

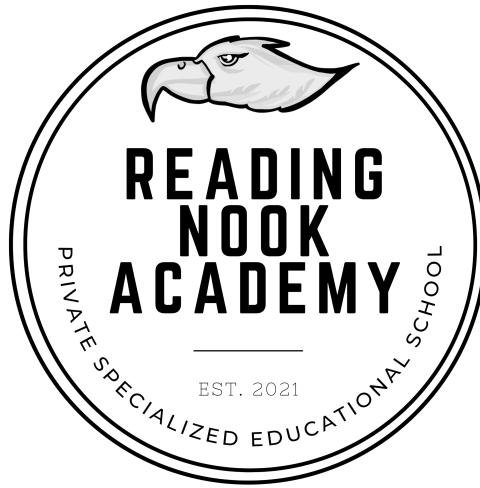
# **READING NOOK ACADEMY**

1208 Honey Creek Lane  
Brookhaven, MS 39601

601-990-4085 Office  
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**Private Specialized Educational School**

Millie Porter, President/Founder/Head of School



## Board Members

- Blake Porter – President
- Julie Buckles
- Lee Alexander
- Sandy Dunaway

## **School Vision, Mission, and Core Beliefs**

Reading Nook Academy strives to educate and provide a learning environment where all students excel.

### **MISSION STATEMENT**

The mission of the Reading Nook Academy is to provide each child with a formal education with a personal curriculum that allows them to progress and at the same time diminishes each child's personal discouragement concerning education. We encourage confidence and want to see intellectual ability soar as each child is mentored.

### **CORE BELIEFS**

1. Each individual matters: therefore, his or her opinions and voice should be heard, represented, and respected.
2. Every individual should have the opportunity to achieve his or her goals and dreams.
3. People should open their minds to new ideas.
4. Collaboration and cooperation are essential for success.
5. Every individual can rise to high standards.
6. Every individual should be held accountable.
7. Character counts.

### **NOTICE OF NONDISCRIMINATORY POLICY FOR STUDENTS**

Reading Nook Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Reading Nook Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, instructional service, or activity programs.

### **Reading Nook Academy Enrollment/Admission/Transfer Policy**

The following procedures will guide the evaluation of student applications for enrollment at Reading Nook Academy. If vacancies exist after the designated registration period is over, all new applications will be considered based on the date and time of the application, payment of the registration fee, past school performance and attendance (if applicable), acceptable conduct, and the student may have to go through and pass Reading Nook Academy's entrance testing process.

#### **Enrollment Priorities**

1. Current students and kindergarten siblings—Have priority for registration during the designated registration period.
2. Children of Employees—Students whose parents are employed by Reading Nook Academy have priority for registration. (This also applies to stepchildren, if the children's primary residence is the employee's household.)

#### **New Applicants**

Students will be accepted as space becomes available based on date and completion of the following guidelines. The following documents must be provided to the school Registrar before the registration process may begin:

- Copy of Immunization Compliance (certified by the State of MS)
- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of transcript (7th-12th) or most recent report card (K5-6th) .
- Attendance Record
- Copy of the student's most recent state/standardized test scores.
- Copy of Discipline Report or statement of clear discipline record from the last school attended.

\*Withdrawal form from previous school (if applicable)

### **Reading Nook's Policy for Transferring Students**

1. New students will be considered based on the dated receipt of a completed application and payment of the registration fee.
2. If students are not in good standing academically, or if they have previous attendance or discipline problems, they may not be accepted.
3. An assessment test may be administered to each new applicant in grades 2-12.
4. Students will be placed on a waiting list when the maximum enrollment for each section of a grade or subject is reached. A waiting list for a new section will be started, but the students on this list will not be accepted until enrollment is sufficient to employ an additional teacher.
5. Families that are on the waiting list will be called when space becomes available and will be given 48 hours from the time of the call to accept the position.
6. The registration fee is non-refundable.
7. When the administration concludes that Reading Nook Academy can no longer contribute to the educational advancement of said student, and/or said student fails to take full advantage of educational opportunities offered to him/her, and/or said student continuously violates school regulations, the student will be requested to withdraw from Reading Nook Academy during the present year and will lose his/her priority for admission to Reading Nook Academy in the future. The Reading Nook Administration will evaluate each student's present and future enrollment at Reading Nook Academy.
8. Applications will be accepted for review for enrollment in grades K3-12 when the form is completed.
9. Homeschool transfer students must show proof of an accredited homeschool program in order to receive the completion of credit-level courses.

At Reading Nook Academy's discretion, if a student does not meet one of the listed requirements above, the student may be admitted, but only on a probationary status.

### **Student Expectations**

#### **LUNCH AND BREAK**

- Display a pleasing manner during the entire time while eating during lunch and break.
- Respect the place of others; never crowd or try to get ahead of others.
- Be as refined in your table manners as you would in your own home.
- All students are expected to place trash in the provided containers when completing lunch and at break.
- Do not take food or drink outside the cafeteria.
- Failure to leave the cafeteria in satisfactory condition will result in loss of break privileges.

