

# North Bridge Academy Parent Handbook



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## North Bridge Academy – Philosophy and Core Values

### Philosophy:

North Bridge Academy believes that our students are capable of levels of achievement they previously have not been able to demonstrate. We recognize that to effectively educate them we need to take into account multiple factors that are not typically addressed in conventional K-8 settings. Grounded in these beliefs, we teach students in ways they were meant to learn by using multi-sensory, sequential, phonics based instruction tailored to meet their individual learning profiles.

Dyslexic learners have many talents and unique abilities. They often possess abundant creativity, strong reasoning skills, curiosity, visual spatial thinking capabilities, and a keen conceptual ability to see the “big picture.” These are among the essential 21st century skills. The world needs them, and it needs them to think in ways that come naturally to them. Project based learning, a multi-sensory curriculum, an integrated enrichment program, and social emotional instructional support work best for our students’ ways of learning. We believe that in the hands of qualified teachers, these approaches level the playing field between our students and their neuro-typical peers.

Small class sizes and personal attention are vital. Individual attention provided to each student allows teachers to customize instruction to correctly identify a student’s individual academic needs, to support their learning styles more thoroughly, and to promote their social development. As well as maximizing opportunity for individualized attention, small class sizes provide opportunity for discovery, allowing students ample time for creative expression, thoughtful deliberation and inquiry. These opportunities promote confidence, self-advocacy and a sense of belonging to our community.

Specialized learning requires specialized teachers. For students to flourish they require educators with specific credentials and ample experience implementing strategies that close the gap between intellectual potential and academic performance. Students require teachers who perceive their students as children with potential and who have the know-how to nurture it.

*Community is key.* We welcome families into a community where parents, teachers, staff and students are on the same page, and where everyone perceives the dyslexic student as a capable learner with tremendous potential. We unequivocally accept their strengths and challenges. Our obligation to this community is to cultivate the collaborative processes involving students, parents and teachers, and professionals. Collaboration, combined in equal measure with respect and accountability create a positive school eco-system in which students are comfortable self-advocating for what they need to thrive. Students can then see themselves as talented, self-confident learners, equipped with the emotional and academic tools to apply their innate intelligence to 21century living.

Providing leadership in our community confers benefits on our students and their families. We strive to be leaders in the local and regional educational community and advocate for all dyslexic learners of any age. In this way we hope to define them as a

group with exceptional talents rather than learning challenges.

### **Core Values:**

These values inform our commitment to students and the community, to the curriculum, and to the assessment of student learning.

#### **Accountability/Responsibility**

Accountability and responsibility is shared among our community members for educational outcomes, the protection of our physical environment and the school culture we want to create. We model responsible behavior and hold all accountable for shared values of honesty, respect and open-minded collaboration.

#### **Advocacy**

We encourage and support students to self-assess their own academic and social needs and to develop their ability to self-advocate. We guide our families who would like to become stronger advocates for their children's best educational interests.

#### **Collaboration**

Grounded in a foundation of respect and open exchange of ideas in peer-to-peer and peer-to-teacher project collaboration, we promote processes among stakeholders that welcome a diversity of opinions from board members, staff, students and the community at large.

#### **High Expectations**

We provide tools that are geared toward academic and social success. We expect students to use them to the best of their ability in class, on the playground, and in community interaction.

#### **Respect**

Respectful discourse and respectful action is expected all the time, every day and from everyone.

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## I. Introduction

Welcome to North Bridge Academy!

This Parent Handbook has been put together with you in mind. We hope that the following information will help your family get off to a great start toward a wonderful 2020-21 school year at North Bridge Academy.

Please be sure to carefully review everything within these pages. Our policies are intended to keep our school safe, preserve equitable practices, and define processes that are respectful of parents, teachers and students alike.

In the face of Covid19, we are all adjusting to a new way of providing services to our students. Know that the Mission of North Bridge Academy and the principles on which it was built are solidly in place and thriving, as we deliver education, including in distance learning format. We are excited that you are a part of the school community, we look forward to a year of positive collaboration on behalf of your child's success.

Warmly,

*Annie*

Annie Crowder  
Head of School

*Karen*

Karen Rosenquist  
Founder and Executive Director

## II. Parent Communication Guidelines

Answering your questions and appropriately addressing your concerns is among our highest priorities. We are fully committed to maintaining open channels of communication between you and our team. Know that you, as a parent, are an integral member of the NBA community. If you have constructive feedback or a particular concern, we welcome communication by phone, in person or by email.

The Learning Specialists and teachers will strive to correspond with parents regarding student performance on a regular basis to ensure that parents are informed about their child's progress; areas for improvement, as well as areas of growth.

**If you have a classroom/student specific issue:** Please address feedback or concerns relating to the classroom or to the needs of your child **to your child's teacher**. We ask that parent communication to staff, whether in writing, phone or in person, respects our experience as educators. Please trust that with any decision or action we put in place, we do so with our professional expertise and through a careful lens of looking out for the good of the children and the school.

**What works well:** We are working to model Mindfulness with each other and with our students, and to operate from a place of curiosity rather than judgment. Coming to us with a question, rather than an already formed argument or assumption is helpful, as this opens rather than closes dialogue, and allows for learning to take place by both teacher and parent. Our suggestion is that communication starts with an observation about your child, followed by a question. If the content needs more detailed explanation of discussion, or is emotional in nature, please conclude with a request to meet in person.

Each staff member strives to respond to parent emails within 24 hours, however, there are times when responses may take longer. Staff emails are formatted "[first name@northbridgeacademy.org](mailto:first.name@northbridgeacademy.org)". Please only copy your child's teacher, Learning Specialist or Head of School about your child, and **please do not copy other parents**. This is essential to protect the privacy of students, families and staff.

