New Day Charter School

Huntingdon
256 South 5th Street
Huntingdon, PA 16652
814-643-7112

Mifflintown
109 Industrial Circle
Mifflintown, PA 17059
717-447-0623

A Pennsylvania Department of Education Approved Charter School.

New Day Charter School
Student Handbook
2026-2027
Grades 7 – 12

An Equal Rights and Opportunity Public Charter School

Edited: July 2026

NON-DISCRIMINATION STATEMENT

New Day Charter School prohibits discrimination against its students and employees on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program.

Disclaimer: The Student Handbook is created to provide important information for parents/guardians and students regarding academic, behavioral, health and wellness, and other critical topics related to your child's education. While every effort has been made to provide accurate and firm information, this handbook does not constitute a contract between the student and New Day Charter School. New Day Charter School reserves the right to revise the content of the handbook and to change policies, programs, requirements, rules, regulations, procedures, and calendars; to cancel or change courses or programs and their content and prerequisites; to divide or change time or location or staffing of classes; or to make any other necessary changes.

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NEW DAY CHARTER SCHOOL
ADMINISTRATIVE, PROFESSIONAL AND SUPPORT STAFF
814-643-7112 (Huntingdon Site)
717-447-0623 (Mifflintown Site)

LEADERSHIP STAFF

Chief Administrator	**Mr. Payne**
Principal (Huntingdon)	**Mr. Buterbaugh**
Principal (Mifflintown)	**Mrs. Kieffer**
Special Education Supervisor/Principal	**Mrs. Armstrong**
Guidance Counselor	**Mrs. Cutshall**
Certified School Nurse	**Ms. Dreibelbis**
Licensed Practical Nurse	**Mrs. Tharp**
Business Manager	**Mrs. Swanson**
Technology Specialist/Truancy Officer	**Mr. Valentine**

PROFESSIONAL STAFF

English Instructors	**Ms. Patalune (Huntingdon)**
	Mrs. Peterson (Mifflintown)
Health and Physical Education	**Mr. Perlozzo (Huntingdon & Mifflintown)**
Business Ed/Information Technology	**Mr. Martinez (Huntingdon & Mifflintown)**
Mathematics Instructors	**Mr. Slater (Mifflintown)**
	Ms. Mykut (Huntingdon)
Science Instructors	**Mrs. McNeal (Huntingdon)**
	Mr. Centi (Mifflintown)
Social Studies Instructors	**Mrs. Buttlar (Huntingdon)**
	Mr. Simpson (Mifflintown)
Special Education Instructors	**Mr. Shively (Huntingdon)**
	Mr. Daubert (Mifflintown)
	Mrs. Greenholt (Mifflintown)
	Mrs. Norris (Huntingdon)
	Mrs. Lynam (Huntingdon)

SUPPORT STAFF

Receptionist	**Mrs. Banks (Huntingdon)**
Receptionist/Fiscal Assistant	**Mrs. Powell (Mifflintown)**
Support Staff	**Mrs. King (Huntingdon)**
	Mr. Lear (Huntingdon)
	Mrs. Snook (Mifflintown)
	Miss Hostler (Mifflintown)

NEW DAY CHARTER SCHOOL
EDUCATIONAL PHILOSOPHY

Mission Statement

The mission of the **New Day Charter School** is to enhance and expand traditional educational opportunities by offering students, through a blended classroom, a comprehensive education program that prepares them for their futures in this new century. The term “blended classroom” is used to mean the delivery of instruction through a variety of learning methods, traditional, distance learning, correspondence, experiential, virtual, and other ways in which learning is proven to take place. It will provide an alternative education to those students who are having difficulty in the regular classroom and/or who would benefit from an individualized educational program.

Vision

The vision of the New Day Charter School is to create a regional blended school that offers a comprehensive education program, setting the standard for today's educational environment. This innovative program, developed through collective expertise, with consideration for parental choice, actively engages the learner in individualized, appropriate instruction thus enhancing student achievement.

Shared Values

The New Day Charter School has identified several major shared values including the importance of an individualized educational experience for every student, the critical importance of real world experience in every student's education, the importance of learning, creation of lifelong learners, and project-based education focusing on student interests. We are a research-based school; our values reflect the values of progressive educators over the last hundred years based on principles originally developed and clarified by John Dewey.

ACADEMICS

Graduation Requirements

Graduation from New Day Charter School (NDCS) will be based on the achievement in the four years represented by grades nine (9), ten (10), eleven (11), and twelve (12). Graduation requirements follow the state mandated requirements and additional requirements established by the New Day Charter School.

In order to earn a diploma from the New Day Charter School, students must complete/achieve the following four objectives:

1. Successful completion of 24 credits, with a minimum distribution in the following specified content areas:

a.	*English*	*4 credits*
b.	*Mathematics*	*3 credits*
c.	*Science*	*3 credits*
d.	*Social Studies*	*3 credits (Including Government)*
e.	*Health/Phy.Ed.*	*2 credits*
f.	*Financial Literacy*	*.5 credits*
g.	*Electives*	*8.5 credits*
h.	*Total*	*24 credits*

2. Seniors must complete the required 24 credits at least a week prior to commencement in order to participate in the commencement program.
3. Demonstration of proficiency on the Keystone Exams and/or demonstrated academic proficiency as required by PDE and the review of the student's academic progress by the administration and teacher of the student. Students who do not earn a proficient or advanced score on the Keystone Exams must successfully complete one of the approved pathways for graduation as outlined in Pathways to Graduation. The graduation ceremony at New Day Charter School is a privilege for a student, not a right. Any senior who does not meet State mandated regular attendance regulations (student must have fewer than 18 absences per school year) in his/her senior year may be prohibited from participating in the graduation ceremony. Extenuating circumstances may be reviewed by the administration.

*No student will receive a social or early promotion to the next grade without approval from the Principal. A student's age shall not determine the grade level of a student.

Grading System

The administration approves the establishment of a system of reporting student progress which shall include the following procedures:

- It is the student's responsibility to keep up with the work and to ask the teacher about his/her progress.

- Report cards will be issued every nine weeks. Marking period end dates are listed on the school calendar. Progress reports will be sent home mid-marking period.

Students are expected to give their best effort during an entire grading period to earn passing grades.

Grade percentage categories are as follows:

A: 93-100
B: 85-92
C: 77-84
D: 70-76
F: 69 and below - Failing

Pathways to Graduation

Graduation requirements in Pennsylvania are changing due to Act 158 of 2018. The statewide graduation requirement outlined in Act 6 and Act 158 took effect for the graduating class of 2023.

Requirements

For students graduating in 2023 and beyond, the following options exist to meet the statewide graduation requirement:

- **Keystone Proficiency Pathway:** Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- **Keystone Composite Pathway:** Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than a basic score on the remaining two).
- **Alternate Assessment Pathway:** Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency **and** one of the following:
    - Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB);
    - Gold Level on the ACT WorkKeys Assessment;

- Attainment of an established score on an Advanced Placement Program or an International Baccalaureate Diploma Program exam in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score;
- Successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score;
- Successful completion of a pre-apprenticeship program; or
- Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.

