequences.

No plan or system can account for all variations or permutations of school behavior possible on a daily basis. In the end, the professional judgment of the instructor, the administration, and trained staff is paramount in keeping the school a safe and effective organization. School officials retain the discretion to address student misconduct that is not specifically included in this discipline policy.

Levels of Disciplinary Infraction-Response within Nova:

1. Classroom-level consequences

Some classroom-level rules are not school-wide rules but are instead common practices set forth by teachers to ensure a smoothly run classroom. Examples of such rules include (but are not limited to) being called on before speaking, attending to classroom responsibilities, or participating according to teacher expectations during discussion. Infractions to these rules are handled by the

teacher primarily through conversation, conference, detention, removal of privileges, etc.

2. School-level consequences

School-wide rules usually apply to all grade levels and can have consequences assigned if they are broken both within and outside of the classroom.

Examples of such rules include (but are not limited to) being on time for school and for class, following the instructions from a staff member, not cheating or plagiarizing, arriving prepared for class, and demonstrating respect for peers and for adults. Infractions to these rules are handled in the School of Grammar by teachers/administration and in the Schools of Logic and Rhetoric via the demerit-merit system and the discipline policy.

3. Administrative consequences

Rules established by the State/School Board/Administration are more serious in nature and generally represent a risk to the student and/or to the school.

Examples of such rules include (but are not limited to) bringing weapons to school, possessing contraband materials, fighting, bullying, or anything else deemed more serious by school personnel. Infractions to these rules are handled by the Administration generally via conferencing with families, suspension, or expulsion in accordance with the Fair Pupil Dismissal Act.

Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student while consistently following the school policies. Mitigating circumstances include, but are not limited to, the following factors: age, health, maturity, and academic placement of a student; the student's discipline record, including previous similar incidents; the student's attitude and willingness to change; the cooperation of parents, and the severity of the offense.

Nova is a school of choice and as such we expect that parents who choose our school will convey our expectations to their children and will uphold and support these same expectations as a family.

Discipline in the School of Grammar

It is important that we acknowledge the developmental difference between younger and older students. The focus of discipline in the School of Grammar is to use direct instruction and modeling to teach students to follow rules and to nurture virtuous habits. The ultimate aim of these efforts is to help children learn to meet expectations and to see their behavioral choices as contributing factors that enable learning and that create a healthy school community.

Discipline in the School of Logic

The focus of discipline enforcement in the older schools shifts from direct instruction and teaching of behavior to a more principled approach requiring greater trust of and accountability from students. Logic students are expected to follow rules and to advocate for themselves when they do not understand a rule. In addition to adult interventions, the School of Logic uses a merit/demerit system to create greater consistency in enforcement of Nova rules and

expectations. If a student does not follow schools rules, they will follow the *Levels of Disciplinary Infraction-Response within Nova* with administrative interventions if needed beyond classroom-level consequences.

Uniform Violations

Students who violate the uniform policy will be asked to correct the uniform immediately by changing, getting a uniform from the closet for the day, or by calling home for the correct uniform. They will stay in a designated room until the situation is resolved.

Merits

Merits are awarded by any staff member when students perform above and beyond in the areas of virtue, citizenship, or behavior. Some examples include:

- Extraordinary scholarship: work/effort as a student above and beyond what is expected
- Good citizenship: actions which benefit the students, classroom, school, or community
- Helping a fellow student: academically, personally
- Demonstrating virtues: showing an extraordinary example of fortitude, justice, prudence, temperance, wisdom, knowledge, or good sense
- Leading others with good example

Merits are not granted upon request. Merits are not given for students performing tasks which are expectations for all, but rather they are assigned for extraordinary behaviors. Merits are not given for academic achievement: grades, confidence, and self-esteem are rewards for academics.

After a student earns three merits, the student will be presented with an award after each semester.

Demerits

After a student earns three demerits, the parents will be informed and the student will be assigned one lunch detention (students eat lunch and sit quietly in a designated room). A skipped detention results in the assignment of two detentions.

No detentions earned will appear on any student's academic record or high school transcript.

Level 1 consequence: 3 demerits=1 detention

A student can be assigned a demerit for a classroom- or school-level infraction. It is up to the staff member's discretion to assign demerits for behaviors, but some common infractions are listed below:

- Roughhousing or taunting
- Failure to follow instructions
- Tardiness to class
- Coming to class unprepared
- Disruptive behavior
- Uniform code violations (including but not limited to):
 - Improper skirt length
 - Untucked shirts
 - Incorrect uniform shoes
 - Jeans/riveted pants
- Disrespectful behavior (level one or two at discretion of teacher).
- Disobedience of a school rule (level one or two at discretion of teacher).

Level 2 Consequence examples: Detention and administrative involvement

- Repeated disruptive behavior
- Repeated roughhousing or taunting
- Repeatedly using a mobile device during class time
- Public displays of affection
- Using electronic device (other than calculator) during class time
- Inappropriate language, including but not limited to vulgarity/profanity

Level 3 consequence:

Administrative consequences listed in the appendix under Discipline Procedures.

Suspensions

Any student in the Schools of Logic who earn nine demerits in one semester will be assigned an in-school suspension. No suspension assigned as a result of demerits will appear on a student's academic or personal record: these consequences are internal to Nova only.

The demerit count will be reset to zero on the first day of each quarter.

Please note:

*Demerits will not be given for any action which also carries an academic penalty (unless special circumstances dictate).

*Merits and behavioral incidences are emailed home daily.

Discipline in the School of Rhetoric

The school of Rhetoric does not use a demerit/merit system as students are expected to know the rules and consequences. If a student does not follow schools rules, they will follow the *Levels of Disciplinary Infraction-Response within Nova* with administrative interventions if needed beyond classroom-level consequences.

Uniform Infractions:

Students who violate the uniform policy will be asked to correct the uniform immediately by changing, getting a uniform from the closet for the day, or by calling home for the correct uniform. They will stay in a designated room until the situation is resolved.

Level 1 consequence: Detention

A student can be assigned a detention for a classroom- or school-level infraction. It is up to the staff member's discretion to assign detention for behaviors if the student does not readily correct and re-direct the inappropriate behavior. Some common infractions are listed below:

- Roughhousing or taunting
- Failure to follow instructions
- Tardiness to class (after 3, detention is assigned and off campus lunch privileges taken away for the quarter; this is tracked through attendance).
- Coming to class unprepared
- Disruptive behavior
- Uniform code violations (including but not limited to):
 - Improper skirt length

- Untucked shirts
- Incorrect uniform shoes
- Jeans/riveted pants
- Disrespectful behavior (level one or two at discretion of teacher).
- Disobedience of a school rule (level one or two at discretion of teacher).

Level 2 Consequence: Detention and administrative involvement

- Repeated disruptive behavior
- Repeated roughhousing or taunting
- Using electronic device (other than calculator) during class time
- Public displays of affection
- Inappropriate language, including but not limited to vulgarity/profanity

Level 3 consequence:

Administrative consequences listed in the appendix under *Disciplinary Procedures*.

In school Suspensions

No suspension assigned will appear on a student's academic or personal record: these consequences are internal to Nova only.

COMMUNICATION AND COURTESY OF SPEECH

If problems should arise, we ask that families discuss the issue first with the relevant party and then involve others as needed. Any parent may request of the **school principal** that parents are always cc'd on any electronic communications to a student.

Addressing Teachers and Staff

Faculty and staff should always be addressed as Dr., Mr., Mrs., Miss, or Ms., both by students and parents, when in the presence of students.

LEGACY EVENTS

Legacy Events Throughout the school year, Nova hosts Legacy events, which are ways for students to have a fun in a safe environment that encourages school spirit.

Lower School Legacy events include:

- Evening of Haunting Tales
- Nova Book Week
- Pennies for Patients
- Junior Olympics

Upper School Legacy events include:

- St. Croix Freshman Retreat
- Homecoming
- Snow Daze
- Prom
- Dances
- Valleyfair
- Olympics
- Ascot

DANCES

Dances are considered part of the school day, and students must act in accordance with all school rules. A student ID may be required to attend Nova dances. Only one guest per student may be requested of Administration, and not all requests will be honored. Requests require a Guest Attendance Form found and returned to the Main Office no later than 24 hours prior to the event to apply. Guests who are accepted will need to have a school/personal ID to attend. Special dress codes may apply to dances. **Immodest or inappropriate attire will not be tolerated.**

Guests

Nova Classical Academy welcomes guests at our school dances. The following policies apply to both Nova students and guests:

1. All Nova rules and regulations are in effect at all times.
2. Guests must be enrolled in high school.
3. Nova Logic students may not attend Rhetoric dances. The only exception to this rule is for the Homecoming dance, if the Logic student plays for a Nova Varsity team sport.
4. Nova Rhetoric students are not allowed to attend Logic dances.
5. Suspended students may not attend school dances.
6. The student and guest must enter and leave the dance together.
7. The Nova student is responsible for the behavior of the guest and is subject to disciplinary action for violations.
8. Nova reserves the right to close any or all dances to any or all guests.
9. This form must be received to Nova no later than 24 hours prior to the dance.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

A well-rounded, joyful student not only holds strong grades but takes a personal interest in any number of activities. As such, Nova has developed a robust extracurricular program in order to meet the needs of students to grow socially as well as intellectually. Athletic sports exist at Varsity, JV, and intramural levels, and a variety of non-athletic clubs such as First Tech, Mock Trial, Debate, and a strong drama program, (and more) all provide these opportunities. Participation in most of these programs is fee-based, but in order to maximize opportunities Nova reduces the standard fee for any activity by 50% for any student who qualifies for Free or Reduced Lunch. Any disciplinary actions resulting in a student's removal from an extracurricular activity will result in a forfeiture of all fees paid.

Participation in extracurricular activities at Nova is a privilege, not a right. Nova students are representing our school when they are off-campus for these activities, and are expected to comport themselves in a manner consistent with on-campus behavioral requirements. Student clubs and performing groups, with administrative permission, may establish additional standards of behavior. Students receiving grades of a "D" or "F" on their report cards or progress reports may be suspended (temporarily or permanently) from extracurricular activities. These decisions will be made by the Administration in consultation with a student's parents.

Please consult the *Extracurricular Handbook* (on the Nova website) for more information about participation expectations.

GIFTS

Nova employees receive salaries or wages for the work they provide to the Academy. At times, parents or vendors may wish to show their appreciation by offering other gifts. Nova employees are prohibited from accepting cash or gifts above a nominal value (\$25 per single source).

INTERNET AND TECHNOLOGY USAGE

Nova recognizes the importance of the technology and internet access as valuable resources in education. We also recognize the need to protect our students and our school community from unwelcome materials, whether these are deliberately or accidentally obtained. It is our goal to provide internet accessibility in as safe an environment as possible. It is also understood that this access is a privilege, not a right, and that all students and staff are expected to practice proper and ethical use of school technology. The use of our online systems is monitored and subject to administrative review at any time. We intend that these resources will be used to pursue intellectual activities in support of research and student learning.