If you feel that working with the teacher has not been successful in regard to a classroom or student issue please contact Annie Crowder, Head of School, to determine the best course of action. In a case where there has still not been sufficient resolution after pursuing these two channels of communication, please contact Karen Rosenquist, Executive Director.

**If you disagree with something the school is doing, have a difference of opinion with the school or a staff member, or are upset about some aspect of the school or its**

**personnel:** We request that you take care to ensure that any conversation or sentiment of that opinion is shared out of earshot of children. It is essential that parents model for their children a trust and respect for the school and for teachers.

**What works well:** There are channels of communication that we prefer parents use to bring issues forward. Available channels include talking with one of the following: your child's teacher; your child's Learning Specialist, our Head Learning Specialist, Priya Tjerandsen, our Head of School, Annie Crowder, or our Executive Director, Karen Rosenquist.

**Question about the following should be directed Annie Crowder, Head of School:**

- Extra-curricular issues
- Volunteering
- Campus safety, including our Site Specific School Safety Plan in times of Covid19
- School logistics
- Social-Emotional Learning
- Fundraising
- Admissions
- Marketing
- School activities
- Student culture

**Questions about the following should be directed to Priya Tjerandsen, Head Learning Specialist:**

- Classroom environment
- Curriculum choices
- Progress reports



### III. Parent Participation

Our school runs with the help of our parent community. We ask that parents perform twenty (20) hours of service per family, per school year, selecting from a number of jobs related to the classroom, marketing, fundraising, facilities, school trips and events. Single parents are asked to perform 10 hour of service per school year. The number in parenthesis denotes the number of people we need in each role.

When volunteering at North Bridge, especially in functions that require interaction with or supervision of students, we require parents to be fully present and engaged with students and their activities. North Bridge requests that cell phones remain on silent and out of sight while parents are volunteering, and that all parent volunteers refrain from using their cell phones except in the case of an emergency. If transporting students, we require that a parent driver not use a cell phone, even with a hands free device, and only use a cell phone in the case of an emergency.

All parent volunteers must comply with all North Bridge Academy policies and directives, including the requirement to undergo background checks by fingerprinting and comply with all tuberculosis testing requirements prior to providing certain volunteer services.

#### **Volunteer Opportunities:**

**Class parent:** Functions as the “communication hub” and “point person” in each homeroom. Keeps classroom parents in the loop on class related events, field trips, celebrations, fundraising and volunteer opportunities. Helps teacher with special celebrations or projects, planning field trips and arranging drivers. **(5; 1 in each elementary homeroom; 2 in MS)**

**Photographers:** Regularly photographs classroom, school celebration, trips and events at NBA and keeps an inventory of photographs for marketing (website, brochures, ads) current. Must have a digital camera and be comfortable cropping and uploading photos. **(2)**

**Field trip driving:** Driving on fieldtrips is immensely helpful. We schedule field trips almost every month. **(3 - 5 per trip)**

**Events Committee Chair(s):** Lead the Events Committee by scheduling and organizing volunteers to set up and clean up school events, securing the supplies, decorations, or refreshments for events such as Back to School Night, Community Thanksgiving, GrandFriends’ Days, Open House and Spring Fundraiser. Responsible for volunteer sign-up, and parent community communication. **(1)**

**Events Committee:** Handles set-up and clean-up for events such as Back to School Night, Community Thanksgiving, GrandFriends’ Days, Open House and Spring Fundraiser. **(2)**

**Annual Fund Chair:** Participate in the development of marketing and fundraising opportunities. Participates in the development of the Annual Fund “ask” letter, identifying donors and soliciting monetary and in-kind contributions from community members. **(1)**

**Spring Fundraising Event Chair(s):** Coordinates with the Annual Fund Chair to oversee the planning and execution of the Spring Fundraising Event. Ensures that the Spring Fundraising Event successfully meets its financial and community-building objectives. **(1)**

**Spring Fundraising Event Committee Member:** Supports the Spring Fundraising Event Chair in planning and executing all aspects of the event including solicitation of vendors and parents, gathering donations, food, entertainment, decorations and securing collateral material. **(2-3)**

**e-Scrip, Benefit and Community Card Program Coordinator:** Educates the parent community on how to sign up for the various programs and assist families with the actual sign-up process. **(1)**

**Grant Writer:** Assists the Executive Director in identifying new funding sources and applying for school grants in support of the educational objectives set by North Bridge Academy. **(1)**

**Webmaster:** Supports Executive Director by regularly refreshing the school website and social media platforms. This person should be familiar with social media and preferably comfortable with WIX template, Google Analytics and Google Adwords. **(1)**

**Parent Outreach:** Assists the Head of School with parent recruitment efforts including school fairs, school tours, preparing for educational conferences and speaking to prospective families. **(1-2)**

**Fix-it Master:** Completes minor repairs to furniture and materials in the classroom. This person interfaces with the church facilities chair and the front office staff about facility-related repairs. Responsible for keeping school entryway and courtyard clean. **(1)**

**Coordinator of Parent Association:** Works with the parent community to establish monthly Parent Association meetings in support of the Mission of North Bridge Academy and in accordance with the Mission of the Parent Association. Produces and distributes agenda one week prior to meetings, asks for and tallies votes, keeps minutes and forwards them to the Head of School for distribution. **(1)**

**Safety Masters:** Stocks supplies for earthquake and other disaster preparedness, checks inventory of school's First Aid supplies monthly and restocks as necessary. **(2)**

### **III. Policies and Guidelines**

#### **Non-Discrimination Policy**

North Bridge 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. It does not discriminate on the basis of race, color, national and

ethnic origin, gender (including sexual orientation and gender expression or identity) or any other protected status in administration of its educational policies, admission policies, tuition assistance programs, and athletic and other school-administered programs.

