

**The New American Academy
Charter School**

**Student Family Handbook
2026/2027**



*TNAACS builds strong relationships and creates an engaging commUNITY of
lifelong learners*

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A Letter From The Principal

Dear New and Returning Families,

Welcome to another year at The New American Academy Charter School (TNAACS). The following document includes some of the rules, regulations, and policies for our school. For those of you who were with us last year, we ask that you review this new handbook carefully, as we have made some revisions to our policies and procedures. Be advised that this new handbook supersedes any previous handbooks distributed by TNAACS.

Everyone here at TNAACS has been working hard to ensure that we will provide each of our students a rigorous, engaging and safe educational experience this school year.

All of our teachers have been through a rigorous, multi-step hiring process. In addition, all staff have participated in summer professional development and planning sessions. As a result, they are well prepared to face the challenges of this academic year. I am confident that our staff is the best and the brightest; I know you will come to love and respect them as much as I do.

You have entrusted us with your most dear possession – your child. We here at TNAACS promise to continue to provide the high quality, rigorous education you have come to expect from us. There is no doubt that with your support we will have much success this year and into the future.

Educationally Yours,

A handwritten signature in cursive script, reading "Lisa Parquette Silva". The signature is written in dark ink on a light background.

Lisa Parquette Silva, Principal

School Staff and Contact Information

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Contacting Us

We are always eager to speak to families and order to ensure you are able to communicate with either the Principal, the Assistant Principal, the Directors of Teaching and Learning or any of our staff we ask that you adhere to the following protocols:

To Contact the Principal Please call (718) 385-1709 Ext. 316 and speak to Ms. Dillett who will take a message and/or schedule a time for you to speak with our Principal. ***Please note an administrator will not meet with a parent or guardian about a concern or issue unless the parent or guardian has met with their child's teacher or a Director of Teaching and Learning first.***

To Contact our Teachers: If you would like to speak to your child's Director of Teaching and Learning, teacher or teaching team, please email them at the email address(es) listed in the staff contact section of this handbook. Please understand that our teachers and Directors are with students during the day and may not be able to respond to your inquiry immediately. Please allow 24 hours for a response.

About Us

Mission

TNAACS builds strong relationships and creates an engaging community of lifelong learners.

Collaboration

Daily teacher team meetings are built into the daily schedule, allowing for teaching teams to plan curriculum, analyze student data, discuss the progress of individual students and review lesson plans. Teaching teams are

divided into Learning Loops of grades K-2 and 3-5. Three Directors of Teaching and Learning, who have demonstrated outstanding teaching and leadership ability are assigned to support all teachers. This means teachers are always under the supervision of a Director of Teaching and Learning and gives them the opportunity to work with and learn from experienced educators.

Differentiation

With several teachers on each grade team, students can be grouped with an unprecedented degree of differentiation. This level of targeted instruction ensures that every child maximizes his or her potential.

Collaborative Learning

Our students learn from an early age to explore the world around them through collaborative inquiry and an interdisciplinary curriculum, which emphasizes small group activity and peer-to-peer learning. By problem solving as a team, students learn the value of confidence, voice, critical thinking, self-awareness, and communication. This gives them the skills they need to succeed in the world—and change it.

Our Values

We believe that all learners and leaders have HEARTS – an acronym that stands for Humility, Empowerment, Aspiration, Responsibility, Teamwork and Scholarship. We expect all of our students' actions and words to reflect these values. Below are the values we expect our students to internalize—please review them with your child.

Humility

I think before I say something.

I am a good listener.

I ask for help when I don't know something.

I am willing to try new things.

I listen to others to understand them when they speak.

I am equally comfortable with being a leader and allowing others to lead.

Empowerment

I always give my best effort.

I never give up and I encourage my peers not to give up.

I believe hard work makes me smarter.

Instead of pointing a finger, I give a hand.

I help others by encouraging rather than giving the answer.

I learn from my mistakes.

Aspiration

I believe there are no limits to what I can accomplish.

I am driven to realize my dreams.

I stay focused on what I want.

I have a purpose in life.

Responsibility

I achieve the goals I set out for myself.

I take care of myself.

I look out for number two instead of number one.

I care about the people around me.

I am sensitive to other's feelings.

I protect our school environment and the world around me.

Teamwork

I celebrate the success of others and learn from them.

I work together with others to help achieve our goals.

I appreciate the differences among people
I am responsible for helping others reach their goals.
I allow others within my team to have the opportunity to shine.
I celebrate the success of other teams and learn from them.
I do not leave others behind.
Together with others, I will make this world a better place.

Scholarship

I always work hard and demonstrate my best effort when working on academic tasks.
I complete my assignments on time, all the time.
I work hard to achieve my academic goals.
I support others to achieve their academic goals.
I celebrate my academic success as well as the success of others.

General Information

Parent-Teacher Communication

Should you have a question or concern it should be addressed to your child's Teacher or Director of Teaching and Learning (DTL). They will determine if it is necessary to consult with the Principal or Assistant Principal. Should you want to meet with your child's Teacher or DTL, you must make an appointment. **Please note Teachers are not available to speak with you during instructional time, which is usually between the hours of 9:00AM to 3:30PM.** Please contact your child's teacher or teaching team or call the main office to leave a message if you would like to make an appointment. **Only parents or legal guardians may schedule appointments.**

TNAACS Parent, Guardian & Visitor Civility Policy

The New American Academy Charter School (TNAACS) is committed to maintaining a safe, respectful, and professional school environment for students, families, staff, and visitors. We recognize the right of parents and guardians to advocate for their children, ask questions, raise concerns, and disagree with school decisions. We ask that all interactions remain respectful, appropriate, and focused on resolving concerns. Parents, guardians, and visitors are expected to:

- Communicate with staff respectfully and professionally.
- Follow established procedures for addressing questions, concerns, and complaints.
- Schedule meetings rather than interrupting instruction, arrival, dismissal, or staff supervisory responsibilities.
- Follow reasonable directions from school staff, administrators, and School Safety.
- Respect the privacy, personal space, and rights of students, staff, and other families.
- Work collaboratively with school staff to resolve concerns.

The following behaviors are not permitted:

- Yelling, cursing, insulting, or using abusive or degrading language.
- Threatening, intimidating, bullying, or harassing students, staff, families, or visitors.
- Engaging in aggressive, unsafe, or physically intimidating behavior.
- Entering classrooms, offices, or restricted areas without permission.
- Disrupting instruction, arrival, dismissal, meetings, events, or school operations.
- Confronting, questioning, disciplining, or threatening another person's child.
- Repeatedly confronting or contacting staff after being directed to follow an established communication process.
- Refusing to follow reasonable directions or leave school property when directed by an authorized school official.

- Using phone calls, email, text messages, social media, or other communication to threaten, harass, or abuse members of the school community.

Depending on the seriousness or frequency of the behavior, TNAACS will:

- Provide a **verbal civility reminder**.
- Issue a **written warning**.
- Establish **communication or meeting requirements**, such as scheduled appointments or administrator-supported meetings.
- **Limit access to the school building** or specific areas when necessary to maintain safety and order.
- Require an individual to **leave school property** and/or contact School Safety, emergency services, or law enforcement when conduct is threatening, unsafe, or unlawful.
- **Serious incidents will result in immediate action without following each step in order.**

To read the details of this policy please refer to Appendix# 2 of this document.

Parent Complaint Policy

The complaint process at The New American Academy Charter School ("TNAACS") is in accordance with Section 2855(4) of the NYS Charter Schools Act. Any individual or group may bring a complaint to the TNAACS Board of Trustees (the "Board") alleging a violation of the Charter Schools Act, the TNAACS charter, or any other provision of law relating to the management or governance of TNAACS. Before you use this formal complaint process, it is very important for you to determine positively that your complaint involves a violation of TNAACS's Charter or law. If it does not, this formal process is not the appropriate avenue for you to seek a solution to your problem. In addition to a formal complaint policy, TNAACS has several informal means of resolving issues that may involve your child. This process should only be used to file a formal complaint with The New American Academy's Board of Trustees. Should you believe your complaint meets this criteria, please refer to The New American Academy Charter School Complaint Policy Procedure, Appendix #7 of this document.

