Northwood Academy Charter School

Monthly Board Meeting

Date and Time

Wednesday October 18, 2023 at 5:30 PM EDT

This is a public meeting of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website.

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Zoom Link to join the webinar:
https://us02web.zoom.us/j/84770355559

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	Opening Items			

		Purpose	Presenter	Time
A.	Call the Meeting to Order		Paul Kleschick	1 m
B.	Record Attendance and Guests		Tara Caldwell	1 m
C.	Reading of Mission Statement		Paul Kleschick	1 m
	Northwood Academy Charter School is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.			
D.	Resolution 101823.1: Approval of Agenda	Vote	Paul Kleschick	5 m
E.	Resolution 101823.2: Approval of Previous Minutes	Approve Minutes	Paul Kleschick	5 m
F.	Community Comment		Paul Kleschick	5 m

II. Committee Reports — 5:48 PM

A.	Academic Excellence Committee	Discuss	Diana Abellard	5 m
B.	Governance Committee	Discuss	Tara Caldwell	3 m
C.	Human Resource Committee (Ad Hoc)	Discuss	Paul Kleschick	3 m
D.	Finance Committee	Discuss	Kristine Spraga	5 m

III. Staff Reports — 6:04 PM

A.	CEO	Discuss	Eric Langston	3 m
B.	DOO	Discuss	Averyel Sawyer	3 m
C.	Special Education & Student Support	Discuss	Barbara Guillory	3 m
D.	Human Resources	Discuss	Tracee Hunt	3 m
E.	Principal Report	Discuss	Diana Abellard	5 m

IV. Executive Session

V. Finance — 6:21 PM

		Purpose	Presenter	Time
A.	Resolution 10182023.003: Discussion of Financials	Discuss	Michael McLeish	5 m

VI. Human Resources — 6:26 PM

A.	HR Initiatives Timeline	Discuss	Tracee Hunt	5 m
B.	Personnel (Key Performance Indicator)	Vote	Tracee Hunt	5 m

RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts and ratifies the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).

C.	Resolution 10182023.4: College & Career Position Request	Vote	Tracee Hunt	5 m
D.	Resolution 10182023.5: Second Social Worker Position Request	Vote	Tracee Hunt	5 m
E.	Resolution 10182023.6: Additional Dean Request	Vote	Tracee Hunt	5 m
F.	Resolution 10182023.7: Jounce Partners Position Request	Vote	Tracee Hunt	5 m
G.	Resolution 10182023.8: HR SPED Search	Vote	Tracee Hunt	5 m
H.	Resolution 10182023.9: Retained Search Principal Contract	Vote	Tracee Hunt	5 m
I.	Resolution 10182023.10: Org Chart Update	Vote	Tracee Hunt	5 m
J.	Resolution 10182023.11: New Position Request for Executive Assistant to CEO	Vote	Tracee Hunt	5 m

VII. New Business — 7:16 PM

A.	Oath of Office, Newly Appointed Trustees	Vote	Nicole Snyder	5 m

"I do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

		Purpose	Presenter	Time
	Kristine Spraga			
B.	Resolution 101823.19: Hearing Officers	Vote	Dr. Paul Kleschick	5 m
C.	Resolution 10182023.12: Settlement of Former Employee 2023.03	Vote	Dr. Paul Kleschick	5 m

WHEREAS, it is the desire of the Board of Trustees of Northwood Academy Charter School to settle all disputes or potential disputes in the matter of Employee Number 2023.03 without admission of any liability.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees and it is hereby resolved by the authority of the same as follows:

The Board of Trustees of Northwood Academy Charter School hereby approves the terms of the Confidential Settlement Agreement with Former Employee Number 2023.03

D.	Resolution 10182023.13: 10/18/2023 Memo	Vote	Eric Langston	5 m
E.	Resolution 10182023.14: Settlement for Student 163-23	Vote	Dr. Paul Kleschick	5 m
F.	Resolution 10182023.15: Settlement for Student 115-23	Vote	Dr. Paul Kleschick	5 m
G.	Resolution 10182023.16: Settlement for Student 148.22	Vote	Dr. Paul Kleschick	5 m
H.	Resolution 10182023.17: Settlement for Student 399.23	Vote	Dr. Paul Kleschick	5 m
I.	Resolution 10182023.18: Appoint new CEO	Vote	Dr. Paul Kleschick	5 m

Appoint new Cheif Executive Officer Eric Langston.

J.	Resolution 10182023.18: 2023-2024 Student/Parent Handbook	Vote	Dr. Paul Kleschick	5 m
VIII.	**Closing Items**			**8:06 PM**
A.	Adjourn Meeting	Vote	Paul Kleschick	1 m

Coversheet

Resolution 101823.1: Approval of Agenda

Section: I. Opening Items
Item: D. Resolution 101823.1: Approval of Agenda
Purpose: Vote
Submitted by:
Related Material: 2023_10_18_board_meeting_agenda.pdf

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Kristine Spraga

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G.	Resolution 10182023.17: Settlement for Student 399.23	Vote	Dr. Paul Kleschick	5 m
H.	Resolution 10182023.18: Appoint new CEO	Vote	Dr. Paul Kleschick	5 m

Appoint new Cheif Executive Officer Eric Langston.

I.	Resolution 10182023.18: 2023-2024 Student/Parent Handbook	Vote	Dr. Paul Kleschick	5 m

VIII. Closing Items — 8:01 PM

A.	Adjourn Meeting	Vote	Paul Kleschick	1 m

Coversheet

Resolution 101823.2: Approval of Previous Minutes

Section:	I. Opening Items
Item:	E. Resolution 101823.2: Approval of Previous Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Monthly Board Meeting on August 16, 2023 2023_08_16_board_meeting_minutes.pdf

APPROVED

Northwood Academy Charter School

Minutes

Monthly Board Meeting

Date and Time
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Trustees Present
D. Hill-Hennie (remote), D. Kleschick (remote), E. Williams (remote), K. Spraga (remote), M. McLeish (remote), W. Young (remote)

Trustees Absent
C. Holmes, T. Caldwell, V. Cofield

Guests Present
A. Mohamad (remote), A. Sawyer (remote), Anastasia Riley (remote), Ashley Scrivner (remote), B. Guillory (remote), D. Abellard (remote), N. Snyder (remote), T. Hunt (remote)

I. Opening Items

A. Call the Meeting to Order

D. Kleschick called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Aug 16, 2023 at 5:37 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

Presented by Paul Kleschick

D. Resolution 081623.001: Approval of Agenda

K. Spraga made a motion to Approve Agenda.
D. Kleschick seconded the motion.
The board **VOTED** to approve the motion.

E. Resolution 081623.002: Approval of Minutes

K. Spraga made a motion to approve the minutes from Board of Trustees Monthly Meeting on 06-21-23.
W. Young seconded the motion.
The board **VOTED** to approve the motion.

F. Community Comment

II. Staff Reports

A. CEO

B. DOO

C. Special Education & Student Support

D. Human Resources

E.

Principal Report

Presented by Principal Riley

III. Finance

A. Resolution 081623.003: Approval of Financials

D. Kleschick made a motion to Approve June Financials.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.

IV. Human Resources

A. Resolution 081623.004: New Position Request: School Psychologist

K. Spraga made a motion to Approve New Position Request.
W. Young seconded the motion.
The board **VOTED** to approve the motion.

B. Resolution 081623.005: New Position Request: Specializes Services Case Manager

K. Spraga made a motion to Approve new position.
D. Kleschick seconded the motion.
The board **VOTED** to approve the motion.

C. HR Initiatives Timeline

Presented by Tracee Hunt

D. Personnel (Key Performance Indicator)

D. Kleschick made a motion to approve KPIs.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.

E. Resolution 081623.006: Employee Handbook Revised

D. Kleschick made a motion to approve revised Employee Handbook.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.

F. Resolution 081623.007: CEO Appointing

D. Kleschick made a motion to Approve.
W. Young seconded the motion.
Ammendment to Agenda:
Contigent Upon October Board Meeting The Chair of the Board authorize Total HR and The Board to enter into agreement with a candidate upon a successful background

check, all initial offers and final approval at the October Board Meeting subject to any other legal requirements.
The board **VOTED** to approve the motion.

V. New Business

A. Resolution 081623.007: CBA2023.34: Ascend Math

D. Kleschick made a motion to Approve.
K. Spraga seconded the motion.
For Special Education
The board **VOTED** to approve the motion.

B. Resolution 081623.008: CBA2023.35: Star Autism Support Software

K. Spraga made a motion to Approve.
W. Young seconded the motion.
For Staff Support/Professional Development
The board **VOTED** to approve the motion.

C. Resolution 081623.009: CBA2023.36 HMH Into Reading

D. Kleschick made a motion to Approve.
W. Young seconded the motion.
Additional Professional Development for Staff and consumables for students.
The board **VOTED** to approve the motion.

D. Resolution 081623.010: CBA2023.38: Student Lockers 5th-8th

D. Kleschick made a motion to Approve.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:35 PM.

Respectfully Submitted,
D. Kleschick

DRAFT

Northwood Academy Charter School

Minutes

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C. Special Education & Student Support

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Respectfully Submitted,
D. Kleschick

Coversheet

Community Comment

Section: I. Opening Items
Item: F. Community Comment
Purpose: FYI
Submitted by:
Related Material: Public Comment 10_18_23.pdf

NORTHWOOD ACADEMY
CHARTER SCHOOL
A Learning Sanctuary

4621 Castor Avenue
Philadelphia, PA 19124

Community Comment

1. Cheryl Lewis

Coversheet

CEO

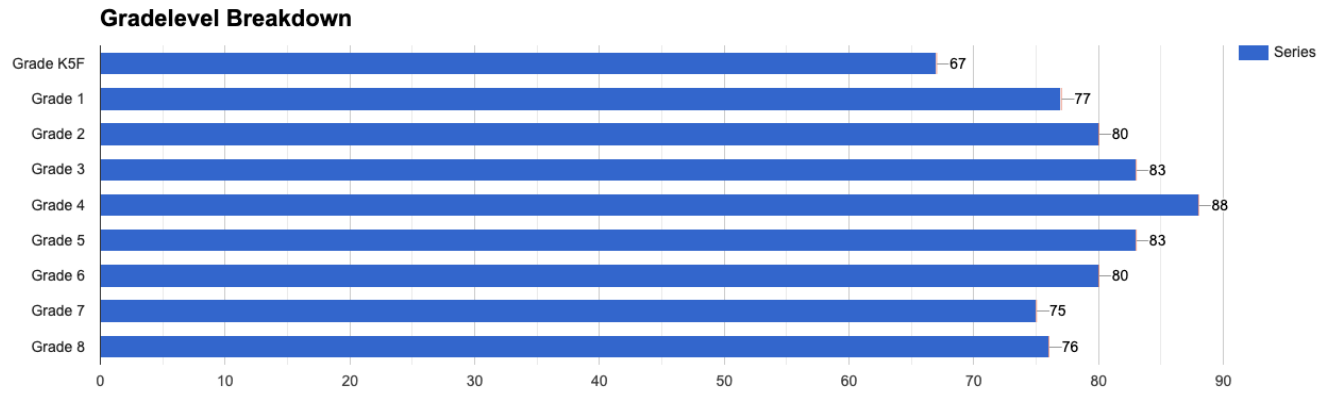
Section: III. Staff Reports
Item: A. CEO
Purpose: Discuss
Submitted by:
Related Material: CEO Board Report 10:18:23.pdf
October 2023 Board Report- Community Coordinator CU.docx.pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

4621 Castor Avenue
Philadelphia, PA 19124

Northwood Academy Charter School
CEO Report/ Principal's Board Report
October 2023

Enrollment as of 10.11.23



Back-to-School Night (B2SN) Resource/ Community Fair: This year was the first year we hosting a Back-to-School Night Resource/ Community Fair on the blacktop during B2SN. It was extremely successful and we look forward to expanding the fair next year. Below is a list of all participating organizations.