### Admission Policy

Admission decisions are made in March of the current school year. After March, there may be limited availability at some grade levels throughout the year. Admission is based on an evaluation of previous school history, neuro-psychological evaluation and/or IEP documentation, and student observation. Further information is available on the school website at [www.northbridgeacademy.org](http://www.northbridgeacademy.org).

### Reasonable Accommodations Policy

North Bridge Academy adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this policy, parents may request reasonable accommodations that will permit their child who has qualified disabilities to have full and equal access to the goods, services and operations of the School.

Request for Accommodation: A parent who desires a reasonable accommodation for their child in order for the student to access the goods, services or operations of the School should make a request in writing to the Learning Specialist if the request is related to a learning disability, and otherwise the request should be made in writing to Annie Crowder, Head of School. The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s).

Reasonable Documentation of Disability: Following receipt of the request, the Learning Specialist or Head of School may require additional information, such as reasonable documentation of the existence of a disability. Parents may be asked to provide recent documentation from a medical provider, at their expense, documenting the existence of a disability. The medical provider need not identify the disability, but only indicate that: (1) the applicant or student has a disability that substantially limits one or more major life activities; and (2) the manner in which the disability limits major life activities relevant to an applicant's or student's participation in the school's education program (i.e. what are the functional limitations of the student with regard to his or her participation in the School's educational program).

Documentation of a disability will be kept confidential and will be shared only with school personnel involved with the coordination and facilitation of services and accommodations, except as is otherwise required by law or emergency health services. Since insufficient information may jeopardize the accommodations process, the School reserves the right to

request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation. For example, in the case of a student with a learning disability, the school may request current cognitive and achievement testing (ex: IEP or psycho-educational profile).

Interactive Process Discussion: Parents may speak to the School at any time about reasonable accommodations. However, after receipt of reasonable documentation of a qualified disability, the School will arrange for a discussion with the parent(s). The discussion may include other individuals that may be helpful for the School to better understand the student's disability or limitations or the need for accommodations. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

Case-by-Case Determination: The School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide after it has engaged in the interactive process described above unless the parents refuse to engage in an interactive process. The School will not provide accommodation(s) that would pose an undue burden upon School finances or operations, or that would endanger the health or safety of the student or others, or that would fundamentally alter the nature of the School or its goods, services, or operations. The School will inform the parents of its decision as to reasonable accommodation(s) in writing.

### **Financial Policy**

Questions regarding financial policy should be directed to our Treasurer, Matthew Kropp who can be reached by email at [matt@northbridgeacademy.org](mailto:matt@northbridgeacademy.org).

### **Tuition Payment**

- Tuition payments are due in full on the first day of the month in which tuition is due
- Tuition is considered delinquent if not received by the 10th of each month
- All payments must be made by check or electronic transfer
- Payments may be made in person or mailed to North Bridge Academy, 17 Buena Vista, Mill Valley, CA 94941

### **Late Payments and Penalties**

A late charge of \$25.00 will be assessed per child if payment is not received in full by the 10<sup>th</sup> day of the month in which payment is due.

**If any tuition account is more than thirty (30) days in arrears, the School has the right to require the Student to stay out of School until the tuition obligation is current. If any tuition account is more than sixty (60) days in arrears, then Parents will be considered in default of their obligations, and the School may terminate the agreed upon Enrollment Agreement.**

## **Tuition Assistance**

If you are applying for financial aid, The School plans to send you an addendum on or about March 31, 2021, detailing the financial aid, if any, that the School is offering you. The School acknowledges that Parents have no financial liability until such time as the School and Parents execute the Addendum.

Should you experience financial hardship and need to request a temporary arrangement regarding tuition payments, please contact the Executive Director, Karen Rosenquist, at karen@northbridgeacademy.org. Special arrangements must be presented in writing and require approval of the Head of School. Special payment arrangements will be reviewed on a quarterly basis.

## **General Finances**

**1. Returned checks:** Any checks returned unpaid will result in a \$25 returned check fee. Please note that this applies to all checks to NBA, not just tuition account checks.

**2. Reimbursable Expenses:** On occasion, you may be asked to purchase items for NBA. Please remember that the Head of School must approve all such purchases in advance. Reimbursement request forms are available from our Office Manager. All reimbursement requests must be accompanied by a receipt and must be submitted within 30 days of expenditure. **We are unable to issue reimbursement without receipts.**

## **Campus Policy**

### **1. Arriving at School (during times that school operates in person)**

Doors will open at 8:00. Class begins at 8:15 for Middle School, 8:30 for Lower School. Students may arrive 15 minutes before school begins. Students arriving more than 5 minutes late will be considered tardy, unless they have an excused absence.

### **2. Recess and Lunch**

During recess and lunch break, all students must be outside the school building, except when a teacher is present in the classroom or there is inclement weather. Students will eat lunch either in the courtyard or at the tables in front of the school (supervised by a staff member). In either location, they will be sitting together for the first 15 minutes to allow sufficient time for them to eat their lunch prior to playing. Students need to pack snacks and lunches that do not require heating, hot water or refrigeration since there are no microwaves or refrigerators available. Students need to bring their own utensils. No personal toys, headphones, cell phones, iPods or other personal electronic devices are allowed during

recess and lunch breaks. If these items are used during these times, they will be held and returned to a parent at the end of the day.

### **3. After School**

Classes end at 3:15. Students must wait for their parents by the back gate until 3:30 and then in the office after that time. There will be supervision until 4pm. At that time, we will call parents who have not yet arrived. Parents arriving after 4pm may be charged \$15 for every 15 minutes thereafter.