Cell Phone and Internet-Enabled Device Policy

In accordance with New York Education Law § 2803, all public schools in New York State, including charter schools such as The New American Academy Charter School (TNAACS), are required to implement a policy prohibiting the use of internet-enabled devices by students during the school day while on school grounds. This "distraction-free" initiative aims to reduce interruptions to instruction and enhance the overall learning environment.

- Internet-enabled devices include, but are not limited to:
- Smartphones
- Tablets
- Smart watches
- Any device capable of connecting to the internet

As a result, **all TNAACS students are prohibited from using personal internet-enabled devices, including cell phones, on school property during the school day.** Students will be permitted to use school-issued devices, such as Chromebooks or laptops, when necessary for instructional purposes. Additionally, student devices may not be turned on or used during emergency drills or preparedness exercises, such as evacuation drills. To read the details of this policy please refer to Appendix #4 of this document.

Birthdays at School

A small treat such as cupcakes and juice may be sent to school as an acknowledgement of your child's birthday. These treats will be shared after students have eaten lunch for a short period of time, no more than 20 minutes. Unfortunately not every day is optimum for a celebration. As a result, parents **MUST** coordinate this with their child's teaching team in advance so an appropriate day and time can be selected.

Early Pick Up (sickness, appointments, etc.):

We ask that you make every effort to avoid circumstances in which you need to pick your child up before the end of the school day. Should you need to pick up your child during regular school hours we ask that you call and notify the main office so we can ensure your child is ready when you arrive. You must enter at the main entrance on East 94th Street. You will be required to show ID, sign in with security and then come to our main office room 316 to pick up.

Breakfast Program for TNAACS Students

Breakfast is included in our instructional day. Research shows that children who eat a healthy breakfast pay more attention in school, improving their capacity to learn throughout the school day. They also have better standardized test scores and lower rates of lateness and absenteeism. Since we provide a healthy breakfast each day we ask that students do not bring outside food or beverages to consume during this time.

Lunch/Recess Program for TNAACS Students

All students have a lunch/recess period. TNAACS school policy states that no students may leave the school building for lunch. Children may bring their own lunch, however if you choose to send your child with lunch, please be sure to include a fruit and/or vegetable. **Lunchables, sugary foods or snacks, and soda are not permitted in school.**

Healthy Food/Snack Policy

Research shows that healthy eating is an important way to support a child's healthy growth and development and can contribute to their academic success. It is important to help children develop healthy snacking habits from a young age. As a result TNAACS has a Healthy Food and Snack Policy. Below is a list of approved foods and snacks for TNAACS students, as well as foods that are not permitted to be eaten in school.

Approved foods & snacks for TNAACS students include, but are not limited to:

- Fresh fruits- apples, clementines, grapes, blueberries, strawberries, peaches, pears, plums etc.
- Fresh vegetables - carrot sticks, baby carrots, celery sticks, cucumber slices, snap peas, grape tomatoes, cherry tomatoes etc.
- Raisins
- Dried fruits
- Pretzels
- Air popped popcorn
- Baked chips or baked snack cracker, whole grain granola bars
- Whole grain crackers
- String cheese
- Low fat/low sugar yogurt
- 100% fruit juice or water

Foods Not Permitted at TNAACS Include but are not limited to:

- Fast food of any kind - McDonalds, Burger King, Dunkin Donuts
- Lunchables
- Sugary snacks- fruit snacks, cookies, snack cakes, candy
- Takis
- Potato chips - Pringles, Lays, potato chips
- Doritos
- Cheetos
- Sugary drinks - Capri Sun that aren't 100% juice, V8-Splash, Tropicana Twisters, Sunny Delight, Kool Aid Jammers, Hi-C, Arizona Ice Teas and Snapple
- Pineapple or pineapple products

If a child brings a food or snack that is not permitted at TNAACS they will be asked to put it in their book bag and save it for home.

Daily Healthy Snacks

TNAACS provides every student a healthy snack daily. Should you prefer to send your own snack for your child it must be a healthy snack from the approved list above. Again If a child brings a food or snack that is not permitted at TNAACS they will be asked to put it in their book bag and save it for home.

Lost and Found

Please make sure to put your child's name on everything he or she brings to school, including bags, jackets, shoes and any clothing layers that are likely to be removed. Should a student lose an item there is a lost and found bin located in the main lobby. Please be advised that the lost and found is cleaned out several times a year, usually before a holiday or school vacation. Items not picked up in a timely fashion will be donated to charity. **Please note that TNAACS is not responsible for any lost, damaged or stolen items.**

Academics & Instruction

Our Curriculum

Our curriculum has been selected and/or designed to empower students to achieve their full potential and aligns to the New York State Next Generation Learning Standards. Subjects covered in all grades include English Language Arts, Mathematics, Science, Social Studies and Physical Education. TNAACS utilizes the following curriculums:

Amplify Core Knowledge Language Arts Curriculum: CKLA is grounded in the Science of Reading and combines rich, diverse content knowledge in history, science, literature, and the arts with systematic, research-based foundational skills instruction. CKLA is 100% aligned to NYS Next Generation English Language Arts Learning Standards.

Red Thread Mathematics,(Kindergarten and 1st Grade): Lavinia RedThread Mathematics is a project-based math curriculum that engages students in meaningful, real-world mathematical experiences. Through hands-on problem-solving, students build conceptual understanding, mathematical confidence, precision, and agency, reinforcing the belief that all students are capable mathematicians.

TERC Investigations 3 Mathematics Curriculum, (2nd Through 5th Grade): Investigations 3 in-depth and aligns with the New York State Next Generation Learning Standards. It provides extended time devoted to practice and reflection through extensive problem sets, and high expectations for mastery of mathematical concepts.

Lavinia Math Story Problems: The math story problem curriculum uses a student's mathematical thinking to help them solve math problems independently. It encourages students to develop multiple ways to solve problems and is designed to engage students in developing multiple approaches for solving on and above-grade-level problems through hands-on learning and rich mathematical discourse.

Conferences

Virtual Parent/Teacher conferences will be held twice a year to discuss each student's academic and social emotional progress. Report cards will be issued at these times. **During the school year, report cards will not be issued without a parent conference.** Final report cards will be sent home on the last day of school in June. At other times during the school year parents or guardians may make an appointment to discuss their child's academic or social emotional progress by contacting their child's teacher. Please note that parents are required to meet with their child's teacher or Directors of Teaching and Learning (DTLs) first before requesting a meeting with the Principal or Assistant Principal. Appointments will only be scheduled with parents and/or legal guardian

TNAACS Grading Scale

Level 1: Below Standard: Student performance does not demonstrate an understanding of the content.

Level 2: Approaching Standard: Student performance demonstrates a partial understanding of the content expected at this grade level.

Level 3: Meets Proficiency Standard; Student performance demonstrates an understanding of the content expected at this grade level.

Level 4: Exceeds Proficiency Standard; Student performance demonstrates a thorough understanding of the content expected at this grade level.

iReady Homework Policy

Students are expected to use i-Ready instruction for Homework every week. This can be My Path or Teacher Assigned Lessons in Reading and Math. Students are expected to complete a minimum number of iReady lessons per marking period with a minimum of a 70% pass rate. By the end of the school year TNAACS students in Kindergarten are expected to complete a minimum of 42 iReady lessons in both reading and math with a 70% lesson pass rate. By the end of the school year TNAACS students in first through fifth grade are expected to complete a minimum of 63 iReady lessons in both reading and math with a 70% lesson pass rate. Students will receive an iReady usage grade on their report cards in both reading and math. The specific number of lessons for each marking period are listed in Appendix 2.

Additional At Home Assignments

In addition to the iReady usage requirements in reading and math, teachers may at times provide additional at home assignments for extra practice. It is also recommended that students should read or be read to daily for a minimum of 20 to 30 minutes in the early grades and 45 to 60 minutes in the upper grades, including weekends. A weekly newsletter will be sent to you electronically highlighting the learning that took place in the classroom during the week and ways to help at home. Please contact your child's Teacher or their Director of Teaching and Learning about specific policies for your child's grade.