- Frankford Community Development Corporation
- PECO
- Unique Dreams, Inc
- Police Officer Lauretha Vaird Boys & Girls Club (BGCPhila)
- Northeast Regional Library (Cottman Ave)
- Snider Hockey
- Settlement Music
- TTF Watershed Partnership
- CORA

After-School Club Update: First trimester after-school clubs are in full swing. Please see below for a full list of clubs. Note, the quantity and type of clubs vary upon staff participation.

- *Game Club: Grades 2-3*
- *Lego Robotics Club: Grade: 3*
- *Make and Take Club: Grade 4*
- *Iconic Mindsetters Inc. Club: Grades 5th-8th*
- *Skills and Drills Club: Grades 5th-8th*
- *Math Club: Grade: 6th-8th*

- *Film Fanatics Club: Grade: 7th and 8th*

Miss Chocolate Fall Fundraiser: On 9/18 we kicked off our NACS Fall fundraiser with Miss Chocolate/ Ashley Farms. Family and friends are also encouraged to shop online at Miss Chocolate.com. All funds raised will go to adding more books to our new NACS Reading Nook.

Northwood's Organizational ID#*605108*

Quick Facts:
Fundraiser starts: September 18th
Fundraiser ends: October 18th
Estimated Delivery: November 6th
Checks payable to Northwood Academy Charter School

Field Trips:

- Thursday, 10/12, Shady Brook Farm - Kindergarten
- Friday, 10/27, Shady Brook Farm - Grade 2
- Tuesday, 10/31, Shady Brook Farm - Grade 1
- Tuesday, 11/07, The Franklin Institute - Grade 5

October Dine & Donate: NACS hosted another **Dine & Donate Night** @ the local East Coast Wings + Grill on Castor Ave. **Wednesday, 10/4, 5 pm-8 pm. Northwood Academy** received **15% of the sales** from all Northwood friends & families that came in to dine at the Castor Avenue East Coast and Wings & Grill. We will be notified shortly on how much we were able to raise.

Fire Prevention Week Assembly: Friday, 10/6 we welcomed Firefighter Reinhardt for our Kick-Off to Fire Prevention Week (FPW) assembly for grades K-6.

Family Tech Talk Parent/Guardian Webinar: We will be offering a free Internet safety webinar for our NACS families Tuesday, 10/17, at 7 pm sponsored by Trend Micro.

Caregivers will learn:

- Social media insights and trends: What parents should know
- Tips for managing screen time
- Best practices to help kids be safe online
- How to help kids learn to be kind and respectful online
- Ways to manage devices, including app settings for age-appropriate content, camera and privacy settings, and more

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Upcoming NACS Events: We are so excited to be hosting the upcoming events for our staff and families. .

- 10/25/23: Fall Festival (Simpson Rec) 3:00pm-5:00pm
- 11/29/23: Urban Air Night 3:30pm-7:00pm
- December 18th-22nd: Spirit Week + Family dinner here at NACS

Staffing Updates:

Position	Openings	Open Date	Hiring Manager	Sourcing Activity	Last Action
2nd Grade Teacher	1	10/3/2023	Diana Abellard	Indeed, PAREAP	Pipeline - 2
4th Grade Teacher	1	8/3/2023	Michael Kell	Indeed, PAREAP	Pipeline - 1
5th Grade Science Teacher	1	8/3/2023	Michael Kell	Indeed, PAREAP	Pipeline - 1
7th Grade Math Teacher	1	9/6/2023	Michael Kell	Indeed, PAREAP	Pipeline - 0
7th Grade Science Teacher	1	8/8/2023	Michael Kell	Indeed, PAREAP	Pipeline - 0
Classroom Assistant	1	10/5/2023	Diana Abellard	Indeed, PAREAP	Pipeline - 7
Dean Of Students	2	9/29/2023	Eric Langston	Indeed, PAREAP, ZipRecruiter	Pipeline - 7
Executive Assistant	1	9/26/2023	Eric Langston	Indeed, PAREAP	Pipeline - 4
Guidance Counselor	1	8/31/2023	Michael Kell	Indeed, PAREAP	Pipeline - 3
Lunch Aide	1	9/5/2023	Averyel Sawyer	Indeed, PAREAP	Pipeline - 2
Maintenance Worker	1	9/5/2023	Averyel Sawyer	Indeed, PAREAP	Pipeline - 1
Middle School Math Teacher (6th)	1	6/27/2023	Michael Kell	Indeed, PAREAP	Pipeline - 1
Middle School Science Teacher (8th)	1	5/16/2023	Michael Kell	Indeed, PAREAP	Pipeline - 0
Middle School Social Studies Teacher (7th)	1	5/16/2023	Michael Kell	Indeed, PAREAP	Pipeline - 0
Music Teacher	1	8/31/2023	Diana Abellard	Indeed, PAREAP	Pipeline - 1
SPED Assistant 1:1	4	8/8/2023	Barbara Guillory	Indeed, PAREAP	Pipeline - 1
	Openings I - 9 NI - 11				Offers Accepted - 15 Declined - 6

Additional information:

- Newly appointed Principal Ms. Abellard
- Newly appointed LS Assistant Principal Mrs. Powell
- 1 Social worker posting for LS (repurposed Guidance Counselor role)
- 9 additional SPED roles we are recruiting for
- Openings:
    - 18 Instructional Roles
    - 11 Non-instructional roles
- 15 accepted offers (Not including openings)
- 6 declined offers (rationale: pay scale)
- We added 2 additional dean roles to assist with student

CEO Office Hours/Meet and Greet : I am excited about this opportunity to meet and collaborate with our NACS families:

- **October 10, 2023 3:00pm-5:00pm(Office hours)**
- **October 11, 2023 12:30pm-2:30pm(Office hours)**
- **October 13, 2023 8:30am-10:30am (Office hours)**
- **October 16, 2023 3:00pm-5:00pm (Office hours)**
- **October 16, 2023 5:00pm-7:00pm Meet the CEO night +School Administration**

NORTHWOOD ACADEMY CHARTER SCHOOL

A Learning Sanctuary

4621 Castor Avenue
Philadelphia, PA 19124
P: 215. 289.5606
F: 215. 289.5464

10/10/2023

Community Coordinator Report

Back-to-School Night (B2SN) Resource/ Community Fair: This year was the first year we hosting a Back-to-School Night Resource/ Community Fair on the blacktop during B2SN. It was extremely successful and we look forward to expanding the fair next year. Below is a list of all participating organizations.

- Frankford Community Development Corporation
- PECO
- Unique Dreams, Inc
- Police Officer Lauretha Vaird Boys & Girls Club (BGCPhila)
- Northeast Regional Library (Cottman Ave)
- Snider Hockey
- Settlement Music
- TTF Watershed Partnership
- CORA

After-School Club Update: First trimester after-school clubs are in full swing. Please see below for a full list of clubs. Note, the quantity and type of clubs vary upon staff participation.

- *Game Club: Grades 2-3*
- *Lego Robotics Club: Grade: 3*
- *Make and Take Club: Grade 4*
- *Iconic Mindsetters Inc. Club: Grades 5th-8th*
- *Skills and Drills Club: Grades 5th-8th*
- *Math Club: Grade: 6th-8th*
- *Film Fanatics Club: Grade: 7th and 8th*

Miss Chocolate Fall Fundrasier: On 9/18 we kicked off our NACS Fall fundraiser with Miss Chocolate/ Ashley Farms. Family and friends are also encouraged to shop online at Miss Chocolate.com. All funds raised will go to adding more books to our new NACS Reading Nook.

Northwood's Organizational ID*#605108*

Quick Facts:
Fundraiser starts: September 18th
Fundraiser ends: October 18th
Estimated Delivery: November 6th
Checks payable to Northwood Academy Charter School

NORTHWOOD ACADEMY CHARTER SCHOOL

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Field Trips:

- Thursday, 10/12, Shady Brook Farm - Kindergarten
- Friday, 10/27, Shady Brook Farm - Grade 2
- Tuesday, 10/31, Shady Brook Farm - Grade 1
- Tuesday, 11/07, The Franklin Institute - Grade 5

October Dine & Donate: NACS hosted another **Dine & Donate Night** @ the local East Coast Wings + Grill on Castor Ave. **Wednesday, 10/4, 5 pm-8 pm. Northwood Academy** received **15% of the sales** from all Northwood friends & families that came in to dine at the Castor Avenue East Coast and Wings & Grill. We will be notified shortly on how much we were able to raise.

Fire Prevention Week Assembly: Friday, 10/6 we welcomed Firefighter Reinhardt for our Kick-Off to Fire Prevention Week (FPW) assembly for grades K-6.

Family Tech Talk Parent/Guardian Webinar: We will be offering a free Internet safety webinar for our NACS families Tuesday, 10/17, at 7 pm sponsored by Trend Micro.