- **Evidence Based Pathway:** Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals and career plans, including one of the following:
  - Attainment of an established score on the ACT WorkKeys assessment, a SAT subject test, an Advanced Placement Program Exam, or an International Baccalaureate Diploma Program Exam;
  - Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework;
  - Attainment of an industry-recognized credential; or
  - Successful completion of a concurrent enrollment or postsecondary course; and
  - Two additional pieces of evidence, including one or more of the options listed above, or: satisfactory completion of a service learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full- time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.
- **CTE Pathway:** For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

  For further explanation of the CTE Pathway, please see PDE's Act 6 guidance.

Definitions

ACT WorkKeys Assessment - An assessment of workplace skills administered by ACT.

Advanced Placement Program (AP) - A program authorized by the college board that allows a student to study college-level subjects while enrolled in high school and to receive advanced placement and college credit for earning a qualified score on the course-related Advanced Placement exam.

Approved Alternate Assessment - An SAT, PSAT, ACT or ASVAB.

- **ACT** - A standardized test for the assessment of college readiness administered by ACT.
- **Armed Services Vocational Aptitude Battery (ASVAB)** - The aptitude test developed and maintained by the United States Department of Defense.
- **SAT** - A standardized test for the assessment of college readiness administered by the College Board.
- **Approved Industry-Based Competency Assessment** - A NOCTI exam, NIMS assessment or other industry-based competency assessment identified by the Secretary of Education.
    - **NIMS Assessment** - An assessment based on the National Institute for Metalworking Skills standards.
    - **NOCTI Exam** - A National Occupational Competency Testing Institute exam.
    - **Concurrent Enrollment Course** - A course in which a secondary student is enrolled and, upon successful completion of which both high school and postsecondary credit are earned.
    - **Cooperative Education Program** - A program of instruction whereby students alternate or coordinate their high school studies with a job in a field related to their academic or career objectives.
    - **CTE Concentrator** - A student who, by the end of a reporting year, will be reported as successfully completing at least 50 percent of the minimum technical instructional hours required under 22 Pa. Code Ch. 339 (relating to vocational education).
    - **Established Score** - A score recommended by the Secretary of Education and approved by the State Board of Education.
    - **GPA** - Grade point average.

International Baccalaureate (IB) Diploma Program - An academically challenging two-year precollege diploma program comprised of three core requirements and six academic subject areas with final examinations that prepare students 16 to 19 years of age for higher education and life in a global society.

Postsecondary Course - A course in which a secondary student is enrolled, and, upon successful completion, postsecondary credit is earned.

Pre-apprenticeship Program - An apprenticeship program registered with the Pennsylvania Apprenticeship and Training Council.

SAT Subject Test - A standardized test for the assessment of a specific content area administered by the College Board.

School Entity – A school district, intermediate unit, area vocational-technical school, charter school, cyber charter school, regional charter school or multiple charter school organization.

2026-2027 Course Offerings

Math	Science	English	History	Business	Health & PE	Special Education
Consumer Math	Select Topics Bio	Eng II	US History	JrH STEM 7	Health Quest 7	Life Skills
Algebraic Concepts	STEM II-Sci	Eng I 9th	Government	Computer Apps	HS Health	Life Skills (Adv)
Alg IA	Science 700	Eng Comp	Geo/Pa Hist 800	Car Mgmt	Sr H PE	Foundations of English SDI (1)
Alg IB	Science 800	Writing 7/8	Sociology(S1)/ The Great War (S2)	Intro to Marketing	JR HI PE 8	General English SDI (2)
Pre-Alg	Intro to Bio 9th	Eng III	World Civ 7th	Pathways Prep	Substance Abuse	English Applications SDI (3)
Math 7/8	Biology 10th	Lang Arts 800	US History II 10th	Entrepreneurs hip	Pers Fam Living	Adaptive PE
Alg II	Environ Sci 10th	Lang Arts 700	Cultural Geography	Career Exp via Keyboarding	Safety/First Aid	General Math SDI (1)
Pre-Alg 7/8		Select Topics in Literature	Recent US History	Personal Finance	Community Wellness/Dri ver's Ed	Math Applications SDI (2)
						Practical Math SDI (Consumer SDI)
						Geometry SDI
Elective						Resource 9-12 (SDI)
Spanish I						JrH Resource (7-8)
Spanish II						JrH ES
Academic Workshop						SrH ES
SEL 7						JrH ELA SDI
SEL 8						JrH Math SDI
SrH SEL						SrH ELA SDI
Music						SrH Math SDI
						Independent Living

Report Cards

Report cards will be issued to parents/guardians at the end of each quarterly marking period (every nine weeks). Report cards are designed to provide parents/guardians with important information on their child's progress.

Marking Periods

	Begins	**Ends**
1st Marking Period	August 20, 2026	October 22, 2026
2nd Marking Period	October 23, 2026	January 13, 2027
3rd Marking Period	January 14, 2027	March 19, 2027
4th Marking Period	March 22, 2027	May 27, 2027

Participation in Local and State Testing

It is mandatory that all students in grades 7 and 8 participate in the Math, Reading, Writing, and Science PSSAs and all students participate in the Keystone Exams upon completion of trigger courses. **Failure to participate in the state assessments may result in the student not progressing to the next grade level.** Additional local tests will be administered to gain data on student's academic performance levels.

The testing windows are as follows:

Assessment	**Dates**	**Grade(s)**
PSSA English Language Arts	**April 26-30, 2027**	**7, 8**
PSSA Math	**May 3-7, 2027**	**7, 8**
PSSA Science	**May 3-7, 2027**	**8**
Keystone Exams: **Algebra I, Biology and Literature**	**Winter:** **Wave 1: December 7-18, 2026** **Wave 2: Jan 4-15, 2027** **Spring: May 17-28, 2027**	**Upon completion of trigger courses**

The Federal government mandates that students must demonstrate progress toward proficiency on the standardized tests listed above. **Therefore, it is imperative that the administration, staff, parents, and students work collaboratively to increase academic achievement. We strongly encourage parents to take an active role in the education of their child by supporting good attendance and academic performance.**

ATTENDANCE (POLICY 204)

Instructional hours are from 8:00 A.M. to 2:33 P.M. for students. Although some students may be scheduled on-site fewer than five days per school week, they are expected to actively participate in online classes. **Students are expected to complete all missed assignments upon return. All missed assignments will be subject to the late assignment policy.**

Work from home expectations

On a scheduled work from home day/admin approved work from home day, students are required to attend all class periods virtually. If a student is not in attendance and/or does not participate in class, the student will be marked absent. If a student is experiencing technical difficulties, they should contact the school immediately to notify administration of the issue. A student is expected to respond to teacher prompts (questions in chat, turn on/off camera/microphone, in class work/homework). If the student does not respond to the prompts, they may be marked absent for lack of participation.

Regular attendance is essential to the educational success of every student. Regular attendance is defined as the student attending school more than 90 percent of the 180 day school year. According to the Pennsylvania School Code, an absence must be excused for the following reasons:

1. Personal illness
2. Quarantine
3. Death in the immediate family
4. Impassable roads
5. Exceptionally urgent reasons which affect the child and ordinarily do not include work at home

Any absence not meeting one of these criteria will be considered unexcused. All students should be aware that in the event that an absence is unexcused, the work missed during that absence could result in a failing grade for missed assignments.