In using school technology, students may not:

- Damage or destroy computers, printers, allied hardware, networks, software, or systems
- Download, copy, or save copyrighted materials
- Load unauthorized software onto school equipment (e.g., games or personal programs)
- Use the Internet for unauthorized (e.g., gaming, personal web surfing, social networking) or illegal activities (e.g., hacking)
- Open, copy, or change files, folders, or disks belonging to others
- Create, obtain, display, or print pictures or messages which are offensive, harassing, or illegal
- Purchase or order anything online

TECHNOLOGY, SOCIAL NETWORKING, AND STUDENTS

The advent of new technologies such as email, social networking sites, and mobile phones, makes communicating easier and most immediate. Along with that ability comes new responsibilities for students interacting with adults.

While Nova has no policy forbidding staff from communicating electronically with students, any communications which constitute inappropriate behavior fall under the school's dominion, even if they occur outside of school and/or from an employee's personal device.

Following are some strongly suggested guidelines for employees and contract service providers. We advise parents to review them with children also:

- Ask yourself if you are maintaining an appropriate physical and emotional boundary
- Nova strongly recommends that school or contracted staff **do not** text, call, IM/chat, "friend" and/or engage in other forms of social media with current students.
- School or contracted staff are prohibited from using any personal accounts for emailing with students; all emails must be through a Nova email address.
- If requested by parents, any communications (texting, phone call, IM, etc.) with a student must be followed immediately by notification to the child's parent.
- Please direct any questions on the topic of communication with students to the **School Principal**.
- Follow the TAP guidelines
 - **Transparent:** maintain openness, visibility and accountability
 - **Accessible:** understand that all electronic communications are a matter of record
 - **Professional:** select appropriate subject matter, and use language that reflects one's position as an adult in authority

Nova parents sign permission for Nova's usage of their children's images. All images of students must go through the vetting process by the Nova administration. Staff are prohibited from posting images of students on any personal accounts without written permission from the student's parent.

MOBILE PHONES/PORTABLE ELECTRONICS

Mobile phones are a regular means for parent communication with their children. As such, we understand why some parents wish their children to have mobile phones. Nova accepts no responsibility for the device at any time, and should anything happen, it is the sole responsibility of the student's family to replace/repair the device. Any student found using a mobile phone during class time will have the phone confiscated and may be subject to further disciplinary actions for violating a rule of the school.

PERSONAL PROPERTY

Nova is not responsible for loss or damage to personal property brought on campus by students. As a general rule, students should not bring personal valuables to school. Skateboards, longboards and rollerblades are not allowed at Nova, as limited locker space precludes their storage. Please remember that lockers are the property of the school and not the student, and can be opened or searched at any time by a school official, with or without cause. Locks will be provided for students in the School of Logic and Rhetoric. A five dollar (\$5.00) replacement fee will be charged for lost or damaged locks.

Backpacks are to be used to transport books and materials to and from school. Because they have to be stowed in lockers, backpacks on wheels are not permitted. Backpacks of any kind are not to be used inside the building during transit between rooms, and they should be stowed in lockers upon arrival.

NOVA PARENT-TEACHER ORGANIZATION (NPTO)

Nova has an active NPTO whose charge is to support the mission of Nova and to hold community-building events in support of that mission. The NPTO is a separate 501(c)3 organization from Nova, with its own officers, bylaws, and organizational needs. Any current Nova family or staff member are automatically members of the NPTO. We ask all parents to attend NPTO meetings and to volunteer time in NPTO activities.

PLEDGE OF ALLEGIANCE

School of Grammar students recite the Pledge of Allegiance in their classrooms at least once a week; School of Logic students recite the Pledge at regular virtue assemblies. Anyone who does not wish to participate in reciting the Pledge for any personal reason may elect not to do so.

PROCURATORS

Starting in grade six, each grade will have three advisors (called Procurators from the Latin *procurare*, "to take care"). Ideally, and starting in grade seven, Procurators will remain year after year with the same group of students (i.e., the Procurators for a group of eighth graders will continue to be their Procurators in ninth grade). Procurators will:

- Be the liaison and first point of contact between the school and the parents for issues, unless the issues are specific to a particular class
- Deliver homeroom instruction in time and organizational management as well as virtue education
- Supervise homeroom study hall
- Plan/supervise at least two grade-specific social events for the year
- Serve as the point of contact for the academic and social needs of the students in their grade as well as help coordinate teacher efforts

The exception to the above system is grade six. Nova recognizes that sixth grade is a particular transition year for children as they go from being the eldest in a primary setting to being the

youngest in a middle/high school setting. This transition requires more intensive care and specialized programming to help students to cultivate a broad base of skills required for the advanced work in grades six and up. Sixth grade Procurators will specialize and remain with sixth grade students year over year while the students advance to their new Procurators in grade seven.

SPECIAL EVENTS

Decisions regarding classroom events or celebrations will be made by the classroom instructor. If a classroom teacher decides to allow the celebration of a student's birthday, the celebration should not include treats. A better form of celebration would be for the parent or sibling to attend the student's class and do a reading of one of the student's favorite story.

TELEPHONES

Use of school telephones during the day, including classroom phones, is restricted to staff, volunteers, and other authorized users. Students are only permitted to use school phones outside the office area and at the discretion of staff.

UNIFORM POLICY

Nova has a board-approved uniform policy (refer to Nova's website, board policy #605). Students in all three schools have specific uniforms and are required to comport with the uniform code. Parents are expected to assist the school in enforcing the uniform policy by purchasing uniform-specific clothes and supporting the school in any disciplinary actions which result from uniform violation (see Appendix).

VISITORS AND VOLUNTEERS

All visitors and volunteers must sign in at the Main Office before entering all areas with students. Guests must abide by all school rules and safety procedures. Parents may collect their children at any time: please come to the Main Office and allow a few minutes time for the child to be called out of the classroom to meet the parent in the office.

Those who wish to volunteer during the school day are welcome, following appropriate training. We will have a number of opportunities for parents to assist us in the work of the school, including:

- Playground supervision
- Lunchroom serving and clean-up
- Office assistance, including copier work
- Chaperoning class field trips.

Note: Volunteers must consent to, and pay for, a background check prior to any work authorization. Background check forms are available in the Main Office. Please allow at least one week for turnaround time.

SECTION 6: STUDENT SERVICES

BUSING

Nova contracts for bus service from Monarch Transportation. Nova students who reside in the St. Paul school district and who live more than two miles from campus are eligible for free school bus transportation. Families who reside outside of St. Paul are also eligible for free transportation, but are required to get their children to the closest bus stop to them (bus routes run only in the St. Paul School District area).

Families who live closer than two miles to the school are eligible to receive bus transportation for a fee. The current fee is \$450 per student for the school year. Please contact the Director of Operations if you are interested in this option. Bus routes are created during the middle of the summer and additional stops will not be added during the year.

Rules and Expectations

The school provides bus transportation to students as a privilege. Misconduct on the bus may result in a suspension of bus riding privileges for a day or longer. Students are expected to comply with school and bus rules while on the bus. Failure to do so will result in students being reported by the bus driver and referred to the school administrator if the student's behavior is inappropriate. This may result in suspension from the bus in which case parents will have to transport their child to school. Uncooperative and inappropriate students will not be allowed to put other students and the driver at risk.

Riding Rules

- At all times, follow the directions of the driver.
- Sit in your seat facing forward.
- Remain in your seat for the duration of the ride (no seat hopping).
- Do not stand on the bus while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of the body (legs and arms) inside the bus and out of the aisle.
- Keep your arms, legs, and belongings to yourself.
- Do not fight, harass, intimidate, or horseplay.
- Do not throw objects in the bus or out the window.
- Do not eat or drink on the bus.
- Do not bring or use tobacco or drugs on the bus.
- Do not bring weapons or dangerous objects perceived as weapons on the bus.
- Do not damage or vandalize the school bus.

Bus Stop Rules

- Get to bus stop five minutes before your scheduled pick up time. The bus driver will not wait for late students.
- During the winter months, anticipate bus delays.
- After getting off of the bus, move away from the bus.
- To cross the street, always cross in front of the bus where the driver can see you.
- No harassing, fighting, intimidation, or horseplay.
- Use appropriate language.
- Respect private property.

FEES

Materials and supplies that are a part of the basic educational program are provided with state funds at no charge to the student. A student, however, is expected to provide his or her pencils, pens, paper, erasers, notebooks, and other supplies (a list for each grade is provided at the beginning of the year). In addition to these costs, a student may be required to pay certain fees or deposits including, but not limited to:

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Fees for lost or damaged books or school equipment

HEALTH SERVICES

Nova contracts with the Minnesota Visiting Nurses Association (MVNA) for the overall management of the health office. Nova Health Office staff are trained each year in basic first aid, CPR, AED, and severe allergy response. Responsibilities include immunization compliance, health assessments and planning including special education, identification and reporting of communicable disease, assisting with health screening, implementing district policies and procedures in the health office, and health, safety, and emergency planning.

Communicable Diseases

Health Office personnel follow the communicable disease guidelines consistent with The Minnesota Department of Health. If a student is diagnosed with, or suspected of having a communicable disease, the school staff will contact the parent/guardian to assure that appropriate treatment and follow-up are done. At times, it may be necessary to exclude a student from school, according to school health policy.

Health Care Plans

Students with specific health conditions may require special care or monitoring during the school day. The MVNA nurse and school staff will determine the need for an individual health or emergency care plan, and develop the plan with information provided by the parent/guardian and the child's physician. Physician's orders are required for certain procedures and to ensure the appropriateness of care. The health care plan may be shared with other school staff on a need-to-know basis. The health care plans must be updated annually.

Health Examinations and Screenings

Nova participates in all state-mandated physical examinations and/or health screenings. Parents will be notified of the purpose, times, and dates for these events. Follow-up letters are sent home for any students who appear to need additional medical evaluation outside of school.

Immunizations

In compliance with state law (MN Statute 121A.15), all students at Nova also must have a complete, up-to-date immunization record on file in the Nova office. A Pupil Immunization Record Form can be obtained in the office. This record must indicate proper shots for measles, rubella, diphtheria-pertussis-tetanus (DPT), polio, and hepatitis B. Parents opposed to immunizations for religious or medical reasons must request exemption from the statute by filing a notarized letter with the school stating the reasons for exemption.

Nova follows a “No Shots, No School” policy. Students will be excluded from school until immunization records are complete and up-to-date. We encourage parents to visit the Minnesota legislative website (<https://www.revisor.mn.gov/statutes/?id=135A.14>) and read the immunization statute if there are further questions.

STUDENT HEALTH AND EMERGENCY CONTACT INFORMATION NEEDS

To ensure the safety and well-being of your child, all families must submit an updated Student Health Information Form each year for each child attending Nova. Forms are available in the office. This information provides the school with a current health baseline for your child and assists the school in planning to meet his/her current or future medical needs.

Parents are responsible to inform school staff of any changes that occur during the school year, such as address, phone number, emergency contact persons, or significant health changes. Information is kept confidential, and will be shared only with appropriate school staff, bus personnel, emergency responders, and others on a need-to-know basis.