## CLASSROOM

- Cooperate with the teacher and other students in every class activity.
- When you need to talk, keep your voice in a conversational tone. Refrain from talking while someone else is talking.
- Always be prepared when you go to class and maintain the habit of expecting to work.

## LIBRARY

- Develop a respect for the library and an appreciation for the books and other resources.
- Be considerate of others in the library. Silence is to be maintained.
- Respect the requests of the librarian.

## CORRIDORS

- Good conduct is expected in the halls.
- Never run, hit, or push.

## SCHOOL IN GENERAL

- Respect constituted authority and to abide by school regulations.
- Avoid loud talking, whistling, loitering, running, pushing, and crowding.
- Be a lady or gentleman at all times and uphold the high ideals of your school.
- No card games or games of chance are to be played.
- Failure to adhere to the above Academy courtesies will result in offenders being disciplined in a manner prescribed by the Administration.
- Littering is punishable by write-ups.

## **GENERAL RULES AND REGULATIONS**

1. School hours are defined as the time a student arrives at school in the morning (including during early morning detention) until 1:00 in the afternoon.
2. Teachers are on duty from 7:30 until ALL children have been placed.
3. Each teacher will have one (1) free period each day. This period should be used for parent-teacher and pupil-teacher conferences. Conferences with teachers will be arranged through the office.
4. Conferences with the Administrator may be scheduled at any time. When possible, parent conferences should be by appointment except in case of an emergency.
5. On days when we have snow or icing conditions on the roads OR ANY OTHER INCLEMENT WEATHER, the school will notify you by text message. You may turn your radio or TV on at approximately 6:00 a.m. The announcements will be made over our local stations. Please do not call teachers and other school officials.

## **ATTENDANCE POLICY**

### **COVID 19 STATEMENT:**

As you all know, any interaction with the public poses a risk of exposure to COVID-19. Individuals who show no symptoms can spread COVID-19 if they are infected. By attending or visiting Reading Nook Academy, you voluntarily assume all risks related to exposure to COVID-19.

**Illness:** Reading Nook Academy plays its part in minimizing the spread of illness by encouraging handwashing and the use of antibacterial gel. Routine cleaning is administered throughout the school day.

Colds, flu, strep, and COVID-19 are contagious diseases and a serious issue in a school environment. If your child is ill, please keep them at home.

- Fever- If your child has a fever of 100.4 or higher the evening before school or the morning of school, you are required to keep them home for 48 hours. They may return to school, if fever-free, without medication during the 48 hours. If your child continues to run a fever, see your physician ASAP.
- Upset Stomach- If your child vomits during the evening or morning of school; do not send them to school the next day. You should wait 24 hours since the last stomach incident to send them back to school.
- Earache- Never send your child to school with an earache. Contact your physician.
- Strep Throat- A strep condition requires a doctor's visit and medication. The child must be on medication and fever-free for 24 hours before returning to school. Contagious Conditions-Impetigo, chicken pox measles, rubella, mumps, whooping cough, meningitis, conjunctivitis (pink eye), etc. are contagious and must be treated and no longer contagious before your child may return to school.
- Cold- Your child may come to school if fever-free. If your child exhibits severe symptoms such as persistent cough, or severe runny nose that distracts learning, keep them home.

IF YOUR CHILD BECOMES ILL AT SCHOOL, HE/SHE WILL BE BROUGHT TO THE OFFICE FOR A SYMPTOM AND TEMPERATURE CHECK. A PARENT OR GUARDIAN WILL BE CALLED AND EXPECTED TO PICK THE CHILD UP ASAP.

**Absences:** Reading Nook Academy requires regular and punctual class attendance for all students.

- A Student who accumulates more than 20 absences in a year course or more than 10 absences in a block course will forfeit credit for that class. The administration may waive this standard if, and only if, it is determined that the absences resulted from unusual circumstances or extended illness, and if the academic objectives missed during the absences are mastered as verified by the course instructor.
- Attendance letters will be sent when a student reaches 7 and 15 absences.
- Official school business will not be counted as an absence; however, the student is responsible for all missed work, tests, etc. The names of students to be excused for school business must be turned in by the teacher related to the activity and approved by the Administrator. These names will be placed in the daily report as official school business for the instructor's information.
- If a student misses class, on the day he/she returns, the student must contact the instructor in order to get missed assignments. Students may not be required to miss another class to make up a test.
- Documentation for excessive absences must be by a doctor's statement, parent's phone call, direct contact, or note from the parent.
- If a student is going to miss a week or more for any reason other than illness, arrangements must be made with the administration or teacher(s).

### **Tardies:**

**ELEMENTARY:** We encourage promptness and regular attendance at Reading Nook Academy. Teachers and students have the right not to have instruction time interrupted by students who are tardy to class. Teachers will promptly check the roll at the beginning of each school day, and students will be marked tardy if they arrive after the tardy bell. Students may accumulate a total of two tardies each nine weeks without action being taken. Please keep in mind that tardies are neither excused nor unexcused.

**SECONDARY:** Punctuality is expected of all students. Reading Nook Academy believes it is the STUDENTS' RESPONSIBILITY to arrive at school and in class on time throughout the day. Teachers and students have the right not to have instruction time interrupted by students who come to class tardy. This offense will not be tolerated. If a student is fifteen (15) minutes (or more) late for a class, the student will be considered absent from the class.