Once a student of compulsory age (18 or under), reaches ten (10) days of absence during the school year, all further absences will require a medical excuse. For any absence during the remainder of the school year to be excused, the student must provide a note from a doctor. The note must indicate that the student was seen by the doctor, and that he/she was too ill to attend school on the day(s) in question.

If a student is marked absent 1st and/or 2nd period, the parent/guardian will be notified via the School Messenger system. After the third unexcused day, a mandatory meeting with the parent(s), student, school personnel, and/or outside service agencies will be convened to address truancy through a Truancy Elimination Plan or a Student Attendance Improvement Plan (TEP or a SAIP). A referral will be made to CYS at six missed days, and a citation may also be filed with the District Magistrate. **The magistrate has the authority to fine the parent or student up to $300.00 for the first incident, $500 for the second, and $750 for the third. The student can have his/her driver's license suspended for up to six months.** Students who miss ten (10) unexcused days may be dropped from charter school enrollment.

Attendance Requirements for Seniors

Graduation ceremony – The graduation ceremony at New Day Charter School is a privilege for students, not a right. Therefore, if a student has had more than ten (10) unexcused/unlawful days in his/her senior year, he or she may be prohibited from participating in the graduation ceremony. Extenuating circumstances may be reviewed by administration.

Tardiness to School/Class

Arriving late to school is considered tardy. If a student is late in reporting to school, he/she will need to report to the main office and sign in. If a student arrives at school after 8:00 A.M. (or after buses/vans have arrived and/or classes have started), he/she will be marked tardy.

Note: Every instructional period of the day (Period 1-10, excluding lunch) is considered 1/8 of a day, so if a student either arrives late or leaves class/school early during the day, the amount of time is based upon the period in which they arrive or leave.

Early Dismissals

A student who must go to the dentist or doctor must provide an excuse. Excuses to leave school for doctor and/or dental appointments will be permitted when a student presents an excuse from a parent/guardian, or the parent/guardian arrives at the main office to transport the student. Excuses for early dismissal must be presented to the office before school on the day the absence is to take place. Students must be signed out and signed in at the office by the person picking them up and dropping them off. **Students may not leave the building with anyone other than parents/guardians without permission.** Office staff may call to verify written excuses.

EDUCATIONAL TRIP REQUESTS

Prior approval by the Principal or building administrator must be obtained for an Educational Trip at least one week prior to the trip. A student is permitted to take no more than two (1 day) educational trips per school year to visit a college and/or other post-graduate destination, and/or one trip (max. 10 days) with his/her family during the school year. Extenuating circumstances may be reviewed by the administration. The following guidelines must be followed:

1. Obtain a Student Education Trip Request Form from the office. Submit the completed form at least one week prior to the trip.
2. The student should contact his/her teachers in advance of the trip and request assignments for the length of the absence.
3. Educational field trip days are treated the same as parent-excused absences. If total absences for the year exceed 10, including absences for approved educational trips, the student must have a documented doctor's excuse for every future absence for that absence to be excused.

HEALTH SERVICES

Nursing Services

School nursing services are available for every student at New Day. Health screenings are conducted yearly for all students. Students in all grades will receive a Height/Weight/BMI screening. Students in all grades will receive a Vision screening. Students in grades 7 and 11 will receive a Hearing screening. Students in grade 7 will receive a Scoliosis screening. A School Health Report card will be generated for each student with the results of each screening, and students who fail a screening will be referred for further evaluation.

Medical Exams

State mandated dental exams are required for all students in grade 7. State mandated physical exams are required for all students in grade 11. Forms are available on the website or from your child's nurse. If you need assistance scheduling these exams, please contact your child's nurse.

Nurse's Office

Students who become ill during the school day should report to the nurse. If the nurse determines there is a necessity for the student to go home, the nurse will contact the parent. Because cell phone use is prohibited, students shall not text or call parents directly when ill. In the event a student does not follow proper procedure, the student will receive an unexcused absence for any classes missed.

Emergency Cards

A new Student Emergency Card should be completed at the beginning of each school year. Emergency cards are necessary for the health & safety of the student, in the event of an emergency or other medical situation. Parents should list alternate contacts who will assume responsibility of the student if a parent cannot be reached. **If a parent's contact information changes during the school year, please inform your child's nurse.**

Medication Policy

In order for a student to receive ANY prescription and/or over-the-counter medication at school, the parent must present the nurse with a Medication Administration Consent form. This form must be signed by both the parent/guardian AND the student's physician. Forms are available on the website or from your child's nurse. All medications must be in the original, labeled container. All medications must be delivered to the nurse by a parent/guardian.

Medication reminders:

1. Students are not permitted to bring any medication to school, including over-the-counter medications.
2. If a student brings medication to school it will not be administered; parents will be notified.
3. The parent/guardian is responsible for bringing the medication to school.
4. In the event that a parent/guardian cannot deliver the medication to school, he/she may designate a responsible adult to do so.
5. Medication must be brought to school in the original, labeled container. Do not send medications in plastic bags or envelopes; the medication will not be administered.
6. At the end of the school year, or in the event the student is no longer taking the medication or has withdrawn from NDCS, the parent/guardian should collect any unused medication.
7. If a parent does not collect the medication within one week following the termination of the order, one week beyond the last day of school, or one week after a student withdraws from NDCS, the medication will be destroyed.
8. All medication will be kept in a locked cabinet in the nurse's office. **Students may carry their inhalers or Epi-pens only, provided the necessary paperwork is on file with the nurse, including authorization from the student's physician that states the student is able to carry the inhaler/Epi-pen and is capable of self-administration.**

Student Wellness (Policy 246)

New Day Charter School is committed to providing a school environment that promotes wellness, proper nutrition, nutrition education, and regular physical activity as part of the educational experience.

New Day provides breakfast and lunch at no cost to students who sign up for them. If students choose to pack their own lunches, they are encouraged to bring healthy snacks and healthy lunch foods to the school during their scheduled days. The school encourages drinks such as milk, 100% fruit juice, water, and other healthy beverages. Microwaves and refrigerators are available for student use.

Students may not order or have fast foods delivered (including Uber Eats and other delivery services) to any school site. Parents may deliver lunch items up to 11:30 AM.

SCHOOL DELAYS, EARLY DISMISSALS, AND WORK FROM HOME DAYS

When weather conditions or other emergencies necessitate the delay of school, the decision will be made as early as possible. Parents/guardians and students will be notified via the School Messenger system of any delays or change to a Work from Home Day. Early dismissals usually follow the schedule of the school district of residence, but if that is not the case, notification of an early dismissal for NDCS will go out on the School Messenger system. Information will also be available on the NDCS website at www.newdaycs.org and on local TV and radio stations.

TRANSPORTATION

Bus/van transportation is provided for the students that reside in the authorizing Districts of New Day Charter School (NDCS) and/or are located within the 10-mile boundary limit of the charter school – Huntingdon Area, Juniata County, Juniata Valley, Mifflin County, Mount Union Area and Williamsburg Community School Districts. Students enrolled in NDCS who do not reside in these Districts can choose to receive their education in virtual classes or provide their own transportation to the school site. All students enrolled in NDCS must be able to arrange transportation to the school site for the first day of school and testing dates.