ILLNESS AND INJURY

If a student becomes ill or is injured during the school day, the student will be referred to the school health office. If it is determined that the student needs to go home, the staff will contact the parent/guardian, or in their absence, the designated emergency contact person. It is expected that parents/guardians will attend to their child’s illness/emergency in a reasonably timely fashion. The parent will be expected to sign the child out at the office. Proper identification may be requested of individuals not recognized by the office staff. In the event a parent cannot be reached, the school may contact an ambulance service and transport the child to the hospital. The expense of the ambulance and hospital visit are the sole responsibility of the family.

Standard Health Office protocols are followed with every student visit. These protocols are available in the Parents section of the Nova website for families to review.

LUNCH/NUTRITION

Nova meals are provided by a private caterer. Free and reduced price meals are available to those who qualify after filling out an *Application for Educational Benefits* form (see section below on Free and Reduced meals).

The lunch room is part of the school, no different in kind from school classrooms and offices. Students are expected to conduct themselves properly during lunch, including cleaning up after themselves and following all lunchroom rules. Parents or guests are not allowed to join students for lunch unless prior approval by administration has been granted.

Regular priced meals currently cost \$3.60 for School of Grammar students, including milk. Meals for Schools of Logic and Rhetoric cost \$3.80, milk is not included in these meals. Milk is available for \$.45. Vegetarian meals are also available for purchase. New this year: we will also be offering breakfast and an afterschool snack for purchase!

A limited number of microwaves and a supply of hot water are available for students; no refrigeration services are available.

Free or Reduced Meals

The Federal government has established income/family guidelines. The *Application for Educational Benefits* (available from the Parent’s section of the website as well as

distribute to all families in July) is how schools determine family eligibility. Please email or turn in completed forms to the Business Office.

- Students who qualify for reduced prices pay an amended price and are eligible for a 50% subsidization for field trips and extracurricular registrations.
- Students who qualify for free prices receive lunch for free, and are also eligible for a 50% subsidization for field trips and extracurricular registrations. (See *Extracurricular Handbook for more info*)
 - *School of Grammar (K-5)*
SoG student meals follow the National School Lunch Program. These students have will have three meal choices daily. Milk is included in the SoG meals.
 - *School of Logic & Rhetoric (6-12)*
SoL and SoR student meals *do not* follow the National School Lunch Program. If you would qualify for free meals under the National School Lunch Program, Nova will absorb the cost of your meal for SY16. If you would have qualified for Reduced meals under the National School Lunch Program, your meal cost will be reduced; your fee is \$1.50 per meal for SY16. There will also be three options offered daily to all SoL and SoR students. Milk is available for purchase. Milk is not included in the Free or Reduced meals.

Food Allergies

If your child has a special dietary need, such as a peanut or milk allergy, please contact your school's office to discuss necessary accommodations. Paperwork requiring a doctor's signature may be necessary. Due to severe peanut/tree nut allergies within our school community, we request that families consider sending other options for school lunch and snack. This will help to better protect these members of our community.

Food Waste

We also ask families to consider environmental impact and waste removal costs for the school when packing a lunch. To help our school keep food and lunch food packaging waste at a minimum, we ask parents to consider adopting a Pack-It-In/Pack-It-Out policy with your family and help the school be environmentally and fiscally responsible.

A la Carte items

All SoL and SoR students are all able to purchase a la carte items for a fee before school, during lunch and after school. SoG students may purchase select items before and after school that are accepted by the Federal Government and qualify under the National School Lunch Program. All items purchased will be deducted from the student's lunch account.

MEDICATIONS

Normally, students are not allowed to carry medication during the school day. Physician's orders are required for all prescribed medications and treatments. The orders must be complete and specific, and signed by both the physician/licensed practitioner and the parent/guardian before any medication or treatment will be given. Authorization forms for medications and procedures are available from the office.

Prescription must be supplied in the original, properly labeled pharmacy container and will be stored in a secure area in the office. Orders expire at the end of the school year and must be picked up from the office before summer vacation.

Self-Administration of Medication: On an individual case basis, a student may be allowed to carry items such as an asthma inhaler with parent permission, and after demonstrating proper usage to the MVNA staff nurse. Self-administration of medication forms are available in the office and must be signed by parent/guardian, in addition to having the doctor's orders on file, to allow a student to store and/or self-administer prescription medications at school.

Over the Counter Medication: Over the counter medication will be supplied by families, and can only be administered with parental consent. Parents may wish to supply items such as sunscreen, lotion, or insect repellent for their child's use at school. These products need to be in the original container with the child's name indicated, along with written parent permission.

PHYSICALS

Students entering Kindergarten, 7th, and 10th grades are encouraged to have medical and dental examinations. All students who wish to participate in athletics must have a recent physical on file at the school. Completed physical and dental examination cards are to be submitted to the main office and stored in the student's health file. Forms are available in the Parent's section of the Nova website.

SMOKING

Nova is a Smoke-Free School. The use and/or possession of tobacco, electronic cigarettes, or tobacco products are prohibited. Students found in violation of this rule will be dismissed and issued a smoking violation from Ramsey County District Court-Juvenile Division. If student should receive three of smoking violations, s/he will be called to court. The rules apply on the way to and from school, during lunch, at school activities, and during the school day.

LOCKERS AND DESKS

Students are provided with lockers and desks. Lockers and desks are school property and not the property of individual students. Nova has the legal authority to search these items when deemed necessary, even if the search requires the removal of a lock [cf. MN Statute 121A.72]. Any problems with lockers or desks should be reported to the appropriate school office.

Students must observe the following rules regarding use of lockers and desks:

1. Students are not allowed to decorate the inside of lockers with posters, pictures, or visual material that advertise sex, drugs, suicide, cults, tobacco, or alcohol, or promote any negative or derogatory messages as the latter are determined by the Nova staff.
2. Lockers and desks must be kept neat and orderly at all times.
3. Lockers and desks must be kept closed when not in use to maintain the safety and integrity of the classroom. Items left outside lockers/desks or on the floor, may be removed or disposed of.

LOST AND FOUND

Lost clothing, notebooks, lunch boxes, and other items will be placed in the school's lost-and-found (by the recess door). Unclaimed lost-and-found items will be given periodically to a local charity or thrown away. Books will be returned to the classrooms or the Library. Valuable items will be kept in the Main Office for safekeeping, and identification will be required for their return.

TEXTBOOKS AND READERS

Texts and Readers are provided free of charge to students for use in each class subject. Texts must be covered at all times, at the expense of families. Students should inspect their books upon receipt, and report any damage to the instructor.

The schedule of payment for damaged books or readers (\$35) is as follows:

- Reduced Fee: slightly damaged or containing writing or highlighting
- Full Replacement Price: those which are water-damaged, are mutilated, have missing pages, are badly damaged, or lost

STUDENT DRIVING AND PARKING

Students in the School of Rhetoric who wish to drive to school must have proof of appropriate licensure with them at all times and must obey all Minnesota traffic, driving, passenger, and pedestrian laws in addition to following all school property signage and instructions for drivers established by Nova. Student drivers can park using the on-street parking; students are prohibited from parking in the parking lot on school days.

Families agree that Nova assumes no responsibility for any injury or damages that might arise out of or in connection with the student leaving the school campus. Families further agree that any costs or expenses resulting from the student leaving the school campus whether as a result of medical services, property damages or loss, traffic accident, or otherwise are the family's sole responsibility, and the family releases Nova from any responsibility for such costs and expenses.

During the school day, students are not permitted to drive to and from field trips or other co-curricular activities, as transportation is provided by Nova and the time with their peers is an integral component of the field trip experience. Should a driving student wish to leave school early (and not return for the day), the family must first authorize this early dismissal, as they would for any other student.

SECTION 7: FACILITIES RULES AND INFORMATION

DRILLS: FIRE, LOCKDOWN, SEVERE WEATHER, AND OTHER EMERGENCIES

Fire, weather, and lockdown drills will be conducted at Nova as required by law. Fire escape routes, lockdown procedures, and severe weather staging areas are posted in each room. Strictest adherence to staff direction at the time of the drill is obligatory and expected. **See the Emergency Action Plan in the Appendix.**

ELEVATOR

Nova is equipped with an elevator. This elevator is to be used only for transportation of students or visitors with special needs and for the transportation of freight. Nova students are not permitted on the elevator at any time unless special permission has been granted. No person should ever use the elevator in a fire or other emergency evacuation of the building. Staff will assist people with special needs in exiting the building.

FACILITY USE

Nova wishes to be a center of the community and, as such, we may, on occasion, be able to honor requests from parents or outside groups for use of the classrooms, offices, cafeteria, gymnasium, or the playing fields for any events or meetings. Use depends on the scheduling of a Nova staff member to supervise the facility. Clubs, performing groups, and extracurricular programs which are affiliated with the school must schedule room or field use with the Director of Operations, Administration, and/or the Athletic Director. Certain conditions and fees apply. See the Nova website for more information.

PARKING

The school parking lot contains spaces for staff, visitor, and volunteer parking. Curbside parking is available on nearby streets, should the parking lot be full. However, Nova will not release children directly to vehicles parked on the street.

PESTICIDE NOTICE

Nova utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school's building.

The program consists of:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials
- Utilization of non-chemical measures such as traps, caulking and screening
- Application of EPA-registered pest control materials when needed

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions and as required by federal law.

POSTERS AND NOTICES

Students and parents wishing to hang posters, fliers, or notices in the school, must have prior approval from an Administrator.

SECTION 8: STUDENT RECORDS

GENERAL EDUCATION RECORDS

Under federal law, a student's educational and health records are confidential and are protected from unauthorized inspection or use. Nova maintains complete records for each student from the time of enrollment until withdrawal or graduation. If a student transfers to another school, public or private, Nova provides the new school with the student's cumulative records. Student records at Nova are maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act.

Both parents or both legal guardians, whether married, separated or divorced, have equal access to the records of a student who is under the age of 18 unless there is legal court documentation that specifically states otherwise. In the event of any uncertainty, Nova reserves the right to request any court orders before providing any person with an inspection of a student's records. Any parent whose rights have been legally terminated will be denied access to records if the school is provided with a copy of the court order terminating these rights.

The office staff are the custodians of records for students who are currently enrolled at Nova. Parents or legal guardians may review records during regularly scheduled school hours. Nova administrative staff or special education personnel will respond to reasonable requests for explanations or interpretations of records. "School officials with legitimate educational interests" include, but are not limited to, any employees, agents, members of the Board of Directors of Nova (as needed), designated agents of cooperatives of which Nova is a member or with which Nova contracts for the placement of students with disabilities, as well as their attorneys and consultants who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs in which the student might be a participant.

A parent's or a student's right of access to, and copies of, student records does not extend to all records generated by the school in the conduct of its legal educational purpose. For example, materials that are not considered educational records, such as instructors' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Nova follows state statutes pertaining to records requests.

