

**Parent/Student Handbook  
2016-2017**



**The Novus Academy**

**204 North Dooley  
Grapevine, Texas 76051**

**(817) 488-4555**

**<http://thenovusacademy.org/>**

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## **Introduction Section**

### ***Message from the Head of School***

As The Novus Academy begins its first year, I am thankful for the efforts of all that came together to bring a “*Big Dream*” to reality. Our Big Dream started as a “thought” that we might be able to create this school. Then the “thought” was expressed to a few others in

quiet, hesitant words. They thought it was a “good idea”. So, the “good idea” was shared with a few more people using stronger whispers. They thought it sounded like a “possibility”. Next, the “possibility” was shared with a couple more people and that time the words weren’t whispers. They said, “it needs to be done, but it can’t be done by the time you want it done”. Then they said, “maybe you should think smaller”. I said “No”. So they replied, “it’s dangerous and likely impossible”. Their advice was to “let it go”. I said, “No”. So, on January 3, 2014 we obtained our Certificate of Formation as a Non-Profit Corporation from the State of Texas. Many, many long days and sleepless nights later, The Novus Academy officially opened for business on July 1, 2014 as a 1<sup>st</sup> through 11<sup>th</sup> grade school.

So, as you and your family embark on the grand inaugural year with us, this Parent and Student Handbook will serve as your guide to all that is “Novus”.

Take care, Kathy Edwards

### ***The Novus Academy Board of Directors as of August 2016***

Board Member: John Olsen (2014)  
Board Member: Marsha Clark (2014)  
Board Member: Russ Price (2014)  
Board Member: Hal Stewart (2014)  
Board Member: Open  
Board Member: Open

### **Administrative Team**

Head of School: Kathy Edwards – [kedwards@thenovusacademy.org](mailto:kedwards@thenovusacademy.org)  
Assistant Head of School: Joe Price – [jprice@thenovusacademy.org](mailto:jprice@thenovusacademy.org)  
Curriculum Coordinator: Kyla Kiser – [kkiser@thenovusacademy.org](mailto:kkiser@thenovusacademy.org)

### **Faculty**

Classroom 1-2: Kim Nolan – [knolan@thenovusacademy.org](mailto:knolan@thenovusacademy.org)  
Classroom 2-3: Michelle Cornine – [mcornine@thenovusacademy.org](mailto:mcornine@thenovusacademy.org)  
Classroom 4: Jamie Foster – [jfoster@thenovusacademy.org](mailto:jfoster@thenovusacademy.org)  
Classroom 5: Kyla Kiser – [kkiser@thenovusacademy.org](mailto:kkiser@thenovusacademy.org)  
Classroom 6: Lindsey Baines – [lbaines@thenovusacademy.org](mailto:lbaines@thenovusacademy.org)  
Middle School/High School: Amanda Price – [aprice@thenovusacademy.org](mailto:aprice@thenovusacademy.org)  
Class 5/Middle/High School: Emiline Lau-Camarena – [emiline@thenovusacademy.org](mailto:emiline@thenovusacademy.org)  
P.E./Class 6/Middle School/High School: Navideh Vadie  
[nvadie@thenovusacademy.org](mailto:nvadie@thenovusacademy.org)  
Middle School/High School: Kristina Gray – [kgray@thenovusacademy.org](mailto:kgray@thenovusacademy.org)  
Art: Mario Garcia: [mgarcia@thenovusacademy.org](mailto:mgarcia@thenovusacademy.org)  
Music: Chaz Bowen – [cbowen@thenovusacademy.org](mailto:cbowen@thenovusacademy.org)  
P.E. / Athletics: David Adams – [dadams@thenovusacademy.org](mailto:dadams@thenovusacademy.org)

### **Support Staff**

Receptionist/Admissions Coordinator:  
Michelle Bowen - [mbowen@thenovusacademy.org](mailto:mbowen@thenovusacademy.org)

## **Identification Section**

### ***Philosophy***

In too many instances, our children are forced to fit schools and systems that don't truly cater to their specific needs or strengths. At The Novus Academy, our philosophy is unique — we provide a learning environment that nurtures students as individuals. They receive focused attention, positive reinforcement and an education that matches their true potential. This philosophy, developed by The Novus Academy Head of School Kathy Edwards, really works. It has been studied by many educators, who universally agree that this type of education is a game changer.

At The Novus Academy, we provide *three distinct educational tracks*, designed to support each student's needs:

- Talented/Gifted
- Learning Differences
- Cognitive Difficulties with High Academic Achievement

### ***Values***

*Strong ethics, high morals, integrity, pride, honor, courage, respect, and a growth mindset define our core value system. We operate with integrity and honesty, working diligently to educate and enrich the lives of our students. We promote personal growth and empowerment in a positive learning environment.*

#### **Core Values:**

All students deserve, and we will provide, a healthy, safe and secure learning environment.

#### **Value 1: Engagement**

- All students can learn.
- All students' deserve programs that balance student's needs and interests, resulting in high levels of student engagement, achievement, and success.
- All students are provided with opportunities to showcase their talents, explore their affinities, develop and enhance work-ethic, and will learn to persevere and overcome obstacles.

#### **Value 2: Empowerment**

- All students are diverse and unique. When students are empowered and held accountable, self-concept can increase. When self-concept increases, student performance is enhanced.
- All students' experiences and perspectives are assets that reflect the strength of our school and the values of our community. Such assets, when respected, nurtured and explored, promote their academic success and the success of their peers.

#### **Value 3: Environment**

- All students thrive in a positive, creative, innovative, and stimulating learning and working environment.
- All employees excel in a culture actively supported by professional development opportunities. Highly-trained, highly-valued teachers and staff are pivotal to the continuous improvement and success of our students.

### ***Mission Statement***

***The Novus Academy provides innovative, creative, and experiential educational programming within a culture that inspires confidence, respect, and self-worth.***

The Novus Academy is a creative, innovative, vibrant, independent school for bright students with learning differences, high achieving students with cognitive difficulties, and students with high cognitive abilities and above average academic performance. Our students benefit from evidence-based, high-quality, comprehensive, and meaningful educational programming. The Novus Academy transforms the lives of students, their families, and their communities by preparing them to be self-advocates and problem-solvers through innovative learning programs, supportive interactions with faculty, staff, and students, exemplary scholarship, and purposeful service to others. Novus Academy students are prepared and empowered to apply their acquired skills and knowledge, to rely upon their personal attributes to confidently lead productive lives, and to become contributing members of the global community.

### ***School History***

Kathy Edwards, the Founder of The Novus Academy, is an educator with 26 years of extensive experience within public school, private school, and university settings. It had been her dream for many years to one day create a school unlike any in existence. The **“dream school”** would become a world class learning community that provided innovative, creative, and experiential educational programming within a culture that instilled confidence, respect, and self-worth. Staff would come together to operate with integrity and honesty, working diligently to educate and enrich the lives of the students. Unwavering ethics, high morals, integrity, pride, honor, courage, respect, and the development of growth mindsets would be the core of the school’s value system. High expectations and rigor would lead to personal growth, intrinsic motivation, and empowerment for all students. The school would have outreach programs to enable students, families, and educators across the country to discover how to maximize their potential. The Novus Academy is built upon a strong foundation. Prior to its inception, the school operated as the Hill School of Grapevine. Kathy Edwards was selected by the Hill School of Fort Worth organization to create a satellite campus in Grapevine, Texas. It began as a 1st through 5th grade campus in the first year of operation and was serving students in grades 1 through High School Preparation in its final year.

The Hill School of Grapevine developed a much sought after school culture and program of instruction. Approximately 250 to 300 individuals per year from public and private schools, community organizations, and businesses visited the school to observe and learn from staff and students. The Hill School of Grapevine was in its seventh year of operation when the decision was made to cease operations to enable the creation of The Novus Academy. Creating and operating The Novus Academy would serve to increase opportunities for

students, families, and the surrounding communities with the addition of a high school program. Professional Development opportunities for public and private school staff would also be extended. Working relationships with colleges and universities could be optimized to enhance the school program while also serving as a model site to help prepare future educators and clinicians.

On August 18, 2014, that "DREAM" became a reality when The Novus Academy opened its doors and students in grades 1-11, entered their "new" school for the first time.

### ***Parent/Student Handbook Review and Revision***

The Novus Academy Administrative staff will review the parent/student handbook a minimum of one time per year at which time revisions may be made. Also, the parent/student handbook may be reviewed and revised at any time during the school year by the Novus Academy Administrative staff. We reserve the right to change policy at any time at our discretion.

### ***Admission Philosophy and Guidelines***

*Families choose The Novus Academy because they are seeking the best educational environment available for their children. Students come because they desire a new beginning and are motivated to learn. When they leave, they have skills to succeed – and they do.*

The Novus Academy is designed for bright, creative students in grades 1-12 with learning differences, high achieving students with cognitive difficulties, and students with high cognitive abilities and above average academic performance.

### **The Novus Academy accepts students who are struggling in traditional classrooms because:**

- Their reading, writing, mathematics, and/or organizational skills may be below their cognitive potential.
- They are overwhelmed by the demands of tasks, class sizes, and peer interactions.
- They are not receiving the support they desire in large schools and classrooms.

### **We accept students who have one or more of the following:**

- Cognitive Abilities in Average to Very High Ranges with or without Learning Differences
- Dyslexia/Reading Disorder
- Dysgraphia/Disorder of Written Language
- Dyscalculia/Mathematics Disorder
- Expressive/Receptive Language Disorder
- Executive Function Weaknesses
- Attention Deficit Disorder
- Anxiety

**We will consider accepting students with:**

- Cognitive Abilities in below average ranges
- Nonverbal Learning Disabilities
- Autism Spectrum Disorder
- Developmental Delay
- Depression

**We may NOT be able to accept students with:**

- Cognitive Abilities below 70
- Significant Psychological, Emotional and/or Behavioral Disorders –i.e. Bi-Polar Disorder, Conduct Disorder, Oppositional Defiant Disorder, etc.

Our students benefit from evidence-based, high-quality, comprehensive, and meaningful educational programming. To achieve success, our students must be able to learn within group settings. We do not provide “one-on-one” instruction and are unable to meet the needs of students that require Applied Behavioral Analysis (ABA) support.

The Novus Academy is an inclusive, non-discriminatory learning community dedicated to embracing diversity and honoring differences. We welcome students of any race, color, ethnic origin, religion, or gender/sexual orientation whose needs we are able to meet within our educational programs.

Guidelines:

1. Admittance into NOVUS is determined by the Admissions Committee consisting of the following: NOVUS Administrative staff and NOVUS classroom teachers
2. It must be understood that attendance at NOVUS is a privilege and not a right. This privilege may be forfeited by any student and/or parent who does not conform to the school’s standard of conduct, policies, procedures, and/or who is unwilling to adjust to the environment.
3. NOVUS reserves the right to select students based on academic performance or readiness; social, emotional, and behavioral needs; and a willingness to cooperate with NOVUS administration and policies.