Misconduct on School Bus/Van

Maintaining good order on the bus/van is the responsibility of the driver. The bus/van driver may write a referral on any student who fails to follow bus/van rules. The referral will be handled by the Principal and/or designee.

Transportation to the school is a privilege which may be denied to any student who demonstrates improper conduct. Misconduct on a school bus/van will be handled in the following manner:

1. First Offense: The Principal or building administrator will discuss the incident and a suspension warning is given. The parents will be notified.
2. Second Offense: The student will be suspended off the bus for one (1) to three (3) days and the parents will be notified.
3. Third Offense: The student is suspended off the bus for three (3) to five (5) days and the parents notified.
4. Fourth Offense: The student is suspended off the bus for five (5) to ten (10) days and a parent conference is required before the student is permitted to resume riding.
5. Fifth Offense: The student is indefinitely suspended from the bus. A conference is held with the Principal, or building administrator student and parents. If a satisfactory solution is agreed upon, the student may be returned to the bus/van at the completion of his/her suspension time; if not, the suspension may continue for the duration of the school year.

A major offense which involves the safety of other students on the bus will be dealt with on an individual basis and may carry a more severe penalty than what is outlined above as determined by administration.

While the law permits a school district within a certain number of miles of a charter school to provide transportation to the charter school, it does not relieve the parents from exercising responsibility and supervision until such time the child boards the bus/van in the morning and after the child leaves the bus at the end of the school day.

Mifflin County School District Door-to-Door Transportation Policy

The Mifflin County School District will implement the following policy regarding transportation of students with door-to-door transportation.

Students, public or nonpublic, who receive door-to-door van service are required to call or text the assigned driver if the student is not attending school on any particular day. Failure to do so for three times WILL result in termination of transportation services. This policy is strictly enforced by Mifflin County School District and transportation cannot be reinstated by New Day Charter School.

Use of Private Automobiles
Students may be permitted to drive due to employment or extra-curricular activities. Any student who elects to drive must follow these guidelines:

1. Provide written permission on the required form (Permission to Drive) signed by the parent/guardian and submitted to the office.
2. Seek approval by the Principal, or building administrator
3. Arrive to school on time and remain for the instructional day
4. Park in the designated parking area for New Day students
5. Refrain from going to the vehicle during the school day without permission from the administration.

Students wishing to ride with student drivers must have prior written permission from both the parent(s)/guardian(s) of the student driver and the parents/guardians of the passenger before the student will be permitted to ride with the student driver (form Permission to Ride with Student Driver). For students residing in the same household, the names of those students need to be listed on the Permission to Drive form when submitted.

Violations of any of these guidelines may result in disciplinary action and loss of driving privileges.

STUDENT WORK PERMIT

Students who work or plan to work prior to the age of 18 must obtain a work permit. A minor, as defined in the Pennsylvania child labor act, is an individual under 18 years of age. The Department of Education in Harrisburg requires all school districts or charter schools to have a record of students who are employed. NDCS students seeking to obtain an employment work permit must obtain an application form available from the NDCS designated school personnel. The procedure for securing an employment certificate is as follows:

1. Bring a parent/guardian and your birth certificate or other document showing evidence of age to the designated school personnel. An application for an employment work permit will be issued at this time.
2. For students under the age of 16, take the application form to the employer who will fill in the type of work to be performed and the number of hours per week that the student is to work.
3. Return the completed application form to the designated school personnel, who will then issue an employment work permit.
4. NDCS reserves the right to deny or revoke a work permit based on student attendance and/or academics.

ACCESS TO STUDENT RECRUITING INFORMATION

All local education agencies by law must provide to military recruiters, upon request, the same access to secondary school student directory information as is generally provided to post secondary educational institutions and prospective employers of those students. This information is provided by NDCS to military recruiters when requested.

It is the parent(s)/guardian(s) or eligible students (18 yrs. of age or older) right to request that this information not be disclosed without prior written consent. The type of information disclosed is generally not considered harmful or an invasion of privacy and includes such items as names, addresses and telephone numbers.

Due to the fact that this information is generally released within the first month of a new school year, a parent or eligible student should submit his or her written request for exclusion no later than September 5th of each school year, stating exactly who should not have access to the requested information. Requests for exclusion should be directed to the Guidance Office.

CARE OF BUILDING FACILITIES

NDCS encourages students to take pride in the buildings they attend for instruction. Students are encouraged to keep a neat and clean classroom environment and refrain from any behavior that would damage the building in any way. **Any student who damages school property will be subject to repair or replacement costs determined by the Chief Administrator and Principal, as well as disciplinary action as determined by administration.**

ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEMS, DEVICES, NETWORK AND INTERNET (POLICY 815)

New Day Charter School ("School") provides employees, students and guests ("Users") with access to the School's electronic communications systems and network. This access includes internal New Day Charter School hosted applications as well as Internet access, whether wired or wireless, or by any means.

The Board of Trustees ("Board") will provide access to the School's Technology Systems for Users in order to access information, research, and collaboration to facilitate learning and teaching to foster the educational purposes and mission of the School.

Consequences for Inappropriate, Unauthorized and Illegal Use may include:

- Loss of Technology Systems access and a variety of other disciplinary actions and/or legal proceedings on a case-by-case basis.

- The user is responsible for damages to the network, equipment, electronic communications systems, and software, including incidental or unintended damage, resulting from willful or deliberate violation of Policy 815.

- Violations may be reported to the School, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The School will cooperate to the extent legally required with authorities in all such investigations.

- Vandalism may result in cancellation of access to the School's Technology Systems and resources and is subject to discipline.

DISRUPTIVE BEHAVIORS:

The following is a list of disruptive behaviors that are unacceptable in the NDCS classrooms or buildings and will result in disciplinary actions. The list that follows is by no means an exhaustive list of disruptive behaviors. Other behaviors may be considered as a disruption to education depending on circumstances, context, and nature of the act. Any discipline may be immediately escalated to a suspension at the principal's discretion. **No student may interrupt the learning of other students or the lessons of a teacher.**

New Day Charter began implementing the **Restorative Practices** initiative in 2023-24. We aim to utilize Restorative Practices to minimize discipline related matters. This includes restoring relationships, learning from unfavorable choices, and modifying behaviors. In cases where restorative practice strategies are ineffective, or behaviors become more severe and/or consistent in nature, restorative discipline measures will be taken. If restorative discipline measures are exhausted without success, traditional consequences will be utilized.

A. MISCONDUCT

Misconduct includes minor misbehaviors on the part of the student which impede orderly classroom procedures and/or interferes with the orderly operations of the school. The misbehavior can usually be handled by an individual staff member. Examples of misconduct include: failure to complete homework or tasks, talking in class, failure to bring class materials, throwing objects, public displays of affection, KAHFOOTY (keep arms, hands, feet, and other objects to yourself), cheating and/or plagiarism, etc.