Assessments

i-Ready: Three times per year all TNAACS students take the i-Ready Diagnostic. This adaptive assessment identifies a student's current placement in reading and math. The data from this assessment is used to support student instruction and measure student growth in reading and math. The i-Ready program identifies areas for improvement and defines student growth goals for the year. Each student has an iReady account, which provides leveled, targeted instruction in reading and math. The i-Ready personalized instruction program provides personalized online lessons for all students. It is our expectation that students at TNAACS complete a minimum of 45 minutes of reading and 45 minutes of math personalized instruction per week, with a lesson pass rate of 70%. Research shows that students who complete 45 minutes of personalized instruction in reading with a 70% pass rate demonstrate 46% more growth in reading and 38% more growth in math than the average student who does not utilize i-Ready.

mClass: Three times per year all TNAACS students take the mClass assessment. mClass is a universal screener that measures the development of reading skills of all students in grades K-5. This assessment helps teachers determine how students are performing on the important reading skills that children must develop in order to become proficient readers.

Savvas Math: Twice a year all TNAACS students take the SAVVAS Realize Math Assessment. Administered at the beginning and the end of each school year, this assessment is designed to assess the learning and standards on particular grade level math skills.

Our Expectations

Attendance Policy

Regular attendance is critical to a successful school year. **One of the three criteria for promotion at TNAACS is 90% attendance or better for the school year. Absences in excess of 10 days will be deemed excessive.** Research shows that children who miss 20 or more days of school in a given school year are less likely to graduate from high school. **Missing even two days a month adds up to 20 days a year.**

Please check the school calendar so that you can plan your family vacations for times when school is not in session. **Taking your child out of school for family trips is against TNAACS attendance policy and also negatively impacts your child's academic progress. Visits to the doctor and other appointments should be made outside of school hours.** Attendance records are kept in the main office and can also be viewed by the parent upon request. Our aim is for 100% attendance every day.

Arrival & Lateness Policy

Students are expected to arrive on time, which is no later than 8:30AM. Parents of students who are frequently late, will be contacted to discuss why and how the school and the parent can work together to improve attendance. In the morning after 8:40AM our Avenue B entrance will be closed. At this point you must bring your child to the main entrance on East 93rd street and your child will be marked late by a TNAACS staff member. If you arrive after 9:00 AM you are required to sign in at the security desk and escort your child to the main office where their attendance will be taken and they will then be escorted to class. Please note that a TNAACS staff member will not be available to come to the lobby to pick up your child.

Right of Return Policy

Please note that TNAACS does NOT have a student right of return policy. This means that if a child leaves TNAACS for any reason and is removed from our ATS student database they may not return without reapplying to our school. There are no exceptions. If your child reapplies to our school and there are no current openings, they will be placed at the end of our waitlist.

School Closing Due to Inclement Weather

TNAACS traditionally follows the procedures of The New York City Department of Education in terms of school building closure. If NYC public school buildings are closed, instruction will move to 100% remote, asynchronous instruction for that day. By 6:00 A.M. the decision to close NYC public school buildings will be announced on the 311 Information Line, on the Department of Education website Home Page (which can be accessed at schools.nyc.gov) and on the following radio stations in the city: WINS (1010 AM), WCBS (880 AM), WABC (770 AM), WLIB (1190 AM), WADO (1280 AM), WBLS (107.5 FM), WNYE (91.5 FM), as well as the following television stations: WCBS (Channel 2), WNBC (Channel 4), WNYW (Fox Channel 5), WABC (Channel 7), WNYE (Channel 25), Univision Channel 41, and "NY 1" (Channel 1 on cable television). Major radio news stations, such as WINS (1010 AM) and WCBS (880 AM), should be listened to on portable radios in the event of a major blackout.

In addition, be aware that as a charter school we have the ability to close our school and move to 100% remote learning even if NYC public school buildings stay open. In the event of inclement weather, in order to be sure if TNAACS will hold in person instruction or be 100% virtual you must check your email, your cell phone and class Dojo for school closure updates. Please ensure that TNAACS has your most current email address and cell phone number.

Unless you are notified otherwise, be advised that if the school building is closed due to inclement weather, all TNAACS students will have 100% asynchronous instruction on that day.

Uniforms

TNAACS is a uniform school. **Students are required to be in full uniform every day.** Parents of students who come to school with an incomplete uniform or no uniform will be contacted. While sneakers are permitted, **students are not allowed to wear Crocs, slides or open-toed shoes.** Please be advised, coming to school with an incomplete uniform or no uniform at all can result in disciplinary action.

Boys:

Fall/Winter: White button-down shirt, with a red tie or a white polo shirt, navy blue pants. Students may also wear a TNAACS logo hoodie. Crocs, slides or open-toes shoes are not allowed

Spring/Summer: Navy blue uniform shorts or pants, short sleeve button down shirt with a red tie or a white polo shirt, Students may also wear a TNAACS logo hoodie. Crocs, slides or open-toes shoes are not allowed

Girls:

Fall/Winter: White blouse with a red tie or a white polo shirt, navy blue jumper, skirt, skort or pants, white or Navy tights.. Students may also wear a TNAACS logo hoodie. Crocs, slides or open-toes shoes are not allowed.

Spring /Summer: Short sleeve white blouse with a red tie or a white polo, navy blue jumper, skirt, skort, shorts or pants, white or navy socks,. Students may also wear a TNAACS logo hoodie. Crocs, slides or open-toes shoes are not allowed

Student Discipline Policy

Code of Conduct: Our code of conduct is based on our HEARTS Values. We expect all students to conduct themselves in a manner consistent with these values at all times. Students are expected to:

- *Think before they speak.*
- *Be a good listener.*
- *Ask for help when they need it.*
- *Be willing to try new things*
- *Always give their best effort and work hard*
- *Instead of pointing a finger, lend a hand.*
- *Encourage other community members*
- *Learn from their mistakes.*
- *Listen to others when they speak and be open to other points of view.*
- *Be a leader and allow others to lead*
- *Look out for number two instead of number one.*
- *Show respect for themselves and others*
- *Demonstrate care for the people around them.*
- *Be sensitive to other's feelings.*
- *Protect our school environment and the world around them.*

The standards set forth in the Discipline Code apply to behavior:

- *In school during school hours,*
- *Before and after school, while on school property,*
- *While traveling on vehicles funded by TNAACS*
- *At all school-sponsored events*
- *On other-than-school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community.*
- *When misbehavior involves communication, gestures or expressive behavior; the infraction applies to oral, written or electronic communications, including but not limited to texting, e-mailing, and social networking*

While we believe that a positive school culture and engaging academic program help minimize negative behavior, at times they are not enough and a disciplinary process is needed. In particular, behaviors that disrupt learning or cause harm either to the student or others will not be tolerated. Our guiding policy is to be fair, firm and consistent in the application of discipline for inappropriate behavior. To be fair, consequences will “fit the crime” and be developmentally appropriate.

We have several tiers of disciplinary action:

Tier I- Teacher Directed: Each teaching team has a classroom management system. While they may differ from team to team, each system will include a series of consequences a teacher may employ if a student misbehaves.

Tier I Student Support Team Directed: If a more severe consequence is needed the matter will be referred to The Student Support Team. Examples of a Student Support Team directed consequence include, but are not limited to:

- Communication with parent/guardian
- Removal from class
- Parent/guardian conferences
- In School Suspension
- Out of School Suspension

Tier III Principal Directed: For the most severe cases the matter can be referred to the Principal. Examples of a Principal directed consequence include but are not limited to:

- Parent/guardian conferences
- In School Suspension
- Out of School Suspension
- Expulsion

The ultimate purpose of each consequence is that students learn and grow from their mistakes. Care will be taken to ensure that students have time to reflect and process either during or after each consequence. These reflections will be shared either verbally or in writing and will form an important part of the disciplinary process. Levels of infraction are described in our *The TNAACS*. In addition, **violations of the Code of Conduct and their subsequent consequences are subject to the discretion of the Principal and may be adjusted accordingly.** Finally, any breaches of state or federal law may be handled in cooperation with New York City Police.

Disciplinary Procedures and Due Process: Parents will be notified of all consequences that involve removing students from class, activities or the school. Students will be told of all charges against them and be provided with the opportunity to describe their side of the story. The Headmaster or other school official shall consider this explanation prior to taking disciplinary action. For minor infractions parents may be merely notified and/or a meeting or conference call requested to assist in resolving the situation. For more serious issues that involve removal of the student from participation in school or school activities, parents will always be notified by phone or via email and have opportunities to discuss the infraction. In cases where the student has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified.