Release of records to authorized agencies:

Certain officials from various governmental agencies may have limited access to the records. Nova forwards a student's record on request to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence or the information sought not be disclosed, Nova will make a reasonable effort to notify the parent or eligible student in advance of compliance with the order. Parental consent is required to release student records to any other person or agency.

SPECIAL EDUCATION RECORDS

Parents of a student who has been provided special education services by Nova will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information, and if the time established by law for record retention has expired, the student's records will be destroyed.

DIRECTORY

Nova's annual School Directory is issued around the months of September/October with current student and family information which is then posted on the Parent Section of the Nova Website. The Directory is published solely for the convenience of the Nova community for personal, school-related use. All commercial use is prohibited. You may not use, copy, distribute, transmit, broadcast, sell, or do anything else with the Directory or the information within for any other purpose. Parents must have a signed form on file which specifies any or all information which should not be released in the Nova School Directory.

School Directory information includes:

- Student's name
- Student's current grade level
- Parent/Guardian name(s)
- Address
- Telephone Number
- Parent/Guardian E-mail address



STUDENT-PARENT HANDBOOK APPENDIX 2015-2016



**Nova Classical Academy
Off-Campus permission Form
For Juniors and Seniors**

**THIS FORM MUST BE SUBMITTED TO THE MAIN OFFICE
BEFORE LEAVE PRIVILEGES WILL BE GRANTED.**

Student Name: _____

Home Phone: _____ Student's Mobile Phone: _____

Parent/Guardian Agreement

1. The undersigned parent hereby consents to allow Nova Classical Academy ("Nova") to permit the above named student to leave Nova Classical Academy grounds during the students assigned lunch period only.
2. This consent form is effective beginning August 31, 2015.
3. The undersigned parent acknowledges that Nova will not be monitoring or otherwise supervising the student when the student leaves Nova Classical Academy grounds.
4. The undersigned parent acknowledges that Nova is not monitoring transportation to and from the campus, and cannot ensure that students do not travel in automobiles.
5. The undersigned parent agrees to indemnify and hold Nova harmless from any and all loss, damages, cost, attorney fees or expenses or any other claims that may result from Nova permitting or allowing the student from leaving Nova Classical Academy.
6. The undersigned parent acknowledges if the student fails to return timely to Nova Classical Academy that the student will be disciplined and/or punished in accordance with Nova policies and procedures, and will lose off-campus privileges.
7. The undersigned parent acknowledges that he or she is the residential parent of the student and has the authority to provide the above consent.
8. Nova reserves the right, at any time, to refuse or allow or permit the student from leaving Nova Classical Academy during the students assigned lunch period.

I give my permission for my son/daughter, _____, to leave campus during his/her lunch period only.

Signature of Parent/Guardian Date

Parent(s) Work Phone: _____ Parent(s) Mobile Phone _____

Student Agreement

I request the privilege of being allowed to leave campus during my lunch period for the 2015-16 school year with the understanding that if I violate a school rule, I may lose this privilege for a minimum of 10 days. Additional infractions can result in my leave privilege being revoked for the remainder of the school year (or for the following school year).

Signature of Student Date



WHOM TO CONTACT AND HOW

All email addresses are located on the Nova website

Your child's Subject Teacher

- If you have a question about a grade or assignment in a particular class
- If you have a question about a grade received

Your child's Homeroom Teacher / Procurator

- If you have a question about your child's general progress
- If you wish to coordinate a meeting amongst several teachers

Your child's School Director

Ms. Tousignant for K-5/ School of Grammar (btousignant@novaclassical.org)

Mrs. Bergerson for 6-12/Schools of Logic and Rhetoric

(mbergerson@novaclassical.org)

- If you have a question or concern regarding a disciplinary incident
 - Contact the teacher who administered the discipline first, if applicable
- If you have spoken to a teacher first and have not resolved your concern
- If you have a question or concern regarding a school program
- If you have a concern with a staff member at Nova

Nova's Director of Student Support Services

Mr. Larson (jlarson@novaclassical.org)

- If you have a question regarding Special Education or ELL services
- If you have a question regarding 504 plans or the RtI process

Nova's Executive Director

Dr. Williams (ewilliams@novaclassical.org)

- If you have a question or concern with a Nova policy or practice
- If you have a concern with an administrator in the building

Nova's Board of Directors

board@novaclassical.org

- If you have a question or concern regarding a strategic issue
- If you have a question or concern with a Board policy
- If you wish to volunteer to serve on a Board committee

Nova Classical Academy K-12 Uniform Code, 2015-2016

Vendors: Lands' End School Uniforms, Donald's Uniforms

Student Group	Item	Color	Logo	
Kindergarten through Grade 5 The Look: <i>Academic Dress</i> 	Polo shirt (long/short sleeves; banded bottom/tuck-in with belt)	Burgundy or White	Optional	
	Oxford shirt or Turtleneck (long sleeves)	White	Optional	
	Crewneck Pullover Sweatshirt	Burgundy	Yes	
	Cardigan	Burgundy	Optional	
	Pants (<i>trouser-style, not form-fitting; no denim, leggings, or yoga pants</i>)	Navy	No	
	Shorts (walking, madras-style)	Navy	No	
	Jumper (<i>bike shorts & tights/leggings req. under</i>)	Uniform Plaid	No	
	Belt (optional)	Black or Navy	No	
	Shoes (one pair Dress Shoe, one pair Athletic Shoe)	Dress Shoe: Navy, Black or Brown with dark laces Athletic Shoe: Plain & clean with no lights/cartoons/wheels	No	
	Socks	Plain White, Navy, or Black	No	
	Tights or Ankle-Leggings (<i>worn under Jumper</i>)	Black, Grey, or White	No	
	Grade 6 through Grade 8 The Look: <i>Academic Dress</i> 	Polo shirt (long/short sleeves; banded bottom/tuck-in with belt)	Burgundy or White	Yes
		Oxford shirt or Turtleneck (long sleeves)	Burgundy or White	Yes
Sweater Vest		Burgundy	Yes	
Crewneck Pullover Sweatshirt		Burgundy	Yes	
Cardigan		Burgundy	Yes	
Fleece Zip Jacket (<i>full zip style</i>)		Black	Yes	
Pants (<i>trouser-style, not form-fitting; no denim, leggings, or yoga pants</i>)		Navy	No	
Skirt/Skort (<i>dark bike shorts req. under skirts</i>)		Uniform Plaid	No	
Shorts (walking, madras-style)		Navy	No	
Belt (Required)		Black or Navy (<i>Leather, no canvas</i>)	No	
Shoes (<i>dress or athletic shoe/ separate from PE shoes</i>)		Brown or Black	No	
Socks		Plain White, Navy, Grey or Black	No	
Tights (<i>worn under skirt/skort</i>)		Black, Grey, White	No	
Leggings (<i>ankle-length; must be worn with socks</i>)		Black, Grey, White	No	
PE Mesh Gym Shorts		Burgundy	Yes	
PE T-shirt		Grey	Yes	
PE Shoes (no slip-on)		Any Athletic Shoe	No	
Optional - Nova Knights athletic warm ups over PE uniform. (jacket, pants, sweatshirt, etc.)		Nova Knights Athletic Wear	Yes	
ONLY APPROVED HOUSE ITEMS FOR HOUSE TUESDAYS: <u>Solid Color Necktie</u> in House Color, <u>Solid Color Scarf</u> in House Color; House/Family Pin		House Colors: Hart -Purple; Leo -Gold/Yellow; Gryphon -Blue; Ursa -Green	No	
Grade 9 through Grade 12 The Look: <i>Polished, Business Dress</i> 		Oxford shirt (short or long sleeves)	White	Yes
	Polo shirt (long/short sleeves; banded bottom/tuck-in with belt)	Burgundy or White	Yes	
	Blazer	Black	No	
	Button-Down V-Neck Cardigan	Black	Yes	
	Pullover Cardigan	Grey	Yes	
	Fleece Zip Jacket (<i>full zip style</i>)	Black	Yes	
	Sweater vest	Grey	Yes	
	Pants (<i>trouser-style, not form-fitting; no denim, leggings, or yoga pants</i>)	Black	No	
	Skirt (<i>knee-length; dark bike shorts req. under skirts</i>)	Black	No	
	Shorts (walking)	Black	No	
	Belt (Required)	Black (<i>Top Grain Leather</i>)	No	
	Shoes (<i>business-style dress shoe; closed toe & heel or ankle length shoe-boots</i>)	Black	No	
	Socks/Stockings (<i>no patterns</i>)	Plain White or Black	No	
	Tights (<i>worn under skirt/skort</i>)	Black or Nylons (<i>tights</i>)	No	
	Leggings (<i>ankle-length; must be worn with matching socks</i>)	Black, Grey, White	No	
	Tie/Scarf	Plain Black, Gray, or Burgundy (White allowed in striping)	No	
	PE Mesh Gym Shorts	Burgundy	Yes	
	PE T-shirt	Grey	Yes	
	PE Shoes (no slip-on)	Any Athletic Shoe	No	
	Optional - Nova Knights athletic warm ups over PE uniform. (jacket, pants, sweatshirt, etc.)	Nova Knights Athletic Wear	Yes	
ONLY APPROVED HOUSE ITEMS FOR HOUSE TUESDAYS: <u>Solid Color Necktie</u> in House Color; <u>Solid Color Scarf</u> in House Color; House/Family Pin	House Colors: Hart -Purple; Leo -Gold/Yellow; Gryphon -Blue; Ursa -Green	No		



NOVA CLASSICAL ACADEMY 2015-2016 UNIFORM POLICY

The purpose of the uniform policy is two-fold. First it is functional: to minimize distraction and focus students' attention on their work at school rather than their attire, and to project a unified school image, which is proper and neat in appearance, reflecting the important nature of our enterprise. Second it is philosophical: serving as a tool of character development (i.e., developing a sense of simplicity, dignity, modesty; understanding principles and how rules are connected to principles; making prudent decisions, etc.). Uniforms are a means to help all members of the school attend to the mission and vision of the school.

Nova Classical Academy students are expected to be in uniform on a daily basis. It is the responsibility of the parents to ensure that the student adhere to this policy daily. The Administration will develop uniform guidelines that specify what items are appropriate for students at each stage. Teachers, with assistance from the Administration, will enforce these guidelines.

GENERAL GUIDELINES FOR ALL STUDENTS, GRADES K-12

- Uniforms must be neat, clean, and in good repair.
- All clothing must be properly sized (not baggy, too short, or tight).
- Hats and sunglasses may not be worn in the building.
- Uniforms are to be worn when performing in school concerts and on all field trips.
- Visible tattoos are not allowed. Students may be directed to remove pen, ink, or marker drawings on the skin.
- Hairstyle and hair color must not draw undue attention or be distracting in the classroom environment. Hair accessories can be black, white, brown, or Nova plaid. *Our vendors sell headbands and hair scrunchies in our Nova plaid.
- Makeup and nail polish must be minimal and modest, not excessive or distracting.
- Jewelry must be minimal and modest, and not distracting. Students may be asked to remove jewelry for PE.
- No body-piercing jewelry (other than earrings).
- Winter Leg Wear Option with Skirts:
Girls may wear black, white, or gray ankle-length leggings with a white or matching colored sock.
- In the Schools of Logic and Rhetoric, all shirts must be tucked in at all times unless they have a banded bottom or are girls School of Rhetoric Oxfords.
- Shoes which are not allowed for all ages include, but are not limited to: Heelys, boots, light-up shoes, crocs, flip flops, clogs, etc. Staff reserves the right to enforce this rule.