To ensure that students and families have opportunities to receive maximum benefit from the Novus Academy program, it is necessary, as part of the admission process, for parents to sign a **Statement of Cooperation**. Cooperation between the parents and school is so important that Novus reserves the right to remove a child based on the parent(s) conduct and action. The **Statement of Cooperation** is at the end of the document and needs to be signed and returned to the front desk receptionist.

## Procedures Section

### Admissions

Step One: Contact and Visit **If you feel The Novus Academy might be the right school for your child and family, please do one or both of the following:**

- Review our Website.
- Attend a school tour. School Tours take place every **Monday morning**. They begin at 8:00 a.m. and conclude by 9:00 a.m. You will experience the beginning of our school day and will tour the campus. This is an opportunity to gain an overview of our school. It is not a time to meet with staff to have individual questions addressed or spend time observing in classrooms. *Call ahead to make sure school is in session and a tour is being held.*

Step Two: Obtain and Complete an Application for Enrollment Consideration.

- Visit the Novus website to download the Application for Enrollment Consideration from the website. Print completed form to return with other required paper work. *OR* Contact, or visit the school to obtain the necessary paperwork.
- Gather the required documents for submission: *completed application for Enrollment Consideration, most recent assessment/testing information, copy of most recent report card, student work samples, teacher and administrator information forms from the school your child currently attends*

Step Three: Submit required documents for Review

- Send all required materials to: The Novus Academy, 204 North Dooley, Grapevine, Texas 76051.
- If you would like to scan and email the documents, please send them to [mbowen@thenovusacademy.org](mailto:mbowen@thenovusacademy.org)

When The Novus Academy staff have determined that the Application is complete and all required information has been received, your child's documents will be reviewed. At the conclusion of the review process, you will be contacted by a member of The Novus Academy staff.

#### **Step Four: Invitation for a School Visit**

- If it is determined that The Novus Academy *might be* an appropriate setting, you will be scheduled for an appointment. This appointment will include an

interview and opportunity for you to meet with a member of the staff to enable you to gain additional information.

- At the conclusion of your appointment, if it is felt that The Novus Academy could be the right school for your child, a 2 day visit will be scheduled. Your child will visit Novus 8:00 a.m. to 3:45 p.m. and will participate in all age and grade appropriate activities that occur during the school day.

If a review of the documents submitted indicates that The Novus Academy *would not* be an appropriate placement for your child, you will be notified by a member of the school staff. When possible we make recommendations regarding other options you may pursue.

### Step Five: Receiving a Decision

- Throughout the 2 day visit, staff will work with and observe your child.
- He/she will be assessed to determine present levels of performance.
- All information will be shared with Novus administrative and admissions staff.
- If the decision is made **to offer enrollment** to your child, you will receive an Admissions letter.
  - You will have 2 weeks to decide whether you plan to accept the offer.
  - If your Registration Fee is not received within two weeks we will assume you are declining the offer.
  - If you decline the offer and decide at a later date that you would like your child to attend our school, you will need to reapply. *Prior acceptance is not a guarantee that we can meet the future needs of your child.* If an appropriate opening exists at the time you reapply, we may be able to enroll your child.
  - If the decision is made **NOT to offer enrollment** to your child, you will receive notice from a staff member. When possible we will make recommendations regarding other options you may pursue.

The financial sacrifices that you make today to enable your child to attend The Novus Academy could be the difference between your child graduating from high school prepared for a future full of choices and options vs. being unprepared for life beyond high school completion.

### Tuition and Fees 2016-2017

|                                                                    |          |
|--------------------------------------------------------------------|----------|
| Tuition Grades 1-5                                                 | \$16,800 |
| Tuition Grades 6-8                                                 | \$17,200 |
| Tuition Grades 9-12                                                | \$18,000 |
| Application Fee – Includes 2 day visit and Reading/Math Assessment | \$125    |
| Registration Fee                                                   | \$1,500  |
| *Technology Fee                                                    | \$400    |

|                               |       |
|-------------------------------|-------|
| *School Supplies              | \$100 |
| *Novus Parent Association Fee | \$50  |
| Tuition Insurance             | \$650 |

**Additional Costs:**

**Each family is responsible for the following expenses:**

- School Uniforms
- Athletic Participation Fees, if applicable
- Extracurricular Activities, if applicable
- Student Travel, if applicable
- School-wide camping trip

**Financial Aid**

The Novus Academy has a limited financial aid program that provides assistance to parents/guardians with clear financial need. The criteria used to determine financial aid recipients are based upon the inability of an admitted student and his/her family's to pay the full tuition and fees to attend The Novus Academy. As is the practice of other private schools, The Novus Academy outsources information collection and data analysis. Families requesting financial aid must contact the Assistant Head of School, Joe Price at [jprice@thenovusacademy.org](mailto:jprice@thenovusacademy.org). Additional supporting documents may also be required by The Novus Academy Financial Aid Committee (NFAC).

Applying for Financial Aid

1. *Families must complete the Admissions Process. The \$125 fee required when students complete the 2 day visit cannot be waived.*
2. *The student must be accepted for enrollment.*
3. *The family has to submit the required Registration Fee in the amount of \$1,500.*
4. *After the Registration Fee has been submitted, the family will be able to apply for assistance. Instructions to complete this process will be provided to the family.*
5. *The family will be required to pay any application fees.*
6. *If the family does not qualify for financial assistance or does not qualify for an amount that enables the student to attend the school, one-half of the Registration Fee (\$750) will be refunded to the individual that submitted the fee.*

**Academics**

The Novus Academy curriculum standards correlate with the Texas Education Agency "Texas Essential Knowledge and Skills" (TEKS). The Common Core Standards are also considered when planning instruction. The Novus Academy staff differentiate instruction based on the needs of our students. Accommodations and interventions are provided as needed to ensure student success.

The Novus Academy faculty understands that no two children learn, develop, or mature at the same rate. Learning differences touch not only academic skills, but also the entire child and his or her family. Whatever the specific stumbling blocks to learning, frustration and uncertainty almost always accompany them. At The Novus Academy, full attention is given to the student. Individual areas of strength are celebrated, struggles identified, and learning programs carefully developed.

Parent education is a crucial element for helping families understand the needs of their children, especially if they are struggling. Students need to see their parents as lifelong learners; so, it is vital for parents to attend book clubs, workshops, and other opportunities to strengthen their skills as parent advocates for their children.

### Additional Opportunities

Central to the philosophy, The Novus Academy is committed to the education of the whole person. Students participate in a variety of experiential learning opportunities.

### *Extra-Curricular Activities*

A variety of extra-curricular options are available to our students. Each year we consider the affinities of our students and offer activities that they express interest in. Afterschool Clubs and Programs are determined on an annual basis. Drama and additional Fine Arts activities often occur as well. Staff members are willing to consider sponsoring afterschool activities when students express interest in options that don't currently exist.

Our Athletics Program opportunities are also designed to meet the needs and interests of our students each year. Basketball, Soccer, Track and Field tend to be the most popular athletic activities. The addition of the High School will likely increase athletic program opportunities moving forward.

### Conferences

Parent/teacher conferences will be held three times per school year to discuss each student's progress.

### Grading Scale

The following grading scale will be used for report cards and on each student's permanent academic record starting in the first grade.

|         |   |                                                 |
|---------|---|-------------------------------------------------|
| 100-90% | A | Excellent Progress                              |
| 89-80%  | B | Good Progress                                   |
| 79-70%  | C | Low Average to Below Average Progress           |
| 69-59%  | F | Well Below Average – Improvement Needed         |
| 59-0%   | F | Unsatisfactory – Significant Improvement Needed |

## **Report Cards and Progress Reports**

Report cards will be issued quarterly approximately one week after the end of each quarter. Progress reports will be sent home each quarter. Report cards and Progress reports need to be signed by a parent and returned to the teacher.

## **Homework**

Teachers may assign homework to aid students in the progress of their studies. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parent involvement in student learning. Therefore, we encourage parents to provide a suitable environment for the completion of daily homework. Parents are urged to monitor their child's work daily. The parent should help the child to become responsible in returning the homework completed and on time. Parents should make a point to find time each day to discuss what their child has learned at school. Students may have homework assignments over extended school breaks to help reduce any regression or loss of skills gained. Choosing not to complete the summer assignments is not the ideal way to begin a new school year.

## **Attendance**

Regular attendance is a critical component for success in school. Parents are requested to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

### **Excused Absences**

In order for an absence to be excused for any reason, the parent must notify the school. A telephone call the day of the absence is preferred, but a written note the first day back in class is acceptable as long as the note includes the date returning, child's name, dates absent, and the reason for the absence. School work that is missed will be allowed to be made up for excused absences (see makeup work). When a student is absent, it will be considered an excused absence for the following reasons (assuming the school office has received parental notification):

- Student illness – in an event of an extended illness or frequent absences due to illness, a doctor's note may be required.
- Doctor or dentist appointments – occasional, unavoidable medical appointments.
- School-sponsored activities
- Death in the immediate family and/or close family friends.
- Unavoidable mechanical failure of automobile or accident
- Unavoidable traffic delays – this refers to unanticipated delays such as an accident blocking traffic or road blockage due to inclement weather.
- Other approved absences – approval for other absences may be requested from the school office, and if approved makeup work will be allowed.

Please note that an absence is not automatically excused because a parent gives written or oral permission for the student to be gone from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.

### **Unexcused Absences**

Any absence for which the school does not receive appropriate notification will be unexcused. There will be no allowances made for missed work if an absence is unexcused. Examples of unexcused absences include, but are not limited to:

- Lack of parental notification
- Oversleeping – either intentional or unintentional
- Running late –daily schedules need to be adjusted to ensure that the student arrives on time.
- Birthdays – student birthdays are special events; however, absence from school will not be excused
- Absences due to family vacations or extended weekends that have not been pre-approved by the school office – prior notification and approval are required for absences due to family vacations to be excused. Parents are encouraged if at all possible to avoid taking family vacations during times when school is in session.
- Student skips school – any absence when a student simply chooses to skip school for any reason. Skipping school will result in disciplinary action as well.

**No student is to leave the school premises without first obtaining permission from the NOVUS office. It is essential that the school be aware of a student's location at all times.**

### **Excessive Absences**

Any student who misses more than 10 days in a semester or 20 days per school year will be reviewed for retention in the current grade level the following school year and/or removal from the school. The school reserves the right, should a student exceed these limits, to require the parents to submit, in writing, an explanation detailing the absences and the justification of each absence.

### **Tardiness**

Students arriving after 8:00 a.m. will be considered tardy. When a student arrives after 8:00 a.m. the parent must come into the office to sign their child in

### **Late Arrivals or Early Dismissals that may be excused**

- Doctor or dentist appointments – occasional, unavoidable medical appointments.
- School-sponsored activities.
- Unavoidable mechanical failure of automobile or accident
- Unavoidable traffic delays – this refers to unanticipated delays such as an accident blocking traffic or road blockage due to inclement weather.