When the school is suspending a student, the parent/guardian will be notified immediately or as soon as practicable by telephone and/or via email. (If the school has an up to date parent/guardian email address.) The parent/guardian will also be notified in writing to advise them of a short-term suspension. The written notice will include the reason(s) for the proposed suspension, the infraction committed by the student, the proposed duration of the suspension and whether the proposed suspension will be in school or out-of-school. The written notice will also advise the parent/guardian that he/she will have the opportunity to request an informal conference with the Principal or his/her designee. At an informal conference, the student and parent/guardian will be given an opportunity to deny or explain the charges and to present his/her own evidence.

Short-Term Suspension: A short-term suspension is defined as an in-school or out-of-school suspension of five days or less. The Headmaster may impose short-term suspension for serious cause. If necessary, the student will be immediately removed from the class or the school. This applies to both Hybrid and 100% Remote learners.

Long-Term Suspension: A long-term suspension is defined as an out-of-school suspension of more than 5 days. The Principal may impose a long-suspension for serious infractions of the Discipline Code. The written notice will include the reason(s) for the proposed suspension, the proposed duration of the suspension and whether the proposed suspension will be in school or out-of-school. The written notice will also advise the parent/guardian and the student of the student's right to a formal meeting about the incident. The written notice and formal meeting shall be in the parent/guardian's dominant language or a translation will be made. The Principal or a delegate will preside over the meeting and all members of the staff who were involved in witnessing the alleged discipline violation are required to participate. A decision by the Principal will stand as the final decision regarding the student's long-term suspension status, though the student's family has the right to appeal to the Board of Trustees.

Expulsion: An expulsion is the permanent removal of a student from the school. In the case of conduct that in the school's judgment warrants expulsion, the student may be subjected to a short or long-term suspension first. If the Principal decides that an infraction warrants expulsion, a hearing as described above will be held. Based on that hearing, the Principal will make a recommendation to the Board of Directors, which will make the final decision. That decision may be appealed to the Board. If the school expels a student, the school will cooperate with any school to which the student seeks to enroll, including providing the receiving school with all relevant information regarding the student's academic performance and student records, upon request of the school or parent/guardian. .

Students with Disabilities: The school's disciplinary policy, as regards any student with a disability, will be consistent with the Individuals with Disabilities Act (IDEA), its implementing regulations and applicable New York State law respecting students with disabilities. The school will cooperate with the Committee on Special Education ("CSE") of the student's district of residence as necessary to ensure compliance with all applicable laws and regulations. Generally, a student with, or suspected of having, a disability may be disciplined in the same manner as his/her non-disabled peers as set forth above. However, when a student is suspended for more than ten days, or on multiple occasions that, in the aggregate, amount to more than ten days in a school year, additional safeguards are in place to ensure that the student's behavior was not tied to or was a manifestation of his/her disability. An exclusion from school for a period greater than 10 days, as described in this paragraph, is considered a change in placement.

A student whose Individualized Education Program (IEP) includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears to not be effective or if there is a concern for the health and safety of the student or others if the BIP is followed with respect to an infraction, the matter will be immediately referred to the Committee on Special Education (CSE) for consideration of a change in the guidelines.

If a student identified as having a disability is suspended during the course of the school year for a total of ten days, the school will contact the CSE for reconsideration of the student's educational placement. Such students shall not be suspended for a total of more than ten days during the school year without the specific involvement of the CSE of the student's district of residence prior to the eleventh day of suspension, because such suspensions may be considered to be a change in placement.

TNAACS will work with the CSE to ensure that it meets within seven days of notification of any of the following:

- The commission of an infraction by a student with a disability who has previously been suspended for the maximum allowable number of days;
- The commission of any infraction resulting from the student's disability;
- The commission of any infraction by a student with a disability, regardless of whether the student has previously been suspended during the school year, that if such an infraction was committed by a non-disabled student, the Headmaster would seek to impose a suspension in excess of ten days.

Gun-Free Schools: Federal and State Law require expulsion from school for a period of not less than one year for a student who is determined to have brought a firearm to the school, or to have possessed a firearm at school, except that the Headmaster may modify such expulsion requirement for a student on a case-by-case basis. "Weapon" as used in this law includes firearms and explosives. The Headmaster shall refer a student under the age of sixteen who has been determined to have brought a weapon or firearm to school to a presentment agency for a juvenile delinquency proceeding. Any action taken by criminal justice or juvenile agencies will be in addition to, and independent of, discipline imposed by a school.

The New American Academy Charter School Promotion Policy

I. Promotion Policy for Students in Grades Kindergarten through Second Grade:

- ❖ All students in Kindergarten through Second grade in TNAACS must meet or exceed rigorous academic standards in a performance-based curriculum aligned to the New York State Next Generation Learning Standards as demonstrated by class work, student work products and assessments.
- ❖ Students must demonstrate sufficient progress towards meeting the Next Generation Learning ELA and Math Standards. Promotion decisions are based on an evaluation of assessments, course work, grades, report cards, samples of student writing, projects, and assignments.
- ❖ A comprehensive student assessment system, aligned with the New York State Next Generation Learning Standards, will be used on an ongoing basis to measure student progress toward meeting these standards and to improve classroom instruction.
- ❖ The resources of the school will be strategically developed and deployed to enable TNAACS to provide the necessary support and interventions to ensure that all students achieve the standards in a timely manner.
- ❖ The instructional capacity of TNAACS will be expanded and enhanced through effective teacher development and curriculum development focused on all students achieving the New York State Next Generation Learning Standards appropriate to each grade.
- ❖ The entire school community will be engaged continuously in creating and supporting effective strategies for improved student achievement.

II. Promotion Policy for Students in Grades Third Grade through Fifth Grade:

- ❖ All students in third through fifth grade in TNAACS must meet or exceed rigorous academic standards in a performance-based curriculum aligned to the New York State Next Generation Learning Standards as demonstrated by class work, student work products and assessments.
- ❖ Students must demonstrate sufficient progress towards meeting the NYS Next Generation ELA and Math Standards. Promotion decisions are based on an evaluation of state test scores, assessments, course work, grades, report cards, samples of student writing, projects, and assignments.
- ❖ A comprehensive student assessment system, aligned with the New York State Next Generation Learning Standards, will be used on an ongoing basis to measure student progress toward meeting these standards and to improve classroom instruction. Students in grades three through five will also take the NYS ELA exam and NYS math exam on a yearly basis. Students in grade five will also take the NYS science exam. State test scores are not used as the primary factor in making promotion decisions, but are a factor in all promotion decisions in grades three through five.
- ❖ All students in grades third through fifth grade will meet or exceed the benchmark of 90% attendance in each school year.

- ❖ The resources of the school will be strategically developed and deployed to enable TNAACS to provide the necessary support and interventions to ensure that all students achieve the standards in a timely manner.
- ❖ The instructional capacity of TNAACS will be expanded and enhanced through effective teacher development and curriculum development focused on all students achieving the Common Core Standards appropriate to each grade.
- ❖ The entire school community will be engaged continuously in creating and supporting effective strategies for improved student achievement.

In accordance with TNAACS promotion policy for all grades, students in grades K-5 will be evaluated based on their grade level performance in the areas of:

- I. Classwork assignments, student work products and projects;
- II. Benchmark assessments State Exams, and report cards; and
- III. Attendance.

Please note: Not meeting grade level standards in two of these three areas can result in retention in grade.

TNAACS Promotion in Doubt Policy Timeline, included in the appendix at the end of this handbook, will be used for all students considered for retention in grade. Parents of students selected by the Principal to be retained in grade will have the opportunity to appeal to TNAACS of Directors. All decisions made by the TNAACS Board of Directors will be final.