Caregivers will learn:

- Social media insights and trends: What parents should know
- Tips for managing screen time
- Best practices to help kids be safe online
- How to help kids learn to be kind and respectful online
- Ways to manage devices, including app settings for age-appropriate content, camera and privacy settings, and more

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Coversheet

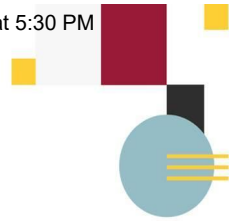
DOO

Section: III. Staff Reports
Item: B. DOO
Purpose: Discuss
Submitted by:
Related Material: Director of Ops Board Report 10:12:23.pdf



NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

4621 Castor Avenue
Philadelphia, PA 19124



Operations Board Report

COMPONENT	STATUS	OWNER / TEAM	NOTES	COMMENTS	DUE DATE (Iff applicable)
Settlement Music Co.	COMPLETE	Sawyer	Proposal signed and Settlement is hiring for staffing	Providing Drumline(Mon/Wed) and Choir (Tues/Thurs	
YONDR Pouches	COMPLETE	Sawyer/Johnson/Kell	Received initial information and received quote for cost of Yondr	Yondr will work with our culture team and leadership about next steps and executing the Yondr Process (consequences and information sent to parents)	
PaySchools	COMPLETE	Sawyer/Leimer	Payschools has connected with IT and is ready for implementation.	Getting information available to roll out to parents to vastly decrease the amount of cash collected by teachers	
Vector Solutions	COMPLETE	Sawyer/Gayle	Ready to roll out to staff e-trainings for PD. Subjects will cover many PD level trainings for staff that can be implemented on the staff's time.	In implementation, all staff will be added so that PD can be added and staff members held accountable for the information	

Hiring	IN PROGRESS	Sawyer	Interviewing a second maintenance person to increase efficiency in handling staff maintenance issues	Had 1 promising interview with a candidate and will look to see at least 2 more people before a concrete decision is made.	
Room Signage	IN PROGRESS	Sawyer	Development of room signage template to uniformly decorate, codify and explain spaces within the building.		
PACSPA Grant	IN PROGRESS	Sawyer	Working on Information for this grant, which could provide up to 1.5m dollars of grant money to Northwood.	Having initial meeting on Thursday 10/12	

Coversheet

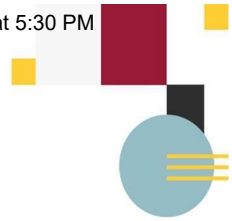
Special Education & Student Support

Section: III. Staff Reports
Item: C. Special Education & Student Support
Purpose: Discuss
Submitted by:
Related Material: SPED Board Report 10:12:23.pdf



NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

4621 Castor Avenue
Philadelphia, PA 19124



Student Enrollment: Special Education/504

Total Enrollment	Students Receiving Special Education	Students with Section 504 Plans	Students Receiving ELL Service
712	**121 (17%)**	**18**	**48**
	Educated at Northwood Building		
	117		
	Approved Private Schools		
	4		

Special Education Enrollment by Grade

K	7
1	11
2	10
3	16
4	18
5	19
6	12
7	16

8	12
Total	**121**

Current Staffing

Special Services Positions employed by Northwood

Position	Status
Director of Special Education	STAFFED
K-8th Autistic Support Teacher	STAFFED
K-1st Learning Support Teacher	STAFFED
2nd-3rd Learning Support Teacher	STAFFED
4th Learning Support Teacher	VACANT
K-8th Emotional Support Teacher	STAFFED
5th ELA Learning Support Teacher	**VACANT (CONTRACT)**
5th Math Learning Support Teacher	VACANT
6th ELA Learning Support Teacher	STAFFED
6th Math Learning Support Teacher	VACANT
7th ELA Learning Support Teacher	VACANT
7th Math Learning Support Teacher	VACANT
8th ELA Learning Support Teacher	VACANT
8th Math Learning Support Teacher	VACANT
1:1 Learning Support Teacher	**CONTRACTOR**
ESL Teacher	STAFFED
Behavior Specialist	STAFFED
1:1	NORTHWOOD
1:1	NORTHWOOD
1:1	NORTHWOOD

1:1	NORTHWOOD
1:1	NORTHWOOD

Related Service Positions Contracted

Position	Status
1:1	NORTHWOOD
1:1	CONTRACT
1:1	CONTRACT
1:1	CONTRACT
1:1	CONTRACT
1:1	CONTRACT
1:1	CONTRACT
1:1	CONTRACT
1:1	CONTRACT
1:1	VACANT
1:1	VACANT
Speech & Language (K-3)	STAFFED (CONTRACTOR)
Speech & Language (4-8)	STAFFED (CONTRACTOR)
Occupational Therapy (K-8)	STAFFED (CONTRACTOR)
Psychologist	STAFFED
Psychologist (Hybrid PT)	VACANT (CONTRACT)
Physical Therapist	VACANT
AS Paraprofessional	VACANT
ES Paraprofessional	VACANT

Legal Landscape:

Legal Cases	Open (Pending)	Closed
3	2	1

Alternative Placement Schools:

Northwood Academy Charter School seeks to ensure that all of its students with disabilities be included in a general education environment with nondisabled peers to the maximum extent possible. The consideration for the removal of students with a disability from the general education environment only occurs if the nature or severity of the disability or disabilities are as such that education in the general education classroom, with the use of supplementary aids and services, cannot be achieved satisfactorily, which is where NACS find itself with seven of the students enrolled.

The Least Restrictive Environment Placement for these students was taken into account using the following four factors:

1.) The content of our students' IEP;
2.) The LRE requirements;
3.) The likelihood that the placement option will provide a reasonably high probability of assisting our students to attain their annual goals; and
4.) The consideration of any potentially harmful effects that the placement option might have on our students or on the quality of services that our students need.

Due to the intensity of the content of the students' IEPs and the lack of services and supports for the students in need of full-time placement, the following students are being considered for APS:

1. 1st Grade
2. Kindergarten
3. Kindergarten
4. 5th Grade?

Currently, there are four NACS students within APS:

1. 4th Grade (Fairwold: $54,062.64)
2. 4th Grade (Greentree: $57,860.19)

3. 6th Grade (Fairwold: $54,062.64)
4. 7th Grade (Greentree: $57,860.19)

Total APS Cost: $223,845.66

Projected APS Cost: $447,691.32 w/ four possibly additional students

Coversheet

Principal Report

Section: III. Staff Reports
Item: E. Principal Report
Purpose: Discuss
Submitted by:
Related Material: Principal Report 10:18:23.pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

4621 Castor Avenue
Philadelphia, PA 19124

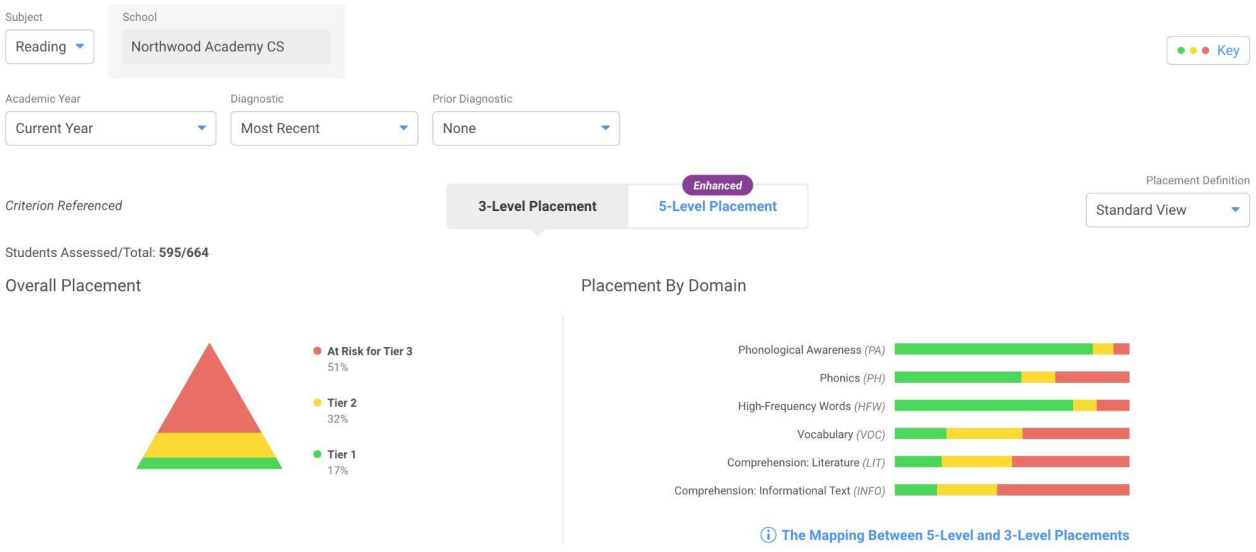
Principal's Report- Academics

Iready

i-Ready Diagnostic is a test designed to help teachers support students and provide a path of instruction for every learner. The adaptive test adjusts its questions to each student's needs. Each question a student sees is individualized based on their answer to the previous question. A series of correct answers will result in slightly harder questions, while a series of incorrect answers will yield slightly easier questions. This provides essential information for teachers about what the student knows and what they are ready to learn.

Students in First Grade through 8th Grade were administered the Iready Diagnostic Assessment in Reading and in Math. The following are the results of that assessment:

READING:



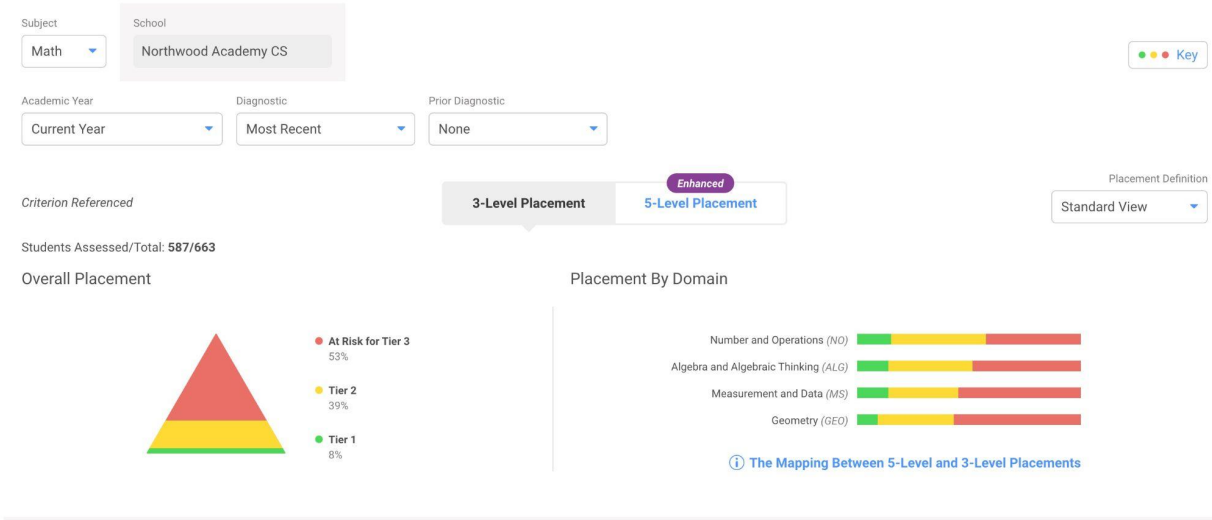
This chart illustrates that 51% of our students fall in the At Risk Category for Reading. As a whole, our students demonstrate strength in Phonological Awareness, Phonics, and High Frequency words.

Students present with deficiencies in vocabulary, comprehension of literature, and comprehension of informational texts.

The following is a breakdown of Reading Assessment results by grade:



MATH:



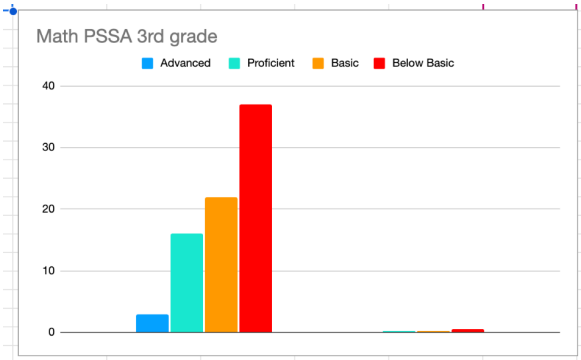
This chart illustrates that 53% of our students fall in the At Risk Category for Math. As a whole our students demonstrate a relative strength in Numbers and Operations as well as Algebra and Algebraic Thinking. Students present with the highest deficiencies in Measurement and Data as well as Geometry.