1. Students are allowed three (3) minutes to move from one class to another.
2. Each student may accumulate a total of two (2) tardies each nine weeks with a warning from the administration. This does not mean 2 tardies per class, but rather 2 tardies total.
3. On the third (3rd) tardy, the student's account will be fined \$25.
4. On the fourth (4th) tardy and for each subsequent tardy, it will be fined \$15 per day.

## **CARE OF SCHOOL PROPERTY**

All students are expected to take a proactive approach to keeping our facilities in good condition. Every student should refrain from defacing or destroying the school building, furniture, and fixtures. Any student causing damage to school property, furniture, or fixtures, whether intentional or through neglect on his/her part, will be liable for damages and face disciplinary action from the administration.

## **CHEATING AND PLAGIARISM**

Cheating and plagiarism are actions that are expressly forbidden at Reading Nook Academy. Students who are guilty of these actions will receive a grade of "0" on any assigned daily work, test and be referred to the administration.

## **COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY**

### **Purpose**

The purpose of this Policy is to provide the students, faculty, and staff of Reading Nook Academy with notice of what conduct shall be deemed acceptable about the use of technology, as the term is defined herein below.

#### **1. Who Is Covered by this Policy**

This Policy covers all "Users" – students, faculty, staff, & authorized guests.

#### **2. How this Policy Applies**

This policy applies to all users at all times, regardless of their location. This policy applies whether the user is engaged in a school-related activity or making use of Reading Nook Academy technology.

#### **3. Technology**

"Technology," as used in this policy, means any electronic communication tool, system, or process, including, but not limited to telephones, cellular telephones, computers, software, the Internet, websites, or Internet-related software and communication tools. For example, technology encompasses all cellular and SMS text messages, email, instant messenger sessions, newsgroups, online forums, and file sharing and/or bit torrent clients.

"Reading Nook Technology," as used in this policy, means any technology owned, controlled, or provided by RNA.

4. Responsibilities of the User Users of RNA Technology must take full responsibility for what they publish, transmit, or possess. Users of RNA Technology must connect equipment and install software in a manner that meets the technical and security standards set by Reading Nook Academy. Users are also responsible for always keeping their account information confidential.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of RNA Technology. While RNA has systems in place to combat viruses, spyware, spam, and other computer "bugs," RNA will not be responsible for damage to a user's technology that results from viruses, spyware, spam, or any other use of RNA Technology. Users are responsible for adequately protecting and maintaining their technology.

Users are responsible for keeping their personally identifiable information, which may include, but is not limited to, a user's telephone number, address, age, gender, date of birth, credit card data, Social Security and Driver's License numbers, etc., strictly confidential.

5. Acceptable Use of RNA Technology is a privilege, not a right. Users may make use of RNA Technology for purposes of scholarship and academic research only.

## 6. Unacceptable Uses

a) Technology - No user may use any technology to do the following:

- steal, forge, lie, cheat, plagiarize, or masquerade bully or threaten
- violate the confidentiality of another
- tamper with, misuse, damage, interfere with, or destroy the technology of another
- upload, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another's privacy, hateful or racially/ethnically motivated, incite violence or the imminent threat of violence.

b) RNA Technology

RNA Technology exists to advance the mission of RNA. RNA will manage these resources accordingly. Users may not do any of the following with RNA technology:

- steal, forge, lie, cheat, plagiarize, or masquerade, bully or threaten
- access the account of another
- generate activities which consume more than a user's fair share of either system time or network bandwidth [ex: sending chain letters] fraudulently log into any computer
- forge e-mail headers or manipulate other identifiers to disguise the origin of any system or network activity
- attempt to determine the passwords of others or obtain privileges on any computer to which a user is not entitled possess, willingly receive, or distribute obscene material
- copy, install, or use any data in violation of applicable copyrights or license agreements [Downloading and distributing movies, songs, and software without authorization from the owner of the copy violates copyright law. The Recording Industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights.]
- utilize IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/IPX tunneling, SOCKS, application layer proxies, SSH, bit torrent and/or peer-to-peer (P2P)

software, or any similarly enabling technology· add new devices such as hubs, switches, gateways, routers, access points, and/or servers of any kind to existing RNA technology

- use any RNA technology for commercial purposes or advertising, including unsolicited commercial e-mail [Commercial sponsorship of academic projects, e.g., the inclusion of banner ads on a project website, is strictly prohibited absent the express authorization of the Head of School.]
- use any RNA technology for partisan political activities
- installing software on RNA Technology that interferes with day-to-day work or hinders the operation of RNA technology violates this policy off-campus anywhere in the world using RN Technology.
- possess any software, resource, or equipment whose purpose is to effect one of the violations
- listed in this policy, or attempt to violate any provision of this policy.

7. Privacy: Users should have no expectation of privacy regarding their use of RNA Technology. RNA may access, view, investigate, and delete any and all information stored on or created with RNA Technology. RNA may do so without cause and without prior notice to the user.