Promotion Policy Exceptions

- ❖ English Language Learners (ELLs) in grades 3-5 who have been enrolled in a U.S. school for less than 2 years will not be held to these promotion standards.
- ❖ Students with disabilities may be held to different promotion standards as outlined in their Individualized Education Program (IEP). Depending on a student's specific needs, he or she may have testing accommodations and modified promotion criteria or may be exempt from taking state and citywide assessments entirely.
- ❖ The Principal may recommend that students who have been previously retained, or are two or more years over age for their grade, be promoted, even if they do not meet the New York State Next Generation Standards. Over age students must demonstrate progress in classroom assessments, assignments, or teacher observations, in order to be promoted

Pupil Transportation

School Buses

Student transportation by yellow bus for TNAACS is a service offered by the New York City Department of Education (NYCDOE). If your child is eligible for yellow bus service, you will automatically be assigned to a bus stop. **Please Note that bus problems can only be handled by OPT – TNAACS HAS NO CONTROL OVER OPT POLICIES AND PROCEDURES**

OPT Transportation Eligibility Students is as Follows:

GRADES	Less than 0.5 miles from TNAACS	0.5 miles or more but less than 1.0 miles from TNAACS	1.0 miles or more but less than 1.5 miles from TNAACS	1.5 miles or more from TNAACS
<i>Kindergarten First Grade Second Grade</i>	Half -fare MetroCard	School bus or full -fare MetroCard	School bus or full -fare MetroCard	School bus or full -fare MetroCard
<i>Third Grade Fourth Grade Fifth Grade</i>	Half -fare MetroCard	Half -fare MetroCard	School bus or full -fare MetroCard	School bus or full -fare MetroCard

For complete information about OPT policies and student eligibility, please visit the OPT website at <http://schools.nyc.gov/Offices/Transportation/default.htm>.

If your child rides the yellow bus home, he or she must be met at the assigned bus stop by one of the adults authorized to pick up your child. No child will be allowed off a yellow bus if there is no adult waiting to meet him or her. If no one is at the bus stop to meet the child, that child will remain on the bus until the end of the route at which point the bus driver will return to the student's bus stop. If a parent or guardian is still not there to pick up the child the bus driver will call Jofaz who will get in touch with the parent. If the company cannot reach the parent they will call OPT who will then authorize the company and/or the driver to call 911. **It is against TNAACS policy for students to be brought back to school once they have been dismissed and placed on the bus, as there is no guarantee a TNAACS staff member would be in the building to receive them. Students will not be brought back to the school.**

Bus routes are assigned by OPT. Please be sure to arrive at your pick up location a few minutes early. **The driver will wait at the stop for 3 minutes only and then continue on their route.** Please note that a bus may be late due to traffic. A child cannot be dropped off or picked up at a stop that is different from their pick up location. **Please be advised that as per OPT policy there is no bus matron on a bus unless your child is on a bus for special education students.** Parents are not permitted on the bus; students must be able to get on the bus and put on their seatbelt independently.

If your family qualifies for busing and you are issued a bus stop from the Department of Education (DOE), the school WILL put your child on the bus to go home unless you state otherwise. If you do NOT want your child to ride the bus TO or FROM school, then you must inform the school by 12:00pm.

School Bus Discipline Policy

If a child misbehaves on the bus, the bus driver will submit a Bus Incident Form to the school. Once an incident report is received and we are made aware of any misbehavior the policy is as follows:

- When students break one of the bus rules, the **first incident** will result in a **bus warning letter** sent home and verbal warning to the child.
- The **second incident** will result in a **suspension from the bus**. Depending on the severity of the infraction **this suspension may be anywhere from 1 to 3 school days**.
- The **third incident within 20 school days** will result in a **3 to 5 school day bus suspension from the bus**, depending on the severity of the incident.

- **Severe incidents or repeated misbehavior** resulting in multiple suspensions will result in a **10 to 20 school day suspension from the bus.**
- **Persistent or severe misbehavior** on the bus can result in **permanent expulsion from the bus.**

Students who are expelled from the bus or suspended for an extended period of time will be provided transportation to and from school in the form of a student Metrocard. Students who are expelled from the bus will need to be escorted to school by an adult and picked up from school at the end of the instructional day to be escorted home, unless they attend after school.

Please be advised that a student can be suspended from the bus for inappropriate parent/guardian behavior. Parents are expected to conduct themselves with the bus driver and students in an appropriate, courteous manner at all times.

Health and Safety

Evacuation Drills

Mandated evacuation drills occur 8 times during the school year. Students receive explanations and instructions about fire drills before the first drill. Door alarms will be engaged during drills.

Lock Down Drills

Mandated lockdown drills will occur a minimum of four times during the school year. Students receive explanations and instructions about lockdown drills before the first drill. Door alarms will be engaged during drills.

Door Alarms

As per Avonte's Law all NYC DOE school facilities, including our campus, have door alarms on all exterior doors. These audible alarms will sound whenever an exterior door is opened during the instructional day. Please do not attempt to exit the building using any other doors other than those at the main entrance. Thank you for your cooperation.

The Safer Access System

The Safer Access system is to ensure that all school building doors remain locked outside of the morning-entry and afternoon-dismissal periods. When school doors are locked, visitors wishing to gain access to the building will ring the intercom at the main entrance door and identify themselves before access is granted into the school building. School Safety Agents and/or school staff will be able to see and speak with visitors before granting them access inside. Please be assured that all visitors to our school will continue to be treated with courtesy, professionalism, and respect while awaiting entry into our building. In addition to enhancing safety, this system allows for easy access for first responders during an emergency.

Illnesses and Accidents

If your child has a fever or other concrete symptoms of illness, the nurse or a staff member will contact you at the number provided on your emergency contact card to arrange to have your child picked up. A child with a fever should not return to school until fever-free for 24 hours.

If your child is injured in the classroom or on the playground, the school nurse will provide immediate treatment and will contact you by telephone or by note. For more serious injuries, a phone call will be made to apprise you of the situation and to make any further arrangements that may be necessary.

Medicine

If your child needs to have medicine, including both prescription and nonprescription drugs, administered during the school day (e.g. to clear up any ear infection), you will need a written order from a doctor or other licensed

prescriber as well as a signed and stamped medication form for the school nurse. Medication form 504 can be requested from the nurse.

No medication may be brought to the school without the knowledge of the nurse and your child's teacher. No medication may be administered by the nurse unless you have provided TNAACS with a current 504 form from your physician. Please note the 504 forms need to be renewed annually. No medication may be administered by TNAACS staff members at any time.

If your child has been diagnosed with a chronic health condition, please notify the school nurse. Chronic conditions include asthma, diabetes, epilepsy, severe allergies, heart problems, celiac disease, and other food intolerances. If your child requires prescription medication for a chronic condition during the school day, please contact the school nurse to establish procedures.

Immunizations

All students who attend school in New York State, including TNAACS, are required to be immunized. If a child is not in compliance with immunization requirements for school entrance, or does not present acceptable evidence of compliance, the Principal is required to refuse to admit the student. However, when a child/family has shown a good faith effort to obtain the necessary documentation, Public Health Law (PHL), Section 2164.7 allows for the provision of a limited period of attendance. The basic "grace period" is 14 days. However, when the child is transferring from another state or country, the grace period may be extended to not more than 30 days.

Exemptions to Immunizations:

A medical exemption is given when a valid contraindication to vaccination exists. The medical exemption must be certified by a physician licensed to practice in the State of New York and must specify which immunizations are contraindicated and why.

As of June 2019, New York State Law requires immunizations except for medical exemptions. Please note – there are NO religious exemptions from immunizations in New York State

COVID Protocols

Students at TNAACS are not required to be immunized against COVID 19, although it is recommended. Visitors are not required to be vaccinated against COVID 19 to enter the building. If a student or staff member tests positive for COVID 19 they must stay home until their symptoms improve and they are fever free for 24 hours without the use of fever reducing medication.

Exclusion from School

In addition to COVID 19 or immunization issues, there are several circumstances and/or medical conditions that may lead to exclusion from TNAACS. They include, but are not limited to:

Pediculosis /Head Lice: Pediculosis (Head Lice) is an infestation of the hairy parts of the body or clothing with the eggs, larvae or adults of lice. The crawling stages of this insect feed on human blood, which can result in severe itching. Head lice are usually located on the scalp, crab lice in the pubic area and body lice along seams of clothing. Body lice travel to the skin to feed and return back to the clothing. Students at TNAACS will be excluded from school if it is determined they have Head Lice. Students will be permitted to return to school, once the parent/guardian provides documentation from a physician that the condition is being treated and inspection of the scalp shows no evidence of an active infestation.