The following is a breakdown of Math Assessment results by grade:

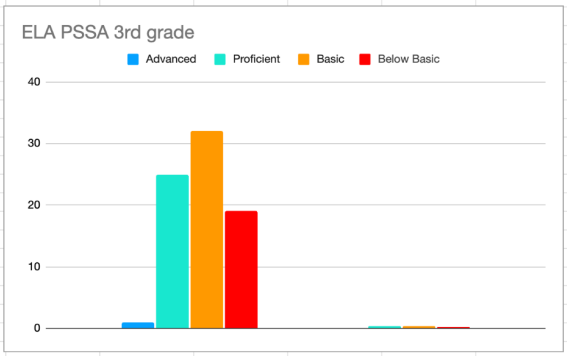


PSSA Spring 2023

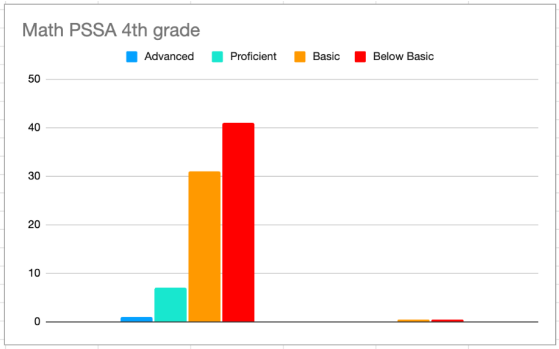
The Pennsylvania System School Assessment (PSSA) is a standards-based, criterion-referenced assessment which provides students, parents, educators and citizens with an understanding of student and school performance related to the attainment of proficiency of the academic standards. The PSSA is a state assessment. Northwood students were administered the PSSA in the Spring of 2023. The following is a visual representation of how students performed in English Language Arts and Mathematics grades 3 - 7 (our current 4th - 8th grade students).



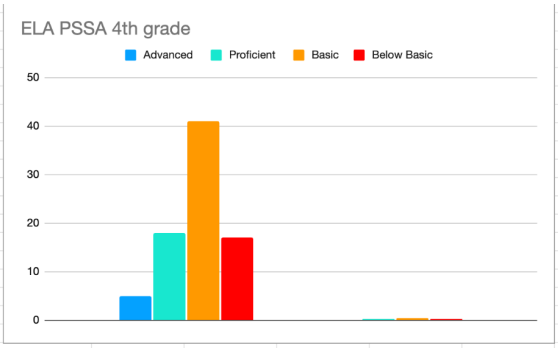
Math	Advanced	Proficient	Basic	Below Basic
78 students	3	16	22	37
	3%	21%	28%	47%



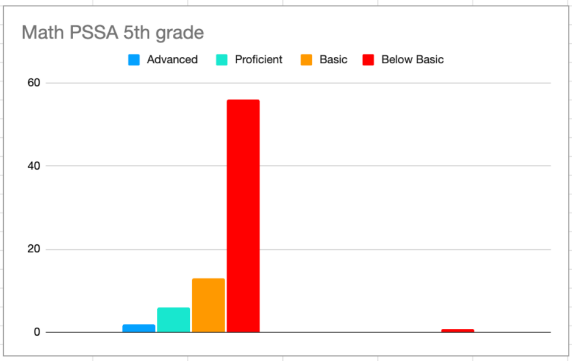
English	Advanced	Proficient	Basic	Below Basic
78 students	1	25	32	19
	1%	32%	41%	24%



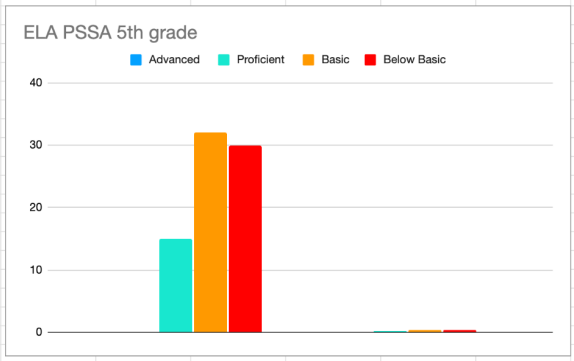
Math	Advanced	Proficient	Basic	Below Basic
81	1	7	31	41
	1%	9%	38%	51%



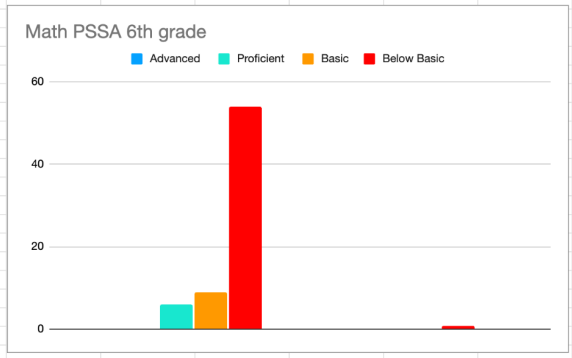
English	Advanced	Proficient	Basic	Below Basic
81	5	18	41	17
	6%	22%	51%	21%



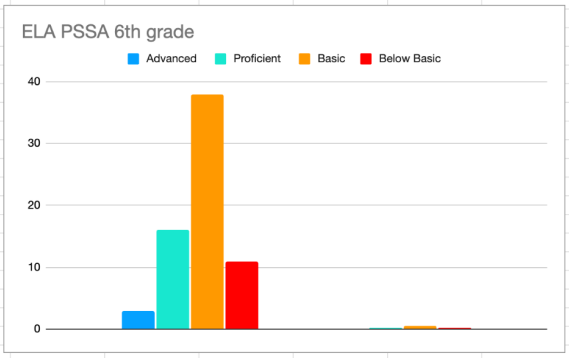
Math	Advanced	Proficient	Basic	Below Basic
77	2	6	13	56
	3%	8%	17%	73%



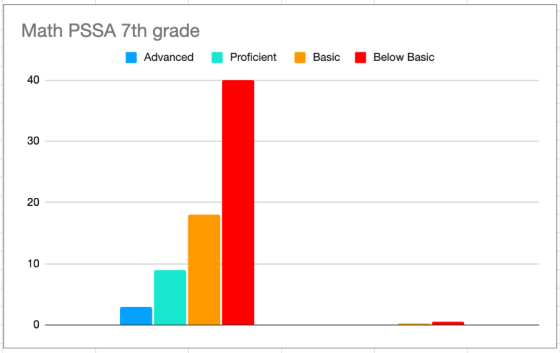
ELA	Advanced	Proficient	Basic	Below Basic
77	0	15	32	30
	0%	19%	42%	39%



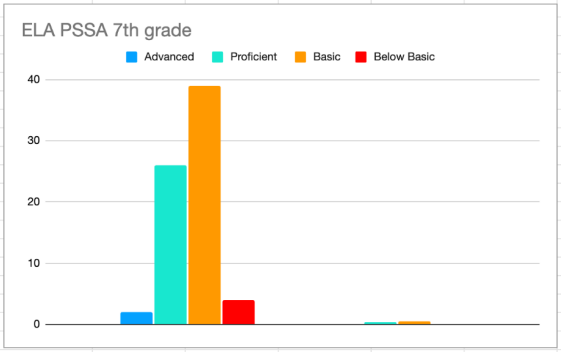
Math	Advanced	Proficient	Basic	Below Basic
69	0	6	9	54
	0%	9%	13%	78%



ELA	Advanced	Proficient	Basic	Below Basic
69	3	16	38	11
	4%	23%	55%	16%



Math	Advanced	Proficient	Basic	Below Basic
72	3	9	18	40
	4%	13%	25%	56%



English	Advanced	Proficient	Basic	Below Basic
72	2	26	39	4
	3%	36%	54%	6%

Proficiency in ELA in grades 3- 7 averages around 27% proficiency (including proficient and advanced scores). Philadelphia district schools averaged 34% proficiency in 2023.

Proficiency in Mathematics in grades 3 -7 averages around 13% proficiency (including proficient and advanced). Philadelphia district schools averaged 20% proficiency in 2023*.

*Note: There was a 16% increase in math proficiency from 2022 to 2023 in Philadelphia district schools.

Curriculum -

Reading
K- 2 currently uses 2 reading programs. The first is Fundations which is a Wilson Reading product primarily designed to address Phonemic Awareness, & Decoding (Learning how to Read). The

second reading program is Into Reading which is an HMH product designed to provide students with literature and reading comprehension.

3rd grade - In 3rd grade students primarily used the Into Reading Curriculum to address Grammar, Phonics, Comprehension and Writing. In third grade the instructional focus in reading shifts from decoding words (learning how to read) to comprehension (reading to learn).

4th - 8 - Currently 4th through 8th teachers provide reading instruction by utilizing PA Core standards. A proposal has been drafted to purchase a Reading Curriculum for upper grades. An update on the selected reading curriculum will be provided at the following Board meeting. The Upper School ELA Department has been reviewing curricula. The team has identified two such curriculums. After reviewing both, the team has recommended the Engage NY ELA program. This curriculum aligns with the PA ELA Standards with the exception of the fourth grade state history. The following link is the Engage NY ELA archived files.
https://nysed.sharepoint.com/sites/P12EngageNY-ELA-EXTA/Shared%20Documents/Forms/AllItems.aspx?id
In addition to the curriculum alignment for 4-8, this curriculum is also aligned with K-8.
Ms. Gibson, 6th grade ELA

The ELA department has also identified a writing resource which will provide laser focus supports for the deficiencies in writing, It is No Red Ink
No Red Ink

The ELA teachers in the Upper School will implement this program.

Math
K-8 currently uses GO Math as the mathematics program across all grades. GO Math is an HMH product that is Common Core Aligned designed to make conceptual math more approachable for students. Northwood is looking to Pilot 2 -3 math curriculums (1 per class per curriculum) in the Spring of 2024 for full implementation next school year. Ms. Meghan Curley is the new Math Interventionist, she has delved into the PSSA Math results and is comparing the results to the results of the I-Ready Math diagnostic test. Once the data has been collected, a plan for support with the 4-8 students will be rolled out.

School Culture-

School support- two additional deans were approved. The deans will support the following grade bands: K-2, 3-5, 6-8.

Teacher Supports-

- Mr. Kell will be providing support to teachers 1x a week in restorative practices.
- Jounce Partners have been approved to provide teacher coaching, primarily in classroom management in cycles.
- Implementation of Revised Handbook with a new Code of Conduct is presented for approval. A_COPY_ OCTOBER 2023 Draft Student & Family Handbook
- October 18th - Full Day Professional Development dedicated to culture systems

Professional Development -

Student Achievement is linked to curriculum and instructional programs as well as teacher practice. An additional approach to address academic growth for the 2023- 2024 SY, Northwood's Administrative Team will focus on Professional Development of Teachers. Walkthroughs and Informal Observations will follow the SkyRocket Teacher Coaching Framework. The framework is broken into 3 strands which will be the areas of focus for Professional Development throughout the remainder of the school year: Classroom Culture, Content Mastery and Rigor. Additional teacher support will be added to the professional development plan such as Jounce Partners, which will provide selected teachers with individualized coaching on management and best teacher practice.