8. Duty of Parent or Guardian to Monitor Out-of-School Use of Technology It is the responsibility of each parent or guardian to verify that their student's use of technology is following the law and all of RNA's policies. Failure to monitor a student's use of technology may result in serious consequences.

Personal websites, blogs, or profile directories such as Facebook, Instagram, Snap Chat, and Twitter are not monitored by RNA; however, users who engage in behavior unbecoming of a member of the RNA community by a website will be subject to penalties. Any communication to or about any other member of the school community will be subject to the school's regulations and code of conduct. In addition, if RNA, in its sole discretion, believes that any information on a website, or in an email or text message, is obscene or constitutes a threat, defamation, copyright infringement, or other illegal activity, whether directed at RNA, faculty, staff, students, or other, RNA may be compelled to contact the appropriate authorities.

9. Penalties: Penalties for violation of this policy may include loss of RNA Technology privileges, discipline, suspension, expulsion, or termination. Civil and criminal penalties may also be imposed.

All computers, supporting programs, and applications to include the Internet are provided as educational tools to afford students the opportunity of developing skills needed in today's world of technology. Opportunities will be maximized, where appropriate, for students to have dynamic experiences with this technology. However, technology usage by students will be in a manner solely supported by classroom learning objectives and/or school activities. In this area, the safety and protection of the students while using school technology is paramount to all staff members of Reading Nook Academy. To the extent practical, steps will be taken to promote appropriate usage and access to computers, supporting programs, and applications to include the Internet. The Reading Nook Academy staff will determine "appropriate", and the students will be accountable for violations of this policy. With the administration's approval, staff members may take steps to meet or exceed this policy where technology usage is concerned in their areas of responsibility.

## **CONFERENCES**

We believe that a student's academic success can be furthered by a close home-school relationship. Parents are encouraged to contact the teacher if they feel there is a problem.

All conferences should be scheduled through the Office at least one day in advance. Conferences will be scheduled after school hours or during the teacher's planning period, unless special circumstances require otherwise. Teachers will not be available for conferences while performing school duties.

**Any conference request concerning classroom work, conduct, athletics, or any other student concerns should be handled in the following hierarchical manner:**

1. First by contacting the office for an appointment with the appropriate classroom teacher or coach. A school administrator or counselor will be present.
2. After meeting with the classroom teacher or coach, if further communication is desired, the parent should make an appointment to meet with the appropriate administrator or athletic director.
3. The final step in the hierarchy of communicating a situation/concern is to make an appointment to meet with the Head of School.
4. Any individual deviating from the steps described above will be directed back to the appropriate level before any further discussions take place.
5. Administrators and teachers may not be available for a conference without an appointment.

Note: Parents are not allowed to go to the classroom to get their child or see the teacher. If this is necessary, report to the office and the appropriate arrangements will be made.

**COOPERATE SPIRIT POLICY**

Reading Nook Academy believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. Reading Nook Academy accordingly reserves the right to terminate at any time or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with Reading Academy's accomplishments of its mission.

**CURRICULUM REQUIREMENTS FOR GRADUATION**

Reading Nook Academy provides a curriculum that meets the recommended curriculum for students entering a public institution of higher learning and the curriculum for MS students.

- English (4 credits) - English I, II, III, IV
- Math (4 credits) – Algebra I, Geometry, and Algebra II are required.
- Social Studies (4 credits) – Mississippi Studies, Geography, World History, History, U.S. Government, and Economics are required.
- Science (4 credits) – A lab-based science is required.
- Required Electives: Computer Applications, Humanities, and College and Career Readiness

Twenty- three academic credits are required for graduation.

**DISCIPLINE & CONDUCT**

**Under the discretion of administration, a student may be placed at any level of the disciplinary ladder deemed appropriate**

**Discipline Code**

Reading Nook Academy students are expected to always conduct themselves as young ladies and gentlemen. Our rules and regulations are designed to preserve an environment essential to the safe orderly progress of school. The school's administration expects that all students can conduct themselves in accordance with acceptable standards of behavior. Honesty and moral integrity are also expected of every student. Disruptive

behavior that interferes with another student's opportunity to learn, or interrupts a teacher's right to teach, cannot be tolerated; therefore, certain disciplinary actions will be utilized as consequences for student misconduct. Disciplinary measures will be recorded and kept on file in the principal's office.

## **Reading Nook Academy Philosophy of Discipline**

Discipline should not be interpreted in a narrow sense as a means of punishment only: a broader interpretation should be placed upon it. The fundamentals of discipline, as looked upon by the administration of Reading Nook Academy, have the following objectives:

1. To create and preserve the conditions essential to the orderly progress of school.
2. To prepare the student for effective participation in adult life.
3. To instill the fundamental lessons of self-control. Discipline is also character education in that discipline uses standards and habits of conduct.

The student grows in character as he/she becomes more aware of the consequences of his/her decisions. The administration of this school is based on the theory that students should be capable of conducting themselves in accordance with accepted standards of behavior.

We believe that discipline is the basis of learning. We believe that home and school should work together for the good of the child and that all programs must be evaluated constantly in the light of accomplishment.

Academic honesty, as well as moral integrity, is expected of every student at Reading Nook Academy.