### **4. Communications and Correspondence**

School-wide correspondence (Narwhal News) is sent home via email on Friday of each week and contains upcoming dates and announcements that pertain to the entire school community.

Refer to teacher emails or blogs for classroom specific information.

If you need to get a message or to leave an item for your child during the school day, afternoon is preferable in order to minimize morning disruptions.

Prior to sending out group emails to the parent body, please get approval from the Head of School.

Please do not use the NBA parents' roster for solicitation or other personal matters.

#### **Attendance Policy**

In attempt to ensure continuity of learning and a smooth, uninterrupted start to the day for every student and every classroom community, we have adopted the following attendance policy:

All students are required to be in attendance during School hours, unless they are absent for an authorized reason. Authorized reasons include student illness, bereavement, and religious holidays.

We need parents to bring students on time to ensure instruction begins promptly. This also helps students to start their day with confidence and to be a full part of the day's instruction, and for the classroom community to begin with a cohesive routine. Students should plan to arrive 5 minutes before the start of class. When in Distance Learning mode, attendance will be taken by the teacher in all classes.

On the rare day when a student does need to arrive late, please email either the teacher or phone the school at 415-462-5657 as soon as possible.

Parents should avoid making travel plans that take place during school days and travel plans should only be made for weekends, school holidays, and school recess periods. Medical and dental appointments should be scheduled outside of school hours if possible. When a student is absent, he/she should check with the teacher the next day for any missed assignments or homework.

In the case of a planned multi-day absence, please notify the teacher as soon as possible so that we can put a plan in place for the student. It is the responsibility of the family to contact the teacher to clarify the teacher's expectations for academic work missed during the absence.

California compulsory education law requires every student between the ages of 6 and 18 years of age to attend school. A meeting will be requested between a family and the School Director if a pattern of unexcused absences or tardiness is discovered.

**As a result of Covid19, it is critical that you keep your child home from school, if he/she is experiencing any cold or flu like symptoms.** Please report symptoms to the office asap, so that we can determine the need for Covid19 testing referral. Please also keep your child home if (s)he is being tested for a contagious illness such as strep throat until after the result is received and/or the child is given clearance to return to school. A child must be fever-free for a minimum of 24 hours to be considered non-contagious. If antibiotics have been prescribed, the child may not return to school until the first 24-hour dose is taken.

### **Access To School Campus, Property And Events**

North Bridge Academy reserves the right to ban individuals, including parents/guardians, from entering the School campus or other School property, or to prohibit individuals from attending or participating in School-sponsored events/activities that occur off campus, when the presence or actions of such individual(s) poses a threat to the health, safety, well-being or security of the School, its employees, students, other community members, or property, interferes with the teaching, work or learning of the School's faculty, staff or students, or is otherwise necessary as determined by the School. All decisions to ban an individual, whether on a temporary or permanent basis, will be made by the Head of School in her sole discretion.

## **Auxiliary Organizations**

Clubs, parent organizations, student organizations, extracurricular groups and other similar entities (“auxiliary organization”) provide valuable resources and support to the School and its community. Unless organized as a separate legal entity under state and federal laws, these auxiliary organizations are part of the School and subject to the School’s guidelines and directives. It is the policy of the Board of Directors that any individual(s) desiring to establish an auxiliary organization must request and receive prior written authorization from the Board before establishment. The failure to receive prior written authorization will result in appropriate corrective action including but not limited to the Board disclaiming the organization, the School requiring the organization to disband or disassociate from the School and/or discipline, as appropriate.

## **Custody Arrangements And Rights Of Non-Custodial Parents**

The School requires all parents/guardians to keep the School informed about changes to a student’s home location, family contact information, custody arrangements, or other changes that might impact the Student’s educational experience.

Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include but are not limited to accessing their child’s pupil records, participating in school activities, receiving communications from the School, and visiting the child at school. Any custody-related court order binds the parties to the proceeding and not the School. However, the School recognizes that certain court orders impact the child’s educational experience. For that reason, the School requires parents to notify the School of any applicable and relevant court orders that impact the child’s educational experience, and to provide copies of such court orders when requested by the School.

When custody arrangements or disputes among the parents regarding the child’s educational experience impede the School’s ability to maintain a positive and constructive relationship with the parents, the School may terminate the student’s enrollment or ban one or both parents from entering School property or participating in School-sponsored events.

## **Communications with Parents and Requests for Statements by Employees**

North Bridge Academy is committed to working collaboratively with parents. Consistent with the School’s philosophy, an appropriate learning environment is only possible when the School and parents act in partnership with one another. Open, candid communications between parents, faculty, and staff are simply essential.



As a result, the School should not become entangled in disputes between parents. Except in unusual circumstances, parents are entitled to a student's educational records and may communicate directly with faculty and staff regarding their child. The School seeks to enhance, not discourage, parents' participation in their child's education.

Similarly, parents should not place faculty and staff in the uncomfortable and untenable position of providing information for or against another parent. Particularly in divorce proceedings, where child custody can be a particularly contentious issue, the School must typically remain neutral. NBA's focus should be on working with parents to provide a safe, secure, nurturing environment for their children. The School should not become embroiled in familial disputes, even when employees may personally sympathize with one parent or another.

Therefore, if a faculty or staff member is approached by a parent to provide an oral or written statement (such as a letter, declaration, or affidavit) in support of, or in opposition to, a personal dispute, it should be politely declined. Employees should respond as follows:

- (1) Notify the parent that it is the policy of the School that faculty and staff may not provide oral or written statements;
- (2) Notify the parent that all reference requests must be made directly to the Head of School; and
- (3) Promptly notify the Head of School of the communication by the parent.