Initial PD Plan - Staff Development Plan

Learning Beyond the Classroom

Northwood embraces the whole child approach and recognizes that many students learn from the environment around them. The following are the learning opportunities beyond the classroom (school field trips) confirmed for students to date:

1. Kindergarten - Shady Brook Farm **10/12/2023**

2. Grade 8 - PA Convention Ctr. High School Fair **10/13/2023**
3. Grade 2 - Shady Brook Farm **10/27/2023**
4. Grade 1 - Shady Brook Farm **10/31/2023**
5. Kindergarten - Please Touch Museum. **11/2/2023**
6. Fifth - The Franklin Institute **11/07/2023**
7. Grade 2 - Adventure Aquarium - **11/21/2023**

Diversity & Inclusion

Hispanic Heritage Month (September 15th - October 15th)

Northwood recognizes the importance of cultural pride and how it directly aligns to academic confidence. This school year Northwood participated in Hispanic Heritage with the following activities:

- 9/18 - 9/22 Fun Facts (K-8)
  - During this week hispanic heritage facts will be shared over the loudspeaker. We also had students announcing in spanish!
- Wed 9/27 - K/1 - Read Aloud Movie 2nd/3rd grade !
  - K-1 - Enjoyed Student Ambassadors Read a Hispanic Heritage book to the class .
  - 2nd Grade & 3rd Grade watched Encanto in the GYM. A Disney movie that highlights hispanic culture and pride.
- Wed 10/11- Traditional Hispanic Garb! (K-8)
  - Students have an opportunity to come to school dressed in Hispanic Garb!

October is Anti- Bullying Month

- Anti- Bullying
  - Wed- 10/4 - Bullying Assembly
    - K-8 students will have an assembly defining bullying and emphasize the importance of kindness.
  - Wed- 10/18 - Unity Day
    - Students are off and Teachers are required to attend school for a Full Day of Professional Development. Shirts are ordered for educators to participate in Unity Day to bring Awareness to Unity amongst staff.
  - Wed - 10/25- Fall Fest (K-8)

- Northwood will celebrate a Fall Festival at the Simpson Recreational Center (outside). This family engagement event will promote unity amongst the Northwood community as well as bring awareness to Breast Cancer survivors.
  - This is after school (3:00pm - 5:00pm).

Coversheet

Resolution 10182023.003: Discussion of Financials

Section: V. Finance
Item: A. Resolution 10182023.003: Discussion of Financials
Purpose: Discuss
Submitted by:
Related Material: September 2023 Financial Report.pdf

Northwood Academy Charter School

September
Financial Report

2023-2024

2022-23
Northwood Academy
Charter School
June Financial Summary

Revenues

- Budget assumed enrollment of 787 students, including 140 special ed students. The actual student count in September was 748, including 122 special ed students. Enrollment of 690 in October, including 104 special ed students.
- Budgeted subsidy rate
    - Regular Ed: $9,395
    - Special Ed: $31,492
- Actual subsidy rate:
    - Regular Ed: $11,521
    - Special Ed: $36,277
- Federal funding: due to receive accelerated level of funding in November/December.

Expenses

- Overage in salaries, due to retention bonus to be paid from ESSER funding.
- Savings in benefits, due to employees opting out medical insurance and new employees placed in 403b plan.
- Overage in professional services due to staffing shortages at beginning of school year.

Net Income

- Budgeted net income of $801,058. Actual net income of ($209,405) through September. Will improve when ESSER funds are received.

Key Performance Indicators

- Cash balance of 7.5M. 165 days cash on hand.
- Projected debt service coverage ratio of 1.84. Must maintain a minimum of 1.2.

Northwood Academy Charter School
Fiscal Year 2023-2024
ESSER Spending

Grant	Total Revenues	Expenditures Through 6/30/23	Remaining Balances
ESSER I	555,750.00	555,750.00	-
ESSER II	3,050,720.00	3,050,720.00	-
ESSER III	6,170,723.00	1,150,928.30	5,019,794.70
ESSER Set Aside	479,604.00	34,124.62	445,479.38
Totals	10,256,797.00	4,791,522.92	5,465,274.08

Projected 23-24	Expenditures Through 6/30/24	Running Balances
Retention/Signing Bonuses	1,400,000.00	4,065,274.08
Salaried positions	2,100,000.00	1,965,274.08
Sub Services	600,000.00	1,365,274.08
Instructional materials (software, books)	300,000.00	1,065,274.08
Totals	4,400,000.00	1,065,274.08

Required Remaining Spending	
After-school	68,000.00
Summer school	68,000.00
Social and Emotional Learning	103,000.00
Social and Emotional Learning PD	35,000.00
Reading improvement	25,000.00

New Foundation Charter School
Balance Sheet
September 2023

ASSETS	September 2023
Current Assets	
Checking/Savings	
Cash	7,445,856
Accounts Receivable	
Due from School District of Philadelphia	
Due From Food Service	
Due From Federal	
Due from Commonwealth	
Credit Cards to be Allocated	2,956
Prepaid Rent	3,909,443
Prepaid Expenses	-
Retainers	
Total Current Assets	11,358,255
Deferred Outflows GASB	1,541,671
Fixed Assets	
Building Improvements	3,237,537
Furniture, Software and Computers	1,065,617
Lease Rights	
Total Fixed Assets	4,303,154
TOTAL ASSETS	**17,203,080**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	124,826
Salaries & Benefits Payable	
Due to SDP	
Due to Federal	-
Due to PSERS & Other Payroll Items	222,437
Due to Food Service	
Leased Equipment	-
Due to Student Activities	
Deferred Revenue	
Deferred Rent	
Total Current Liabilities	347,263
Deferred Inflows GASB	2,616,000
Net Pension Liability	9,247,000
Lease Obligations	22,457
Total Liabilities	12,232,720
Equity	
Investment in Fixed Assets	303,821
Unrestricted	4,875,944
Net Income	(209,405)
Total Equity	4,970,360
TOTAL LIABILITIES & EQUITY	**$ 17,203,080.00**

Northwood Academy Charter School

	Column 1	*Column 2*	*Column 3*	*Column 4*	
Statement of Revenues and Expenditures					
Reg Ed/Spec Ed	**648/132**				
			2023-24	**2023-2024**	
Budgeted Enrollment	**780**	**780**	**750**	**750**	
Organization	**K-8**	**K-8**	**K-8**	**K-8**	
		Allocated	**September**	**Variance**	
Fiscal Year	**2023-2024**	**2023-2024**	**2023-2024**		
Fund Balance Appropriated by the BOT					
Summary by Function					
Revenues					
School District Subsidy	10,245,401	2,561,350	2,938,243	376,893	
Other Local	937,990	9,175	4,433	(4,742)	
State	246,424	0	-	-	
Federal	5,624,063	177,424	225,018	47,594	
Total Revenue	17,053,878	2,747,949	3,167,694	419,745	
Expenditures					
Instruction					
Regular Education	6,515,665	975,039	1,457,666	(482,627)	
Special Programs	2,677,313	328,564	381,390	(52,826)	
Tutoring/Summer School	86,145	21,536	-	21,536	
Support Services					
Guidance	507,217	70,524	85,943	(15,419)	
Social Worker	175,000	43,750	-	43,750	
Psychological Services	118,000	29,500	446	29,054	
Legal Services	160,000	30,000	43,835	(13,835)	
Office of the CEO	246,934	56,985	64,327	(7,342)	
Administrative	1,661,682	439,644	655,184	(215,540)	
Pupil Health	158,980	27,557	8,053	19,504	
Business	206,181	48,215	5,186	43,029	
Printing/Copying	27,134	6,784	9,617	(2,834)	
Building Services	2,337,838	661,791	547,615	114,176	
Technology	426,790	102,849	66,292	36,557	
Noninstructional Services					
Student Activities	394,887	62,768	27,959	34,809	
Food Service	553,055	5,234	23,586	(18,352)	
Total Expenditures	16,252,821	3,551,472	3,377,099	(466,359)	
Revenues Over (Under) Expenditures	**801,057**	**(803,523)**	**(209,405)**	**(1,010,462)**	
Ending Fund Balance					
Summary by Major Class					
Salaries	7,186,249	1,371,318	1,407,943	(392,294)	**44.22%**
Benefits	3,710,392	903,178	552,501	153,123	**22.83%**
Professional Services	1,683,089	358,809	533,932	(190,123)	**10.36%**
Building Services	1,371,576	342,894	277,001	65,893	**8.44%**
Other Purchased Services	1,376,429	200,771	134,858	27,404	**8.47%**
Supplies and Books	731,778	187,795	315,925	(137,131)	**4.50%**
Equipment	193,308	186,708	154,939	6,769	**1.19%**
Other					
	16,252,821	3,551,472	3,377,099	(466,359)	**100%**

1	**Fund Balance Appropriated by the BOT**					1
2						2
3	**Revenues**					3
4						4
5	**School District Subsidy**					5
6	Regular Education	6,088,204	1,522,051	1,831,779	309,728	6
7	Special Education	4,157,197	1,039,299	1,106,464	67,165	7
8	Non-Resident				-	8
9		10,245,401	2,561,350	2,938,243	376,893	9
10	**Other Local**					10
11	Bank Interest	20,000	5,000	4,433	(567)	11
12	Erate				-	12
13	Extended Day Fees/Summer School				-	13
14	IDEA	133,544			-	14
15	Food service	765,946			-	15
16	Miscellaneous/Fundraising	15,500	3,875		(3,875)	16
17	Student Fees	3,000	300		(300)	17
18		937,990	9,175	4,433	(4,742)	18
19	**Commonwealth**					19
20	Health Services	12,000			-	20
21	Ready to Learn Grant	129,424			-	21
22	Health and Safety Grant	105,000			-	22
23		246,424	-	-	-	23
24	**Federal**					24
25	Federal Entitlements	921,319			-	25
26	ESSER II				-	26
27	ESSER III	4,258,165	177,424	225,018	47,594	27
28	ESSER 7% Set Aside	444,579			-	28
29		5,624,063	177,424	225,018	47,594	29
30						30
31	**Total Revenues**	17,053,878	2,747,949	3,167,694	419,745	31
32						32
33	**Expenditures**					33
34	**Instruction**					34
35	**Regular Education (1101)**					35
36	Salaries	3,760,631	433,919	735,744	(301,825)	36
37	Employee Benefits	2,280,870	434,852	378,948	55,904	37
38	Contracted Services	180,000	32,727	183,371	(150,644)	38
39	Travel & Conferences	1,000	250	7,606	(7,356)	39
40	Supplies	125,000	31,250	49,943	(18,693)	40
41	Books	40,164	10,041	34,916	(24,875)	41
42	Software	128,000	32,000	67,138	(35,138)	42
43	Furniture & Equipment	0			-	43
44	Technology	0			-	44
45		6,515,665	975,039	1,457,666	(482,627)	45
46	**Special Programs (1221-1291)**					46
47	Salaries	1,170,744	135,086	171,616	(36,530)	47
48	Employee Benefits	511,669	94,403	66,065	28,338	48
49	APS	625,000	62,500	32,298	30,202	49
50	Professional Services	345,000	34,500	90,160	(55,660)	50
52	Supplies and Books	24,900	2,075	21,251	(19,176)	52
53		2,677,313	328,564	381,390	(52,826)	53
54	**Other Instructional Programs (1421-1451)**					54
55	Salaries	60,559	15,140		15,140	55
56	Employee Benefits	25,586	6,397		6,397	56
57		86,145	21,536	-	21,536	57
58						58
59	**Total Instruction**	**9,279,123**	**1,325,139**	**1,839,056**	**(513,917)**	59
60						60