Examples of such activities include but are not limited to any display of inappropriate content or any reference by name or disparaging remark about RNA or anyone affiliated with RNA on personal Internet blog sites (public or private), social media, or chat rooms, participation in any group or organization whose reputation is not above reproach (e.g., gangs, some fraternal organizations, etc), as well as behaving immorally, such as public intoxication, lewd behavior, or physical altercations with others. RNA will guard the reputation of the school and individual persons affiliated with the school by implementing appropriate discipline for behavior in violation of this policy.

**K3-6th grade teachers will display their discipline plan in the classroom and send a copy home to parents.**

## **7th-12th Grade Types of Disciplinary Action**

The following is the disciplinary ladder that will be used by the administration at Reading Nook Academy:

1. Detention
2. Early Morning Detention
3. Work Duty
4. In-School Suspension
5. Out-of-School Suspension

## 6. Probation

## 7. Permanent Expulsion

**General Disciplinary Action** General misconduct by students will be handled as part of the Assertive Discipline Program. The following actions are among those which may be used to correct student behavior: warning, write-up, loss of privileges, work detail, corporal punishment, detentions, suspensions, expulsions, and parental conferences. Specific punishment for unacceptable behavior will be determined by the administration and faculty for each classroom. These consequences will be explained to all students and posted in each classroom. The level of punishment will increase in severity if the inappropriate behavior continues: for example, the range of punishment could be from a simple warning to an out-of- school suspension. Gum chewing is not allowed on campus and will be punished using each grade's disciplinary plan. It is the administration's intention to keep parents informed of disciplinary action concerning their child's behavior. This will include phone calls, parent conferences, etc.

1. Detention – Loss of morning break. Students' who have detention will report during break. Students must bring paper and a pencil.
2. Early morning detention – Students may be placed in Early Morning Detention under the supervision of faculty members. Students will be required to study or work on class assignments during this time. Early Morning Detention will be held from 7:00 a.m.-7:55 a.m. on Tuesday and Thursday of each week. Students who fail to report to detention on time will be assigned an additional detention.
3. Work Duty – This method of punishment is a work project assigned to the student such as campus cleanup, etc. The amount of time assigned will be determined by the Administration according to the seriousness of the infraction.
4. In-School Suspension – A student may be assigned to ISS for a minimum of 1(one) day. The parents/guardians of the student will be required to pay the cost of supervision (\$75.00 per day). Students assigned to ISS will receive a 1 point deduction on their nine week grade in each class for every day of ISS served
5. Out-of-School-Suspension – Students suspended for violation of a school rule will be required to make up work missed during the suspension. Students assigned to OSS will receive a 1-point deduction from their nine-week grade in each class for every day of OSS served.
6. Probation – Violations of a serious nature (such as those set by automatic suspension from school policy or a student who is a repeat violator of school regulations) can be placed on probation. This status means that while the student is on probation and he/she continues to have a discipline problem, he/she can face suspension or even expulsion from Reading Nook Academy. The probationary status is recorded as a part of the student's discipline record. Students may be suspended from any extra-curricular activities. If a student receives 4 disciplinary suspensions, he/she will be placed on probation and will go before the RNA Administration and Discipline Committee for a disciplinary hearing.
7. Expulsion – Any student who is a repeat violator of the rules and regulations of Reading Nook Academy or whose presence at the Academy is considered by the administration as not being conducive to the objective of learning and the aims of the Academy will face suspension or permanent expulsion.

## **THESE ARE CONSIDERED MAJOR INFRACTIONS THAT WILL REQUIRE IMMEDIATE ATTENTION BY THE ADMINISTRATION**

- Possession and/or use of drugs or alcohol on campus or any school activity
- Damage to school property
- Use or possession of tobacco on campus or at a school sponsored activity, including vaping products (such as Juuls or any other similar product).

- Skipping class
- Flagrant violation of school rules
- Cheating on tests or any school assignment
- Plagiarism
- Drinking at school functions
- Use of drugs
- Stealing
- Use of profanity or vulgar language
- Possession of firearms or weapons
- Gambling
- Fighting
- Improper display of affection
- Leaving school without permission
- Violation of Internet rules
- Violation of any local, state, or federal law (This includes but is not limited to, damage or vandalism of property on or off campus.)
- A violation that does not comply/or is in conflict with the current RNA Mission Statement and Code of Conduct.

### **DRUG/ALCOHOL POLICY**

Reading Nook Academy does not approve of the use of alcohol, drugs, controlled substances, or intoxicants by the students. Students are not to engage in the drinking of any alcoholic beverages or the use of drugs, controlled substances, or intoxicants in the school building, on the school grounds, or at any school sponsored activity. Pupils who have in their possession any of the above-mentioned items will be subject to referral to the legal authorities as indicated by law and will be categorized as having a first test positive and must comply with regulations as set forth in our drug prevention policy. Re-admittance of any student after suspension under this provision will be conditioned on the consent of the student and parents or guardian to allow testing of said student for drugs or alcohol at the school's discretion. A student who has in his/her possession alcohol, controlled substances, or drugs at school, or uses alcohol, controlled substances, or drugs, on the school grounds, or at a school sponsored activity will automatically be suspended for a period of 5 days. Drug dogs will be brought in at various times during the year without being announced to check cars and lockers. Reading Nook Academy recognizes its students as present and future assets to our academic, sports, and leadership education process. Students, as role models for other students, are a key to our goal of providing the best possible education program for all students. To achieve our goal, and to maximize the skills and talents of our students, it is important that every student, as well as employee, of our school system understand the dangers of drug and alcohol abuse. This policy statement should clarify our position on student drug and alcohol use. The Board reserves the right to depart from these policies and procedures where it deems it is appropriate. Except where specifically prohibited by law, the guidelines contained within this document, may be changed by the Board at any time. Students covered by this policy and procedures will be informed of changes.