If faculty or staff are served with a subpoena requiring testimony and/or production of documents related to his or her position at the School, that subpoena must be immediately provided to the Head of School before the employee complies with it. Subpoenas, particularly in the educational context, can raise privacy and other concerns which need to be considered before any statements or documents are produced.

If you have any questions please do not hesitate to contact the Head of School.

## **Drug and Alcohol Policy**

Possession and/or use of illegal drugs and/or alcohol on campus, or attending school or class, including school activities, under the influence of illegal drugs or alcohol, is absolutely forbidden and will result in immediate discipline up to and including expulsion.

Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used or cultivated in or near schools.

A student that the School has reasonable cause to believe to be selling or providing any illegal drugs or alcohol to other students – either on or off campus – may be subject to immediate discipline up to and including expulsion. If the School has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require the student to submit to a drug and/or alcohol screening test. “Reasonable Suspicion” shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol.

Parents will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the School to receive information as to whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirements.

Any failure to abide by the School’s Drug and Alcohol-Free School Policy will result in discipline up to and including expulsion.

As a condition for remaining at the School in lieu of being dismissed, a student may be required to successfully complete a drug and/or alcohol substance abuse program at the expense of the student’s parents.

Upon completion of the drug and/or alcohol substance abuse program, the student may be required to continue with maintenance sessions and random drug and/or alcohol testing for up to the remainder of his/her time at the School (including summers and other vacations), per any recommendations of the student’s certified counselor or certified program.

Any failure to complete a drug and/or alcohol substance abuse program made a condition of the student’s continued enrollment and/or the failure to comply with any follow up conditions of that program (including maintenance session and random drug and/or alcohol testing, if applicable), may result, at the School’s sole discretion, in the student’s expulsion.

A student with a confirmed drug and/or alcohol substance abuse problem who notifies the School prior to any violation of a School rule may at the School’s sole discretion be permitted to participate in a drug and/or alcohol substance abuse program during School time and at the parents’ expense .

### **Smoking/Tobacco Use**

Per California state law, smoking (including vaping) is prohibited for all persons under the age of 21, except those between the ages of 18 and 21 who are in active duty service in the military.

Smoking, including e-cigarettes and vaping, is also prohibited by California state law in all workplaces, including schools.

Consistent with the provisions of California state law and also in compliance with the School's own prohibitions against smoking on the School's campus and by all enrolled students, the following provisions apply:

- Students may not smoke/vape at or near the campus, or during school sponsored activities, even if such use takes place off campus. They also may not bring nicotine products to school and to school sponsored activities including school sponsored events off campus. This includes e-cigarettes/ "vaping" equipment.
- Any failure to abide by the School's no-tobacco/smoking policy may result in discipline up to and including expulsion.

## **Student Searches**

Lockers, cubbies, and desks are the property of North Bridge Academy and subject to search at any time. Students should not have any expectation of privacy in the use or storage of belongings in these locations. North Bridge Academy reserves the right to inspect any lockers, cubbies or desks or other School property at any time.

North Bridge Academy may also search Students' property, including backpacks or outer clothing, such as pockets, if the School has reasonable cause to believe that a Student has violated any School rules. In the case of reports that a Student has engaged in conduct which threatens the safety of the School and its Students, the School may confiscate Student's personal property and turn it over to law enforcement.

## **Policy Against Bullying**

### **Purpose**

North Bridge Academy believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of the School and is not tolerated.

### **Scope**

This Policy covers conduct that occurs both on and off of the School campus, and includes the use of technology that is not owned by the School. This Policy applies to all students and prohibits other students, and any other member of the school community, including

teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

### **Prohibited Conduct**

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health
- Causing a reasonable student to experience substantial interference with his or her academic performance
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

Examples of bullying may include, but are not limited to:

- Social exclusion
- Threats and intimidation
- Stalking
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury
- Theft
- Public humiliation
- Destruction of property
- Verbal or written insults, teasing, or name-calling
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

### **Student Reporting**

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others to the Head of School or to any teacher or administrator.

## **Investigation**

After the School receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this Policy, and also receives any clarification requested, the Head of School or designee will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The School will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

## **Interim Measures**

The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstances during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. The School will determine the necessity and scope of any interim support or protective measures.

## **Remedial and Disciplinary Action**

Any student determined by the School, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the School's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren).

As a separate policy, harassment is also prohibited by the School's policy against Harassment, Discrimination, and Retaliation.

## **Harassment/Discrimination/Retaliation**

North Bridge Academy is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community. Violations of this Policy will not be tolerated and will result in corrective action, up to and including expulsion from the School.

## **Harassment**

This Policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law (“Protected Classifications”), as applicable, or association with an individual who has an actual or perceived protected classification. This Policy prohibits both harassment by students and parents towards students and employees, and harassment by others in the community towards students and employees. Harassment violates this Policy and will not be tolerated. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee Handbook.

## **Examples of Harassment**

Harassment can take many forms, and may include verbal, physical or visual conduct.

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual’s Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this Policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person’s property, hazing, assault, grabbing, stalking or blocking or impeding a person’s movement.

## **Examples of Sexual Harassment**

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different gender.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

### **Complaint Procedure**

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Head of School or their teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the School with whom they are comfortable, such as a counselor, or coach, all of whom must report the matter to the Head of School under this Policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide a range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

## **Interim Measures**

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

## **Investigation Process**

Upon receipt of a report of alleged harassment and any related initial inquiries, the School may request clarification and/or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this Policy. To request clarification and/or conduct an initial inquiry, the Head of School, or her designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this Policy.