Ringworm: Ringworm is a skin infection caused by a fungus that can affect the scalp, skin, fingers, toe nails or foot. Transmission can occur by direct skin-to-skin contact with infected people or pets, or indirectly by contact with items such as barber clippers, hair from infected people, shower stalls or floors. Ringworm of the scalp usually begins as a small pimple that becomes larger in size and leaves scaly patches of temporary baldness. Infected hairs become brittle and break off easily. Occasionally, yellowish cuplike crusty areas are seen.

Ringworm of the body appears as flat, spreading ring-shaped areas. The edge is reddish and may be either dry and scaly or moist and crusted. As it spreads, the center area clears and appears normal. Students at TNAACS will be excluded from school if it is determined they have Ringworm. Students will be permitted to return to school, once the parent/guardian provides documentation from a physician that the condition is being treated and the student is no longer contagious.

Conjunctivitis (Pink Eye): Pinkeye (also called conjunctivitis) is redness and swelling of the conjunctiva, the mucous membrane that lines the eyelid and eye surface. The lining of the eye is usually clear. If irritation or infection occurs, the lining becomes red and swollen. Most cases of pinkeye are caused by infections caused by viruses or bacteria. Viral and bacterial pink eye are contagious and spread very easily. Since most pinkeye is caused by a virus for which there is usually no medical treatment, preventing its spread is important. Poor hand washing is the main cause of the spread of pinkeye. Sharing an object, such as a washcloth or towel, with a person who has Pink Eye can spread the infection. Students at TNAACS will be excluded from school if it is determined they have Pink Eye. Students will be permitted to return to school, once the parent/guardian provides documentation from a physician that the condition is being treated and the student is no longer contagious.

Impetigo: Impetigo is a common infection of the skin resulting in blisters that may occur anywhere on the body but are usually observed around the nose or mouth. It is caused by one of two types of bacteria, either group A *streptococci* or *Staphylococcus aureus*. Symptoms of Impetigo are An itchy rash or red sores that form blisters and then ooze. The sores may grow in size and spread. When blisters break, they form a flat, honey-colored crust. Impetigo is spread person to person through direct contact with discharge from blisters. Impetigo can be successfully treated with antibiotics prescribed by a health care provider. With antibiotic treatment, healing should begin within three days. Students at TNAACS will be excluded from school if it is determined they have Impetigo. Students will be permitted to return to school, once the parent/guardian provides documentation from a physician that the condition is being treated and the student is no longer contagious.

Hand, Foot and Mouth Disease (Coxsackie Viral Infection): Hand, Foot and Mouth Disease is a viral infection caused by a strain of Coxsackievirus. It causes a blister-like rash that, as the name implies, involves the hands, feet and mouth. The virus is spread by direct contact with nose and throat discharges, blisters and feces of infected people. Symptoms of fever, poor appetite, runny nose and sore throat can appear three to five days after exposure. A blister-like rash on the hands, feet and in the mouth usually develops one to two days after the initial symptoms. A person is contagious when the first symptoms appear and may continue until the blister-like skin lesions disappear. Children who feel ill or have a fever should be excluded from group settings until the fever is gone and the child feels well. Students at TNAACS will be excluded from school if it is determined they have Hand Foot and Mouth Disease. Students will be permitted to return to school, once the parent/guardian provides documentation from a physician that the condition is being treated and the student is no longer contagious.

Streptococcal Infections (Strep Throat): Strep throat is a contagious disease caused by infection with streptococcal bacteria, which causes inflammation and swelling of the mucous membranes lining the back of the throat and the tonsils. It is a common cause of sore throat in school-aged children and teens, and its prompt diagnosis and treatment is important to prevent any potential complications. Strep throat must be treated with antibiotics to resolve the infection. In those individuals who develop strep throat, the symptoms usually begin between 1 to 4 days. The symptoms can range from mild to severe. Students at TNAACS will be excluded from school if it is determined they have Strep Throat. Students will be permitted to return to school, once the parent/guardian provides documentation from a physician that the condition is being treated and the student is no longer contagious.

Chicken Pox: Chickenpox is a highly contagious illness caused by the varicella-zoster virus (VZV), a type of herpes virus. It is often a mild illness, characterized by an itchy rash on the face, scalp and trunk with pink spots and tiny fluid-filled blisters that dry and become scabs four to five days later. Chickenpox is transmitted from person to person by directly touching the blisters, saliva or mucus of an infected person. The virus can also be transmitted through the air by coughing and sneezing. Chickenpox can be spread indirectly by touching contaminated items freshly soiled, such as clothing, from an infected person. Initial symptoms include sudden onset of slight fever and feeling tired and weak, followed by an itchy blister-like rash. The blisters eventually dry,

crust over and form scabs. To prevent the spread of chickenpox, people infected with the disease should remain home and avoid exposing others who are susceptible. Infected persons should remain home until the blisters become dry and crusted. Students at TNAACS will be excluded from school if it is determined they have Chicken Pox. Students will be permitted to return to school, once the parent/guardian provides documentation from a physician that the condition is being treated and the student is no longer contagious.

Influenza: Influenza (flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death. Some people, such as older people, young children, and people with certain health conditions, are at high risk for serious flu complications. The best way to prevent the flu is by getting vaccinated each year. Symptoms of the Flu include: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue and sometimes diarrhea and vomiting. The Center for Disease Control (CDC) recommends that a person with the flu stay home for at least 24 hours after their fever is gone except to get medical care. Students at TNAACS will be excluded from school if they are determined they have the Flu. Students may return to school once they have been symptom and fever free for 24 hours.

Rotavirus (Commonly known as a stomach virus or stomach flu): Rotavirus is a common stomach and intestinal illness. It mostly affects babies and young children. It is one of the most common causes of severe diarrhea. Almost all children will have a rotavirus infection by the time they are 5 years old. Rotavirus is highly contagious. It spreads through direct or indirect contact with an infected person's feces (poop). It can happen if you touch a contaminated object, food, water, or the hands or mouth of an infected person. The virus enters your body when your unclean hand touches your nose or mouth. Once you have been exposed to rotavirus, it takes about 2 days for symptoms to appear. Symptoms can last between 3 and 8 days. Because rotavirus is a virus, it cannot be treated with antibiotics. Treatment focuses on relieving symptoms. The risk of catching rotavirus is greatest in the winter and spring (December through June). Students at TNAACS will be excluded from school if it is determined they have a Rotavirus. Students may return to school once they have been symptom and fever free for 24 hours.

Measles: Measles is a childhood infection caused by a virus. Once quite common, measles can now almost always be prevented with a vaccine. Also called rubeola, measles can be serious and even fatal for small children. While death rates have been falling worldwide as more children receive the measles vaccine, the disease still kills more than 100,000 people a year, most under the age of 5. Measles typically begins with a mild to moderate fever, often accompanied by a persistent cough, runny nose, inflamed eyes (conjunctivitis) and sore throat. The measles rash consists of small red spots, some of which are slightly raised. Spots and bumps in tight clusters give the skin a blotchy red appearance. The face breaks out first. For the first 10 to 14 days after you're infected, the measles virus incubates. You have no signs or symptoms of measles during this time. In addition, a person with measles can spread the virus to others for about eight days, starting four days before the rash appears and ending when the rash has been present for four days. Should your child contract measles they are excluded from school until the end of any potential outbreak. This can be 21 days or more.