- ❖ Families are expected to ensure their children's adherence to Nova's appearance and uniform guidelines.
- ❖ Students found out of compliance with the guidelines may be asked to meet the school's standards before attending class and/or may be assigned demerits.
- ❖ Any exceptions to these uniform guidelines, including assignment of non-uniform days, will be made at the discretion of the Nova Administration.
- ❖ Nova offers Uniform Assistance for students who qualify for Free or Reduced lunch. Please contact your school Director for more information.

NOVA'S UNIFORM VENDORS FOR 2015-2016

Donald's & Lands' End companies offer a 3% rebate. SCRIP is available for Donald's.

Donald's Uniforms (DO):

972 Payne Avenue
St. Paul, 55130
651.776.2723
www.donaldsuniform.com

Lands' End (LE):

Any Sears' store, Lands' End Uniform Catalogue, or landsend.com
under School Uniforms→
Nova's Preferred School Number is 900133182

SCHOOL OF GRAMMAR (KINDERGARTEN-GRADE 5)

Item	Description	Color	Vendor Name	School Logo (Fiberlock or Embroidered)
Boy's Shirts	Knit Polo Shirt (short or long-sleeved)	Burgundy or White	DO and LE	Optional
	Turtleneck		DO and LE	
	Banded Bottom Polo (short or long-sleeved)		DO	
Girl's Shirts and Blouses	Knit Polo Shirt (short or long-sleeved)	Burgundy or White	DO and LE	Optional
	Turtleneck <i>(white)</i>		DO and LE	Optional
	Banded Bottom Polo (short or long-sleeved)		DO	Optional
Boy's Sweaters	Cardigan	Burgundy	DO	Optional
Girl's Sweaters	Cardigan	Burgundy	DO	Optional
Sweatshirt	Crewneck	Burgundy	DO	Logo Required
Girl's Jumper	<i>Dark solid bike shorts & tights/leggings required under jumper</i>	Uniform Plaid	DO and LE	n/a
Boys Slacks and Shorts	Dress Twill	Navy	DO and LE	n/a
Girls Slacks and Shorts	Dress Twill	Navy	DO and LE	n/a
Boy's Socks		Solid Black, Navy, or White		n/a
Girl's Socks		Solid Black, Navy, White, or Uniform Plaid Ruffles. Patterned "fun" socks will be allowed with slacks only.	DO	n/a
Girl's Tights	<i>Tights must be worn under Jumper</i>	Black, Grey, or White		n/a
Girl's Ankle-Leggings	<i>Leggings must be ankle-length, worn with socks under Jumper</i>	Black, Grey, or White		n/a
Shoes	Dress or Athletic	Dress: Black, Navy, or Brown (Solid Dark) <i>Laces also must be solid dark in color</i> OR Athletic: Plain, clean, non-distracting shoes		n/a
Belts (optional)	Plain	Solid Dark in color		n/a

SCHOOL OF LOGIC (GRADES 6-8)

Item	Description	Color	Vendor Name	School Logo (Fiberlock or Embroidered)
Boy's Shirts	Knit Polo Shirt (short or long-sleeved)	Burgundy or White	DO and LE	Yes
	Turtleneck	Burgundy or White	DO and LE	Yes
	Banded Bottom Polo (short or long-sleeved)	Burgundy or White	DO	Yes
Girl's Shirts and Blouses	Knit Polo Shirt (short or long-sleeved)	Burgundy or White	DO and LE	Yes
	Turtleneck	Burgundy or White	DO and LE	Yes—if worn alone
	Banded Bottom Polo (short or long-sleeved)	Burgundy or White	DO	Yes
Boy's Sweaters	Cardigan	Burgundy	DO	Yes
Girl's Sweaters	Cardigan	Burgundy	DO	Yes
Sweater Vests	V-neck pullover	Burgundy	DO and LE	Yes
Sweatshirt	Crewneck	Burgundy	DO	Yes
Fleece Jacket	Full zip (no ¼) jacket	Black	DO and LE	Yes
Girl's Skorts and Skirts	<i>No shorter than 2" above the knee & dark solid bike shorts and tights/leggings required underneath</i>	Uniform Plaid	DO and LE	n/a
Boy's Slacks and Shorts	Dress Twill	Navy	DO and LE	n/a
Girl's Slacks and Shorts	Dress Twill	Navy	DO and LE	n/a
Boy's Socks		Solid Black, Grey, Navy or White		n/a
Girl's Socks		Solid Black, Grey, Navy or White		n/a
Girl's Tights	<i>Must be worn only under skirt or skort</i>	Solid Black, Grey, White		n/a
Girl's Leggings	<i>Must be ankle-length and worn with socks under skirt or skort</i>	Solid Black		n/a
Belts Required	Plain Leather or leather- like (no canvas)	Solid Black or Navy		n/a
Shoes		All Brown or Black		n/a
Physical Education Uniform	Mesh gym shorts	Burgundy	DO and LE	Yes (iron-on)
	T-shirt	Gray	DO and LE	Yes (iron-on)
Physical Education Shoes	Athletic shoe <i>May not be "slip on" and are only worn for P.E. class</i>	Any		n/a

SCHOOL OF RHETORIC BOYS (GRADES 9-12)

NOTE: All young men are required to have a long-sleeve white oxford shirt, gray sweater vest or uniform tie, and black uniform slacks for certain functions or events.

Item	Description	Color	Vendor Name	School Logo (Fiberlock or Embroidered)
Slacks and Shorts	Dress Twill	Black	DO and LE	n/a
Shirts	Oxford Dress Shirt (short or long-sleeved)	White <i>Plain white short-sleeve or tank undershirt may be worn under shirt.</i>	DO and LE	Yes
	Knit Polo Shirt (short or long-sleeved)	Burgundy or White	DO and LE	Yes
	Banded Bottom Polo (short or long-sleeved)	Burgundy or White	DO	Yes
Sweaters <i>No sweatshirts in grades 9-12</i>	V-neck Button-down Cardigan or Pullover	Black Cardigan Gray Pullover	DO	Yes
Sweater Vests	V-neck pullover	Gray	DO	Yes
Fleece Jacket	Full zip (no ¼) jacket	Black	DO and LE	Yes
Blazer	Black	Black	DO and LE	No
Tie <i>Not required on a daily basis</i>	<i>Ties are optional and must be worn with only the uniform oxford shirt. Nova Classical Academy may require the uniform tie for functions and events.</i>	Burgundy/ Black stripe		n/a
Socks	Dress socks	Solid Black or White		n/a
Belts <i>Required</i>	Top Grain Leather	Black		n/a
Shoes <i>(Required Daily Wear)</i>	Business Style Dress Shoe	Black		n/a
Physical Education Uniform	Mesh gym shorts	Burgundy	DO and LE	Yes (iron-on)
	T-shirt	Gray	DO and LE	Yes (iron-on)
Shoes— Physical Education	Athletic shoe <i>May not be “slip on” and are only worn for P.E. class</i>	Any		n/a

SCHOOL OF RHETORIC GIRLS (GRADES 9-12)

NOTE: All young women are required to have a long-sleeve white oxford shirt, gray sweater vest, and black uniform pants, skort, or skirt with bike shorts for certain functions or events.

Item	Description	Color	Vendor Name	School Logo (Fiberlock or Embroidered)
Skorts and Skirts	<i>No shorter than 2" above the knee. Dark solid bike shorts required under the skirt.</i>	Black	DO and LE	n/a
Slacks and Shorts	Dress Twill <i>No denim, yoga pants or jeans (pants with rivets)</i>	Black	DO and LE	n/a
Shirts and Blouses	Oxford Dress Shirt (short or long-sleeved) OR ¾-Sleeve Blouse	White (both styles) <i>Plain white or beige undershirt / camisole may be worn underneath.</i>	DO and LE	Yes
	Knit Polo Shirt (short or long-sleeved)	Burgundy or White	DO and LE	Yes
	Banded Bottom Polo (short or long-sleeved)	Burgundy or White	DO	Yes
Sweaters <i>No sweatshirts in 9-12 grades</i>	V-Neck Long Sleeved Pullover or Soft Line V-neck Cardigan	Black Cardigan Gray Pullover	DO	Yes
	Crew-neck Cardigan	Gray or Black	LE	Yes
Sweater Vests	V-neck Pullover	Gray	DO	Yes
Fleece Jacket	Full zip (no ¼) jacket	Black	DO and LE	Yes
Blazer	Black	Black	DO and LE	No
Socks		Solid White or Black		n/a
Tights	<i>Must be worn under uniform skirt</i>	Solid Black or Nylons		n/a
Leggings	<i>Must be ankle-length and worn with socks under uniform skirt</i>	Solid Black		
Belts <i>Required</i>	Top Grain Leather	Black		n/a
Shoes <i>(Required Daily Wear)</i>	Business Style Dress Shoe (closed toe/heel) or Ankle Length Shoe-Boot	Black		n/a
Physical Education Uniform	Mesh gym shorts	Burgundy	DO and LE	Yes (iron-on)
	T-shirt	Gray	DO and LE	Yes (iron-on)
Shoes—Physical Education	Athletic shoe <i>May not be "slip on" and are only worn for P.E. class</i>	Any		n/a

Nova Classical Academy
DISCIPLINARY PROCEDURES

The following are examples of unacceptable behavior subject to disciplinary action by the school. These examples are not intended to be an exclusive list. Any student who engages in any of these activities may be disciplined in accordance with this policy. Penalties identified by an asterisk () include, but are not limited to, a student conference, parent notification, restitution, confiscation, detention, in-school suspension, suspension or expulsion. School district administrators may use discretion in determining the appropriate disciplinary consequences in individual cases, including consequences, which are not specifically listed, such as conflict resolution. Thus, while these examples provide a guide as to possible disciplinary consequences, consequences for a specific offense may be more or less severe or may differ than those consequences shown. This policy applies to all school building, school grounds and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees.*

INAPPROPRIATE BEHAVIOR	1st Offense	2nd Offense	3rd Offense
<p>1. Alcohol or Chemicals, Possession, Use or under the influence – Possessing, using or being under the influence of any narcotic, drug or controlled substance (without prescription), alcohol or other mood-altering substance where is prohibited. (Any prescription medication a student is required to take, with the exception of prescribed inhalers or prescribed non-syringe injectors of epinephrine, must be left with and administered by the school nurse, in accordance with district administrative policy JG.) This includes inappropriate use of over-the-counter medications and look-alike substances. This also includes paraphernalia or look-alike paraphernalia.</p> <p style="text-align: right;">grades K–5 grades 6–12</p>	<p>1 day susp. 3 day susp.</p>	<p>3 day susp. 5 day susp.</p>	<p>5 day susp. move to expel</p>
<p>2. Alcohol/Chemicals, Possession With Intent to Distribute or Sell – Selling or distributing, or intending to sell or distribute, alcohol or any narcotic, drug, controlled, look-alike or other mood-altering substance is prohibited. This includes paraphernalia or look-alike paraphernalia. This also includes a student sharing/selling prescription medication or over-the-counter medication for inappropriate use with another student.</p> <p style="text-align: right;">grades K–5 grades 6–12</p>	<p>1 day susp. 5 day susp. or move to expel</p>	<p>3 day susp. move to expel</p>	<p>5 day susp.</p>