If the School has determined that the report pertains to behavior that may be in violation of this Policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

## **Confidentiality**

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

## **Discrimination**

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy, by taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the School, should immediately report the matter using the same complaint procedure provided



for in this Policy under the above section on harassment and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination.

### **No Retaliation**

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

### **Remedial and Disciplinary Action**

North Bridge Academy will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

### **Behavior Policy**

At North Bridge Academy, staff and students establish fair and safe practices in community meetings, during field trips and outdoor activities and in our classrooms. We respect each other, our environment, and ourselves. We strive for NBA students to learn to be in control of their behavior, and to become cognizant of their roles in creating and maintaining community. On a day-to-day basis, students approach challenges on their own, with each other, and if necessary with the help of a teacher. Through class meetings, conversation, modeling and practice, our goal is to guide students to express their feelings in a constructive way, choose actions that work for the group, treat all members of our community kindly, listen to others with empathy and advocate for what they need.

NBA views some degree of social conflict as a healthy part of growing up and a necessary step for a child to learn to navigate her or his social world. Most incidents are quickly resolved. However, in the case of behavior that impairs the safety of students or staff at school, or behavior that continues to be repeated, the NBA staff may contact parents and appropriate next steps will be determined.

In the event that an incident or pattern of behavior arises that is outside the scale of behavior that NBA can manage in keeping with our mission to provide a safe learning environment for all students, the Head of School may ask a student to leave school immediately.

NBA may use the following steps or other interventions NBA deems appropriate in its sole discretion. The School may determine whether to bypass or modify any of the following steps or employ other approaches as it deems appropriate under the circumstances. The School may also, in its sole discretion, immediately suspend or expel a student for violations of its conduct expectations:

### *Teacher Induced Pause*

At the teacher's discretion, a student or students may be asked to step away from a given activity. The student(s) may re-enter the activity quickly with appropriate behavior and with the teacher's approval. The intent is to have the student take a moment or "pause," then begin again, making better choices. In cases of conflict between two or more students, the teacher may verbally facilitate conflict resolution. The teacher generally will notify the children's parents on the same day as the incident or shortly afterwards, and generally will note the incident in the student's file within about 48 hours.

### *Time Out*

At the teacher's discretion, a student or students may be removed from a given activity, and may return to the activity only with teacher's approval that the student can articulate the following:

- His/her part in the incident
- Why his/her choice in behavior was unacceptable
- What s/he could have done differently
- Offering an apology

### *Goals Conference and Contract*

At the teacher's discretion, a student or students may be removed from a given activity. In cases of conflict between two or more students, the teacher generally will facilitate conflict resolution. The teacher generally will notify parents on the same day as the incident or shortly afterwards and generally will note the incident in the students' file within about 48 hours. Additionally, the student(s) and his/her parents will be called in for a goals

conference with the Teacher and the Head of School. The student may not be allowed to participate in particular school activities until this conference is completed and a contract created and signed by all parties. The conference will consider the current incident and previous incidents. Once these items are reviewed, student, staff and parents will craft a contract with a clear goal or goals for the student, establish a duration for the contract and outline a “logical consequence” loss of privilege for failure to meet a specific goal or goals. This may mean a loss of in-school activities, loss of field trip, or another mutually agreed upon incentive/disincentive, depending on the group’s discussion. Copies of relevant documents will be kept in the student’s file.

### *Probation Contract*

In situations where previous interventions have not been successful, and/or given situation is detrimental to a student’s or group of students well-being, **a student may be asked to stay home from school and to reflect on his or her role in a particular challenge for 1-3 school days**. The student will not be able to re-enter NBA without a conference between the student(s) and the teacher(s) involved, and with an administrator present. A description of the incident and the contract will be kept in the student’s file. Additionally the student may be under probation for four weeks of school (20 school days). The actions of the student will be monitored carefully by staff throughout the probation period according to the **probation contract** (see below) signed by student, teacher, administrator and parent.

**Probation Contract:** Before re-entering school, a signed probation contract must be on file, stating:

- The facts of the incident, and if relevant, any related incidents or history
- Alternate choices that the student may make next time to avoid creating or magnifying a challenge
- Strategies the student will use to be able to make that choice
- Who the adults are who agree to help support the student in making a change
- What the consequence is if the contract is not upheld

Copies of probation contracts are kept in student files.

### *Discussion of dismissal*

In situations where the School has reason to believe a student will not modify or regulate his or her behavior the student may be suspended for one school week (5 days). In addition, dismissal from NBA may be discussed.

### **Examples of Prohibited Conduct:**

The following is a non-exhaustive list of behaviors that will result in disciplinary action, up to and including immediate suspension or expulsion from the School:

- Failing to adhere to the guidelines as described in this Handbook, including the Harassment/Discrimination/Retaliation Prevention Policy and the Policy Against Bullying.
- Repeated or serious violations of School rules.
- Academic dishonesty, including cheating, lying or plagiarism.
- Possession of firearms or any other weapons (including imitation/toy weapons) on campus.
- Stealing.
- Vandalism, including damaging or defacing School property or the personal property of others.
- Smoking on campus or during any School events.
- Behavior that damages the reputation and well-being of the School, whether on or off campus.
- Unauthorized use of cell phones and personal electronic devices on campus or during school hours.
- Leaving the School grounds without permission.
- Using profanity.
- Misuse of the School's technical resources.
- Bullying in any form (e.g., face-to-face, via an electronic device or the Internet) toward another student, School employee, or parent whether on or off campus, in violation of the School Policy against bullying.
- Fighting or threat of physical violence towards another student, School employee, or parent whether on or off campus.
- Disrespectful behavior or language.
- Violating the School's Dress Code.
- Insubordination or disobedience.