Other approved reasons for arriving late or leaving early – approval for other absences may be requested from the school office,

### **Late Arrivals or Early Dismissals that will not be excused**

- Oversleeping – either intentional or unintentional
- Running late –daily schedules need to be adjusted to ensure that the student arrives on time.
- My child didn't want to: get up, get dressed, brush his/her teeth, get in the car, etc.
- I used my cell phone or computer to contact my parent to pick me up early because I don't want to be here...

**3 unexcused late arrivals and/or early dismissals will result in an assignment to Saturday School. Following completion of Saturday School, the count will begin again. If a student is habitually tardy, additional disciplinary measures may be taken.**

### **Prearranged Absences**

The parents will need to notify the school office, in writing, of any prearranged absences. Arrangements will need to be made with the child's teacher for school work that will be missed.

### **Makeup Work**

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. The work will be due the first day the student returns to school. For other absences of less than two (2) days the makeup work will be available to the student on the day of their return to school. If a student is absent two (2) days or longer the parent should contact the school office as per the Attendance Policy, then the work will be collected and available at the end of the day, if possible. **Students will have one day to complete missed work for each day they are absent**, excluding scheduled absences.

### ***Saturday School***

Saturday School may be assigned for a variety of reasons. It might be the consequence for excessive absences and/or tardies. It could be utilized for students that refuse to complete assigned tasks. It may be assigned for students that have make up work that they have not completed. It could be the consequence for misbehavior. Assignment to Saturday School occurs at the discretion of school staff and administrators.

**Hours:** 8:00 a.m. to 11:00 a.m.

**Cost:** \$50 – necessary to compensate staff that must attend to work with the student

**Attire:** Dress Uniform

Students that arrive late, *may* be assigned an additional Saturday school. Students that do not show up for an assigned Saturday School, *will* be assigned 2 consecutive Saturday Schools. The family will be billed \$50 even though the student didn't show up because the staff member gave up his/her Saturday morning and was prepared to assist the student.

Continued enrollment could be compromised if persistent and/or significant issues related to Saturday School arise.

## ***Student Activities***

### **Opportunities for Student Involvement**

Statistics show that overall student success in school is closely related to the student's involvement in school activities. The administration and teachers, using recommendations from students and their parents, will offer various extra activities during each school year. Listed below are some suggestions.

#### **Service**

Classes and/or Houses may sponsor a needy family at Christmas, run a recycle program, or make collections for local food banks. Students will be encouraged to look for ways to help others.

#### **Leadership**

Leadership opportunities for students of all ages are presented throughout the year.

#### **Fine Arts**

Music, Art, and Performance Arts activities are presented throughout the year.

#### **Athletics**

A variety of afterschool athletic activities are available. As the school grows, the goal is to increase athletic opportunities for students.

## ***Lifestyle Expectations***

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honorable, respectful, and kind towards themselves, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school or at school activities as well as the time they are away from school. Students and parents understand that the school reserves the right to impose discipline including expulsion, based upon conduct which occurs outside of the school. Expectations for general conduct that have been adopted are:

1. Students will refrain from using inappropriate language. Obscene language, excessive grumbling and complaining is unacceptable.
2. Students will exercise courtesy and kindness when dealing with others, as well as not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Sexual harassment of employees, students, visitors, or others will not be tolerated.

4. Students will show respect for their own bodies by neither possessing nor using tobacco, alcohol, other controlled substances, visible tattoos, or engaging in harmful conduct.
5. Students will respect the authority of the faculty and staff of The Novus Academy.
6. Students will show respect for the school facilities by keeping hands and marking utensils away from the walls, tables, floors, and windows. Unnecessary waste or damage to school property or facilities will not be tolerated. Families may be required to replace and/or repair items damaged by their child.
7. Students will show respect for others by not taking things that do not belong to them.
8. Students will be representatives of their school in the community in which they live and will observe this conduct code at all times.
9. Students will not participate in any other conduct that, in the school's discretion, significantly impairs the student's progress or brings discredit to the school and community.

Disregard for, or violation of, these standards will be dealt with according to the Student Discipline Policy of The Novus Academy.

### **Student Discipline Policy**

The overarching goal is for each student to achieve the ability to make appropriate decisions for themselves, accept responsibility for their actions, and learn from their experiences. As the student's ability to manage his/her behavior increases, there is less need for imposing rules and regulations upon them.

Each staff member has the responsibility of enforcing and reinforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to students about the policy violation and deciding what consequences are appropriate for the student and circumstance in accordance to the discipline policy. The administrator will be available to assist as needed.

At all times, The Novus Academy reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, student's age, frequency of misconduct, student's attitude, accepting responsibility for his/her actions and learning from the situation.

Staff will use a variety of methods to promote good behavior and aid in positive character development. In all interactions efforts will be made to focus on student strengths to help address areas of difficulty. Staff will use positive responses for appropriate behavior.

Inappropriate behavior includes but is not necessarily limited to:

- Unexcused tardiness to school and/or class
- failure to complete assignments
- classroom and hallway disruptions

- unnecessary talking in class
- disobedience to teacher directives
- public displays of affection – inappropriate touching
- stealing
- selling items at school
- possession or use of tobacco, alcohol or other controlled substances\*
- fighting
- possession of knives, guns or other weapons\*
- misbehavior in the restroom or playground
- disrespect and/or defiance toward staff
- any form of harassment or intimidation
- lying
- leaving school without permission from the office
- abuse or willful destruction of school property
- mistreatment of other students
- conduct outside of the Novus Academy which would have an adverse effect on the school and/or students in the school
- critical or derogatory remarks
- possession of nuisance items (without school staff permission), such as iPods, games, personal toys, skateboards, pets, etc.

Discipline actions that may be used include, but are not limited to:

1. Warning: Teacher will talk to student and discuss/develop corrective action
2. Time-out – in or out of classroom
3. Missing part of recess
4. Work details
5. Call Parents
6. After school detention/working lunch
7. Student conference with the administrator
8. Conference with the administrator and parents
9. Probation
10. Suspension – in and/or out of school
11. Expulsion

NOTE: The school reserves the right, based upon the particular facts and circumstances, to render any consequence it deems necessary. By listing these possible disciplinary actions, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

**\*POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO OR WEAPONS MAY RESULT IN EXPULSION FROM SCHOOL.**

Responsibilities –The staff at The Novus Academy feels that our role is to assist you as parents. We will strive to work in partnership with you on behalf of your child.

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or

differences with the teacher or staff member involved and not to bring their grievances to other parents, faculty or students. If the matter is not resolved with the teacher, the parents would then discuss it with the administrator.

At no time will a Novus Academy staff member use corporal punishment.

### **Probation Policy**

Probation gives the student an opportunity to correct a serious problem. If he/she does not improve to a satisfactory level, the consequences will be suspension – forced absence from the school for a number of days to be determined by the school administrator, then expulsion – forced withdrawal from the school.

A review date will be set at the time the discipline is administered. Specific improvements to be made should be established. The administrator will determine the length of the probation. At the end of the probation period, if the student has corrected the problem areas outlined by the administrator, he/she will then be taken off probation and be held as a student in good standing.

### **Student Dress and Grooming:**

#### **Novus Academy School Uniform Requirements 2016-2017**

##### **Items from Parker Uniform**

##### **ALL Students must have at least one of each:**

1 Sweater Vest with Novus Crest  
**and**  
1 Cardigan or 1 V-neck Pullover Sweater with Novus Crest  
**and**  
1 Purple Pique Knit with Novus Crest (must be purchased from Parker)

##### **ALL Girls must also have at least one of each:**

Cap sleeve and/or  $\frac{3}{4}$  length sleeve white blouse with Novus Crest  
Plaid skirt and/or culotte  
Sailor Tie

##### ***Optional for Girls in Grades 1-8***

Black Box Pleat Skirt  
Black Pants  
White Pique Knit Polo with Novus Crest

##### ***Optional for Girls in Grade 9 - 12***

Grey Box Pleat Skirt  
Grey Pants  
White and/or Black Pique Knit Polo with Novus Crest  
Black Skirt or Pants

**ALL Boys must also have at least one of each:**

Short and/or long sleeved white oxford shirt with Novus Crest  
Grades 1-8 Black Pants  
Grades 9-12 Grey Pants  
Black Leather Belt  
Tie – Grades 1-8 – Plaid (can be regular and/or bow tie)  
Tie – Grades 9-12 – Stripe (can also choose bow tie)

**Optional for Boys**

Grades 1-8 - Black Shorts  
Grades 9-12 - Grey Shorts  
Grades 1-8 White Pique Knit Polo with Novus Crest  
Grades 9-12 White and/or Black Pique Knit Polo with Novus Crest

**Dress Uniform for ALL Girls**

**Must be worn every Monday** and when required for special occasions. In addition, can be worn on “regular” uniform days if desired.

- Sweater Vest  
**or**  
Cardigan or V-neck Pullover Sweater  
*(Certain occasions will require sweater vests and others will require the sweater)*
- White Blouse with Novus Crest
- Plaid Skirt/culotte
- Sailor Tie
- White socks or white or black leggings/tights
- Black leather/pleather or black and white saddle shoes

**Regular Uniform (Tuesday – Friday)**

**All grades – Shoes** – may be purple, white, silver, black, emerald green or any combination of those colors. Must be closed toe and have a back, no high or wedge heels, no boots, no slippers, etc. If unsure, check with staff before purchasing and/or make sure you can return if they can't be worn with the uniform. No shoes with lights or wheels.

**Socks** – white or black; **Leggings/tights** - white or black

**Belt** – Black leather, must be worn with pants

**Skirt/culotte** – Grades 1-8 - can be plaid or black; Grades 9-12 – can be plaid or grey - **No shorter than 2 inches above the knee**

**Pants** - Grades 1-8 - black; Grades 9-12 – grey

**Shorts** – not an option

**Shirts** - Grades 1-8 - White and/or purple Pique Knit Polo, white blouse with Novus Crest; Grades 9-12 – White, black and/or purple Pique Knit Polo, white blouse with Novus Crest

*All Grades - Novus Sweater can be worn if desired. No other outerwear/sweater permitted when indoors.*

*High School students and/or students that participate in various activities may have options regarding outerwear/jacket/sweaters. When this occurs, the students involved and their families will receive notice.*

- ***Students will be required to wear the Purple Shirt on designated days***

### **Dress Uniform for ALL Boys**

**Must be worn every Monday** and when required for special occasions. In addition, can be worn on “regular” uniform days if desired.