Consequences for misconduct, handled by the staff member, may be:

-Verbal discussion
-One to one conferences
-Rearrangement of seating
-Contacting a parent or guardian
-Development of a behavior contract with the student
-Other consequences as stated in a classroom or school procedures guideline

Additional consequences for cheating and/or plagiarism are:
1st offense – Discussion, re-teaching of cheating/plagiarism concepts, and opportunity to re-do the assignment with administration supervision and/or collaboration
2nd offense and **subsequent offenses** – 0s for assignment and parents contacted

B. DRESS AND GROOMING (Policy 221)

In order to create an atmosphere of learning, cleanliness, and safety, the following guidelines are proper for dress:

1. Cleanliness and personal hygiene must be stressed at all times.
2. Sandals, shoes, or some form of footwear must be worn at all times.
3. Clothing items must cover areas from one armpit across to the other armpit down to mid-thigh. (See image below.)
4. Tops must have shoulder straps at least 2 inches wide.
5. Rips or tears in clothing are not to be above the mid thigh.
6. Students are permitted to wear shorts or skirts that reach the middle of the thigh. Short skirts, mini-skirts, and short shorts that do not reach the mid-thigh are restricted.
7. Leggings are permitted if clothing covers midsection to above mid-thigh.
8. No pajamas are to be worn.
9. Clothing with reference to drugs, alcohol, tobacco products, sex, vulgar or inappropriate topics, or any other type of inappropriate dress, is not permitted to be worn at school.
10. No underwear showing or pants that ride below the waist.
11. No blankets.
12. Costumes (including onesies) are prohibited, unless approved for special events.

Dress Code Expectations

Violations of the dress and grooming guidelines may result in the following:

Each offense – Warning, discussion, and requirement to change into dress-code compliant clothing.

In all cases mentioned above:
If necessary, a phone call home will be made to have clothing brought into school.
School provided clothing will be offered upon availability.

Refusal to change into dress-code compliant clothing will result in consequences associated with insubordination/defiance. If necessary, the student will be required to remain in ISS for the remainder of the day if the student refuses to change.

Subsequent offenses in which an individual refuses to change will be treated as a non-compliance issue and can lead to progressive discipline per administration discretion.

C. INAPPROPRIATE OR VULGAR LANGUAGE

Cursing or using abusive or inappropriate language as determined by school personnel.

Violations may result in the following:

1st offense – Teacher/staff warning
2nd offense - 1 lunch detention or activity period detention
3rd offense – 2 lunch detentions or 2 activity period detentions

Subsequent offenses can lead to progressive discipline per administration discretion.

D. GAMBLING

Any event, action, or statement which relies on chance for monetary advantage of one participant at the expense of others is prohibited. This includes exchanging items of value as well as currency, and extends to keeping score for later settlement.

Violations may result in the following:

1st offense – 1 lunch detention or activity period detention
2nd offense – 2 lunch detentions or 2 activity period detentions

Subsequent offenses can lead to progressive discipline per administration discretion.

E. INAPPROPRIATE LITERATURE AND ILLUSTRATIONS

The possession or viewing of literature and/or illustrations which disrupt the education process, or which are obscene in nature, is unacceptable behavior.

Violations may result in the following:

1st offense – 1 lunch detention or activity period detention
2nd offense – 2 lunch detentions or 2 activity period detentions

Subsequent offenses can lead to progressive discipline per administration discretion.

F. SKIPPING CLASS

The student may forfeit their daily class grades and no make-up work will be given for a skipped class period.

Consequences are:

1st offense - Discussion with Principal or building leader, and one lunch detention or activity period detention
2nd offense - ½ day in-school suspension

Subsequent offenses can lead to progressive discipline per administration discretion.

G. LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION

The student may forfeit their daily class grades and no make-up work will be given for a skipped class period. Police and parents will be notified immediately.

Consequences are:

1st offense - ½ day in-school suspension
2nd offense - 1 day of in-school suspension

Subsequent offenses can lead to progressive discipline per administration discretion.

H. POSSESSION OR USE OF MECHANICAL/ELECTRONIC DEVICES (Policy 237)

In accordance with Pennsylvania law and New Day Charter School policy, students are prohibited from using personal electronic devices during the instructional day. This bell-to-bell expectation is designed to promote student engagement, improve academic outcomes, minimize distractions, and maintain a safe learning environment.

Personal electronic devices include, but are not limited to, cell phones, smart watches capable of communication, earbuds or headphones connected to personal devices, tablets, and other personal communication or entertainment devices.

Students are expected to keep all personal electronic devices powered off or silenced and stored out of sight from the beginning of the school day until dismissal unless specifically authorized by a school administrator or required as part of an approved accommodation, documented medical need, or emergency.

Violation of this policy will result in the following:

1st offense – Device is turned over to the Principal or building administrator until the end of day and is returned to student at the day's end.
2nd offense – Device is turned over to the Principal or building administrator and a parent/guardian must pick up the device at the school. Devices will not be returned directly to the student.
*Students who require a parent/guardian to retrieve their device due to inappropriate usage will be mandated to turn their device in each morning until further notice.

Failure to comply with a staff member or an administrator's request to collect a device will immediately result in the consequences associated with insubordination. Subsequent offenses can lead to progressive discipline per administration discretion.

I. INSUBORDINATION

Students must respect not only each other but respond to written and verbal directions given by ALL school personnel. Reasonable requests made by school personnel need to be followed.

Violations may result in the following:
1st offense – 1 lunch detention or activity period detention
2nd offense – ½ day of in-school suspension
3rd offense – 1 day of in-school suspension or 1 day out-of-school suspension

Subsequent offenses can lead to progressive discipline per administration discretion. Administration reserves the right to proceed to the 2nd or 3rd offense pending the nature and degree of the insubordination.

J. THEFT

The taking of any property, without prior permission, is not acceptable behavior.

Consequences are:

1st offense – 1-3 days of in-school suspension or out-of-school suspension.
Police notified if warranted by school personnel.
2nd offense – 3-5 days out-of-school suspension
Police notified if warranted by school personnel.
3rd offense – 5-10 days out-of-school suspension, police notified, formal hearing

Subsequent offenses can lead to progressive discipline per administration discretion. Administration reserves the right to proceed to the 2nd or 3rd offense pending the nature and degree of the theft.

K. VANDALISM

Vandalism is the willful destruction of school property.

Consequences are:

Each offense: – Warning, discussion, and requirement to clean, repair, replace, or restore the property in question. If restoration is not possible, the student will be liable for the cost of the property destroyed. Students may also serve in-school or out-of-school suspension pending the nature and degree of the vandalism.

Subsequent offenses can lead to progressive discipline and police notification per administration discretion.

L. TOBACCO/NICOTINE AND VAPING PRODUCTS (POLICY 222)

New Day Charter School is committed to providing a healthy, safe, and tobacco-free learning environment. Students are prohibited from possessing, using, distributing, selling, or being under the influence of tobacco, nicotine, or vaping products while:

- On school property;
- On school buses or school-provided transportation;
- At any school-sponsored activity or event; or
- While under the supervision of New Day Charter School.

Prohibited products include, but are not limited to, cigarettes, cigars, smokeless tobacco, electronic cigarettes (e-cigarettes), vape devices, nicotine pouches, nicotine delivery systems, cartridges, liquids, and related paraphernalia.

Any tobacco, nicotine, or vaping products found in a student's possession will be confiscated. Students who violate this policy will be subject to disciplinary action, which may include parent notification, detention, suspension, referral to law enforcement when required or appropriate, and other consequences outlined in the Student Code of Conduct. Students who tamper with or disable vape detection devices or other school safety equipment will also be subject to disciplinary action. Possession or use of tobacco within the school area by a minor is a violation of Section 36023504 of the School Law of PA.