INAPPROPRIATE BEHAVIOR

1st Offense

2nd Offense

3rd Offense

		1st Offense	2nd Offense	3rd Offense
3. Arson – Destruction or damage to school or district buildings or property by means of fire.	grades K-5 grades 6-12	3-5 day susp. move to expel	5 days or move to expel	move to expel
4. Assault, Physical – Intentionally inflicting bodily harm upon another person or attempting to inflict bodily harm or cause fear in another person of bodily harm.	Upon a student or staff member - grades K–2 Upon a student or staff member - grades 3–5 Upon a student – grades 6-8 Upon a staff member – grades 6-8 Upon a student - grades 9–12 Upon a staff member - grades 9–12	* 1-3 day suspension 3-5 day susp. or move to expel 5 day susp. or move to expel 5 day susp. Or move to expel move to expel	1 day susp. 3-5 day susp. 5 day susp. or move to expel move to expel	3 day susp. 5 day susp. or move to expel move to expel
5. Assault, Verbal - Verbal confrontation with a student or staff member which causes or could cause fear. The language could be but is not limited to, language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people.	Upon a student or staff member - grades K–2 Upon a student or staff member - grades 3–5 Upon a student - grades 6–8 Upon a student - grades 9–12 Upon a staff member - 6-8 Upon a staff member - grades 9–12	* 1 day susp. 1 day susp. 3 day susp. 5 day susp. 5 day susp.	1 day susp. 3 day susp. 3 day susp. 5 day susp. move to expel move to expel	3 day susp. 5 day susp. 5 day susp. or move to expel move to expel
6. Bullying – Doing something hurtful or mean toward another person. Often it is repeated over time. Examples include but are not limited to dumping binders, teasing, harassing, gossiping, intimidating, excluding, cyber bullying, etc. (please see Nova's policy regarding bullying). This prohibition also applies to students who, by their indirect behavior, condone or support another student's act of bullying.	Non-physical bullying – grades K-5 grades 6-8 grades 9-12 Physical bullying – grades K-5 grades 6-8 grades 9-12	* * 1-3 day susp. * * 3 day susp.	* 1 day susp. 3-5 day susp 1 day susp. 1-3 day susp. 3-5 day susp.	1 day susp. 1-3 day susp. 5 day susp. 3 day susp. 3 day susp. 5 day susp.

INAPPROPRIATE BEHAVIOR

1st Offense

2nd Offense

3rd Offense

<p>7. Burglary – Entering a district building or any district property without consent or when closed to the public for the purpose of committing a crime, either directly or as an accomplice.</p> <p align="right">grades K-5 grades 6-12</p>	<p>* move to expel</p>	<p>move to expel</p>	
<p>8. Careless Act – Committing a careless act, which inflicts bodily harm, or attempts to inflict bodily harm, upon another person, even though accidental or a result of poor judgment.</p> <p align="right">grades K-5 grades 6-12</p>	<p>* 1 day susp.</p>	<p>1 day susp. 3 day susp.</p>	<p>3 day susp. 5 day susp.</p>
<p>9. Dishonesty - Academic - Academic dishonesty includes but is not limited to cheating on a school assignment or test; copying someone else's work or allowing one's work to be copied; revealing test content, questions or answers; altering answers, scores or records, plagiarizing or collusion. This includes the use of picture phones or other technology to accomplish this end.</p> <p align="right">grades K-2 grades 3-5 grades 6-8 grades 9-12</p>	<p>* * * *</p>	<p>* * 1 day susp. 1-3 day susp.</p>	<p>* 1 day susp. 1-3 day susp. 3-5 day susp.</p>
<p align="center">** Academic consequences may also be assigned</p>			
<p>10. Disruptive Behavior – Disruptive behavior means acts that disrupt or threaten to disrupt the educational process in the classroom, hallway or other area of the school or at any school function, including but not limited to disobedience and disrespectful behavior.</p> <p align="right">grades K-8 grades 9-12</p>	<p>* *</p>	<p>* *</p>	<p>* *</p>
<p>11. Dress and Grooming - See School Dress Code Policy</p>			

INAPPROPRIATE BEHAVIOR

1st Offense

2nd Offense

3rd Offense

		1st Offense	2nd Offense	3rd Offense
12. Driving, Careless or Reckless - Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited. grades 9-12		* May include revocation of parking permit (without refund)	1-3 day susp. May include revocation of parking permit (without refund)	3-5 day susp. May include revocation of parking permit (without refund)
13. False Reporting – The staging or reporting of dangerous or hazardous situations. (i.e. a riot, armed intruder, bomb threat, fire,) that do not exist. grades K-2 grades 3-5 grades 6-12		* 3 day susp. 5 day susp. or move to expel.	1-3 days susp. 5 day susp. move to expel	3-5 day susp. move to expel
14. Fighting - Physical conflict in which both parties have contributed to the situation. Engaging in any form of fighting is prohibited, regardless of who initiated the fight or whether the student believes he/she was acting in self-defense. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person. grades K-2 grades 3-5 grades 6-8 grades 9-12		* 1-3 day susp. 1-3 day susp. 3 day susp.	1 day susp. 3 day susp. 3-5 day susp. or move to expel 5 day susp. or move to expel	3 day susp. 5 day susp. or move to expel move to expel move to expel
15. Gambling –Playing a game of chance for stakes. grades K-8 grades 9-12		* *	* 1 day susp.	1 day susp. 3 day susp.
16. Harassment - includes but is not limited to: - Inappropriate remarks, stalking or other conduct, often repeated, related to a person’s race, color, beliefs, religion, national origin, sex, sexual orientation, marital status, disability, age, or status with regard to public assistance. grades K-2 grades 3-5 grades 6-12		* 1 day suspension 1-3 day susp.	1 day susp. 3 day susp. 3-5 day susp.	3 day susp. 5 day susp, move to expel

INAPPROPRIATE BEHAVIOR

1st Offense

2nd Offense

3rd Offense

<p>17. Hazing – Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.</p> <p>Student organization means a group, club, or organization having students as its primary members or participants.</p> <p>Consent to be hazed or permission to be hazed will not lessen the consequences. Harassment by ways of initiation, ridicule or criticism is prohibited at all times.</p> <p align="right">grades K-5 grades 6-12</p>	<p align="center">* 3-5 day susp.</p>	<p align="center">* 5 day susp. or move to expel</p>	<p align="center">* move to expel</p>
<p>18. Ignition device – Using or possessing an ignition device, including a butane or disposable lighter or matches under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.</p> <p align="right">grades K-5 grades 6-12</p>	<p align="center">* *</p>	<p align="center">1-3 day susp. 1 day susp.</p>	<p align="center">3-5 day susp. 3 day susp.</p>
<p>19. Inappropriate Display of Affection - Engaging in any overt, excessive and/or inappropriate groping, fondling, kissing, embracing, or touching of another student.</p> <p align="right">grades K-5 grades 6-12</p>	<p align="center">* *</p>	<p align="center">* 1 day susp.</p>	<p align="center">* 1-3 day susp.</p>
<p>20. Inappropriate Material – Possession or distribution of slanderous, libelous or pornographic material or materials containing obscene, harassing or degrading or other similarly inappropriate material.</p> <p align="right">grades K-2 grades 3-5 grades 6-12</p>	<p align="center">* * 1 day susp.</p>	<p align="center">* 1 day susp. 3 day susp.</p>	<p align="center">1 day susp. 3 day susp. 5 day susp.</p>
<p>21. Inappropriate Play – Play fighting, rough housing, violent gestures towards other students, inappropriate hallway behavior, etc.</p> <p align="right">grades K-2 grades 3-5 grades 6-8 grades 9-12</p>	<p align="center">* * * *</p>	<p align="center">* * * 1-3 day susp</p>	<p align="center">* 1-3 day susp. 1- 3 day susp. 3-5 susp.</p>

INAPPROPRIATE BEHAVIOR

1st Offense

2nd Offense

3rd Offense

<p>22. Inappropriate physical contact towards a staff member – Engaging in unacceptable physical contact towards a staff member. Examples include but are not limited to touching, pushing, or physically preventing a staff member from doing his/her lawful duties.</p>	<p>grades K-2 * grades 3-5 * grades 6-8 * grades 9-12 3-5 day susp.</p>	<p>* * 1-3 day susp. 5 day susp. or move to expel</p>	<p>* 1-3 day susp. 3-5 day susp. or move to expel move to expel</p>
<p>23. Insubordination – Willful refusal to follow an appropriate direction or order given by a staff member.</p>	<p>grades K-5 * grades 6-12 *</p>	<p>* *</p>	<p>* *</p>
<p>24. Insubordination, Gross – Willful refusal to follow an appropriate directions or order given by a staff member followed by another action including, but not limited to walking away, leaving room, swearing, yelling, slamming door, gestures, and throwing objects.</p>	<p>grades K-2 * grades 3-5 * grades 6-8 * grades 9-12 1-3 day susp.</p>	<p>* 1 day susp. 1-3 day susp. 3-5 day susp.</p>	<p>1 day susp. 3 day susp. 3-5 day susp. 3-5 day susp.</p>
<p>25. Interference or Obstruction – Any physical, verbal or written action taken to attempt to prevent a staff member or student from exercising his or her lawfully assigned duties or interfering with the educational process.</p>	<p>grades K-2 * grades 3-5 * grades 6-12 *</p>	<p>* 1 day susp. 1-3 day susp.</p>	<p>1 day susp. 3 day susp. 3-5 day susp.</p>
<p>26. Language, Inappropriate – Use of language that includes, but is not limited to obscenity, profanity, swearing, cursing, or impertinent or disrespectful language towards teachers or other School District personnel, or language that degrades another person is prohibited.</p>	<p>grades K-5 * grades 6-12 *</p>	<p>* 1 day susp.</p>	<p>1 day susp. 1-3 day susp.</p>
<p>28. Leaving School Grounds – Leaving school grounds during the school day without permission.</p>	<p>grades K-12 (truancy rules will apply) *</p>	<p>(truancy rules will apply) *</p>	<p>(truancy rules will apply) *</p>