- Sweater Vest
- **or**  
Cardigan or V-neck Pullover Sweater  
*(Certain occasions will require sweater vests and others will require the sweater)*
- Short and/or long sleeved **white oxford shirt**
- **Pants** - Grades 1-8 Black Pants; Grades 9-12 Grey Pants
- **Black Leather Belt**
- **Tie** – Grades 1-8 – Plaid (can be regular and/or bow tie); Tie – Grades 9-12 – Stripe (can also choose bow tie)Tie
- **Black socks**
- Solid Black leather dress **shoes** – there are comfortable options – NOT athletic shoes.

### **Regular Uniform (Tuesday – Friday)**

**All grades – Shoes** – may be purple, white, silver, black, emerald green or any combination of those colors. Must be closed toe and have a back, no high or wedge heels, no boots, no slippers, etc. If unsure, check with staff before purchasing and/or make sure you can return if they can't be worn with the uniform. No shoes with lights or wheels.

**Socks** – white or black

**Belt** – Black leather, must be worn with pants

**Pants** - Grades 1-8 - black; Grades 9-12 – grey

**Shorts** – Grades 1-8 - black; Grades 9-12 – grey

**Shirts** - Grades 1-8 - White and/or purple Pique Knit Polo, white oxford;

Grades 9-12 – White, black and/or purple Pique Knit Polo, white oxford

*All Grades - Novus Sweater can be worn if desired. No other outerwear/sweater permitted when indoors.*

*High School students and/or students that participate in various activities may have options regarding outerwear/jacket/sweaters. When this occurs, the students involved and their families will receive notice.*

- ***Students will be required to wear the Purple Shirt with Novus Crest on designated days***

**AGAIN - Items that must be embroidered with the School Logo:** There is a fee for this – you will be paying Panda Embroidery, not The Novus Academy.

- Purple shirts
- Black and White polo style Shirts

- Sweater Vests
- Sweaters
- White blouses
- White oxford shirts

**After purchasing the items that are required to have the School Logo's:**

1. Place your child's name inside the item with something that won't fall off or wash off. *Every year, we have quite a few students that lose their expensive sweaters and can't find them because they aren't labeled.*
2. Take the items to Panda Embroidery. They are located at 351 E Hudgins St, Grapevine, TX 76051  
(817) 488-4151

**Panda Embroidery is located 0.7 miles from The Novus Academy**

1. Head south on Dooley Street.
2. Cross Northwest Hwy. and remain on Dooley.
3. Just before the railroad tracks, turn right on Hudgins Street
4. Panda Embroidery is located on the right side of the street. You will see an antique fire truck in their parking lot.

**Consequences for Non-Compliance:**

1. Parents will be called so that a change of clothes may be brought to school.
2. Student may not return to classroom until in compliance with dress code.
3. Additional consequences may occur. Each situation will be addressed on an individual basis.

**Free Dress Guidelines**

"Free dress" will be allowed on certain, designated days. Clothing must be clean, modest, and appropriate for school wear. These guidelines apply also to attire for after school classes, sports, and other school events.

- Shorts: must be clean the same length required of school uniform shorts – no higher than 2 inches above the knee
- Socks: socks, leggings, or tights must be worn
- Shoes: well secured, flat - suitable for P.E. activities – NO sandals, open-toed, or backless shoes permitted
- Skirts/Dresses: must be no higher than 2" above knee; no mini or short skirts/dresses

**The following may not be worn:**

- sandals, high/stacked heels, shoes without back straps, etc.
- frayed or torn clothing
- low cut dresses or tops
- strapless, halter, tank, tube tops
- bare midriff style tops

- oversized shorts/pants worn low on hips
- hats
- excessive and/or large jewelry/make-up, gauges in ears, piercings, tattoos
- t-shirts with inappropriate language/pictures
- sweats

We ask the cooperation of parents in ensuring compliance with these guidelines before a student arrives at school on a "free dress" day or for a school event.

### **Consequences for Non-Compliance:**

1. Parents will be called so that a change of clothes may be brought to school.
2. Student may not return to classroom until in compliance with dress code.
3. Student may lose the privilege of "free dress" on the next day(s) it is allowed.

### **Opportunities for Parent Involvement**

Parent involvement is critical to The Novus Academy's overall effectiveness. Parents can get involved by:

#### **Fund-Raising**

Each year NOVUS will have three major fund-raisers. The fundraisers currently consist of the Annual Giving Campaign (supports the school) in September, The Fall Festival (supports the Novus Parent Association) in October, and a Spring Fundraiser (supports special school projects). Parent participation is expected.

### **The Novus Parent Association (NAPA)**

The Novus Academy Parent Association also referred to as "NAPA" supports school staff and students throughout the year. They sponsor activities such as the Back to School Party, welcoming new families, gently worn used uniform sales, the Fall Festival, Book Fairs, the Grapevine Parade of Lights, fundraisers at local restaurants, holiday classroom parties, and teacher appreciation activities during Teacher Appreciation Week. NAPA also assists families and staff members during unforeseen circumstances and times of need.

Parents are encouraged to serve as NAPA board members, attend meetings and volunteer opportunities are available for all of the NAPA activities. **Novus Academy families are expected to either volunteer a minimum of 10 hours per school year or donate a minimum of \$250 per year to NAPA.**

### **Volunteering - Opportunities**

#### Special Activities

Parade of Lights

School Performances

Fall Festival

Friday Pizza Lunches

Back To School Swim Party

### Fundraising

Annual Giving  
Fall Festival  
Box Tops

### Maintenance/Outdoor Work

General school clean-up (includes scrubbing walls, door handles, etc.)  
Playground clean-up  
School work days

### Classroom Help

Home room parent/party assistant  
Library assistance

### Miscellaneous

Determined as the need arises

### ***Health and Safety Issues***

It is of utmost importance that The Novus Academy provides a safe environment for our students. Because of this commitment, the following rules will apply:

#### **Distribution and Consumption of Medication:**

Parents are requested, whenever possible, to schedule medication to be given at home. **If medication is needed to be given during school hours, parents must provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable.** Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

#### **Administering of Medication:**

A **signed medication permission slip** must be provided by the parent requesting that the school staff administer the medication. Forms are available from the school office. School Staff will be responsible for administering the medication. A log will be kept of all medication administered at school. It shall include the student's name, the date, dosage, time of administration, and initials of the staff member giving the medication. All prescription medications shall be kept in a locked cabinet.

Should your child need any non-prescription medication during school hours, parents must complete a non-prescription medication form, notify the school and provide these medications for their student. Prior to administration of non-prescription medication, a parent will be contacted to notify the parent.

Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma. They must have a signed order from the doctor.

***NOVUS will not administer the first dose of any medication that the student has not taken in the past.***

**Student Illness:** (procedures designed to preserve the health of each child and each class.)

If a child has been ill during the night or became ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep him/her home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees of temperature or has vomited, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

If signs of contagious conditions are recognized, the exclusion of pupils from school will be done on the basis of the following symptoms (there may be additional symptoms not included in this list):

- 100 degrees of temperature or above
- Unrelieved headache
- Diarrhea
- Abdominal pain
- Unidentified rash
- Head lice (NOVUS has a nit free policy)
- Listlessness
- Extreme sleepiness
- Persistent cough
- Excessive sore throat
- Nausea and/or vomiting
- Excessive sneezing, running nose, or tearing
- Red, inflamed eyes with thick mucous discharge

**Responsibilities of Novus staff:**

The teacher will be the initial judge of the health condition of a child. The administrator, may assist with health issues, as needed.

No school staff will be held responsible or liable for medications of any kind.

The Novus Academy reserves the right to refuse the attendance of any ill child.

***A note should be sent from the parent or physician if playground or any other activities should be restricted.***

**Immunizations/Medical Examination**

*Current immunization records must be on file at NOVUS for every student by the first day of the school year. If not, the child will not be allowed to attend.*

### **Outdoor Play and Activities Weather Guidelines**

**Purpose:** To protect the health and safety of Novus Academy students and staff while providing and encouraging appropriate physical activities and opportunities.

Acknowledging that local weather and environmental conditions may be at intensities that may result in negative health consequences, Novus employees shall take the following measures to protect student and staff health and safety.

Students need daily, vigorous exercise. It is not the intent of this guideline that we eliminate physical education or other outdoor programs during or after school, only that certain activities be limited or revised during those times when negative health or safety consequences are most likely to occur. If your child has asthma or a respiratory problem, please have your child use caution when going outside for recess or PE. If your child uses an inhaler, please remind them of the importance of using it before exercise. The same is true for very cold weather.

Encourage your child to bring his/her water bottle outside for recess and PE during the hottest days to stay well hydrated.

**Responsibility:** Novus Administrators, Teachers, Coaches, school staff

### **Procedure: Hot Weather**

During times of excessive heat, the following precautions should be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, sport activities and/or outdoor field trips.

- Students should be hydrated prior to outdoor activities and drinking water shall be easily accessible. Students are encouraged to bring their water bottles outside.
- During extended periods of outdoor activity (>30-35 minutes) periodic drinking should be enforced. Under no circumstances will access to drinking water be used as punishment or motivation.
- Heightened precautions including alternate student activity should be taken when temperature or heat index exceeds 100 degrees.
- Teachers are advised to use precaution on other days when the temperature or heat index is high. Limiting recess to no more than 15 minutes and ensuring that students have access to adequate water prior to and /or after outside play is essential. The Heat Index is the "feels like" or effective temperature. As relative humidity increases, the air seems warmer because the body is less able to cool itself via evaporation of perspiration. As the index rises, so do the health risks.

### **Guidelines for determining Heat Index:**

Temperature and humidity data may be obtained from <http://www.weather.com>. Details specific to Novus Academy should be accessed as follows: Enter school zip code; select "hour-by-hour" tab (it is suggested that the site be bookmarked at this point for easy daily

access); highest estimated temperature and humidity during school hours should be used to calculate Heat Index from chart below.

### NOAA's National Weather Service

#### Heat Index

Temperature (°F)

|     | 80 | 82 | 84  | 86  | 88  | 90  | 92  | 94  | 96  | 98  | 100 | 102 | 104 | 106 | 108 | 110 |
|-----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 40  | 80 | 81 | 83  | 85  | 88  | 91  | 94  | 97  | 101 | 105 | 109 | 114 | 119 | 124 | 130 | 136 |
| 45  | 80 | 82 | 84  | 87  | 89  | 93  | 96  | 100 | 104 | 109 | 114 | 119 | 124 | 130 | 137 |     |
| 50  | 81 | 83 | 85  | 88  | 91  | 95  | 99  | 103 | 108 | 113 | 118 | 124 | 131 | 137 |     |     |
| 55  | 81 | 84 | 86  | 89  | 93  | 97  | 101 | 106 | 112 | 117 | 124 | 130 | 137 |     |     |     |
| 60  | 82 | 84 | 88  | 91  | 95  | 100 | 105 | 110 | 116 | 123 | 129 | 137 |     |     |     |     |
| 65  | 82 | 85 | 89  | 93  | 98  | 103 | 108 | 114 | 121 | 128 | 136 |     |     |     |     |     |
| 70  | 83 | 86 | 90  | 95  | 100 | 105 | 112 | 119 | 126 | 134 |     |     |     |     |     |     |
| 75  | 84 | 88 | 92  | 97  | 103 | 109 | 116 | 124 | 132 |     |     |     |     |     |     |     |
| 80  | 84 | 89 | 94  | 100 | 106 | 113 | 121 | 129 |     |     |     |     |     |     |     |     |
| 85  | 85 | 90 | 96  | 102 | 110 | 117 | 126 | 135 |     |     |     |     |     |     |     |     |
| 90  | 86 | 91 | 98  | 105 | 113 | 122 | 131 |     |     |     |     |     |     |     |     |     |
| 95  | 86 | 93 | 100 | 108 | 117 | 127 |     |     |     |     |     |     |     |     |     |     |
| 100 | 87 | 95 | 103 | 112 | 121 | 132 |     |     |     |     |     |     |     |     |     |     |

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
- Extreme Caution
- Danger
- Extreme Danger

The following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field trips.