#### **Policy Objectives**

1. To create and maintain a safe, drug-free environment for all students.
2. To encourage any student with dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem.
3. To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
4. To minimize the likelihood that school property will be used for illicit drug activities.

5. To protect the reputation of the school system and its students.

Substance abuse can be a serious threat to the school system, its students, visitors, and employees. Though the percentage of substance abusing athletes may be relatively small, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Administration and Board that the benefits derived from the policy objectives outweigh the potential inconvenience to students. The Administration and Board earnestly solicit the understanding and cooperation of all students and parents. The Administration and Board require that all students report to school, sport practices, and competitive events without any alcohol or illegal or mind-altering substances in their systems. No student shall use alcohol or other mood-altering substances while participating in any school activity, practices, or competitive events or while under the care and supervision of the school system. Further, outside conduct of a substance abuse-related nature which affects a student academic or sports performance or reflects badly on the school is prohibited. Students must inform their Head of School, Principal, Coach, or Assistant Coach when they are legitimately taking medication in order to avoid creating safety problems and violating this Drug and Alcohol Policy.

### **Enforcement**

In order to enforce these rules, the Administration and Board reserve the right to require all students to submit, at any time while under the supervision or care of this school system, to drug tests to determine the presence of prohibited substances. The Administration and School Board have developed this student testing program to follow, as appropriate, the process of 49 CFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991. Pursuant to Board policy and regulations, students applying to participate in athletics (defined as any student, male or female, in grades seven through twelve, who is a member of any school sponsored sport or cheerleading squad) may be tested prior to beginning the sport or sports of their choice. All current students may be required to undergo testing at scheduled physical examinations, and/or where the Administration has reasonable suspicion to believe a student has violated the school's Alcohol and Drug Policy, and/or on a random basis without advance notice. Violation of these rules, including testing positive, will subject the student to discipline, including suspension and/or expulsion. Refusal to cooperate with the school in any test investigation will result in discipline, including immediate suspension and/or expulsion. All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received through the drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in the following:

- (a) As directed by the specific, written consent of the student authorizing release of the information to an identified person.
- (b) To a covered student decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual. Any questions should be directed to the person assigned as the school's Drug Problem Coordinators.

### **Release of Test Results**

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Administration through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form. However, all students will be required to fill out a consent/release form permitting the release of test results and related information to the school officials who need to know. The Head of School will inform parents or guardians of confirmed positive test results.

## Consequences

The Administration will discipline, including suspension from school, students for any violation of the policy including refusing to submit to screening, to execute a release, or otherwise cooperating with an investigator or search by the administration. All students who test positive in a confirmative substance test will be subject to discipline up to and including immediate suspension. For violations of using illegal drugs and alcohol that can be detected by a drug test, the following penalties, which will be cumulative from throughout the student's tenure at RNA shall be administered.

- First Violation – Upon the first violation, the student will be suspended from school for five (5) days, receive mandatory counseling, and fulfill requirements dictated by the Head of School. A student may be reinstated once a negative drug test and a letter from the alcohol/drug counselor is received in the Head of School's office.
- Second Violation – Upon the second violation, the student will be indefinitely suspended from Reading Nook Academy.

No student may be returned to regular student activities after any rehabilitation or testing positive unless certified as safe and not using drugs by having a negative result on a return-to-participation screen. Any student returning after violating the policy or testing positive will be subject to aftercare and will be tested every time drug screening is scheduled on campus for the remainder of the student's time of attendance at Reading Nook Academy.

## Investigation/Searches

When administration has reasonable cause to suspect that a student has violated the substance abuse policy, administration may inspect vehicles which a student brings on the school's property, lockers, purses, book bags, or other belongings, and at locations where school related activities are being conducted without prior notice in order to ensure an environment free of prohibited substances. A student may be asked to be present and remove a personal lock. Where the student is not present or refuses to remove a personal lock, administration will do so for him or her. Detection of prohibited substances from authorized searches will be communicated to the Drug Program Coordinator.

## Electronic Device Policy

Personal Cell phones, iPads, smart watches, cameras, or video recorders will not be allowed at school during school hours. School hours are defined as the time a student arrives at school in the morning (including during early morning detention) until 1:15 p.m. If special circumstances require a student to have a cell phone for after school use, the phone should be brought to the office upon arrival at school, and it may be picked up by the student at dismissal time. Cell phones, smart watches and iPads are not permitted on field trips that take place during school hours. Those who violate this policy will be subject to the following:

**1st Offense:** Device will be confiscated; the student may reclaim the device for \$25.00 and student will be assigned early morning detention.