Consequences:

For all offenses – Treated as a summary offense and prosecution will be initiated for all offenses, including the first offense. The student will pay the fine and pay the court costs. For violation of the Tobacco Policy, the student may be placed on probation. Other discipline may be imposed at the discretion of the Principal and may include in school suspension, out of school suspension, and police notification.

M. CONTROLLED SUBSTANCES/PARAPHERNALIA (POLICY 227)

For purposes of this policy, **controlled substances** shall include all: 1. Controlled substances prohibited by federal and state law.; 2. Look-alike drugs.; 3. Alcoholic beverages.; 4. Anabolic steroids.; 5. Drug paraphernalia.; 6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.; 7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.; 8. Prescription or nonprescription (over–the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities. Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

Reasonable Suspicion/Testing

If based on the student's behavior, medical systems, vital signs or other observable factors, the Principal has reasonable suspicion that the student is under the influence of a controlled substance, the following procedures will be followed:

1. The school nurse will be informed and involved at all times.
2. School authorities will seek immediate medical attention for the student.
3. Parents/guardians will be notified.
4. The ad hoc representatives from drug and alcohol will be involved as needed.
5. Consequences will follow under the user/possessor procedure.
6. At the discretion of the administration, preliminary screening for alcohol abuse will be used.

Consequences for student abuse of controlled substances include:

User/Possessor/Distributor/Under the Influence 1st offense:

1. State Police will be notified.
2. Parents will be notified.
3. School nurse is informed and involved.
4. The student, his/her car, work area, and other possessions may be searched.
5. Three-day temporary suspension issued.
6. Referral of the matter to the Chief Administrator's office for informational purposes.
7. Full suspension of the student for a ten-day period after an informal due process hearing in the office of the principal within three days of the temporary suspension (if a conference can be arranged). In any case, a parent conference must be held with the school administration before the student is readmitted to school.
8. Referral to the SAP Team.
9. Referral to an approved drug counseling agency and documentation of follow-up on the part of the students. If this course of action is not followed, the administration reserves the right to file charges with the appropriate authorities.
10. The administration reserves the right to use its discretion in all first offense cases, including placement at an alternative educational facility.

User/Possessor/Distributor/Under the Influence 2nd offense and subsequent offenses:

1. State Police will be notified.
2. Parents will be notified.
3. School nurse is informed and involved.
4. The student, his/her car, work area, and other possessions may be searched.
5. Three-day temporary suspension is issued.
6. Referral of the matter to the Chief Administrator's office.
7. Full suspension of the student for a ten-day period after an informal due process hearing in the office of the principal within three days of the temporary suspension (if a conference can be arranged).
8. Referral to the SAP Team.

9. Referral to an approved drug counseling agency and documentation of follow-up on the part of the student. If this course of action is not followed, the administration reserves the right to file charges with the appropriate authorities.
10. The matter will be referred to the New Day Charter School Board of Trustees for a hearing which may lead to expulsion.
11. The administration reserves the right to use its discretion in all second and subsequent offense cases, including placement at an alternative educational facility.

A person who is not a student of the New Day Charter School who is suspected of, or known to be distributing controlled substances/paraphernalia to students, will be treated as follows:

1. School personnel will inform the Principal immediately.
2. The Principal will inform the State Police.
3. If evidence is found, the school will press charges.

When a student is seeking help, confidentiality must be honored. Students seeking self-help will not be subject to the discipline procedure as long as the recommendations of the SAP Team are followed. The administration will use discretion in all self-help cases.

It is recognized that prescribed medications may need to be administered to students in school. This policy is not designed to infringe upon these circumstances. However the school will develop procedures for housing these medications in a safe place and will administer the mediation in a confidential manner. All requests to house or administer medications must accompany a Medication form signed by parent/guardian and physician. The form is available at the school office.

N. PHYSICAL CONTACT

New Day Charter School (NDCS) will not tolerate or condone inappropriate physical contact that harms another individual. Physical contact can include but is not limited to slapping, hitting, punching, kicking, biting, throwing objects, and any other form of physical contact that could cause harm.

Each offense – 1-10 days out-of-school suspension, parent notification, peer conflict resolution, and police notification if warranted.

The amount of suspension days may vary pending the severity of the physical contact, as determined by school administration.

Subsequent offenses can lead to progressive discipline per administration discretion.

O. UNLAWFUL HARASSMENT (Policy 248)

New Day Charter School (NDCS) will not tolerate or condone the existence of a hostile or offensive environment in which any form of harassment, intimidation, or threats are present. Students and/or employees are encouraged to report any instances of unlawful harassment to the administration.

Definitions include:
Harassment – Verbal, written, graphic or physical conduct relating to or intended to demean an individual's race, national origin/ethnicity, sex, age, disability, sexual orientation or religion.
Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.

Consequences are:

Each offense – 1-10 days out-of-school suspension, parent notification, notification of mental health services for a mental health assessment, peer conflict resolution, and police notification if warranted.

The amount of suspension days may vary pending the severity of the harassment, as determined by school administration. **Subsequent offenses** can lead to progressive discipline per administration discretion.

P. BULLYING/CYBERBULLYING (POLICY 249)

New Day Charter School is committed to providing a safe and respectful learning environment for all students. Bullying, including cyberbullying, is prohibited.

Bullying/Cyberbullying is an intentional electronic, written, verbal, physical, or AI-generated or AI-modified act, or series of acts, directed at another student that is severe, persistent, or pervasive and has the effect of:

1. Substantially interfering with a student's education;
2. Creating a threatening or intimidating environment; or
3. Substantially disrupting the orderly operation of the school.

Cyberbullying may occur through electronic communication, including social media, text messages, email, websites, online platforms, artificial intelligence (AI), or other digital technology. The school may investigate and respond to cyberbullying that occurs on or off campus when it substantially interferes with a student's education or disrupts the school environment. Reports of bullying or cyberbullying will be promptly investigated, and parents or guardians of students involved will be notified in accordance with school policy and applicable law.

Consequences are:

1st offense – 1-10 day out-of-school suspension, parent notification, peer conflict resolution, and referral to Student Assistance Program (SAP). Police notified and all related information turned over for possible legal action if warranted by school personnel.
2nd offense – 10 day out-of-school suspension, parent notification and formal hearing with relevant school personnel prior to re-admittance. Police notified and all related information turned over for possible legal action if warranted by school personnel, and alternative educational programming may be considered.

Q. WEAPONS (POLICY 218.1)

Weapon Incident Notification

In accordance with Pennsylvania Act 44 of 2025, New Day Charter School will notify parents/guardians and staff of any incident involving the possession of a weapon on school property, at school-sponsored activities, or on school transportation. Notification will generally occur within 24 hours of the incident.

For purposes of this policy, a weapon includes, but is not limited to, firearms, knives, cutting instruments, nun-chuck sticks, and any other object capable of causing serious bodily injury.

Students found in possession of a weapon will be subject to school discipline and may be referred to law enforcement as required by law and school policy.

A safe school environment relative to the education process is of the utmost importance at New Day Charter School (NDCS). Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

New Day Charter School prohibits students from possessing and bringing weapons and replicas of weapons into any school buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity or while the student is coming to or from school.