- For unhealthy and sensitive groups - Students should not have outside recess or Physical Education classes for periods longer than 10-15 minutes.
- For unhealthy, very unhealthy and hazardous conditions - Students should not have recess or Physical Education classes outside.

### Cold Weather:

During times of excessive cold weather, the following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field trips.

- Teachers and coaching staffs should be aware of the wind chill factor and take appropriate precautions during cold weather.
- If a student does not have adequate warm clothing to participate in the outdoor activity, such clothing should be provided or the student excused from the activity.
- **Students should not have recess or Physical Education classes outside when temperature or wind chill factor drops below 36 degrees.**
- On days when the temperature is unseasonably cold, outside recess should be restricted to no more than 15 minutes.

### **Guidelines for determining cold weather conditions:**

Temperature and humidity data may be obtained from <http://www.weather.com>. Details specific to Novus Academy should be accessed as follows: Enter school zip code; select "hour-by-hour" tab (it is suggested that the site be bookmarked at this point for easy daily access); the lowest estimated temperature and "feels like temperature" during school hours should be used to calculate the wind chill factor.

**If your child is unable to participate in outside recess, please send a note. We would like to keep this at a minimum.**

### **Emergency Drills**

**Fire** – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

**Inclement Weather** – When a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teacher will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Inclement Weather warning drills will be conducted periodically.

**Lockdown** – May be implemented in situations involving intruders. Lockdown Drills will be conducted periodically.

## **General and Miscellaneous Information**

### ***Awards/Recognition***

**Character Awards** – these awards are earned by students consistently demonstrating outstanding behavior and displaying the traits and characteristics expected in each category.

**Academic Awards** - when students demonstrate outstanding academic progress or make great improvement in the area of academics, a teacher may select the student(s) to receive the following awards: “A” Honor Roll – no grades in any classes below a 90, “A/B” Honor Roll – no grades in any classes below an 80, Most Improved, and/or Excellent Effort

**Attendance Award** – this award is presented to anyone who has maintained perfect attendance for the semester or throughout the entire year. This means no absences or tardies for any reason.

**Presidential Awards** – this award is earned at the end of the year who has excelled academically. One student per classroom will receive this award.

**Other** – teachers are permitted and encouraged to present additional awards throughout the year.

### ***School Hours***

School begins at 8:00 a.m. and dismisses at 3:45 p.m. Unless your child is in Before School Care, they should not be in the school before 7:40 a.m. Students should be picked up no later than 4:00 p.m. If students are not picked up by then, they will be taken to

After School Care and you will be charged according to the After School Care fee schedule. If an emergency arises and you need to make special arrangements, please call the school office.

***Extended Care***

As a service to the families of our school, the school will offer extended care for the students enrolled in the Novus Academy. Designated staff will be available to care for students from 7:00 a.m. until the beginning of school, then from the end of school until 6:00 p.m. Students will only be released to parents/guardians or those specifically designated on the Enrollment Paperwork. Fees for this service are separate from school tuition. A late pick-up fee will be charged after 6:00 p.m. Any students remaining after 6:00 p.m. will be charged \$2.00 per minute up to 6:05 p.m., and an additional \$1.00 per minute after 6:05 p.m.

All students not enrolled in after school care that are remaining after 3:45 p.m. who are not involved in a school-sponsored and/or adult supervised activity will be taken to after school care and parents will be billed for the session.

Any student arriving to school before 7:40 a.m. who is not enrolled in before school care will be taken to the before school care and charged for that session.

**Do NOT under any circumstances leave your child outside the school unaccompanied prior to staff opening the front doors at 7:00 a.m.**

**Before School Care Fees:**

|                 |                     |
|-----------------|---------------------|
| Daily / Drop In | <b>\$10 per day</b> |
|-----------------|---------------------|

**After School Care Fees:**

|                                                                       |                       |
|-----------------------------------------------------------------------|-----------------------|
| 4-5 days                                                              | <b>\$100 per week</b> |
| 1-3 days per week                                                     | <b>\$75</b>           |
| Afterschool Care on<br>Early Dismissal Days – 12:00 p.m. to 6:00 p.m. | <b>\$50</b>           |

***You will be billed every 2 weeks for services provided. Non-payment will result in your child no longer being able to attend.***

**School Business Office Hours**

All school business should be conducted during the regular business hours of 8:00-4:00 NOVUS welcomes parents/guardians to visit our school. For safety, all visitors, including parents and guardians, are required to report to the office upon arrival and departure. A "Visitor" badge will be given to each guest, which is to be worn at all times within the building. All visitors are required to provide their driver's license. We use the RAPTOR system to conduct immediate background checks on all adult school visitors to help ensure the safety and security of our students.

Students not enrolled in Novus are not permitted to visit unless permission has been obtained by an administrator and they are accompanied by an adult. *i.e. if your student has a cousin or friend that he/she would like to bring to school for the day, permission will NOT be granted because this is a distraction. However, the cousin/friend could visit for lunch if accompanied by an adult.*

### ***Change of Address***

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please submit all pertinent information to the school office prior to the move.

### ***Conference Scheduling***

The staff is always happy to discuss a student's progress or address any questions during planning time or during a scheduled before or after school conference time. Also, parent-teacher conferences will be scheduled before school begins in August, in October, and in April for all students. School staff are also available to communicate with you via phone and email.

### ***Delivery and Pickup of Students***

In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lot. All families will be provided with 2 signs bearing the student's name to place in the drivers side window when picking up. Your use of the signs is strongly encouraged. This helps expedite the pick-up process.

**Dropoff:** All students are dropped off each morning in Front of the school at the entrance close to the playground. Two car lines are formed. Staff members are present to help your student out of the car and assist with the car lines. **Due to the number of cars dropping students off and driving through the parking lot, to help ensure safety we request that parents drop off in the car line rather than parking and walking their child inside.**

**After School Pick Up at 3:45:** *cars form 2 lines*

**Students in grades 1-6** – are picked up at the Front of the School

**Students in grades 7-High School** – are picked up at the entrance next to Dooley Street

**Students being picked up after 4:00** – are picked up at the Front of the School

**Students are never to be left alone without an adult outside the school doors before or after school for any reason.**

### ***Field Trips***

During the school year, teachers may schedule educational or service based field trips and experiences. Information regarding the trips will be shared with students and families by Novus staff members. Students will receive frequent instructions and reminders regarding what they are supposed to wear prior to each activity. If students arrive wearing clothing

other than what they were told to wear, they WILL NOT be permitted to go on the Field Trip. School staff will not provide missing clothing items to students to enable them to go on the trip. When unsure, or in doubt, send your child in his/her dress uniform. On occasion we may invite parent chaperones to accompany us on a Field Trip. When this occurs, please make arrangements for child care for siblings because they are not permitted on the trip. Bringing other children would distract you from fully participating with the Novus students on the trip.

### ***Lost and Found Items***

Items that are lost or found can be turned in or looked for at the office. Students are reminded to check the lost and found for any missing items. Students should report all lost items to the office immediately. At the end of each grading period Lost and Found items will be placed in a location that students and parents can easily access. They will remain on the table for 3 days. At the end of 3 days, remaining items will be donated to Grace. Students will be reminded and email reminders will be sent home during these times. *NOTE: Every year numerous uniform sweaters, Lunch Boxes, and water bottles end up in lost and found. It's a good idea to clearly label these items with your child's name.*

### ***Lunch Program***

Due to facility constraints, Novus cannot provide a lunch program.

- Students must bring a sack lunch, including a drink, each day. Sodas are NOT permitted in grades 1-8. High School students may purchase sodas from the high school refrigerator if they would like to. The funds raised are used for High School activities.
- Please send items that do not need refrigeration. We do not have the facilities to accommodate perishable foods.
- All lunch boxes or containers must have the child's name on them.
- **Microwaves are available.** However, your child must be able to use them independently and the time to heat items is limited to no more than 2 minutes due to the number of students that use them. Please don't send frozen dinners that require excessive prep or time.
- Students that "forget" to bring a lunch may be provided with a lunch consisting of:
  - Food we have available at the time
  - We will take into consideration food/nut allergies.
  - Families will be charged \$4.00 per day when school staff have to provide the aforementioned lunches.
- **NOTE: Include whatever utensils, condiments, napkins, etc. your child will need to each the lunch you send each day.**
- Novus provides a Friday Pizza Lunch Program each Friday and a Taco Lunch each Tuesday. If you are interested in purchasing pizza Friday lunches or Taco Tuesday lunches for your child, you will need to complete the Order Forms provided on the Novus school pages HUB. Please get them submitted by the due date. They cannot accept late orders.
- If you would like to have lunch with your student you are welcome to do so. You should arrive no earlier than 5 minutes before lunch time. After signing in as a

visitor and obtaining your visitors badge you will be directed to the Multi-purpose room.

- If you are bringing food and beverages for your child when you join him/her for lunch please adhere to the no soda and no sharing food with classmates policy.
- When lunch-time is over we respectfully request that you leave the school so your child can begin his/her afternoon classes.
- If you are dropping off food for your child's lunch place it on the front counter of the school and clearly mark it with your child's name. Please adhere to the no soda policy. Staff will bring the items to your child at the beginning of his/her lunchtime.

### ***Snacks***

Students are encouraged to bring a **healthy** morning snack and water bottle each day. We are unable to provide snack for students that do not bring their own. Items such as cookies, donuts, candy, chips are not considered "healthy snacks". If your child brings these he/she will not be allowed to eat them. The teacher will instruct the student to return the items to his/her locker.

### ***Messages***

Students can receive **important messages** at school by calling the school office at (817) 488-4555. Students are not permitted to use cell phones while at school so please don't encourage your child to communicate with you via cell phone during the school day. Also, refrain from use of your child's school email account as a manner in which to communicate during the school day. We expect our students to use technology for school purposes throughout the day.