61	**Support Services**					61
62	**Counseling (2122)**					62
63	Salaries	350,573	40,451	76,566	(36,115)	63
64	Employee Benefits	156,644	30,073	9,377	20,696	64
65		507,217	70,524	85,943	(15,419)	65
66	**Social Worker (2160)**					66
67	Salaries					67
68	Employee Benefits					68
69	Professional Services	175,000	43,750		43,750	69
70		175,000	43,750	-	43,750	70
71	**Psychological Services (2142)**					71
72	Salaries				-	72
73	Employee Benefits				-	73
74	Professional Services	118,000	29,500	446	29,054	74
75		118,000	29,500	446	29,054	75
96	**Legal and Audit Services (2350)**					96
97	Audit Services	40,000			-	97
98	Legal Services	120,000	30,000	43,835	(13,835)	98
99		160,000	30,000	43,835	(13,835)	99
100	**Office of CEO (2360)**					100
101	Salaries	215,000	49,615	54,646	(5,031)	101
102	Employee Benefits	31,934	7,369	9,681	(2,312)	102
103		246,934	56,985	64,327	(7,342)	103
104	**Administrative (2380)**					104
105	Salaries	849,304	195,993	233,851	(37,858)	105
106	Employee Benefits	265,815	64,293	50,942	13,351	106
107	Professional Services (HR)	283,907	70,977	187,064	(116,087)	107
108	Other Purchased Services				-	108
109	Insurance	56,956	56,956	83,660	(26,704)	109
110	Postage	2,500	625		625	110
111	Telephone				-	111
112	Advertising	12,500	3,125	720	2,405	112
113	Travel	7,700	1,925	2,050	(125)	113
114	Dues & Subscriptions	18,000	4,500	212	4,288	114
115	Other				-	115
116	Supplies	135,000	33,750	85,146	(51,396)	116
117	Meals	30,000	7,500	8,328	(828)	117
118	Furniture & Equipment			3,211	(3,211)	118
119	Technology				-	119
120		1,661,682	439,644	655,184	(215,540)	120

121	**Pupil Health (2446)**					121
122	Salaries	79,949	9,225	6,147	3,078	122
123	Employee Benefits	42,351	9,162	1,050	8,112	123
124	Professional Services	31,680	7,920		7,920	124
125	Supplies	5,000	1,250	856	394	125
126		158,980	27,557	8,053	19,504	126
127	**Business (2511)**					127
128	Salaries	152,900	35,285		35,285	128
129	Benefits	53,281	12,931	2,034	10,897	129
130	Professional Services			3,152	(3,152)	130
131	Software Hosting and Amortization				-	131
132		206,181	48,215	5,186	43,029	132
133	**Printing/Copying (2540)**					133
134	Printing			3,126	(3,126)	134
135	Supplies			-	-	135
136	Equipment	27,134	6,784	6,491	293	136
137		27,134	6,784	9,617	(2,834)	137
138	**Building Operations (2620)**					138
139	Salaries	326,828	75,422	83,960	(8,538)	139
140	Employee Benefits	216,546	24,373	14,190	10,183	140
141	Professional Services (security)	150,000	37,500	12,079	25,421	141
142	Property Services				-	142
143	Custodial	270,000	67,500	68,910	(1,410)	143
144	Rent	631,710	157,928	157,927	1	144
145	Utilities	155,000	38,750	17,667	21,083	145
146	Telphone/Internet	75,740	18,935	3,167	15,768	146
147	Maintenance & Repairs	177,510	44,378	20,166	24,212	147
148	Landscaping/Snow Removal	30,000	7,500	2,910	4,590	148
149	Waste Removal	31,616	7,904	6,254	1,650	149
150	Insurance	51,714	12,929		12,929	150
151	Supplies	55,000	13,750	15,148	(1,398)	151
152	Capital Improvements	151,174	151,174	145,237	5,937	152
153	Furniture & Equipment	15,000	3,750		3,750	153
154		2,337,838	661,791	547,615	114,176	154
155	**Central Information Technology (2840)**					155
156	Salaries	154,261	35,599	29,079	6,520	156
157	Benefits	110,927	26,850	17,713	9,137	157
158	Professional Services	61,602	15,401	16,977	(1,577)	158
159	Supplies	45,000	11,250		11,250	159
160	Software	55,000	13,750	2,523	11,227	160
161		426,790	102,849	66,292	36,557	161
162						162
163	**Total Support Services**	**6,025,755**	**2,158,331**	**1,486,498**	**31,101**	163
164						164
165	**Food Service**					165
166	Salaries	17,098	1,973	9,127	(7,154)	166
167	Employee Benefits	2,265	261	765	(504)	167
168	Professional Services	521,692	0		-	168
169	Supplies	12,000	3,000	13,694	(10,694)	169
170		553,055 #	5,234	23,586	(18,352)	170
171						171

172	**Non Instructional Activities**						172
173	**After School Programs/Extra Curricular**						173
174	Salaries	201,302		23,227	7,207	16,020	174
175	Employee Benefits	65,785		7,591	3,770	3,821	175
176	Professional Services	25,000		6,250		6,250	176
177	Other Purchased Services	77,800		19,450		19,450	177
178	Supplies	25,000		6,250	16,982	(10,732)	178
179		394,887		62,768	27,959	34,809	179
180							180
181	**Non Instructional Activities**	947,942	#	68,002	51,545	16,457	181
182							182
183	**Total Expenditures**	**16,252,820**		**3,551,472**	**3,377,099**	**(466,359)**	183
184							184
185	**Excess of Revenue over Expenditures**	801,058		(803,523)	(209,405)	(594,118)	185
186							186
187	**Contribution to Reserve**						187
188							188
189	**Excess of Revenue over Expenditures**	**801,058**		**(803,523)**	**(209,405)**	**(594,118)**	189
190							190

Northwood Academy Charter School
Disbursements Listing
8/31/23

Check Number	Check Date	Vendor Name	Description	Check Amount
10173	08/07/2023	Total HR Solutions	HR Services	15,607.00
10174	08/07/2023	Oliver Sprinkler Company	Building Maintenance	4,091.10
10175	08/07/2023	Gemma Services	SPED Services	213.75
10176	08/07/2023	Fenningham, Dempster & Coval.LLP	Legal Services	9,715.59
10177	08/07/2023	Wells Fargo Financial Leasing	Equipment lease	3,090.24
10178	08/07/2023	W.B Mason	Administrative supplies	56.92
10179	08/07/2023	CORA Services	SPED Services	1,920.00
10180	08/07/2023	Mister Softee	School events	575.00
10181	08/07/2023	Frogtummy	Administrative software	360.00
10182	08/07/2023	Cardinal Point Security Group, Inc	Security Services	2,551.25
10183	08/07/2023	Matas Cleaning Services	Custodial Services	2,788.50
10184	08/07/2023	Kaleidoscope Education Solutions	Sub Service	5,744.00
10185	08/17/2023	Linton's Managed Services	Food Service	5,954.91
10186	08/17/2023	S & S Worldwide	Administrative supplies	727.44
10187	08/17/2023	HopDial, LLC	Tech Equipment	1,638.45
10188	08/17/2023	Essential Skills	Instructional Supplies	89.00
10189	08/17/2023	Northstar Owners Representation	Building Maintenance	694.92
10190	08/17/2023	Fenningham, Dempster & Coval.LLP	Legal Services	3,623.80
10191	08/17/2023	Adobe Inc	Administrative software	764.55
10192	08/17/2023	Remind101 Inc	Administrative software	4,985.20
10193	08/17/2023	Nyman Associates, Inc	SPED Services	8,452.50
10194	08/17/2023	McKenna Synder LLC	Legal Services	13,292.65
10195	08/17/2023	Kaleidoscope Education Solutions	Sub Service	5,744.00
10196	08/17/2023	American Express	Credit Card Charges	2,956.07
10197	08/17/2023	Matas Cleaning Services	Custodial Services	361.00
10198	08/22/2023	Keystone Health Plan East	Medical Insurance	106,661.79
10199	08/22/2023	W.B Mason	Administrative supplies	205.10

10200	08/22/2023	Total HR Solutions	HR Services	46,808.50
10201	08/22/2023	ProCare Therapy	SPED Services	8,930.62
10202	08/22/2023	Amazon Business	Administrative supplies	7,979.51
10203	08/22/2023	Mitchell Lock & Safe Inc.	Building Maintenance	169.00
10204	08/22/2023	Frank's Catering	School events	3,129.00
10205	08/22/2023	A/CAPA	Conferences	240.00
10206	08/22/2023	Primo Roofing and Solar	Building Maintenance	300.00
10207	08/22/2023	BrainPop	Instructional Software	231.00
10208	08/22/2023	City of Philadelphia Code Violation Enfor	Building Maintenance	100.00
10209	08/22/2023	Verizon-2545	Telephone	546.09
10210	08/22/2023	Curriculum Associates, Inc.	Instructional Software	34,206.00
10211	08/22/2023	Home Depot Credit Services	Building Supplies	831.89
10212	08/22/2023	Standard Supply Center	Instructional Supplies	1,562.54
10213	08/22/2023	Penn Exterminators	Building Maintenance	750.00
10214	08/22/2023	Green Tree School & Services	Approved Private Schoo	5,653.26
10215	08/22/2023	United Rentals-DBA Reliable Onsite Servic	Fence Rental	299.00
10216	08/22/2023	Sherwin-Williams	Building Supplies	1,828.03
10217	08/22/2023	ESGI	Instructional Software	3,744.00
10218	08/22/2023	PHMC Intergrated	Approved Private Schoo	3,822.58
10219	08/22/2023	Gemma Services	SPED Services	1,498.10
10220	08/22/2023	Omega Security Systems, Inc.	Building Maintenance	775.00
10221	08/22/2023	Matas Cleaning Services	Custodial Services	24,425.00
10222	08/22/2023	Sweet Lucy's Smokehouse	School events	4,930.41
10223	08/31/2023	Susanin Widman & Brennan, PC	Legal Services	21,196.50
10224	08/31/2023	Elliott-Lewis	Building Maintenance	6,173.90
10225	08/31/2023	Kleinbard, LLC	Legal Services	1,589.61
10226	08/31/2023	Focus Holdings	Administrative software	1,600.00
10227	08/31/2023	Amazon Business	Administrative supplies	1,906.06
10228	08/31/2023	MetLife	Life/Dental Insurance	8,714.21
10229	08/31/2023	City of Philadelphia Code Violation Enfor	Building Maintenance	75.00