**2nd Offense:** Device will be confiscated and held and may be reclaimed by the parent for \$50.00. The student will also receive 2 days of early morning detention.

**3rd Offense:** Device will be confiscated and held and may be reclaimed by the parent for \$100. The student will serve 1 week of work duty.

## OFFICE

The school office is a busy place. Because our staff has many jobs to do, only messages of extreme importance will be delivered to students. Students should not go to the office without permission from a teacher. No medicine will be dispensed without permission from the parent. Students are not allowed to use the telephone except in cases of emergency and only with permission from the classroom teacher.

## ELEMENTARY PARTIES

School policy allows for class sponsored parties. No gifts will be exchanged between students at school. Classes may choose to contribute items or money to charitable organizations as a service project instead of exchanging gifts. All parties will be held on the school campus. No birthday parties may be given at school. Parents may send birthday refreshment to be served at snack time. Please contact the teacher before sending refreshments. To avoid hurting feelings, no party invitations will be given out at school unless every student in the class is to get one. If you cannot invite all the students to a party, please mail the invitations. If every student is not invited to a party, the school requests that the birthday girl/boy NOT pick up the fellow invitees from school. Children who are not invited to a party get hurt feelings when they see classmates leaving school together with presents in their hands, and then realize there is a party and they were left out.

## EXAMINATIONS

Exams will be given as scheduled each semester.

### **Secondary (7th-12th Grade) Exemptions for 2nd Semester:**

1. Students may be exempt at the end of the year with an 85 average and no more than 10 absences for the entire year.
2. Students may be exempt at the end of the year with a 95 average and no more than 15 absences for the entire year.

As a senior privilege, seniors may be exempt from all 2nd-semester exams if they have a 65 or above average with 10 or fewer absences in a yearly course (1.0 credit) and 5 absences or fewer in a semester course (0.5 credit) with no ISS or OSS. Seniors may also be exempt with the conditions listed above. **The administration reserves the right to revoke this privilege if a senior does not follow the guidelines for vespers and graduation practices and procedures (including attendance, punctuality, and dress code). Seniors who do not follow these guidelines will be required to take the exam of their lowest average class.**

## FINANCIAL INFORMATION

Reading Nook Academy operates on a cash-flow basis. It is imperative that we collect monthly tuition payments in a timely manner in order to pay our bills, including payroll, on time and maintain our reputation of fiscal responsibility. The failure on the part of our patrons to stay current with tuition payments places the entire school in financial jeopardy. All information and policies are intended for all student monies owed at Reading Nook Academy. Monies owed include, but are not limited to, tuition, lunch, co-curricular activities, field trips, and extracurricular expenses. Account balances must be paid in full before students are allowed to take exams or participate in Vespers or Graduation.

The educational well-being of each student, both academically and fiscally, is the primary responsibility of Reading Nook Academy. Therefore, if payment is received for a non-tuition expense for a student and the student's tuition payments are past due, the funds may be applied to the delinquent tuition account without prior notification to the payer, the student, or any person contractually responsible for the tuition. Notification that the redirecting of funds has occurred will be mailed to the contractually responsible party.

Tuition for all students attending the Reading Nook Academy is \$460 per month with a bi-annual curriculum fee of \$250 due August 1 and January 1. There is also an annual enrollment fee of \$200 for students. All checks and money orders should be made payable to the Reading Nook Academy. All tuition must be paid by the third day of the month or a \$50 per day late fee will be charged until the account reaches a zero balance. A current credit/debit card is required to always be on file. If your tuition or curriculum fee is fifteen (15) days past due, your card on file will be charged to pay the past-due balance.

**If your child is picked up late (after 1:15), you must pay a late fee of \$25.** The current card on file will be charged to pay this fee. **If you are more than 30 minutes late picking your child up from school, it will result in a charge of \$75 for every half hour and a parent or guardian must meet with the administration the next morning.**

### **RETURNED CHECKS**

There will be a charge of \$60 for each check received by Reading Nook Academy that is returned due to insufficient funds. Until the check has been redeemed and the \$75 NSF fee has been paid, no additional checks will be accepted from that individual. Upon a second occurrence of a check being returned due to insufficient funds, the school will no longer accept checks from that individual.

### **CONTACTING PARENTS**

It is the parent/guardian's responsibility to provide accurate and current telephone numbers which will permit school personnel to always reach a responsible adult. The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if school personnel cannot reach a responsible adult after good faith efforts, Lincoln County Social Services and/or Brookhaven Police Department may be contacted. All parents must be registered in Gradelink to receive texts.

### **GRADING SYSTEM**

Grades for the year in each subject are determined by the grades for each of two nine weeks grading periods and a final exam for each semester. The grade for each semester is determined by counting each of the two nine weeks as 80% and the exam as 20%. The final grade for the year is the average of the two semester grades. Grading Scale:

A ..... 90-100

B ..... 80-89

C ..... 70-79

D ..... 65-69

F ..... Below 65

**Report Cards:** Report cards will be sent home at the end of each nine-week grading period to be signed by a parent/guardian and returned to school.