### ***School Closure Information***

Listen to local television station Channel 8 for the list of closed schools. In case of weather emergency and/or other situations which might necessitate students being dismissed early from school, every attempt will be made to efficiently alert parents. However, parents should ensure in advance that the child has a procedure to follow for early dismissals. **Please note that if Grapevine Colleyville ISD schools are not in session for inclement weather, The Novus Academy will not be in session either.**

### ***Procedures and Standards for Novus Academy Students:***

The procedures below are taught, reinforced, and expected to be displayed at all times:

#### **The Novus Academy Staff and Student Procedures**

#### **Handshaking Procedures: *Always use your RIGHT hand***

##### **Step 1.**

1. First, look the person in the eye.
2. If you are sitting, stand up – as you stand, quickly and discreetly make certain your hand is dry by pressing/wiping it against your pant leg or skirt.
3. Most of the time, it is appropriate to smile at the person whose hand you are about to shake.

## **Step 2.**

1. Extend your hand with your palm facing left.
2. Your hand should be perpendicular to the floor.

## **Step 3.**

1. Grip firmly – this is a very important step.
2. Not too hard and not too soft. Grip about the same as you would if you were holding a baseball or softball bat or a golf club.
3. While gripping, move your hand up and down 2 or 3 times.

## **Step 4.**

1. Finally, the last step in giving a proper handshake involves the release.
2. Etiquette says to go with the flow, since some people prefer a longer handshake, but you should be prepared to let go after those “two or three pumps” and try to signal as much by relaxing the muscles in your hand. Holding on any longer can make some people uncomfortable.

Your handshake will communicate a lot about you. The key is to pay attention to the other person and the situation: Holding on to another person’s hand too long creates an awkward situation, and letting go too soon can also be uncomfortable.

## **Once you’ve mastered the proper handshake, you will be ready to add communication during the handshake:**

**Step 1.** If someone holds their hand towards you for a handshake, use your RIGHT hand to shake their hand.

**Step 2.** Greet someone you are meeting with a firm handshake, a pleasant, friendly face and eye contact. Then say something like, “Hello”. “My name is: \_\_\_\_\_”. And you are \_\_\_\_\_? Or “Hello, it’s nice to meet you.” Or “Hello, it’s nice to see you again.”

**Step 3.** Remember not to hold the person’s hand too long.

**Step 4.** – For advanced handshakers – Begin and participate in a good conversation with the person. Practice the Art of Conversation.

## **Procedures for Greeting Visitors to a classroom:**

1. The student greeter will answer the door when a visitor arrives.
2. He/She will welcome the visitor with a firm handshake and eye contact and will say, “Welcome to our class. “My name is: \_\_\_\_\_. And you are \_\_\_\_\_? How may I help you?”
3. After meeting the visitor and determining the purpose of the visit, the greeter will either assist the visitor or introduce him/her to the rest of the class by saying something like this, “Ms. Kiser’s class, this is \_\_\_\_\_.”
4. The class will make eye contact with the visitor and will say, “Welcome to our class”.

### **Options:**

- A. Students introduce themselves to the visitor(s) by walking up to them, making eye contact, using a firm handshake and saying; “Hello, my name is

\_\_\_\_\_. Welcome to our school. Then they will make a positive comment to the person or ask a question.

- B. Students remain at their desks and stand to introduce themselves while remaining at their desks.
5. If appropriate, the student greeter offers the visitor a seat.

### **Procedures for Greeting Visitors to the Multi-Purpose Room during morning announcements:**

1. The identified student greeters will approach the visitor.
2. He/She will welcome the visitor with a firm handshake and eye contact and will say, "Welcome to our school. "My name is:\_\_\_\_\_. And you are \_\_\_\_\_? What is the purpose of your visit today?"
3. The student will introduce the visitor to the students and staff when called upon to do so. They will say, "This is \_\_\_\_\_. He/she is visiting us today because \_\_\_\_\_."
4. The student will remain with the visitor and will help teach them what to do during the morning assembly.

### **Procedures for Students Greeting Visitors to the school in the Lobby: *Student Ambassadors will be assigned to do this.***

1. The identified student greeters will approach the visitor.
2. He/She will welcome the visitor with a firm handshake and eye contact and will say, "Welcome to our school. "My name is:\_\_\_\_\_. And you are \_\_\_\_\_? What is the purpose of your visit today?"
3. The student will guide the visitor to the Front Desk. They will introduce the visitor to the Front Desk Receptionist by saying, "This is \_\_\_\_\_. He/she is visiting us today because \_\_\_\_\_."

### **Morning Procedures – Arrival to School each morning**

#### **Staff Expectations:**

1. All full-time staff members are expected to be at school ready to work **no later than 7:40 a.m.** each day.
2. Staff members that are assigned to morning duties must be at the assigned location **no later than 7:40 a.m.** each day.
3. Teachers that are not assigned a morning duty are to be in the multi-purpose room **no later than 7:50 a.m.** each day. Their job is to interact with students and ensure that any students that need assistance receive it.
4. Front Desk Receptionist – on duty **no later than 7:40 a.m.** – assisting students and families as needed.
  - a. Beginning at 8:01 a.m. students arriving late will receive a Late Admissions notice from the Front Desk Receptionist.
  - b. The student will be instructed to present it to his/her homeroom teacher.
  - c. Front Desk Receptionist will enter the late arrival in Renweb each day.

#### **Student Expectations:**

1. Students **may begin entering the school at 7:40 a.m.** when the morning duty staff members open the front doors.
2. Students in grades 1-6 are to stop at their lockers to put their belongings away prior to entering the multi-purpose room. 2 staff members will be located in the hallways to monitor this activity. 1 will be next to the middle hallway on the east side of the building. The other will be next to the middle hallway on the west side of the building. The staff members will guide the students to the multi-purpose room.
3. Students in middle school and high school are to place their belongings on the staff table located in the atrium next to the kitchen. Then they are to enter the multi-purpose room and sit down.

### **Morning Assembly:**

1. Will begin as soon as morning duty staff members report to the multi-purpose room.
2. Each year, prior to the beginning of the school year we will develop the agenda and procedures to be followed. This will be communicated to the students, taught, reinforced, and expected each day.
  - a. Reciting Creeds, Pledges, Quotes, Words of the Week, and School Spirit songs will be included each year.
3. At the end of the Morning Assembly, students will be dismissed to go to their homeroom classes.

### **Morning Homeroom:**

1. Students will remain in Homeroom for 10 minutes.
2. In **Grades 1-6 Teachers** will review and initial Student Planners. If the parent/guardian HAS NOT signed the planner the night before, the student will be assigned a working lunch.
3. In **Middle School and High School**, the teacher will check the student planner/assignment section of the computer to see that it was completed the day before. If the planner section is incomplete from the day before, the student will be assigned a silent working lunch in the multi-purpose room.
4. At the end of homeroom students will be dismissed to their first period classes.

### **Hallway Procedures:**

1. **Walk** facing forward on the right side of the hallway. This enables you to see where you are going.
2. **Walk in single file or in pairs** – This ensures that anyone walking towards you will also have room to pass in the hallway.
3. **Use quite voices at all times in hallways.** – This helps keep you from distracting others.
4. **When someone passes you in the hallway,** greet them with a smile and a positive comment.
5. **Hold the door open for others when possible.**

- a. **When walking through a door, use your right hand to hold the door open.** Look behind you to make sure you aren't closing the door on them. Closing the door on a friend or stranger just wouldn't be nice at all.

**Procedures for entering Classrooms:**

1. Students will quietly wait in line outside the classroom until they are greeted by the teacher.
2. After being greeted, students will enter the classroom, go to their seats, open their planners or the scheduling section in their computers and write homework information in the appropriate section of the planner.
3. Students will remain seated awaiting further instruction from their teacher.

**Locker Organization and use:**

1. You can decorate the inside of your locker with school appropriate items. If you are unsure whether something you want to put in your locker is acceptable, ask the head of school or assistant head of school.
  - a. Use magnets, not tape or glue
2. School staff are in charge of anything that goes on the outside of your locker.
3. Lockers are for backpacks, lunch bags, jackets, and your school books and supplies.
4. No loose food, drinks, open containers, etc. are to be in the locker
5. No loose items such as trash, paper(s), pens, pencils, etc.
6. If you bring a cell phone to school it is to be stored in your locker.
7. School staff will frequently inspect lockers.
8. Lockers will not have locks placed on them by students.

**Notebook Organization:**

1. Notebooks are arranged as follows:
  - a. Pencil Bag at the Front
  - b. Student Planner
  - c. Subject Dividers with papers filed behind the dividers
  - d. Homework Divider or Folder
2. No loose paper. All papers must be secured in the rings of the notebook.
3. Teachers will tell you where any additional items need to be placed in your binder.
4. School staff will conduct notebook checks throughout the year.

**Headings:**

**ALL papers to be turned in must have proper headings.** Points will be deducted if you do not complete each section every time.

The heading will begin in the upper left hand corner of all assignments.

|                             |          |
|-----------------------------|----------|
| Name: First <b>and</b> Last | Date:    |
| Subject/Assignment:         | Teacher: |

Name: First ☹️-5 points      Last ☹️-5 points      Date☹️-5 points

**and**

Subject/Assignment: ☹️-5      Teacher: ☹️-5 points

points

So, if you choose not to put the proper heading on your work, you could lose up to 25 points. That would be very sad.

### **Restroom Procedures:**

#### **1. Between classes**

- a. Enter the restroom calmly and quietly
- b. If there are others in the restroom, treat them respectfully
- c. Take care of what you need to in the restroom as quickly as you can.
- d. ALWAYS, ALWAYS wash your hands with soap and water. Just water won't do, the bacteria and germs will still be on your hands. Putting soap on one part of your hand and then quickly rinsing it off without rubbing your hands together with the soap, won't get rid of what is left on your hand either. SOAP and WATER will get your hands clean and will help keep you healthy while also helping keep others from getting sick.
- e. Dry your hands before leaving and put the paper towels in the trash can.
  - i. Boys – if you use the restroom in the middle hallway, you will use the automatic hand dryer. Hint: the dryer is very loud, if you don't wash and dry your hands everyone within 50 feet of the bathroom will know you are the guy that doesn't wash his hands after using the restroom. Don't be that guy.