Definitions:

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.
Possession- a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker' under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Consequences for violation of Weapons Policy:
The Board shall expel for a period of not less than one (1) year any student who violates the weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Chief Executive Officer may recommend modifications of such expulsion requirements on a case-by case basis.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

DISCIPLINE OF STUDENTS WITH A DISABILITY

In each discipline case involving a student with a disability, including a student for whom an evaluation is pending, the charter school shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Principal (or other designee) shall use the same criteria used for students who do not have a disability.

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the charter school, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.

REFERRAL TO LAW ENFORCEMENT AND REPORTING REQUIREMENTS

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe School Act.

The Principal, or building administrator shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Principal or building administrator shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, or as soon as practical, or building administrator shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Principal or building administrator shall document attempts made to reach the parent/guardian.

SECURITY CAMERAS ON PREMISES

Please note that New Day Charter School utilizes classroom, hallway, and exit cameras throughout the facility to protect and monitor the health, safety, and welfare of its students, employees, and guests. Recordings are subject to FERPA laws in respect to student confidentiality.

PROCEDURES

Students will be expected to carry a hall pass on their person anytime they are outside of an assigned location. If students are requesting to go anywhere other than the restroom (i.e. nurse, guidance counselor, principal, etc.) the student's teacher shall first call to ensure the person is available. If not available at that time, the person will come to the classroom for the student when available.

STUDENT SEARCHES (Policy 226)

School authorities are authorized to conduct searches of students or their property when there is reasonable suspicion that a student is in possession of an item or substance that represents a threat to school routines or is prohibited. Unannounced searches may be conducted by local and/or State Police using Drug Detecting Canines as authorized by Board policy.

DUE PROCESS REQUIREMENTS FOR SUSPENSION

<u>For out-of-school suspensions not exceeding 3 days, the minimum procedural requirements are</u>:

1. The student is informed orally of the reason(s) for the suspension and is given the opportunity to respond. The parents/guardians will be notified by phone at numbers provided to the school. Failure to respond to the school's call will not delay the suspension.
2. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

<u>For out-of-school suspensions exceeding 3 days, the minimum procedural requirements are:</u>

1. The student is informed orally of the reason(s) for the suspension and is given the opportunity to respond.
2. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

3. Sufficient notice of the time and place of the informal hearing must be given.
4. There is a right of the student to speak and produce witnesses on his or her own behalf.
5. The charter school shall offer to hold an informal hearing within the first 5 days of suspension.

In all suspension cases, the student has the responsibility to make up exams and work missed and must be permitted the right to complete the assignments under the guidelines set by the charter school.

Expulsion – Violations that result in ten days out of school suspension may include permanent removal from the school enrollment. Students should be aware that the Board of Trustees may expel any student who consistently violates school rules and regulations and commits acts which endanger the health and safety of other students and staff members. Expulsion can only be done by the Board of Trustees upon the recommendation of the CSA.

STUDENT DISCIPLINE (POLICY 218)

For New Day Charter School (NDCS) to function properly, reasonable and necessary rules governing student conduct must be designed and enforced. Every student that is in non-compliance with the rules of acceptable behavior will be disciplined based upon the knowledge of the current problem and past experiences with the individual student involved. Every situation is different, and after hearing all the facts, a decision on consequences will be made.

The administration retains the right to assign such discipline for infractions which are not specifically listed within the Disruptive Behaviors listed. Students will be disciplined taking into consideration the past disciplinary record of the student and any other extenuating circumstances. **The administration reserves the right to assign temporary and/or full suspension based upon the seriousness of the infraction. In addition, the PA Code of Conduct requires students to inform an adult such as a parent, teacher, counselor, director or staff member if a student becomes aware that a fellow student is in possession of illegal substances, firearms, weapons or any items that could endanger his/her safety or the safety of others.**

In situations where severe behavior is exhibited or the safety of students and/or staff is in question, the four levels of suspension may be implemented immediately. Restorative practices will be utilized for students who serve suspension when planning for their transition back into the district.

The suspension level will be reduced a level every 45 days as long as the student does not have another suspendable offense within this time frame. Suspension levels will continue to be reduced every 45 days. If, however, a student has an additional suspendable offense, that student will move up suspension levels without an opportunity to have those levels reduced during that school year. Students are to complete all work from home within normal deadlines when suspended. All assignments are online and able to be completed and submitted via Canvas or other approved sources of online instruction. School principals reserve the right to escalate the level of suspension depending on the severity of the behavior.

LEVEL I: FIRST SUSPENSION

- 1–10 day suspension
- A letter is sent home to parents.
- Parents must contact the Principal within 24 hours.

LEVEL II : SECOND SUSPENSION

- 3–10 day suspension
- A letter is sent home to parents.
- Parents must make an appointment to meet with the Principal within 48 hours.
- If the parent makes contact, the student will receive the length of suspension listed on the disciplinary referral.
- The Principal will monitor the student's behavior, attendance, and academics using the Student Information System.
- If behavior, attendance, and academics do not show improvement, he/she will advance to Level III suspension.

LEVEL III : THIRD SUSPENSION

- 5–10 day suspension
- A letter is sent home to parents.
- Parents must make an appointment to meet with the Principal within 48 hours for a reentry meeting. **If the parent fails to attend a re-entry meeting, the student will remain in out-of-school suspension for 10 days.**
- Additionally, the student will be placed on school probation for 3 weeks.
- The Principal will monitor the student's behavior. A checklist will be filled out by the student's teachers for attendance, preparation, participation and behavior.
- If the student does not meet the expectations of the checklist, he/she will advance to Level IV suspension.

LEVEL IV: FOURTH SUSPENSION

- 5–10 day suspension.
- A letter is sent home to parents.
- Parents must make an appointment to meet with the Principal and Chief Executive Officer within 48 hours.
- Possibility of expulsion by the Board of Trustees.

RESPONSIBILITIES;

Student Responsibilities

The student responsibilities are to:

1. regularly attend school.
2. make a conscientious effort in class work and make necessary arrangements for missed work when absent from school.
3. have knowledge of and conform to school rules and expectations.

4. share with administration and staff the responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of another student.
5. respect the rights of all who are involved in the education process by respecting diversity.
6. express ideas and opinions in a respectful manner.
7. dress and groom to meet common standards of decency, safety and health.
8. be aware that materials and books are the property of the school and are loaned for the educational purpose of learning.
9. exercise proper care when using school equipment, technology, and facilities.
10. be aware that when attending an activity of another school, the student is subject to the rules and regulations of that school and New Day Charter School.
11. be aware that teachers have the right to manage student behaviors.

Desirable Student Character Qualities

It is the belief of the New Day Charter School and the Board of Trustees that the following character qualities are vital to the success and well being of every student's educational program.

- Honesty
- Responsibility
- Respect
- Courtesy
- Trustworthiness
- Kindness
- Fairness
- Creativity
- Appreciativeness
- Humility

Administrative Responsibilities

The administrative responsibilities are to:

1. guarantee student rights and privileges to those who demonstrate their willingness to accept accompanying responsibilities.
2. ensure consistent and equitable application of the school's discipline policy. Extenuating circumstances may arise regarding the interpretation of the applications of the school's discipline policy. When it is found to be in the best interest of an individual or the total school community, administrative discretion may be utilized. The administration has the right to search and seizure under the notation of "reasonable suspicion."
3. provide a safe, secure and healthy learning environment for all students.