APPENDIX #1**The New American Academy Charter School Calendar 2026/2027 ***

DATE	EVENT
August 24, 2026	First Day for TNAACS Staff
August 24h through September	Classroom Set Up Professional Development for Staff
Monday September 7, 2026	Labor Day
Tuesday September 8, 2026	First Day of School for All TNAACS Students
Monday September 21, 2026	Yom Kippur - NO SCHOOL
Monday October 12, 2026	Italian Heritage/Indigenous Peoples' Day - NO SCHOOL
Tuesday November 3, 2026	Election Day - Asynchronous At Home Learning Day for Students, Professional Development Day for Staff
Wednesday November 11 2026	Veteran's Day - NO SCHOOL
Wednesday, November 25th through Friday November 27th	Thanksgiving Recess - NO SCHOOL
Friday December 18, 2026	Virtual Parent/Teacher Conferences - Asynchronous At Home Learning Day For Students
Wednesday December 23, 2026	TNAACS Winter Sing Along - 1/2 Day
Wednesday December 24, 2026 through Friday January 1, 2027	Winter Recess NO SCHOOL
Monday January 4, 2027	Asynchronous At Home Learning Day for Students, In Person Work Day for Staff
Tuesday January 5, 2027	Instruction Resumes for all Students
Monday January 18, 2027	Martin Luther King Day - NO SCHOOL
Friday February 12, 2027	Black History Month Celebration -1/2 Day
Monday February 15, 2027 through Friday February 19, 2027	Mid-Winter Vacation - NO SCHOOL
Monday February 22, 2027	Instruction Resumes for all Students
Tuesday March 9, 2027	Eid al Fitr
Thursday March 25, 2027	Virtual Parent/Teacher Conferences - Asynchronous At Home Learning Day for Students
Friday March 26, 2027	Good Friday - NO SCHOOL
Wednesday April 14th & Thursday April 15th	NYS English Language Arts (ELA) Exam Grades 3 through 5
Wednesday April 21, 2027	Earth Day Celebration -1/2 Day
Thursday April 22, 2027 through Friday April 30 2027	Spring Break - NO SCHOOL
Wednesday May 5th & Thursday May 6th	NYS Mathematics Exam Grades 3 through 5

Tuesday May 11 2027	NYS Science Exam Grade 5
Monday May 17, 2027	Eid al-Adha - NO SCHOOL
Monday May 31, 2027	Memorial Day - NO SCHOOL
Tuesday June 8, 2027	Clerical Day for TNAACS Staff - Asynchronous At Home Learning Day for Students
Thursday June, 10, 2027	Clerical Day for TNAACS Staff - Asynchronous At Home Learning Day for Students
Friday June 18, 2027	Club Showcase - 1/2 Day
Monday June 21, 2027	TNAACS Ice Cream Social -1/2 Day for Students
Wednesday June 23, 2027	Last Day of School for TNAACS Students - 1/2 Day for Students
Thursday June 24th & Friday June 25th	Staff Superintendent Days

TNAACS Parent, Guardian & Visitor Civility Policy

Purpose

The New American Academy Charter School (TNAACS) is committed to maintaining a safe, respectful, and professional school environment for students, families, staff, and visitors. We recognize the right of parents and guardians to advocate for their children, ask questions, raise concerns, and disagree with school decisions. We ask that all interactions remain respectful, appropriate, and focused on resolving concerns.

Expectations for Respectful Conduct

Parents, guardians, and visitors are expected to:

- Communicate with staff respectfully and professionally.
- Follow established procedures for addressing questions, concerns, and complaints.
- Schedule meetings rather than interrupting instruction, arrival, dismissal, or staff supervisory responsibilities.
- Follow reasonable directions from school staff, administrators, and School Safety.
- Respect the privacy, personal space, and rights of students, staff, and other families.
- Work collaboratively with school staff to resolve concerns.

Unacceptable Conduct

The following behaviors are not permitted:

- Yelling, cursing, insulting, or using abusive or degrading language.
- Threatening, intimidating, bullying, or harassing students, staff, families, or visitors.
- Engaging in aggressive, unsafe, or physically intimidating behavior.
- Entering classrooms, offices, or restricted areas without permission.
- Disrupting instruction, arrival, dismissal, meetings, events, or school operations.
- Confronting, questioning, disciplining, or threatening another person's child.
- Repeatedly confronting or contacting staff after being directed to follow an established communication process.
- Refusing to follow reasonable directions or leave school property when directed by an authorized school official.
- Using phone calls, email, text messages, social media, or other communication to threaten, harass, or abuse members of the school community.

Addressing Concerns

Disagreement with a school employee or decision is not a violation of this policy. Parents and guardians are encouraged to raise concerns through established school procedures. If an interaction becomes disrespectful, threatening, or disruptive, a staff member may end the conversation and refer the matter to the Principal.

Violations of the Civility Policy

Depending on the seriousness or frequency of the behavior, TNAACS will:

- Provide a **verbal civility reminder**.
- Issue a **written warning**.
- Establish **communication or meeting requirements**, such as scheduled appointments or administrator-supported meetings.
- **Limit access to the school building** or specific areas when necessary to maintain safety and order.

- Require an individual to **leave school property** and/or contact School Safety, emergency services, or law enforcement when conduct is threatening, unsafe, or unlawful.

Serious incidents will result in immediate action without following each step in order.

Our Shared Commitment

Adults play an important role in modeling the **respect, responsibility, self-control, and problem-solving skills we expect from our students**. By communicating respectfully—even when we disagree—we help maintain a safe, welcoming, and supportive school community for every child.

APPENDIX #3

i-Ready Instructional Usage Grading Guide 2026-2027

Math/ELA	Marking Period 1- Dec. 4, 2026				Any # of lessons with an average pass rate that is less than 70% brings the student down one grade
Grades	1-Below	2- Approaching	3-On Grade Level	4- Exceeding	
K	Less than 15 lessons, 70% pass rate or less	15-19 lessons 70% pass rate or more	20 lessons, 70% pass rate or more	21 lessons or more, 70% pass rate or more	
1st-5th	Less than 25 lessons and with a 70% pass rate or less	25-29 Lessons 70% pass rate	30 Lessons, 70% pass rate or more	31 lessons or more, 80% pass rate or more	

Math/ELA	Marking Period 2- March 12, 2027				Any # of lessons with an average pass rate that is less than 70% brings the student down one grade
Grades	1-Below	2- Approaching	3-On Grade Level	4- Exceeding	
K	Less than 36 lessons 70% pass rate or less	36-41 lessons 70% pass rate or more	42 lessons, 70% pass rate or more	43 lessons or more, 70% pass rate or more	
1st-5th	Less than 59 lessons and with a 70% pass rate or less	59-62 Lessons 70% pass rate	63 Lessons 70% pass rate or more	64 lessons or more, 80% pass rate or more	

Math/ELA	Marking Period 3- June 4, 2027				Any # of lessons with an average pass rate that is less than 70% brings the student down one grade
Grades	1-Below	2- Approaching	3-On Grade Level	4- Exceeding	
K	Less than 55 lessons 70% pass rate or less	55-61 lessons 70% pass rate or more	62 lessons, 70% pass rate or more	63 lessons or more, 70% pass rate or more	
1st-5th	Less than 90 lessons and with a 70% pass rate or less	90-95 Lessons 70% pass rate	96 Lessons 70% pass rate or more	97 lessons or more, 80% pass rate or more	

APPENDIX #4

The New American Academy Charter School Cell Phone and Internet-Enabled Device Policy

In accordance with New York Education Law § 2803, all public schools in New York State, including charter schools such as The New American Academy Charter School (TNAACS), are required to implement a policy prohibiting the use of internet-enabled devices by students during the school day while on school grounds. This "distraction-free" initiative aims to reduce interruptions to instruction and enhance the overall learning environment. Internet-enabled devices include, but are not limited to:

- Smartphones
- Tablets
- Smart watches
- Any device capable of connecting to the internet

As a result, **all TNAACS students are prohibited from using personal internet-enabled devices, including cell phones, on school property during the school day.** Students will be permitted to use school-issued devices, such as Chromebooks or laptops, when necessary for instructional purposes. Additionally, student devices may not be turned on or used during emergency drills or preparedness exercises, such as evacuation drills.

Contact of TNAACS Students During the School Day

If a parent or guardian needs to contact their child during the school day, we ask that they do so using one of the following methods:

- Contact the TNAACS main office at 718-385-1709.
- Contact Ms. Kori Tatum, Student Recruitment & Family Engagement Coordinator, at 347-533-3918.
- Contact your child's Director of Teaching and Learning (DTL):
 - Kindergarten and First Grade: Ms. Diamond Mays, at 929-275-1692
 - Second and Third Grade: Dr. Yolanda Babb, at 929-468-5612
 - Fourth and Fifth Grade: Mrs. Olawa Brown, at 347-585-5281

Exceptions for Personal Internet-Enabled Electronic Devices

Student use of personal internet-enabled cell phones or electronic devices on TNAACS school property during the school day is permitted only under the following circumstances:

- **Educational Purpose (With Prior Authorization):** Use is explicitly authorized by the Principal for a specific, approved educational purpose.
- **Medical Necessity:** Use is necessary to monitor a documented medical condition and/or notify the student of required medical action. This must be supported by documentation from the student's licensed medical provider and is subject to review and approval by TNAACS.
- **Legal Requirement:** Use is required by applicable federal, state, or local law.