- Entering portions of the campus that are either locked or out of bounds to students without express permission of School authorities including entering the School grounds during non-operational hours without permission.
- Continued classroom disruption
- Vandalism
- Name calling, teasing, making derogatory/ insulting remarks.
- Possession of pornographic or sexually explicit material.

### **Standards for Parent Behavior**

A positive and constructive working relationship between North Bridge Academy and a student's parent(s) or guardian(s), or other individuals interacting with the School and/or the School community by virtue of their relationship with a student, is essential to the fulfillment of the School's mission, educational objectives, and operations. For these reasons the contract between the School and families requires parents and other individuals interacting with the School and/or the School community by virtue of their relationship with a student to support the School's philosophy of education and its implementation and operation of the day-to-day School and classroom programs, as well as the School's community expectations and guidelines, as expressed in this Policy and other policies and procedures. The School requires all students to show respect and courtesy to others in the School community. The School also expects parents/guardians to model the same standards of respectful and courteous behavior in their communications with others at the School. The School reserves the right to suspend, expel, or otherwise remove a student from the School, or decline to re-enroll the student, if the Head of School concludes, in her sole discretion, that the actions of the student's parents, or other individuals interacting with the School and/or the School community by virtue of their relationship with the student, impede the School's ability to meet its educational objectives or mission, disrupt School operations, are uncooperative, unreasonable, or unsupportive of the School, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards, or make it difficult to have a positive or constructive relationship with the parents.

### **Policy Regarding Challenging Student Records**

Private schools are not required by law to maintain a policy allowing for a parent or student to challenge a student record. The School, however, chooses to maintain this Policy to have an established procedure to challenge the content of a student record. Grades on a transcript or progress report are not subject to this challenge process.

A parent or student wishing to challenge the content of a student record must first submit in writing a request to the Head of School , explaining why the parent or student believes the record is inaccurate, misleading, a violation of the student's privacy, or unsubstantiated. The

Head of School, or her designee, will review the request and the related record(s) and, may meet with the parent or student to request additional information or inquiry. The Head of School, or her designee, will make a final determination as to whether the record(s) in question will remain in the student's file and, if so, whether and how the record will or will not be altered as a result of the challenge. This decision is the sole discretion of the School and may not be appealed.

The records of the challenge itself will be maintained in a separate file.

### **Policy on Grading and Challenging Grades**

The School supports teachers and their determination of appropriate grading standards for class work, homework, projects, quizzes and exams.

Teachers should provide students at the start of each school year with information regarding how their class grade will be calculated for progress reports and semester reports. If a student or parent wishes to challenge a grade on a progress report or semester report, they must do so within one week of learning of the grade. The student or parent must present evidence to the teacher as to why they believe the grade is inaccurate. The teacher will consider the evidence and make a determination as to whether the grade should be re-evaluated and, if so, how. If the student or parent wishes to appeal this decision, they may appeal to the Head of School. The Head of School will meet with the student or parent and the teacher and determine if the grade should be re-evaluated. The decision of the Head of School on this matter is final and cannot be appealed further.

### **Nutrition Policy**

#### **1. Nut Free Consideration**

The number of children with potentially life-threatening allergies to food products is on the rise. There may be a number of children attending North Bridge Academy who have such allergies. For these children, reactions can be immediate, rapidly progressing to life threatening. These children do not necessarily have to ingest these foods, but exposure through inadvertent contact or aerosolized products can cause a severe reaction.

As a result of the volatility of nuts (even minute amounts of peanuts – e.g. 1/200<sup>th</sup> of one peanut can trigger a reaction), as well as the viscosity of nut butters (which can stick everywhere), and in view of the fact that peanuts and tree nuts are the most common serious food allergy, we are asking for your help to protect our students. To that end, we ask you not to send peanut and nut products to school. While it is understood that it is impossible to make any environment completely safe for children with potentially life-threatening nut allergies, we can make our school a safer place by being a nut free campus.

All foods whether for eating or instructional purposes must be nut free and must be processed in a nut free facility. Parents and teachers are encouraged to read food labels of all foods served in the classroom to ensure that they are nut free.

**2. Beverages:** We are a soda-free school.

**3. Gluten Free Consideration:** If we have students that have allergies to gluten, we will ensure that gluten-free options are available for school lunch and classroom events.

### **State Health Requirements**

California School Immunization Law requires that all children under eighteen years of age that enter a California public or private elementary or secondary school for the first time or transfer between schools must present a written immunization record that includes at least the month and year of receipt of each dose of required vaccines (or an exemption to the immunization requirements).

Pursuant to this law, North Bridge Academy is required to exclude from school any student who cannot submit, on or before the first day of school proof of the following:

Immunization records, or a valid medical exemption, must be provided for the following diseases: (1) Diphtheria (2) Haemophilus influenzae type b (3) Measles (4) Mumps (5) Pertussis (whooping cough) (6) Poliomyelitis (7) Rubella (8) Tetanus (9) Hepatitis B (10) Varicella (chickenpox) or (11) Any other disease deemed appropriate by the local Health Department.

The State, and subsequently North Bridge Academy, require as proof of immunization either a personal record with entries made by a Physician or a Clinic (and signed or stamped with said physician's or clinic's name and address) OR the Blue California School Immunization Records sent by the previous school OR a copy of the yellow California Immunization Record signed or stamped by a licensed physician and/or medical clinic.

Only medical exemptions will be accepted. A student may be conditionally admitted if the student is scheduled to be fully immunized within the time limits set by the California Health and Safety Code. (Health & Saf. Code § 120340.)