PARENTAL NOTIFICATION OF LAW ENFORCEMENT RIGHTS

The following describes student rights regarding law enforcement procedures before, during, or after school hours on school property. New Day Charter School, along with the Pennsylvania State Police, reserves the right to question any student involved in or witness to any criminal action without parental notification as per Special Order 96-145 effective August 25, 2008.

This policy states in Section A, Number 3:

b. Scope of the school entity's involvement in law enforcement procedures:

(1) **Victims**: The school entity should notify the parent or guardian when law enforcement authorities interview a victim; however, **unless a school entity has been previously instructed to the contrary by a parent or guardian, in writing, there is no need to secure parental permission to interview a victim.** A guidance counselor or other similar school personnel should be present during the interview by law enforcement authorities.

(2) **Witnesses**: The school entity should notify the parent or guardian when law enforcement authorities interview a witness; however, **unless a school entity has been previously instructed to the contrary by a parent or guardian, in writing, there is no need to secure parental permission to interview a witness.** A guidance counselor or other similar school personnel should be present during the interview by law enforcement authorities.

(b) Furthermore, the individual who is the subject of the investigation, and anyone acting as his/her subordinate or direct supervisor, shall not be made aware of the content of the statements made by students as co-suspects, witnesses or victims, except at the discretion of the law enforcement authorities. A guidance counselor or similar school employee who is not involved in the conflict should be present during the interview of a student as co-suspect, victim, or witness. In light of the potential for a conflict, however, the decision to have a guidance counselor or other similar school employee present during the interview shall be a cooperative decision between school entities and law enforcement authorities.

FALSE REPORTING (TITLE 18)

It is unlawful to falsely report information. New Day Charter School strictly follows Title 18 from the PA General Assembly, as outlined below:

False reports to law enforcement authorities–
(a) Falsely incriminating another.--Except as provided in subsection (c), a person who knowingly gives false information to any law enforcement officer with intent to implicate another commits a misdemeanor of the second degree.
(b) Fictitious reports.--Except as provided in subsection (c), a person commits a misdemeanor of the third degree if he:

(1) reports to law enforcement authorities an offense or other incident within their concern knowing that it did not occur; or
(2) pretends to furnish such authorities with information relating to an offense or incident when he knows he has no information relating to such offense or incident.
(c) Grading.--
(1) If the violation of subsection (a) or (b) occurs during a declared state of emergency and the false report causes the resources of the law enforcement authority to be diverted from dealing with the declared state of emergency, the offense shall be graded one step greater than that set forth in the applicable subsection.
(2) If the violation of subsection (a) or (b) relates to a false report of the theft or loss of a firearm, as defined in section 5515 (relating to prohibiting of paramilitary training), the offense shall be graded one step greater than that set forth in the applicable subsection.

McKinney-Vento Homeless Assistance Act for Students Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act is the federal law that entitles students who are homeless to a free, appropriate public education that requires schools to remove barriers to their enrollment, attendance and success in school. New Day Charter School is committed to providing quality education for all students. This includes identifying homeless students and eliminating barriers to their attendance and education. New Day Charter School will provide additional assistance to those students who are experiencing homelessness in compliance with federal and state laws and regulations.

Definition of Homelessness:

- Lacking a fixed, regular, and adequate nighttime residence; or
- Having a nighttime residence that is an emergency shelter, a hotel, motel, campground, doubling up in someone else's home, or a place not designed or fit for human habitation.
- Unaccompanied and/or runaway youth.

Homelessness Student's Rights:

- Free and appropriate public education;
- Service comparable to those offered to non-homeless children and youth, including transportation;
- Choice to remain in their school of origin or transfer to a school in their current attendance area;
- Enrollment is school despite lack of permanent address or lack of school records.

Parents' Rights to the Education of Their Children:

- You do not need a permanent address to enroll your child in school.
- You have a choice of school placement. Your child may remain at the same school he or she attended before becoming homeless, or enroll at the school serving the attendance area where you are receiving temporary shelter.
- Your homeless child cannot be denied school enrollment due to school records or other enrollment documentation not immediately available.

● Your child has the right to participate in all extracurricular activities and all federal, state or local programs for which your child is eligible, including food programs; before and after school programs; vocational education; Title I and other programs for gifted talented and disadvantaged learners.
● Your child may have a right to transportation services to and from school..
● Your child cannot be isolated or separated from the mainstream school environment solely due to homelessness.
● If you do not agree with the education placement of your child, you and your child have the right to receive prompt resolution of any dispute.

Families and/or students who need assistance or have further questions, please contact New Day Charter School to speak with the homeless liaison.

FERPA NOTICE

Directory information is not considered personally identifiable information under FERPA and may be disclosed without parent or guardian consent. Directory information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students
August 2026

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, ages three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, ***www.Pattan.net*** or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development
Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information
The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the
Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT	
Tuscarora Intermediate Unit 11 814-542-2501 Kelly Lawler Zurybida Director of Special Education 2527 US Hwy 522 S McVeytown, PA 17051	TIU Early Intervention Programming 814-542-2501 Brian Kritzer Supervisor of Special Education 2527 US Hwy 522 S McVeytown, PA 17051

SCHOOL DISTRICT OFFICES	
Central Fulton School District 717-485-7000 Holly Varner 151 East Cherry Street McConnellsburg, PA 17233-1400	Forbes Road School District 814-685-3865 Forbes Road High School Rebekah Miller 159 Redbird Drive Waterfall, PA 16689
Huntingdon Area School District 814-641-2104 Administrative Office Sean Cummins 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Juniata County School District 717-436-2111 Administrative Office Karen Crossley 146 Weatherby Way Mifflintown, PA 17059
Juniata Valley School District 814-669-9150 Administrative Office Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District 717-248-0148 Administrative Building Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044
Mount Union Area School District 814-542-2518 Administrative Center Kristen Streightiff 603 N. Industrial Drive Mount Union, PA 17066	Southern Fulton School District 717-294-3400 Southern Fulton High School Dr. Laurel Keegan 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267

Southern Huntingdon School District 814-447-5520 Alisa Scott 10339 Pogue Road Three Springs, PA 17264-9730	Corrections Education 814-658-4024 Timothy Miller Trough Creek Youth Forestry Camp #3 4534 Tar Kiln Road James Creek, PA. 16657 & South Mountain Secure Treatment Unit 10056 South Mountain Road – P.O. Box 374 South Mountain, PA. 17261

NON-PUBLIC SCHOOLS LOCATED IN IU 11
Tuscarora Intermediate Unit 11 814-542-2501 Dr. Brett Gilliland or Designee 2527 US Hwy 522 S., McVeytown, PA 17051

CHARTER SCHOOLS	
New Day Charter School 814-643-7112 Brandye Armstrong -256 South 5th Street. Huntingdon, PA 16652 717-447-0623 -109 Industrial Circle Mifflintown, PA 17059	Stone Valley Community Charter School 814-667-2705 Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652
PRISONS	
Huntingdon County Prison 814-641-2104 Sean Cummins 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Mifflin County Prison 717-248-0148 Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044

*The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.