INAPPROPRIATE BEHAVIOR

1st Offense

2nd Offense

3rd Offense

<p>30. Records or Identification, Falsification – Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member or bus driver. This includes refusing to identify self to a staff member.</p> <p align="right">grades K-2 * grades 3-5 * grades 6-12 *</p>		<p align="center">* 1 day susp. 1-3 day susp.</p>	<p align="center">1 day susp. 3 day susp. 3-5 day susp.</p>
<p>31. Robbery or Extortion – Obtaining or attempting to obtain property from another person where his or her consent was induced by use of force, threat of force, intimidation, black mail or under false pretenses.</p> <p align="right">grades K-2 * grades 3-5 1 day susp. grades 6-8 1-3 day susp. grades 9-12 5 day susp.</p>		<p align="center">1 day susp. 3 day susp. 3-5 day susp. move to expel</p>	<p align="center">3 day susp. 5 day susp. move to expel move to expel</p>
<p>32. Sexual Conduct – Engaging in consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person’s intimate parts, or intentional removal or attempted removal of clothing covering a person’s intimate parts or clothing covering a person’s undergarments.</p> <p align="right">grades K-2 * grades 3-5 * grades 6-8 3-5 day susp. or move to expel grades 9-12 5 day susp. or move to expel</p>		<p align="center">* 1 day susp. move to expel 5 day susp. or move to expel</p>	<p align="center">* 3 day susp. move to expel move to expel</p>
<p>33. Sexual Misconduct – Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person’s intimate parts, or intentional removal or attempted removal of clothing covering a person’s intimate parts or clothing covering a person’s undergarments, or other inappropriate sexual conduct. This includes indecent exposure.</p> <p align="right">grades K-2 * grades 3-5 1-3 day susp. grades 6-8 5 day susp. or move to expel grades 9-12 move to expel</p>		<p align="center">1-3 day susp. 3-5 day susp. move to expel</p>	<p align="center">3-5 day susp. move to expel</p>

INAPPROPRIATE BEHAVIOR

1st Offense

2nd Offense

3rd Offense

<p>34. Technology and Telecommunications Misuse – See School District Policy grades K-12</p>	<p>* through move to expel</p>		
<p>35. Physical/Verbal Threat - Threatening, directly or indirectly, to commit violence or to cause the evacuation of school district property which terrorizes another person or group of people, causes a disruption or where such statements and/or actions are made in reckless disregard of the risk of causing such terror or disruption. The threat could be verbal or nonverbal. Such behavior is prohibited regardless of any actual intent to carry out the threat.</p>	<p>grades K-2 * grades 3-5 1-3 day susp. or move to expel grades 6-8 3-5 day susp. or move to expel grades 9-12 5 day susp. or move to expel</p>	<p>1-3 day susp. 3-5 day susp. or move to expel move to expel move to expel</p>	<p>3-5 day susp. move to expel</p>
<p>36. Theft, or Knowingly Receiving or Possessing Stolen Property – Taking, possessing, using or receiving the property of another without that person’s consent</p>	<p>grades K-2 * grades 3-5 * grades 6-8 1 day susp. grades 9-12 3 day susp.</p>	<p>* 1 day susp. 3 day susp. 5 day susp.</p>	<p>1 day susp. 3 day susp. 5 day susp. move to expel</p>
<p>37. Tobacco – Possessing, distributing, selling or using tobacco or smoking paraphernalia (i.e. pipes, papers, lighters, electronic cigarettes or matches).</p>	<p>grades K-2 * grades 3-12 1 day susp.</p>	<p>1 day susp. 3 day susp.</p>	<p>3 day susp. 5 day susp.</p>
<p>38. Trespassing – Entering a district building or any district property without consent or when closed to the public.</p>	<p>grades K-2 * grades 3-5 * grades 6-8 1 day susp. grades 9-12 1-3 day susp.</p>	<p>* 1 day susp. 1-3 day susp. 3-5 day susp.</p>	<p>* 3 day susp. 3-5 day susp. 5 day susp.</p>

INAPPROPRIATE BEHAVIOR

1st Offense

2nd Offense

3rd Offense

<p>39. Unique Situations – Other acts as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surroundings, or which violate the rights of others, or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district, or the safety or welfare of students or employees.</p> <p align="right">grades K-12</p>	<p align="center">*</p>	<p align="center">*</p>	<p align="center">*</p>
<p>40. Vandalism – Defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals.</p> <p align="right">grades K–2 grades 3–5 grades 6–8 grades 9–12</p>	<p align="center">* 1-3 day susp. 1-3 day susp. 3 day susp. *plus appropriate restitution</p>	<p align="center">1-3 day susp. 3-5 day susp. 3-5 day susp. 5 day susp. or move to expel</p>	<p align="center">3-5 day susp. 5-10 day susp. 5 day susp. or move to expel move to expel</p>
<p>41. Weapon or Look-alike Weapon Possession – See School District Weapon Policy.</p> <p align="right">grades K–2 grades 3-5 grades 6-12</p>	<p align="center">Consequences include but are not limited to a 1-5 day suspension or move to expel Consequences include but are not limited to a 5 day suspension or move to expel Move to expel</p>		



Nova Classical Academy Emergency Action Plan

INTRODUCTION

Nova Classical Academy
1455 Victoria Way
St. Paul, MN 55102
651-209-6320

Important: The procedures outlined in this ready reference chart have been developed with input from area emergency response officials and are designed to provide general guidelines. You must be able to apply these procedures with flexibility based upon your assessment of the situation at hand. The more familiar you are with the contents of this ready reference chart, the easier it will be for you to respond calmly, effectively, and appropriately for a wide variety of situations.

THIS GUIDE COVERS THE STANDARD RESPONSE PROTOCOLS FOR:

*Student Behavior/Health Emergencies * Fire/Evacuation * Relocation/Reunification *
Yellow/Red Lockdowns*



EMERGENCY TELEPHONE NUMBERS

EMERGENCY

FIRE/AMBULANCE/POLICE EMERGENCY: 911
LOCAL DISPATCH CENTER: 651-291-1111

PUBLIC UTILITIES

XCEL (Electric & Gas): 800-481-4700 (24 HRS)
ST. PAUL WATER SERVICES: 651-266-6350 (24 HRS)

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DIRECTOR: 651-266-5490
EMERGENCY MANAGEMENT COORDINATOR: 651-266-5491

REFERRALS

HAZARDOUS MATERIAL: (Metro) 651-649-5451
(Statewide) 800-422-0798
POISON CONTROL CENTER: 800-222-1222
CRIME VICTIM SERVICES: 651-205-4827
CRISIS INTERVENTION/MENTAL HEALTH HOTLINE: 211 (1st Call for Help)



RESPONSE TEAMS

DISTRICT EMERGENCY RESPONSE TEAM

Executive Director and Director of Operations
Executive Director
School Directors and Office Managers

Teachers and Board Members

Coordination
Media Relations
Accounting Students
Family Communications

STUDENT RESPONSE TEAM

If you witness a student in your classroom exhibiting escalated behaviors such as: becoming verbally or physically defensive or aggressive, losing rationality, pervasively challenging authority or beginning to lose control.....

Dial "0" for the receptionist and state:

Response Team requested to room #_____.

Within 5 minutes, 3 members of the response team should respond to your request and assist in managing the crisis.



STUDENT HEALTH EMERGENCY

MINOR ILLNESS/INJURY (IN THE CLASSROOM)

1. Ill or injured students should not be left without supervision. If a student is experiencing a minor illness or injury, send the student to the Health Office accompanied by a student escort.
2. The Health Office will assess the student's condition and determine if the student can be treated and returned to class or if the student's condition requires that they be sent home or to see their physician.

SERIOUS ILLNESS/INJURY (IN THE CLASSROOM)

1. Call 9-1-1.
2. Call the main office.
3. Keep the student as calm as possible. Have the student rest on the floor for their safety in the event that fainting or loss of consciousness occurs.
4. Another staff member should escort the other students to another area.
5. Trained staff should provide First Aid according to the student's individual health plan and/or First Aid protocol.
6. If needed, rescue medication will be given by a trained staff member.
7. Staff members that were present when the illness/injury occurred must complete an Incident Report and return the completed form to the Health Office.

*****If you have any concerns regarding the health condition of a student, call the Health Office at ext. 404.**

FIELD TRIP HEALTH POLICY

FIELD TRIP HEALTH POLICY

Items in bold need to be obtained and brought on the field trip by a staff member.

- Staff members must have at least **(1) cell phone** for emergencies and that number must be left with the Office Manager.
- A **signed field trip permission slip** is required from every student and must include **emergency contact information**. A staff member must bring them on the field trip.
- Student's **emergency medication** (ex. Epi pen) are packaged in the Health Office with **copies of the physician's orders and action plans** and brought on the field trip.
- Take a **first aid kit**. (Located in the Health Office.)
- If lunches are brought on the trip and any of the students have a food allergy, their lunch must be kept separate from the other students' lunches or the student may carry his own lunch.
- Students should use soap-and-water type **disposable wipes** to clean their hands and dining surface before and after eating. Soap and water will remove traces of food allergens.
- Students with food allergies must sit at least an arm's length away from students eating food that could provoke an allergic reaction.
- There should not be any eating on the bus unless a student's health plan requires it.
- Staff will observe for reactions and will implement the student emergency care plan if necessary, including the use of emergency medication (ex. Epi pen) as directed and call 9-1-1.
- Remember that field trips are an uncontrolled setting (allergen-wise). Even though we are scrupulously careful with our students, we have to assume that other visitors might have left behind allergen traces.

FIRE/EVACUATION EMERGENCY PLAN

EVACUATION

Evacuation procedures are used when conditions are safer outside the building than inside the building. Evacuation routes will be specified according to the type of emergency.

BOMB THREATS:

Building Administrator notifies staff of evacuation route dictated by known or suspected location of a device.

HAZARDOUS MATERIAL:

Total avoidance of hazardous material is necessary as fumes can overcome people in seconds.

FIRE:

Follow primary routes unless blocked by smoke or fire.

EVACUATION PLAN

1. Staff members escort students in their charge outside in an orderly manner according to the nearest exit highlighted on the route plan that is posted in each classroom.
2. Once staff member has cleared the last student from their classroom, they are responsible to do the following:
 - a. BRING RED EMERGENCY FOLDER
 - a. BRING STUDENT EMERGENCY MEDICATION
 - b. TURN OFF LIGHTS
 - c. CLOSE DOOR
3. When outside, staff members are to lead their students in a signal file line to their designated area on the Fire Evacuation Map. Students should remain completely silent throughout the evacuation.
4. When staff member arrive at their designated location with all their students, they must take attendance and when all of their students are accounted for, raise the RED FOLDER in the air to alert administration that all students are present.
5. Any students that are missing should be reported to the administration immediately.
6. In inclement/severe weather, **Sholom Home** is the designated relocation site.
7. No one returns to the building until the "ALL CLEAR" is given by the administration or fire department.

EVACUATION PLAN – DISABLED PERSONS

1. Upon activation of the alarm, disabled persons should move to the emergency evacuation location available at each stairwell.
2. Disabled persons should use the call button in the stairwell to alert fire department personnel of their location.
3. The following staff members should assist with the evacuation of disabled persons:
 - a. SPECIAL EDUCATION TEACHERS
 - b. TEACHERS WITH DISABLED PERSON IN THEIR CURRENT CLASS
 - c. OFFICE MANAGERS/DESIGNATED STAFF MEMBERS



RELOCATION/REUNIFICATION PLAN

RELOCATION

Relocation procedures are used when district officials and emergency personnel declare the building unsafe or inhabitable.