#### **2. During class**

- a. Get permission from your teacher to go to the restroom
- b. Follow steps a. through e. above
- c. Return quickly and quietly to your classroom or the multi-purpose room when you finish

#### **3. Now for the part that is always a problem and no one wants to talk about it. Let's make sure it's not a problem this year.**

- a. Gentlemen this part is for you...
  - i. When you use a urinal, do your best to use it properly. If you accidentally get urine on the floor or the wall, get toilet paper or a paper towel to clean it up.
  - ii. If you don't clean up after yourself, someone might slip and get hurt because the floor is wet.
  - iii. If you don't clean up after yourself, the urine gets into the grout between the tiles and makes your restroom smell bad.
  - iv. Don't be the guy that makes the restroom smell bad or causes a friend to slip and fall onto a wet floor.
  - v. When you use a toilet, if you get anything on the seat of the toilet, use some toilet paper to clean the seat.
    1. If you don't clean up after yourself, the next person that needs to use the restroom will have to clean the seat. Would you like

- to have to clean up after someone else? Don't be the guy that leaves a dirty toilet seat for the next person.
- vi. Last of all...FLUSH. Always flush. Don't be the guy that forgets to flush.
  - b. Ladies this part is for you...
    - i. When you use a toilet, if you get anything on the seat of the toilet, use some toilet paper to clean the seat.
      - 1. If you don't clean up after yourself, the next person that needs to use the restroom will have to clean the seat. Would you like to have to clean up after someone else? Don't be the girl that leaves a dirty toilet seat for the next person.
    - ii. FLUSH. Always flush. Don't be the girl that forgets to flush.

### **Audience Procedures:**

1. Enter the room quietly and find a seat. Once you have your seat, stay in it.
2. Face the presenter(s).
3. Listen attentively, keep your eyes on the presenter(s).
4. Participate when appropriate.
5. Ask appropriate questions at the right time. Speak in complete sentences and address the presenter(s) by name.
6. Keep your hands and feet to yourself. Respect the personal space of those around you.
7. When the presentation is over, wait for instructions from your teacher or an administrator.
8. Thank the presenter(s) for taking the time to come to our school to spend time with us.

### **Mealtime Procedures:**

1. At school – Enter the multi-purpose room quietly and walk to your seat.
2. Sit down and unpack your lunchbox or lunch bag. If you have something that needs to be microwaved, take it to the microwave.
  - a. Microwave use – wait in line for your turn
  - b. When it is your turn, place your item in the microwave.
  - c. When you finish heating your food, make sure you aren't leaving a mess in the microwave. If your food spills in the microwave, get a paper towel and some spray cleaner to clean it.

### **3. Before eating do the following:**

- a. Look around to make sure no one is sitting alone. If someone is sitting alone, invite them to join you.
- b. Look around to make sure everyone has their food. It's not polite to eat when people sitting with you don't have their food yet.
- c. If you are the person whose food isn't ready yet and everyone around you has theirs and is waiting to eat, politely say something like, "go ahead and eat, I don't mind".
- d. Wait for the teacher or administrator in charge to tell everyone it is okay to go ahead and eat.

#### **4. While eating:**

- a. Place a napkin in your lap before you begin eating.
- b. Make sure you are respecting the personal space of those around you.
- c. Sharing, trading, asking for food or drinks from/with one another is NOT allowed.
- d. Playing with food and beverages is disrespectful to those around you. Don't do it.
- e. ALWAYS chew with your mouth closed. Don't be the person that chews with their mouth open. No one wants to have to see your chewed up food before you swallow it.
- f. NEVER talk with food in your mouth. People won't want to eat around you if they have to see chewed up food in your mouth while you talk. Also, sometimes food falls out of a person's mouth if they talk with food in it. That's disgusting. Don't be that person.

#### **5. After you finish eating:**

- a. Gather your trash and get it ready to throw away.
  - i. Wait until the adult in the room tells you it's time to throw your trash away.
  - ii. When you are told to throw your trash away, walk to the trash and recycling cans. Place your items where they belong.
  - iii. Return to your seat and sit down.
  - iv. If you brought a lunchbox that needs to go home, place it on the floor next to you so the table can be cleaned.
- b. When it is your turn, clean the table, sweep the floor, and/or use the dustpans to help clean up.
- c. When you feel your area is clean, sit down and wait for the adult to dismiss you to go to class.

#### **6. Enjoy the time with your classmates and friends:**

- a. Mealtime is a great opportunity to spend time with others.
- b. Use a quiet, polite voice to talk to one another.
- c. Talk about things that you and your friends enjoy discussing.
- d. Be respectful of those around you. They can hear what you say. Choose your words and actions carefully.

#### **7. Eating at a restaurant:**

- a. All of the above AND remember to thank those that are waiting on you with your words and your actions.
- b. Leave a TIP. Before you order your food, calculate what your food, your beverage, tax, and a tip will cost. Order accordingly.

- c. There is a strong statistical possibility that you will one day have a job in the food service or hospitality industry at least for a small amount of time. Treat others as you hope to be treated one day.

### **Procedures for Turning in Assignments:**

1. Each classroom will have a location designated for students to turn assignments in. Your teachers will show you where to turn them in.
2. Before turning your assignments in, check to make sure your heading is on your paper(s).
3. Make sure you completed everything. Losing points because you overlook or choose not to do something is unacceptable. Don't do that to yourself.
4. Neatly place the finished work in the place that your teacher has told you to.
5. When you have been absent, get the assignments you missed from the place that your teacher leaves work for students that have been absent.
  - a. It is NOT your teacher's job to make sure you have the missing work. It is YOUR job to ask for and get the work you missed.

### **Legibility and Neatness Requirements on all classwork and homework:**

1. There are no acceptable excuses for messy work.
2. If you have a learning difference such as Dysgraphia that makes it hard for you to write, you may have to work harder and longer on assignments than someone that doesn't have Dysgraphia to make sure they are neat and legible. You may not feel its "fair". However it is something that you must do to improve your skills.
3. Work that is illegible and/or messy will be returned to the student to be re-done. Students may not "choose" to turn the unacceptable work in to earn a lower grade.

### **Cell Phone Procedures:**

1. If students bring cell phones to school, they must be turned off prior to entering the building and must remain off during school hours.
2. Cell phones are to be left in backpacks or purses that are placed in their lockers. Students may not remove cell phones for any reason during the school day and while on school property after the school day.
3. Student cell phones are not permitted on field trips.
4. When students choose not to follow the expectations, their cell phones will be confiscated.
  - a. 1<sup>st</sup> time within a grading period- The teacher or school administrator will keep the phone until a parent comes in to pick it up. The student will also receive a Notice of Inappropriate Behavior and the consequences that may accompany it.
  - b. 2<sup>nd</sup> time within a grading period – The phone will be kept for 2 days then a parent may come to pick the phone up. The student will also receive a

Notice of Inappropriate Behavior and the consequences that may accompany it.

- c. 3<sup>rd</sup> time within a grading period – The phone will be kept for 5 days, then a parent may come in to pick it up. The student will also receive a Notice of Inappropriate Behavior and the consequences that may accompany it.
- d. 4 or more times within a grading period will result in the phone being kept for 5 school days and the student will be assigned to Saturday School. Don't be the person assigned to Saturday School for persistent misuse of a cell phone. Saturday school is expensive and not fun.

### **Use of School Computers and Technology:**

1. When using a Lap Top from one of the Lap Top carts:
  - a. Get your teachers permission to get a lap top from the cart.
  - b. Use both hands to carefully carry the lap top back to your classroom.
  - c. Log into your computer. If you need help logging in, raise your hand and sit quietly until someone is able to assist you.
  - d. When you are finished using the computer, SAVE your work, log out of the computer, and return it to the Lap Top cart.
  - e. PLUG the computer in to the correct power slot.
  - f. If you don't take care of the computer, you will lose the privilege of using one.
2. When using a computer that belongs to the school but has been assigned for you to use at school and at home:
  - a. Whether you are at home or school, the computer is school property.
  - b. You are expected to take care of it. If you lose it or it gets broken because you didn't take care of it, you may need to pay the school for the computer so we can buy a new one.
  - c. The computer is to be used for school and school work. It is not to be used to play games that are not educational, used for social media that is not school related, used to access inappropriate websites, etc.
  - d. School staff can and will review your use history when they want to and/or have reason to believe your use has been inappropriate.
  - e. **Inappropriate use whether at home or school, may result in the computer being returned to the school and you not having access to a computer.**
  - f. **If you use the computer to do something that is against the law, we must and will report it to the police. When this happens, the situation is no longer in the control of the school or your parents.**
    - i. **In this situation, in addition to the consequences that you will receive from the legal system, we may need to have you no longer attend The Novus Academy as well. That would be bad. Don't get yourself into this situation.**
3. Use of your personal technology (smart phones, iPads, computers, etc.) at school:
  - a. See Cell Phone Procedures

- b. You must have permission from a staff member to use personal technology while at school and/or at school functions.
  - c. If staff have reason to suspect your use has been inappropriate, your parents will be contacted and your use history will be checked.
    - i. If the use has been inappropriate you may be prohibited from bringing it back to school or school functions. Additional consequences related to the specific inappropriate use may result.
    - ii. If the use is something that is against the law, see section F above.
4. Use of your personal technology (smart phones, iPads, computers, etc.) when NOT at school or school functions:
- a. Use of your personal technology outside of school is between you and your parents. Most of the time it will not be a school issue or anything that the school would address.
  - b. However, when something inappropriate that you have done outside of school with your personal technology is reported to the school by a student and/or parent; school staff may need to contact your parents and review your use of the device to verify whether the reported incident(s) have occurred.
  - c. See section c. i. and ii. above

**Playground Procedures:**

1. Students are not be on the playground without staff members.
2. Staff members are expected to supervise the activities of students at all times while on the playground.
3. When entering the playground, walk in a single line or in pairs.
4. Students are to walk until they are past the sandbox, gardens, and deck.
5. Students are free to run, play, etc. once they pass the areas mentioned in #4.
6. All students are expected to treat one another with kindness and respect.
7. Students are encouraged to invite others to join them in activities on the playground.
  - a. If you see someone playing or sitting alone, go over and invite them to play with you and your friends.
  - b. Don't expect everyone to always play the games you want to play. Offer to play and participate in activities that other students like too.
  - c. Share any toys or objects you are playing with.
8. In the sandbox – share the toys, keep the sand in the box. If you throw sand, eat it, or otherwise play inappropriately in the sandbox, you will have to leave the sandbox and won't be able to play in it the rest of the day. Please don't eat the sand. The bags are heavy and we don't want to have to go to the store to buy more.
9. Bullying, harassment, hurting others with your words or actions, or excluding your peers will not be tolerated. If you choose to do any of those things, you will not be allowed to play with others the remainder of the time your class is on the playground.

- a. You may be allowed to continue playing but you will have to play by yourself close to the teachers so they can watch you.
  - b. You might even have to sit next to the teachers and not be able to play. That wouldn't be fun. Don't do anything that would cause that to happen.
10. When the weather is hot, it's a good idea to bring your water bottle outside with you so you can get a drink while playing.
11. When your teacher tells you it's time to leave line up quickly. Keep your hands, feet, and objects to yourself. Walk back into the school quietly. Walk directly to your classroom.