## **GRADUATION REQUIREMENTS**

Students are required to complete 23 Carnegie Units for graduation. These 23 Carnegie Units must include the requirements listed under Curriculum Requirements. Grade Point Average will be computed only on Carnegie Units. Electives such as Driver's Education, Athletics, etc. will not be figured in the Grade Point Average.

## **HEAD LICE AND NO NIT POLICY**

Head lice can be contracted by anyone at any time disregarding age, ethnicity, or gender. If a student is found at school with head lice, they must leave school immediately. Proper treatment must be administered before reentering the classroom. The student will be checked prior to coming back into the classroom to ensure the matter has been handled adequately.

## **MAKE-UP WORK & TESTS**

### **Secondary:**

The teacher and the student may agree on another time to take the make-up test as long as that time does not require the student to miss another teacher's class. If a student has more than one test to make up, he or she will only be required to take 1 test per make-up day period (7:00 a.m.-7:55 a.m.). The student must take the earliest period test first and so on. The remainder of the make-up tests will be taken at the next available make-up day, unless the student and teacher agree on an additional time. If the student fails to show up for their make-up test time, the student may receive a 0 on that test. Students will make up tests on the first available testing time. Example: If a student misses on Thursday, Friday or Monday, he/she will make up the test on Tuesday at 7:00 a.m. If a student misses on Tuesday, or Wednesday he/she will make it up on Thursday @ 7:00 a.m

- Any test scheduled prior to an absence will be given the day the student returns (Contact teachers with issues such as sickness or other extended absence causes.)
- If a student is absent the day before a pop quiz is given, that student may have the choice to take the pop quiz or not. If the student chooses to take the pop quiz upon returning to class, the student's grade will stand. If the student chooses not to take the pop quiz, the student will not be given a grade.
- Elementary and secondary parents may request assignments for students who are sick by calling the high school or elementary office by 8:30 a.m. Assignments will be ready for pick up at 12:30 p.m. Due to scheduled planning times, any parent picking up assignments before 12:30 p.m. may not receive all assignments.

## **MEDICATION**

Students taking any form of medication should leave the medicine (along with permission from parents) in the office each morning and report to the office to pick up each dose.

## **PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING**

RNA is committed to a safe and Christian educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit the expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

In each bullying incident, the administration will interview all parties involved. The administration will then, based on their investigation, determine if in fact bullying has occurred. If the administration determines that bullying has occurred, proper discipline will be enforced.

### **PARENT-TEACHER LEAGUE (PTO)**

RNA is fortunate to have an active and supportive PTO. This organization is made up of enthusiastic people who have a genuine concern for our school and its progress. We invite parents to become a part of this organization by attending its scheduled meetings and by joining the program. The PTO sponsors the Fall Festival and other worthwhile programs.

### **SAFETY MEASURES**

Fire drills are of importance in training students how to conduct themselves in an emergency situation. The fire signal will be explained to all students at the beginning of the school year and at regular intervals during the year. When the signal is given, teachers will inform students concerning immediate action to be taken. Several weather drills will be conducted at the beginning of each school year and at regular intervals during the school year. First aid materials are kept in the office. Students needing first aid should immediately report to a teacher or the office to receive assistance and instructions.

### **SOLICITATION POLICY**

Students or staff members are not to go into the community to solicit money in the name of Reading Nook Academy for use by an individual or group unless with prior approval from the Head of School. All monies that

are collected in the name of the school for any activity will be turned into the school business office and will be disbursed through the business office.

## **TOBACCO and ELECTRONIC CIGARETTES**

Reading Nook Academy does not approve of the use of tobacco of any form (cigarettes, chewing tobacco, snuff, etc.) by its students. Students are not to engage in the use of tobacco products in the school building, on the school grounds, or at any school-sponsored activity. "On the school grounds" means sidewalks, streets, or adjacent areas to Reading Nook Academy or on-site of the school property or school activities. Students should not have in their possession any form of tobacco, lighters, matches, vaping devices including Juuls, etc. Violators shall be subject to a warning for the first violation, \$75 for the second violation, and a fine not to exceed \$150 shall be imposed for subsequent violations.

## **TRANSCRIPT OF SCHOOL RECORDS**

Students must make a written request to the counselor to have a transcript sent to the appropriate school. Students must give at least a 2-day notice when requesting copies of a transcript. The cost of each transcript through Safe Script will be \$5.00.

## **WEAPONS**

Students, faculty, and visitors are prohibited from bringing guns, knives, or weapons of any kind on the Reading Nook Academy campus. The school and/or law enforcement officials will deal with violators. Students shall not possess, handle or transport guns, knives, razors, ice picks, explosives, fireworks, lighters, matches, or any other object that can be considered as a weapon or dangerous instrument.

## **CHANGING OF POLICIES, RULES, AND REGULATIONS**

This handbook is a summary of the rules, policies, and procedures of Reading Nook Academy. The Board of Trustees and administration reserve the right to add, modify, or delete any rule, policy or procedure contained herein without prior notice. This information is for the use of parents and students and does not constitute a legal contract or document.