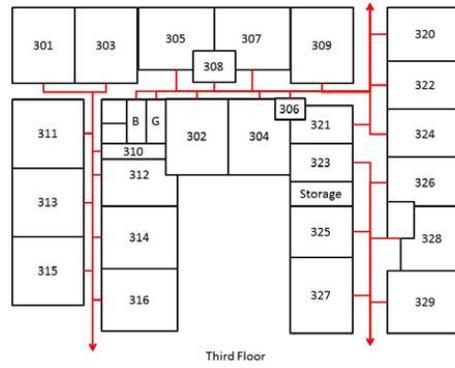
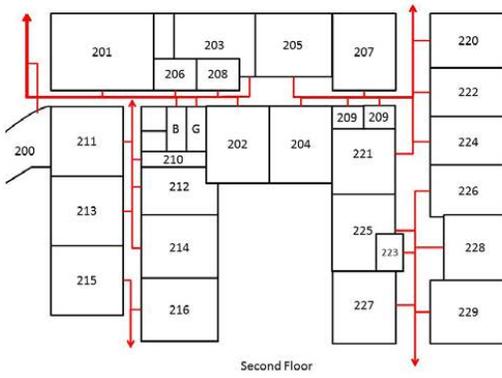
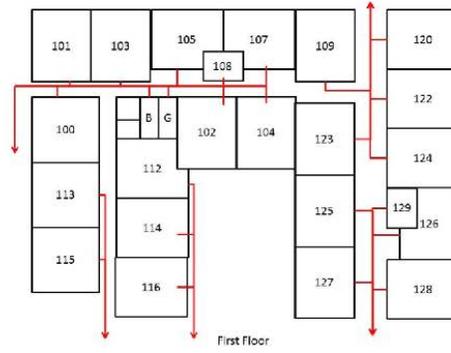
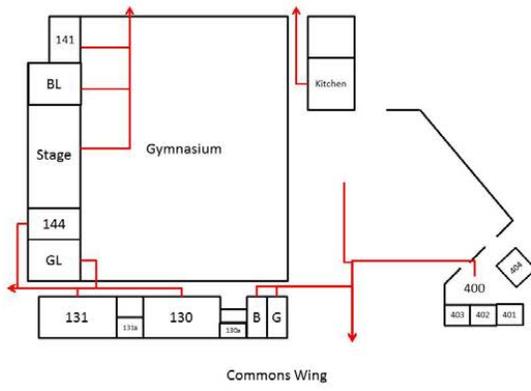
- The following is the primary relocation center:
Sholom Home East
740 Kay Avenue
St. Paul, MN 55102
 - If necessary, transportation for students and staff is accomplished by contacting Monarch Busing at: 612-238-8084.
 - The Executive Director or a Designee is responsible for media notifications and contact.
 - a. KARE11: 763-797-7215
 - b. KSTP: 612-588-6397
 - c. WCCO: 800-444-9226
1. Staff members are responsible to do the following:
 - a. BRING RED EMERGENCY FOLDER
 - b. BRING EMERGENCY MEDICATION
 - c. REMAIN WITH CLASS EN ROUTE
 2. When staff members arrive at their designated location with all their students, they must take attendance and when all of their students are accounted for, raise the RED FOLDER in the air to alert administration that all students are present.
 3. Any students that are missing should be reported to the administration immediately.
 4. Continue to contain and maintain students.
 5. Wait for additional instructions.

REUNIFICATION

District Administration

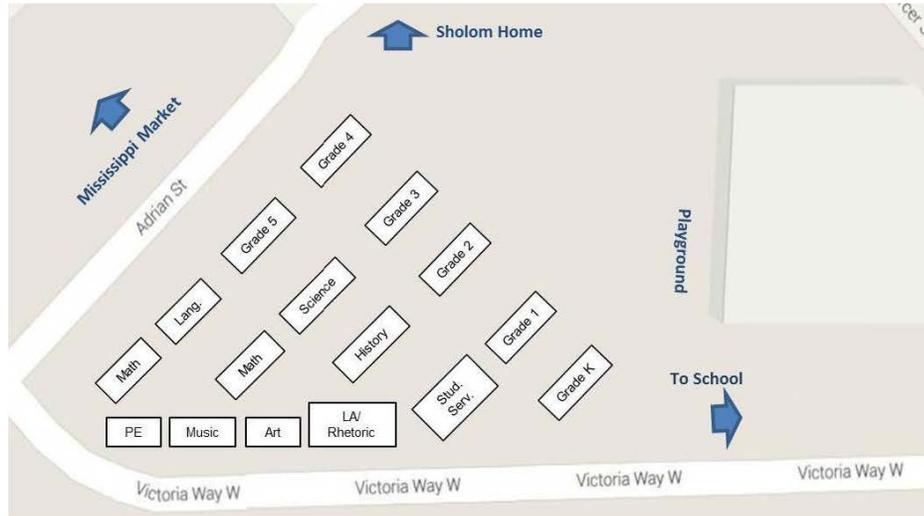
- Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or others authorized in student's emergency information)
- Coordinate messages to parents with Communications Director
- Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed
- Activate staff assigned to set up the location for reunification
- Assign staff to take most current student emergency contact/pick up information to the site along with other reunification supplies
- Request transportation for students and staff including special needs transportation
- Provide for behavioral health services at the reunification site for students and parents
- Ensure documentation of release of students

FIRE/EVACUATION ROUTE MAPS

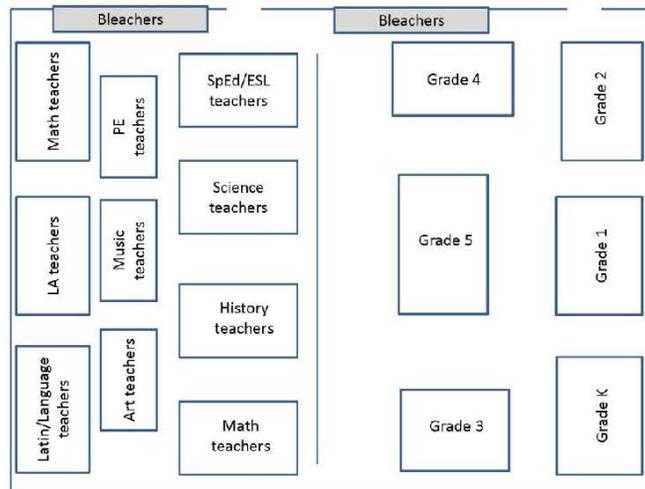


EVACUATION/RELOCATION STAGING MAPS

FIRE/EVACUATION DRILL STAGING LOCATIONS



SEVERE WEATHER SAFETY LOCATION - GYMNASIUM



SEVERE WEATHER PLAN

WATCHES

A severe weather watch indicates that conditions are right for the development of a weather hazard. Watches provide you an advanced notice.

District Administration

- Monitor National Weather Service (NOAA) weather radio, all-hazard, or emergency alert radio
- Notify staff of potential weather changes
- Activate appropriate members of the school emergency response team to be aware of potential weather changes
- Notify head custodial staff of potential utility failure
- Move all persons inside building(s)
- Review severe weather sheltering procedures and location of shelter areas

Staff

- Review "Drop and Tuck" procedures with students
- Review severe weather sheltering procedures and location of shelter areas

WARNINGS

A severe weather warning indicates a hazard is imminent or the probability of occurrence is extremely high.

District Administration

- Continue to monitor National Weather Service (NOAA) weather radio, all-hazard, or emergency alert radio or television stations
- Provide any updated information to staff
- Activate appropriate members of the school emergency response team of a change in weather status
- Initiate Severe Weather Shelter Area procedures
- Move students and staff to the Severe Weather Sheltering Area.
- Notify parents and legal guardians according to district policy

Staff

- Initiate Severe Weather Shelter Area procedures
- Close classroom doors
- Take red emergency folders and class rosters
- Ensure students are in "tuck" positions
- Take attendance and report any missing, extra, or injured students to building administration
- Remain in shelter area until an "all clear" signal is issued
- In the event of building damage, evacuate students to safer areas
- If evacuation does occur, do not re-enter the building until an "all clear" signal is issued

FLOODING

District Administration

- Monitor NOAA weather radio, all-hazard, or emergency alert radio stations
- Develop an action plan with local emergency management officials and transportation coordinator
- Notify staff of the potential emergency situation.
- Review evacuation procedures with staff
- Notify relocation centers (Shalom Home)
- Determine an alternate relocation center if primary and secondary centers are affected
- Notify transportation resources
- If district officials and emergency responders advise evacuation, do so immediately
- Notify parents and guardians immediately in the event of an evacuation and relocation.

Staff

- Initiate Evacuation procedures as directed
- Take red emergency folder and class rosters
- Take attendance and report any missing, extra or injured students to building administration

LOCKDOWN PROCEDURES

YELLOW LOCKDOWN

If there is a Threat of Potential Danger to a person or persons, a YELLOW LOCKDOWN will be called.

Announcement: "Secure your classroom. Follow all lockdown procedures on the yellow card."

Yellow Lockdown Procedures

- Close and lock classroom door.
- Do not allow students to leave the room – unless told to do so by the administration/police.
- Stay away from windows and doors.
- Take attendance. Make a list of all people in the room and hold on to it until requested.
- Explain to students the potential of danger.
- Do not call the office for information.
- Follow all communications by administration/police.
- Be prepared to stay in "lockdown" for an extensive period of time.
- Ignore all bells.
- Continue with lesson.

Sometimes conditions can worsen requiring a change to a RED LOCKDOWN.

RED LOCKDOWN

If danger is imminent, a RED LOCKDOWN will be called.

Announcement: "We have an emergency situation. Follow all procedures on the red card."

Red Lockdown Procedures

- Close and lock classroom door.
- Turn off all lights. Cover all windows.
- Gather everyone in the corner of the room, out of sight. Remain quiet.
- Do not go out of the room searching for students.
- Do not answer the door.
- Stay in the room until evacuated by the police.

GENERAL GUIDELINES

- Scan the hallway and gather students and staff in the immediate area.
- If you are not in your classroom, move students to a secure location.
- Be prepared to evacuate when directed.
- If students are in the **Great Room**, staff must use their judgement as to how to proceed. If the threat is external, move to a 1st floor classroom. If the threat is internal, move away from the threat.
- If the students are outside and the threat is outside, staff must assess the situation and move away from the threat.
- If the students are outside and the threat is inside, students should proceed away from the building to the evacuation site. (Sholom Home).
- If the fire alarm sounds during a lockdown, you must use your judgement as to whether or not to evacuate the classroom. If you see or smell smoke, evacuate to a secure location.
- Administration will check the bathrooms.
- In the event that you must evacuate through a window, the following procedures should be used:
 - Break window with a heavy object
 - Clear glass shards away from the area and exit out
- Because not all crisis scenarios can be anticipated, staff is required to use their best judgement.