10230	08/31/2023	Omega Security Systems, Inc.	Building Maintenance	457.00
10231	08/31/2023	University of Rap	Sub Service	20,538.00
10232	08/31/2023	Green Tree School & Services	Approved Private Schoo	1,785.24
10233	08/31/2023	W.B Mason	Administrative supplies	29.48
10234	08/31/2023	Excel Elevator & Escalator	Building Maintenance	511.03
10235	08/31/2023	Vision Benefits American	Vision Insurance	620.64
10236	08/31/2023	Scholastic, Inc.	Instructional Supplies	6,298.79
10237	08/31/2023	Waste Management	Voided check	0.00
ACH	08/02/2023	PECO - Castor Ave-56110	Utilities	4,574.63
ACH	08/02/2023	PECO - Pkg Lot	Utilities	38.30
ACH	08/02/2023	Peco-53000	Utilities	35.23
ACH	08/07/2023	Northwood Charter Development Corp.	Loan Repayment	8,626.55
ACH	08/07/2023	Northwood Charter Development Corp.	Loan Repayment	44,015.92
ACH	08/08/2023	PSERS	Retirement	10,404.99
ACH	08/11/2023	Water Revenue Bureau-01000-002	Utilities	161.48
ACH	08/11/2023	Water Revenue Bureau 04621 001	Utilities	66.70
ACH	08/17/2023	PGW	Utilities	319.35
ACH	08/22/2023	Water Revenue Bureau - 04621-003	Utilities	1,356.67
ACH	08/24/2023	Water Revenue Bureau-04601-001	Utilities	41.63
ACH	08/25/2023	PECO - Pkg Lot	Utilities	676.62
ACH	08/31/2023	PECO - Castor Ave-56110	Utilities	5,956.79
ACH	08/31/2023	PECO - Pkg Lot	Utilities	38.01
ACH	08/31/2023	Peco-53000	Utilities	35.23
			Total Disbursements	**503,467.82**

Northwood Academy Charter School
Disbursements Listing
9/30/23

Check Numb	Check Date	Vendor Name	Description	Check Amount
10238	09/06/2023	Total HR Solutions	HR Services	42,887.00
10239	09/07/2023	The Horsham Clinic	SPED Services	540.00
10240	09/07/2023	McKenna Synder LLC	Legal Services	14,925.18
10241	09/07/2023	United Rentals-DBA Reliable Onsite Servic	Fence Rental	299.00
10242	09/07/2023	Frogtummy	Admin Software	360.00
10243	09/07/2023	Apex Services Inc.	Admin Supplies	140.00
10244	09/07/2023	The Home Depot Pro	Building supplies	828.94
10245	09/07/2023	Wells Fargo Financial Leasing	Equipment lease	2,943.80
10246	09/07/2023	Standard Digital Imaging, Inc - NA00	Tech services	695.62
10247	09/07/2023	A/CAPA	Dues and fees	700.00
10248	09/07/2023	Elevate215	Admin Software	1,500.00
10249	09/07/2023	Kaleidoscope Education Solutions	Sub services	17,316.00
10250	09/07/2023	Lexia Learning Systems LLC	Instructional software	7,720.00
10251	09/07/2023	Ashley Carlson.	Tuition reimbursement	1,450.50
10252	09/07/2023	The Harrison Group,Inc	Insurance	171.00
10253	09/07/2023	W.B Mason	Admin Supplies	211.80
10254	09/07/2023	Elliott-Lewis	Building maintenance	471.00
10255	09/14/2023	Philly Pretzel Factory	Meals and refreshments	360.00
10256	09/14/2023	J.C. Ehrlich., Inc.	Building maintenance	456.86
10257	09/14/2023	S & S Worldwide	Admin supplies	412.11
10258	09/14/2023	Elliott-Lewis	Building maintenance	5,013.90
10259	09/14/2023	W.B Mason	Admin Supplies	80.95
10260	09/14/2023	Linton's Managed Services	Food Service	7,738.62
10261	09/14/2023	Houghton Mifflin	Instructional books	35,990.42
10262	09/14/2023	University of Rap	Sub services	7,728.00
10263	09/14/2023	Barnes & Noble	Instructional books	5,401.25

10264	09/14/2023	Kareem Tyree.	Supplies reimbursement	273.90
10265	09/14/2023	Matas Cleaning Services	Custodial Services	24,425.00
10266	09/14/2023	Marissa Woloszczuk	Supplies reimbursement	747.20
10267	09/14/2023	Gardner Deshields	Supplies reimbursement	48.10
10268	09/14/2023	Fenningham, Dempster & Coval.LLP	Legal Services	6,053.55
10269	09/14/2023	Emerald Business Supply	Instructional supplies	21,761.54
10270	09/14/2023	Barbara Guillory	Car damage reimbursement	275.00
10271	09/14/2023	Averyel Sawyer	Supplies reimbursement	268.20
10272	09/14/2023	The Home Depot Pro	Building supplies	1,651.22
10273	09/14/2023	Standard Digital Imaging, Inc - NA00	Tech services	196.00
10274	09/14/2023	Savvas Learning Company LLC	Instructional software	520.80
10275	09/14/2023	ProCare Therapy	SPED Services	834.35
10276	09/14/2023	Kaleidoscope Education Solutions	Sub services	18,141.00
10277	09/14/2023	Ward Legacy Studios	Admin Supplies	1,284.00
10278	09/14/2023	Verizon Wireless	Telephone	1,524.15
10279	09/14/2023	Cobra Control Services LLC	Admin supplies	212.10
10280	09/14/2023	City of Philadelphia Code Violation Enfor	Building maintenance	50.00
10281	09/14/2023	Stanley W. Cooper	Building maintenance	381.60
10282	09/14/2023	Dominique Harris	Supplies reimbursement	70.00
10283	09/14/2023	Jamilla Redmond-Graham	Tuition reimbursement	970.00
10284	09/14/2023	Susanin Widman & Brennan, PC	Legal Services	4,224.00
10285	09/21/2023	Michael F. Kell	Travel reimbursement	209.07
10286	09/21/2023	Nextgen Furniture, Inc.	Admin Equipment	2,178.75
10287	09/21/2023	Positive Promotions, Inc.	Table rentals and set-up	3,634.16
10288	09/21/2023	Hero Connects LLC	Sub services	6,660.00
10289	09/21/2023	Kaleidoscope Education Solutions	Sub services	18,450.00
10290	09/21/2023	ProCare Therapy	SPED Services	1,581.25
10291	09/21/2023	Northstar Owners Representation	Building services	2,863.35
10292	09/21/2023	Montgomery County Intermediate Unit 22	Dues and fees	325.00

10293	09/21/2023	National School Forms	Admin Supplies	266.40
10294	09/21/2023	HopDial, LLC	Equipment	1,680.40
10295	09/21/2023	Stephanie R. Kibler	Car damage reimbursement	500.00
10296	09/21/2023	Total HR Solutions	HR Services	23,404.00
10297	09/21/2023	NCS Pearson Inc.	Instructional books	553.73
10298	09/28/2023	Keystone Health Plan East	Medical Insurance	83,193.07
10299	09/28/2023	Zoom Video Communications Inc	Admin Software	73.77
10300	09/28/2023	Elliott-Lewis	Building maintenance	362.50
10301	09/28/2023	Waste Management	Waste removal	4,316.06
10302	09/28/2023	NCS Pearson Inc.	Instructional books	4,921.60
10303	09/28/2023	W.B Mason	Admin Supplies	3,783.12
10304	09/28/2023	ProCare Therapy	SPED Services	18,196.25
10305	09/28/2023	Vision Benefits American	Vision insurance	517.44
10306	09/28/2023	Excel Elevator & Escalator	Building maintenance	511.03
10307	09/28/2023	STAR Autism Support	SPED Services	4,410.00
10308	09/28/2023	Jaliyl Ellerby	Voided check	-
10309	09/28/2023	Calendly	Admin Software	2,916.00
10310	09/28/2023	Averyel Sawyer	Supplies reimbursement	500.79
10311	09/28/2023	ACS International Resources, Inc	Tech services	5,876.86
10312	09/28/2023	United Rentals-DBA Reliable Onsite Servic	Fence Rental	299.00
10313	09/28/2023	Urban Air Adventure Park	Events	7,604.99
10314	09/28/2023	Lauren. Hamilton	Supplies reimbursement	498.88
10315	09/28/2023	Standard Digital Imaging, Inc	Tech services	116.60
10316	09/28/2023	Hero Connects LLC	Voided check	-
10317	09/28/2023	Kaleidoscope Education Solutions	Sub services	20,766.31
10318	09/28/2023	City of Philadelphia Code Violation Enfor	Building maintenance	200.00
10319	09/28/2023	The Home Depot Pro	Building supplies	5,985.82
10320	09/28/2023	University of Rap	Sub services	23,200.00
10321	09/28/2023	Verizon 9886	Telephone	550.67

10322	09/28/2023	Nyman Associates, Inc	SPED Services	9,179.00
10323	09/28/2023	Hotel Hershey	Travel/conferences	1,841.12
10324	09/28/2023	Hero Connects LLC	Sub services	8,880.00
ACH	09/05/2023	Peco-53000	Utilities	35.23
ACH	09/05/2023	PECO - Pkg Lot	Utilities	38.30
ACH	09/05/2023	Northwood Charter Development Corp.	Loan repayment	44,015.92
ACH	09/05/2023	Northwood Charter Development Corp.	Loan repayment	8,626.55
ACH	09/08/2023	Water Revenue Bureau-01000-002	Utilities	161.48
ACH	09/08/2023	PSERS	Retirement	12,538.36
ACH	09/13/2023	MG Trust	Retirement	21,114.06
ACH	09/15/2023	PGW	Utilities	131.10
ACH	09/21/2023	PSERS (EMPLOYER)	Retirement	160,595.39
ACH	09/25/2023	Water Revenue Bureau 04621 001	Utilities	41.96
		Total Dibsursements		**758,559.00**

Coversheet

HR Initiatives Timeline

Section: VI. Human Resources
Item: A. HR Initiatives Timeline
Purpose: Discuss
Submitted by:
Related Material: NACS_HR_Initiatives_Timeline_as_of_093023_.pdf

Northwood Academy Charter School

as of September 30, 2023

Note: The projects listed in this consultation timeline are in support of the achievement of Northwood's overall mission as it relates to ensuring sound human capital strategies, processes and procedures.