Immunizations Records constitute private medical information and will not be shared without written parental consent (or the student if 18 or over) except that the School retains the right to share information as needed with local health officials in case of exposure to a communicable disease or as otherwise required by law.

**Medical Exemptions** – To claim a medical exemption, a parent or guardian must submit a written statement from a licensed physician (M.D. or D.O.) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary
- The expiration date, if the exemption is temporary

Note: Only a licensed Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) may provide a medical exemption.

The State can provide financial assistance if you are unable to afford a medical examination for your child. To learn about qualifications for free exams, please go to the following link: <mailto:http://www.dhcs.ca.gov/services/chdp/Pages/default.aspx>

For more information, the following links may be helpful:

[California Department of Education - Ed Facts](#)  
[Shots for Schools](#)

### **Policy On Communicable Diseases**

The School is required by law to report at once to the local Health Office the presence or suspected presence of any communicable disease. (17 CCR § 2508.) The School must also exclude from school any student or employee affected with a disease that is presumably communicable until that person's doctor has given written permission for him or her to return to School or until the expiration of the prescribed period of isolation for that particular disease. (17 CCR § 2526.) The School may prohibit a student or employee who has been in a quarantine area from returning to school until he or she has been cleared by the local health officer. (Health & Saf. Code § 120230.) The School will require that a student who is suspected to have a communicable disease is immediately picked up by a parent, guardian, or other authorized individual and taken home. The School may choose to inform the School community that someone in the School community, without disclosing that person's identity, has been diagnosed with a communicable disease and recommend the parents and/or employees speak to their doctor if they have any concerns about exposure.

### **Computer Use Agreement and Internet Consent Policies**

A Computer Use Agreement Form and Internet Consent Form will be provided prior to the first day of school that parents and students sign and return to school before school begins. A signature on the Computer Use agreement form indicates that the student understands the rules and restricted purposes regarding computers used at school, and agrees to abide by these rules during the dates of attendance at North Bridge Academy. The students must submit a signed copy of the form, with a parent signature as witness, before using a computer at school.



The Internet Policy Consent Form allows the school to keep a record of your knowledge that Internet access is available and in use by students at NBA.

### **Photo Release Policy**

A Photo Release Form will be emailed to parents before the start of school and needs to be signed and returned to the school before the start of the new year. A parent signature on this form authorizes the school to use photographs and video of a student taken during North Bridge Academy events or activities for publicity purposes.

### **Dress Code Policy**

Students are expected to wear clothing that is functional for school activities. Some basic guidelines are:

- Closed toe shoes are required for recess and P.E.
- Dress in outer wear that covers underwear. Leggings should be thick enough so that underwear is not visible.
- Underwear should not extend above the waistband of outer wear.
- Clothing must cover shoulders to mid-thigh. If you raise your hands over your head and your belly or back are exposed, the top garment is too short.

## **IV. FAQ**

**Are carpools available?** We encourage safe carpooling and suggest that you ask Kelli for a list of families who live in your area. The School has not vetted these families. NBA is not responsible for any decisions parents make regarding the transportation of children to and from School, including the use of a carpool. The School strongly advises parents to exercise due diligence in making carpool arrangements. The School does not and will not screen, monitor, or otherwise review or assess the safety of any carpool drivers or their vehicles. It is highly recommended that all riders in a carpool wear a mask at all times to prevent the spread of Covid19.

**How can parents help in the classrooms?** This year we are minimizing visitors to campus, so parent volunteer opportunities are limited to outdoor activities or those tasks that can be done at home.

**Are parents able to take part in day field trips?** Once we can safely participate in field trips we will need your help. We could not run our field trips without parent participation. We ask that all parents will be responsible for driving on at least three field trips for the school year.

The Class Parent will organize drivers for day trips and any overnight trips. If you cannot drive on your scheduled day, you are responsible for finding a substitute driver, and for

informing the Class Parent or Teacher for any changes to the schedule no later than the day before the trip. It is critical that you find a replacement driver with a car/van that has the same number of seats, seatbelts and airbag restrictions as your car. Please note that all trips are subject to cancellation if there are not enough drivers or if an emergency situation arises.

**Are there other costs that are not included in tuition?** Overnight field trips, a technology fee, summer school and hot lunch are not included in tuition. Overnight field trips will likely take place once or twice a year. Participation is optional. The anticipated cost for all outdoor education is \$650. The technology fee is \$250. It covers the purchase of Chromebooks for in-school use. We will not have a hot lunch program this year. Summer school is a separate fee.

**Is summer school required?** For incoming families, we require students to participate in our summer school program. This helps new students transition into the classroom more smoothly. If students are unable to attend, families must arrange for a minimum of 15 hours of Slingerland training. Current families are strongly encouraged to attend summer school as well. This support is key to maintaining academic gains made during the school year.

**How do teachers handle discipline?**

Each teacher has rules and policies specific to her or his classroom and tailored to the appropriate developmental level of her or his students. We encourage parents to visit or call teacher designated office hours if they have questions about classroom expectations. Please refer to the Behavior Policy section of this handbook when behavioral redirection has not been successful between a classroom teacher and a student. As a community, it is our goal to be compassionate, fair and to model and teach non-violent communication with our students.

**How is Lunch and Break Supervision handled?**

Our staff supervises students during lunch and recess times, making sure students eat and play safely, include others, and abide by NBA rules and policies.

PLEASE SIGN AND SUBMIT INTO CURACUBBY.

By signing below, I understand and support the policies and procedures outlined in this Parent Handbook. I also understand my responsibility to be familiar with and follow the policies outlined in North Bridge Academy's Site Specific School Safety Plan in response to Covid19.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_