### **Bus Procedures: Students**

1. Before getting on the bus, line up single file. Only one person at a time can go through the door so don't try to push your way through. Wait patiently for your turn.
2. Teachers will sit in the last two rows on both sides of the bus. They do this because it allows them to see what students are doing.
3. We fill the bus from the back seats to the front seats. Walk all the way back to the third seats from the back and sit down.
4. We do not save seats. If you are the first in the seat move all the way over to the window and sit down. The next person in line will sit next to you.
5. Girls and boys do not share seats.
6. Before the bus starts moving, put your seatbelt on.
7. Remain seated the entire time the bus is moving.
8. Use quiet voices to talk to one another.
9. The bus has air conditioning and heat. Do not open the windows without permission.
10. When getting off the bus, we will start at the back of the bus.
11. As you get off, bring any trash with you and always remember to thank the Bus Driver.
12. Students are not permitted to use electronic devices on the bus without administrative permission. The goal is to have students experience all that is going on while interacting with one another. Electronics get in the way of that occurring.

### **Bus Procedures: Staff**

1. Teachers are to sit at the back of the bus and at the front of the bus.
  - a. Teachers at the back will monitor all students sitting in front of them.
  - b. Teachers at the front will assist the Bus Driver
  - c. The student roster is to be checked every time students get on or off the bus.
  - d. Check that students are seated properly and are wearing the seatbelts.
  - e. Loose objects need to be placed in the overhead racks.
  - f. Before students get off the bus at a destination, identify a place or landmark that students are to go to just in case they get separated from the group.
  - g. In the event of an emergency requiring students to quickly and safely exit the bus, assist the bus driver with this process.

## Calendar 2016-2017

| <b>Date</b>                                           | <b>Event</b>                                                               | <b>Information</b>                                                                      |
|-------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| August 12 <sup>th</sup>                               | Novus Night                                                                | 7:00-8:30 pm                                                                            |
| August 17 <sup>th</sup>                               | First Day of School<br>First Quarter Begins<br>After School Program Begins | Hours: 8:00 am to 3:45 pm (drop off between 7:40-8:00 am)                               |
| August 20 <sup>th</sup>                               | Back to School Swim Party – All Families                                   | Dove Pool in Grapevine -7:30 pm to 9:30 pm                                              |
| September 5 <sup>th</sup>                             | Labor Day – No School                                                      |                                                                                         |
| September 9 <sup>th</sup>                             | 9-11 Memorial Walk                                                         | Families welcome to join us                                                             |
| September 10 <sup>th</sup>                            | New Family Welcome Party                                                   | Stanton's House                                                                         |
| September 12 <sup>th</sup> – 16 <sup>th</sup>         | After School Clubs Begin                                                   |                                                                                         |
| September 24 <sup>th</sup>                            | Annual Giving                                                              |                                                                                         |
| September 30 <sup>th</sup>                            | Elementary Sleepover                                                       | Grades 1-4                                                                              |
| October 10 <sup>th</sup>                              | Columbus Day – No School                                                   |                                                                                         |
| October 20 <sup>th</sup>                              | First Quarter Ends                                                         |                                                                                         |
| October 21 <sup>st</sup>                              | First Quarter Awards Ceremony<br>Second Quarter Begins                     | 2:30 pm – 3:45 pm All School                                                            |
| October 21 <sup>st</sup>                              | Evening Adventure Grades 5-6                                               | Details TBD                                                                             |
| October 24 <sup>th</sup> - October 28 <sup>th</sup>   | Parent Teacher Conference Week                                             | Conferences will be held after school from October 24-27                                |
| October 28 <sup>th</sup>                              | Half-Day – Noon Dismissal - Parent Teacher Conferences                     | Conferences will be held in the afternoon.                                              |
| October 31 <sup>st</sup>                              | Halloween Class Parties                                                    | Students can wear costumes                                                              |
| November 4 <sup>th</sup>                              | Fall Festival                                                              | All families welcome –<br>5:00 pm – 8:00 pm                                             |
| November 21 <sup>st</sup> – November 25 <sup>th</sup> | Fall Break – No School                                                     |                                                                                         |
| December 1 <sup>st</sup>                              | Parade of Lights                                                           | 5:45 pm to All grades welcome to ride school float                                      |
| December 9 <sup>th</sup>                              | Winter Dance                                                               | 7 <sup>th</sup> -12 <sup>th</sup> grades                                                |
| December 14 <sup>th</sup>                             | School Christmas Parties                                                   | 2:30 pm – 3:45 pm                                                                       |
| December 15 <sup>th</sup>                             | Holiday Program and Luncheon – Half Day                                    | 9:00 am – 12:00 pm;<br>Location TBD                                                     |
| December 16 <sup>th</sup>                             | Staff Work Day                                                             |                                                                                         |
| December 16 <sup>th</sup> – January 4 <sup>th</sup>   | Christmas Break                                                            |                                                                                         |
| January 2 <sup>nd</sup> – January 3 <sup>rd</sup>     | Staff Work Day                                                             |                                                                                         |
| January 4 <sup>th</sup>                               | Students Return                                                            |                                                                                         |
| January 9 <sup>th</sup> – January 12 <sup>th</sup>    | Middle School and High School Mid-Term Exams                               |                                                                                         |
| January 16 <sup>th</sup>                              | MLK Day                                                                    |                                                                                         |
| January 17 <sup>th</sup>                              | End of the 2 <sup>nd</sup> Quarter                                         |                                                                                         |
| January 18 <sup>th</sup>                              | 3 <sup>rd</sup> Quarter Begins                                             |                                                                                         |
| January 20 <sup>th</sup>                              | 2 <sup>nd</sup> Quarter Awards Ceremony                                    | 2:30 pm – 3:45 pm All School                                                            |
| February 13 <sup>th</sup> – February 17 <sup>th</sup> | Parent Teacher Conference Week                                             | Conferences will be held after school from February 13 <sup>th</sup> – 16 <sup>th</sup> |
| February 17 <sup>th</sup>                             | Half-Day – Noon Dismissal– Parent Teacher Conferences                      | Conferences will be held in the afternoon from 1:00 – 5:00 pm                           |
| February 14 <sup>th</sup>                             | Valentine's Parties                                                        | 2:30 pm – 3:45 pm                                                                       |
| February 20 <sup>th</sup>                             | President's Day                                                            |                                                                                         |
| February 24 <sup>th</sup>                             | Elementary Sleepover                                                       | Grades 1-4                                                                              |
| March 13 <sup>th</sup> – March 17 <sup>th</sup>       | Spring Break                                                               |                                                                                         |
| March 29 <sup>th</sup> – April 3 <sup>rd</sup>        | Model UN NYC                                                               | Middle School                                                                           |

|                                                |                                                                                                                    |                                                                                                                     |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| March 29 <sup>th</sup>                         | End of 3 <sup>rd</sup> Quarter                                                                                     |                                                                                                                     |
| March 30 <sup>th</sup>                         | 4 <sup>th</sup> Quarter Begins                                                                                     |                                                                                                                     |
| March 31 <sup>st</sup>                         | Quarter 3 Awards Ceremony                                                                                          | 2:30 pm – 3:45 pm                                                                                                   |
| April 13 <sup>th</sup>                         | Half Day – Noon Dismissal-<br>Grandparents Day, Easter Egg Hunt                                                    | All School                                                                                                          |
| April 14 <sup>th</sup>                         | Good Friday                                                                                                        | Inclement Weather Make-up day                                                                                       |
| April 21 <sup>st</sup>                         | Evening Adventure Grades 5-6                                                                                       | TBD                                                                                                                 |
| May 1 <sup>st</sup> – May 5 <sup>th</sup>      | Whole School Camp                                                                                                  | Tentative date pending                                                                                              |
| May 12 <sup>th</sup>                           | Talent Show                                                                                                        | All School 1:00 pm – 3:45 pm                                                                                        |
| May 19 <sup>th</sup>                           | Upper School Formal Dinner and<br>Dance                                                                            | 5:00 pm – 10:00 pm                                                                                                  |
| May 25 <sup>th</sup> – May 31 <sup>st</sup>    | Middle School and High School Final<br>Exams                                                                       |                                                                                                                     |
| May 29 <sup>th</sup>                           | Memorial Day – No School                                                                                           |                                                                                                                     |
| May 30 <sup>th</sup>                           | Yearbooks Distributed and Signed                                                                                   |                                                                                                                     |
| June 1 <sup>st</sup>                           | End of Year All School Party                                                                                       | TBD                                                                                                                 |
| June 2 <sup>nd</sup>                           | Last Day of School<br>Half Day – Noon Dismissal<br>Awards Ceremony<br>Graduation<br>End of 4 <sup>th</sup> Quarter |                                                                                                                     |
| June 12 <sup>th</sup> – August 4 <sup>th</sup> | Summer Hours                                                                                                       | School is open Monday –Thursday<br>8:00 am to 12:00 pm<br>School closed July 3 <sup>rd</sup> – July 7 <sup>th</sup> |

*\*Additional Events such as dances, athletic activities, etc. will be added throughout the year*

To ensure that students and families have opportunities to receive maximum benefit from the Novus Academy program, it is necessary, as part of the admission process, for parents to sign a **Statement of Cooperation**. Cooperation between the parents and school is so important that Novus reserves the right to remove a child based on the parent(s) conduct and action. Following is the **Statement of Cooperation**:

### **STATEMENT OF COOPERATION**

1. I will support the school by involvement in parent/teacher conferences, parent meetings and other school-sponsored meetings and activities.
2. I agree to actively participate in the Volunteer Program of The Novus Academy as stated in the Parent/Student Handbook.
3. I give my permission for my child to take part in all school activities including school-sponsored trips away from the school premises. I absolve the school from liability to me or my child because of any injury to my child at school or during any school activity.
4. Realizing that my attitude toward the teachers and policies of Novus Academy affects the emotional and academic stability of my child, I will support and uphold the ideals of the school in every way and will abide by the expectations and decisions made on behalf of my child and family.
5. At no time will I participate in destructive criticism of the staff or the school to my child or others, but instead, if a problem arises, regarding my child, I agree that I will adhere to the policy of 1) discussing the issue with the child's teacher, 2) if not resolved, discussing the issue with the administrator and teacher, and 3) if the issue remains unresolved, to contact the President of the Board to set up a private meeting to discuss the issue. I understand that in certain circumstances, depending on the nature of the parental concern, it may be appropriate to omit the first and second steps. These steps will be addressed privately and confidentially.
6. I pledge to pay tuition and fees in a timely manner. I understand that my child may be dismissed when payments are not submitted by due dates. In the case of unexpected financial hardship, it is my responsibility to contact the school office to arrange a meeting with the Administrator.
7. A spot for the upcoming year will not be held for a student if any tuition or fees are past due by 30 days or more. A student may not begin school in the fall until all amounts due for the prior year are paid in full by June 30.

12. I understand that there will be no reduction in tuition for time missed by my child due to illness or other reasons.

13. I understand that if my child is dismissed or withdrawn during or at the end of the school year, student records **will not** be released to anyone until the school account is **paid in full**.

Signature of Parent/Guardian\_\_\_\_\_ Date\_\_\_\_\_