Student Personal Device Storage Procedures

Families are strongly encouraged not to send students to school with personal, internet-enabled cell phones or electronic devices, if possible. If a student does bring a personal internet-enabled cell phone to school, it must be turned off upon arrival and will be secured and stored by TNAACS for the duration of the school day. Each TNAACS house classroom is equipped with a locked cell phone storage cabinet. At the start of each instructional day, students are required to place their devices into their assigned slot. Devices will be returned to students at the end of the school day, shortly before dismissal.

The New American Academy Charter School Promotion In Doubt Timeline

Date	Action
November	Based on assessments, classwork, student work products, anecdotal evidence and attendance (if applicable) teaching teams determine which students in their cohort are not approaching promotion standards.
Fall Parent Teacher Conferences	TNAACS will give early notice to parents if their child's performance is not approaching promotion standards.
Ongoing	The resources of TNAACS will be strategically developed and deployed to provide the necessary support and interventions to ensure that all students not approaching promotion standards get the support needed to improve academic performance and attendance (if applicable) in order to achieve the standards in a timely manner.
January	Based on assessments, classwork, student work products, anecdotal evidence and attendance (if applicable) teaching teams determine which students in their cohort initially identified are not approaching promotion standard and are at risk of being retained in grade. Teachers also identify any additional students who based on assessments, classwork, anecdotal evidence and attendance (if applicable) are not approaching promotion standards.
March	Teacher teams submit names of students in their cohort who, based on the assessment of the teaching team, are not approaching promotion standards and are at risk of being retained in their current grade to the Pupil Personnel Committee.
March	<i>Promotion in Doubt</i> letters are sent to the families of the students identified as currently not approaching promotion standard and are at risk of being retained in their current grade. Parents are given the opportunity to schedule an appointment to meet with their child's teaching team to discuss their child's progress and to develop an action plan for future success.
Ongoing	The resources of TNAACS will be strategically developed and deployed to provide the necessary support and interventions to ensure that all students not approaching standard get the support needed to improve academic performance and attendance (if applicable) in order to achieve the promotion standards in a timely manner.
June	Based on assessments, classwork, student work products, anecdotal evidence and attendance (if applicable) teaching teams determine which students in their cohort have not met promotion standards and should be retained in their current grade.
June	Teacher teams submit names of students in their cohort who, based on the assessment of the teaching team have not met promotion standard and should be retained in their current grade to the Educational Leadership Team (ELT)
June	The Principal makes final decisions around which students are to be retained. Parents are notified that their child has been selected for retention in grade. Parents of students selected for retention in grade will have the opportunity to appeal the decision of the Principal to TNAACS Board of Directors. A student performance portfolio including assessments, student work products, classwork and attendance data will be submitted to TNAACS Board of Directors for review.
June	On or before the last day of school parents will be notified in writing by TNAACS of the Board of Directors decision in regard to their child's retention in grade. The decision by the Board will be final and no further appeals will be accepted.

THE NEW AMERICAN ACADEMY CHARTER SCHOOL BUS POLICY

The following are the requirements for riding the school bus:

1. Students **MUST** wear their seat belts **AT ALL TIMES** when riding the bus.
2. Students may not walk around the school bus for any reason.
3. Students may not change seats while riding the bus.
4. Students may not engage in uncooperative, disorderly, disruptive or harmful behavior.
5. Parents or caregivers **MAY NOT** enter the bus at **ANY TIME** for **ANY Reason**.

Infractions of the bus rules shall fall into the following categories

Level 1 -Uncooperative/Noncompliant Behavior

Examples include, but are not limited to:

- ❖ Not wearing their seatbelt
- ❖ Walking around the school bus
- ❖ Changing seats on the school bus

Level 2 - Disorderly Behavior

Examples include, but are not limited to:

- ❖ Yelling, screaming or shouting
- ❖ Teasing other students

Level 3 - Disruptive Behavior

Examples include, but are not limited to:

- ❖ Verbal fighting
- ❖ Name calling
- ❖ Using inappropriate language
- ❖ Throwing things on the bus
- ❖ Vandalism

Level 4 - Aggressive or Injurious Harmful Behavior

Examples include, but are not limited to:

- ❖ Acts of physical aggression such as hitting or fighting
- ❖ Throwing things at other students

Level 5 - Seriously Dangerous or Violent Behavior

Examples include, but are not limited to:

- ❖ Acts of physical aggression that lead to injury
- ❖ Throwing things out of the bus window
- ❖ Inappropriate touching

APPENDIX # 7

The New American Academy Charter School Parent Complaint Policy



The complaint process at The New American Academy Charter School (“TNAACS”) is in accordance with Section 2855(4) of the [NYS Charter Schools Act](#). Any individual or group may bring a complaint to the TNAACS Board of Trustees (the “Board”) alleging a violation of the Charter Schools Act, the TNAACS charter, or any other provision of law relating to the management or governance of TNAACS. A formal complaint must be submitted in writing by emailing info@tnnacs.org or by completing the complaint form attached as Appendix A. The subject line of the email should read: Complaint: [Name of Child and grade] and should include:

- A detailed written statement of the nature of the complaint including the names of the individuals involved;
- The time, date, and place the incidents and/or actions at issue occurred;
- An allegation referring to the specific term of the charter or provision of law that the school has violated;
- What response, if any, was received from the school thus far;
- What relief the complainant is seeking; and
- The name, address, and phone number of the complainant.
- Include any relevant documents related to the complaint.

Before you use this formal complaint process, it is very important for you to determine positively that your complaint involves a violation of TNAAC’s Charter or law. If it does not, this formal process is not the appropriate avenue for you to seek a solution to your problem. In addition to a formal complaint policy, TNAACS has several informal means of resolving issues that may involve your child. This process should only be used to file a formal complaint with The New American Academy’s Board of Trustees.

If a complaint is made regarding a staff member at The New American Academy Charter School, it shall first be the responsibility of the Principal to address the complaint to the satisfaction of the Board and the complainant. The Board shall serve as the appeals body for any complaints that are not satisfactorily resolved or that involve the Principal directly in the complaint. The Board will act on the complaint and provide a final response to the complaint within 30 days of receiving the formal written complaint, or by the next regularly scheduled meeting of the Board, unless extenuating circumstances outlined in the complaint require an expedited review.

If the complainant believes that the Board has not adequately addressed the complaint, the individual or group may then present the complaint to TNAACS’ authorizer, the New York State Board of Regents through the Commissioner of Education. All complaints brought to the Board of Regents/Commissioner concerning charter schools **must be submitted in writing** to the State Education Department’s Charter School Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington

Avenue, Albany, NY 12234, or via email to: charterschools@nysed.gov. The subject line of the email should read: Complaint: [Name of School]. The contents of the letter/email should include:

- A detailed statement of the complaint including the provision of the School's charter or law that you allege has been violated.
- What, if any, response you received from the TNAACS Board of Trustees.
- Copies of all relevant correspondence between you and TNAACS and you and the Board of Regents, if applicable. (You should maintain copies of all correspondence and materials for your own files.)
- **What specific action or relief you are seeking.**
- Contact information for you – name, address, email address, telephone number.

APPENDIX # 8

The New American Academy Charter School Parent Complaint Form

FORMAL COMPLAINT FORM FOR SUBMISSION TO THE NEW AMERICAN ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES

Directions: Please complete this form and return it to the TNAACS school office in person or via mail at: The New American Academy Charter School, 9301 Avenue B, Rm 317, Brooklyn, NY 11236.

Today's Date: ____/____/____

Your Name:

Telephone No.:

E-mail Address:

Best Time to Reach You:

Date of Incident: ____/____/____

Name of Student(s):

Your Relationship to Student(s)/School:

1. In the space below, please provide a detailed statement of your complaint:

Attach additional pages if necessary

2. Describe specifically the action you are seeking.

Please attach any relevant documentation, reports, etc. in support of your complaint to this form. Contact the school directly for instructions regarding the submission of these materials to the school board or the person or entity who handles complaints on the school board's behalf.