HR Initiatives Completed To Date:

Conducted Comprehensive HR Audit
Established Formal FMLA Policy
Conducted Exemption Review
Completed 1st Phase - Review to ensure appropriate and confidential
Ensured all Labor Posters are current and appropriately posted
Conducted Formal Compensation Market Study
Created and/or refined all JD's organization-wide
Revised Employee Handbook
Established Comprehensive KPI's for Internal Use and Subset for Board Review
Established New Performance Eval Process for Instructional and Non-Instructional Staff
Review current contracts and offer letter administration
Completed Initial Talent Review Process with supporting documentation
Provide support for succession planning efforts.
Rolled out Core Competency Training
Established compliant/formal recruitment process
Conducted training on compliant recruiting process, and interview and selection training for all involved in hiring processes
Established Formal "Who To Call" Directory
Carry-over workstreams from Strategic Plan (i.e., Decision Rights Matrix)
Provided HR Support for employee contract administration
Carry-over workstreams from Compensation Project
Revised COVID Policy due to State of Emergency ending
Created new COVID guidelines for employees
Facilitated CEO evaluation process inclusive of 360 feedback and talent review
Developed Non-Harassment/Diversity Equity & Inclusion Training
Transitioned TIMS responsibilities to HR
Reviewed current contracts and offer letter administration
Developed formal orientation presentation
Conducted Change Management Training for Leadership
Supported 3rd Party File Audit at the direction of Repice & Taylor
Finalized performance evaluation forms for Administration and non-instructional staff
Conducted Phase II Talent Review Process - complete with IDP's and Talent Grids
Created COVID-19 Handbook/Guidelines for roll-out at August PD
Developed formal orientation presentation and refine onboarding processes
Rolled out Mandated COVID Vaccination Policy
Conducted Formal Employee Engagement Survey w/follow-up Spring Survey
Converted Application to PDF
Provided COVID-19 Supports and Protocols

HR Initiative	Primary Purpose	Responsible	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
On-Site Weekly HR Generalist Support	To provide ongoing support for HR administrative tasks including but not limited to Act 48 tracking & submission; employment verification, recruiting & tracking; certification database oversee & follow-up; open enrollment; employee database updates; FMLA, workers' compensation, and unemployment.	Najaah							
Maintain File Compliance	To ensure ongoing compliance	Najaah with support as needed							
Provide ongoing employee relations & support and HR consultation to CEO and NACS Board	Ensure appropriate levels of HR support remain present and consistent for improved outcomes.	Najaah/Tracee							
Support Recruitment efforts as required	Based upon staffing needs of the organization ensure a smooth, timely and efficient.	Alethia/Najaah			Created Indeed Northwood page. Najaah and Alethia continue to work on best practices for hiring				
Create compliant HR tools and forms (i.e., application, I-9, vol. self ID, interview questionnaires, etc.)	Ensure overall compliance and mitigate risk on an ongoing basis.	Najaah/Tracee					Delayed due to competing priorities		
Work with NACS Leadership to refine Core Competency Framework to be incorporated into all Performance Evals	Ensure NACS begins to drive a deliberate culture that is supported through accountability to a set of core competencies across all levels in the organization.	Admin/Tracee			TBD with New CEO	TBD with New CEO	Initial meeting scheduled for 10/18/23		
Further refine Performance Evaluation for Teachers	Drive increased accountability and alignment to overall school objectives and core competencies beyond the Danielson.	Anastasia/ Tracee/Union			TBD Union Negotiations Ongoing				
Annual Review of Employee Handbook	Ensure overall compliance, mitigate risk, and operate in HR best practices.	Najaah/Tracee			Reviewed and updated handbook approved by Board				
Roll-out Non-Harassment/Diversity Equity and Inclusion Training to staff	Ensure awareness and compliance with current laws and practices.	Tracee			TBD with Leadership as a PD		TBD with CEO as a PD		

HR Initiative	Primary Purpose	Responsible	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Review and refine orientation process, ongoing as needed	Ensure overall compliance, mitigate risk, and to begin driving a more deliberate culture.	Najaah/Tracee							
Establish Annual Goals for administration/non bargaining unit employee	To ensure sound talent management exists as well as to ensure performance is aligned with organizational goals and objectives.	Admin/Najaah and Tracee	Delayed by Administration				Initial Meeting scheduled for 10/18/23		
Support all Bargaining Unit activities and negotiations on an ongoing basis	To support good-faith bargaining and the creation of a mutually beneficial bargaining agreement.	Tracee							
Support mid-year performance evaluation processes for administration / non- bargaining unit employees	To ensure sound talent management exists as well as to ensure performance is aligned with organizational goals and objectives.	CEO/ Najaah/Tracee							Preliminary discussions for January
Conduct semi-annual trainings - topics to be agreed upon with final dates	Ensure overall compliance, mitigate risk, while placing focus on talent management beyond standard PD's.	Admin/Tracee			Admin to participate in Leadership 2040				
Vendor Contract Review (i.e. temp staffing) when provided by Leadership	Ongoing to ensure appropriate language from an HR perspective, though legal may still need to review.	Tracee							
HRIS research/procurement	Streamline HR Administration Processes.	Admin/Tracee		HR, DSBO and designated Admin reviewing potential HRIS systems					
Benefits Review and Marketing Efforts	Ensure competitiveness and overall benefits strategy.	Tracee/CEO	Complete for 2023-2024	Open Enrollment Complete					
Employee Communication	To ensure an open line of communication between HR and staff.	Admin/HR							

Coversheet

Personnel (Key Performance Indicator)

Section: VI. Human Resources
Item: B. Personnel (Key Performance Indicator)
Purpose: Vote
Submitted by:
Related Material: NACS_KPIs_Board_Summary_October_2023.pdf

NACS HR Key Performance Indicators - Board Summary

As of 09/30/2023

	Jul-23	Aug-23	Sep-23	Net Change from Prior Month	FY 2022 YTD Totals	Actions/Explanations
HEADCOUNT						
Total Actual Headcount	87 (86 + 1 FT Director of Operations)	75 (87-19+7) Detailed under Actions/Explanations	80 (75+8-3) Detailed under Actions/Explanations	5		**August:** -Separated 1 FT Chief of Staff -Separated 1 FT Classroom Assistant -Separated 1 FT Lower School Counselor -Separated 1 FT SPED Assistant 1:1 -Separated 15 Teachers (8th Grade Math, PE, K,2nd,(2) 3rd, 4th, (2) 5th, 7th, (5) SPED Teachers -Hired 1 FT SPED Teacher -Hired 4 Teachers (SPED, 8th Grade Social Studies, PE,5th grade Social Studies) -Hired 1 FT Office Secertary -Hired 1 FT Classroom Assistant **September:** - Separated 1 FT Hall monitor -Separated 1 FT 7th Grade Math Teacher -Separated 1 FT Lower Guidance Counselor -Hired 1 FT CEO - Hired 1 FT Nurse -Hired 1 FT 3rd Grade Teacher -Hired 1 FT 8th Grade Teacher -Hired 1 FT 8th Grade ELA Teacher -Hired 1 FT SPED Teacher Hired 1 FT Psychologist -Hired 1 FT Lower Guidance Counselor
Total Budgeted (FTE)	104	104	104			**No Change to Report**
Actual FTE's	86.5 (85.5 + 1 FT Director of Special Education - 1 FT Music Teacher)	74.5 (86.5-19+7) Detailed under Actions/Explanations	79.5 (74.5 + 8-3) Detailed under Actions/Explanations	5		**August:** -Separated 1 FT Chief of Staff -Separated 1 FT Classroom Assistant -Separated 1 FT Lower School Counselor -Separated 1 FT SPED Assistant 1:1 -Separated 15 Teachers (8th Grade Math, PE, K,Second,(2) Third, Fourth, (2) Fifth, Seventh, (5) SPED Teachers -Hired 1 FT SPED Teacher -Hired 4 Teachers (SPED, 8th Grade Social Studies, PE,5th grade Social Studies -Hired 1 FT Office Secertary -Hired 1 FT Classroom Assistant **September:** - Separated 1 FT Hall monitor -Separated 1 FT Seventh Grade Math Teacher -Separated 1 FT Lower Guidance Counselor -Hired 1 FT CEO - Hired 1 FT Nurse -Hired 1 FT 3rd Grade Teacher -Hired 1 FT 8th Grade Teacher -Hired 1 FT 8th Grade ELA Teacher -Hired 1 FT SPED Teacher Hired 1 FT Psychologist -Hired 1 FT Lower Guidance Counselor
Administration	12	11	12	1		**August:** - Separated 1 FT Chief of Staff **September:** - Hired 1 FT CEO
Operations	9.5	10.5	11.5	1		**August:** - Hired 1 FT Offce Secratary **September:** - Hired 1 FT Nurse

	Jul-23	Aug-23	Sep-23	Net Change from Prior Month	FY 2022 YTD Totals	Actions/Explanations
Instructional	57	47	50	3		**August:** -Separated 1 FT 8th Grade Math Teacher -Separated 1 FT Physical Education Teacher -Separated 1 FT Kindergarten Teacher -Separated 1 FT 2nd Grade Teacher -Separated 2 FT 3rd Grade Teachers -Separated 1 FT 4th Grade Teacher -Separated 2 FT 5th Grade Teachers -Separated 1 FT 7th Grade Teacher -Separated 5 FT SPED Teachers -Hired 1 FT SPED Teacher -Hired 1 FT 8th Grade Social Studies Teacher -Hired 1 FT Physical Education Teacher -Hired 1 FT 3rf Grade Teacher -Hired 1 FT 5th Grade Social Studies Teacher **September:** -Separated 1 FT Seventh Grade Math Teacher -Hired 1 FT 3rd Grade Teacher -Hired 1 FT 8th Grade Teacher -Hired 1 FT 8th Grade ELA Teacher
Non-Instructional	8	6	6	0		**August:** -Separated 1 FT Classroom Assistant -Separated 1 FT Lower School Counselor -Separated 1 FT SPED Assistant 1:1 -Hired 1 FT Classroom Assistant **September:** - Separated 1 FT Hall monitor -Separated 1 FT Lower Guidance Counselor -Hired 1 FT Psychologist -Hired 1 FT Lower guidance Counselor
NEW HIRES						
Total New Hires	1	7	8			**August:** -Hired 1 FT SPED Teacher -Hired 1 FT 8th Grade Social Studies Teacher -Hired 1 FT Office Secertary -Hired 1 FT Physical Education Teacher -Hired 1 FT Third Grade Teacher -Hired 1 FT Fifth Grade Social Studies Teacher -Hired 1 FT Classroom Assistant **September::** -Hired 1 FT CEO - Hired 1 FT Nurse -Hired 1 FT 3rd Grade Teacher -Hired 1 FT 8th Grade Teacher -Hired 1 FT 8th Grade ELA Teacher -Hired 1 FT SPED Teacher -Hired 1 FT Psychologist -Hired 1 FT Lower Guidance Counselor
New Hire Breakdown by Dept.:						
Administration	1	0	1			**August:** No Change to report **September :** - Hired 1 FT CEO
Operations	0	1	1			**August:** -Hired 1 FT Office Secretary **Septmeber:** - Hired 1 FT Nurse
Instructional	2	5	4			**August:** - Hired 1 FT SPED Teacher - Hired 1 FT 8th Grade Social Studies Teacher - Hired 1 FT Physical Education Teacher - Hired 1 FT 3rd Grade Teacher - Hired 1 FT 5th Grade Social Studies Teacher **September:** - Hired 1 FT 3rd Grade Teacher - Hired 1 FT 8th Grade ELA Teacher - Hired 1 FT SPED TEacher - Hired 1 FT 8th Grade Math Teacher

	Jul-23	Aug-23	Sep-23	Net Change from Prior Month	FY 2022 YTD Totals	Actions/Explanations
Non-Instructional	0	1	2			**August:** - Hired 1 FT Classroom Assistant **September:** - Hired 1 FTPsychologist - Hired 1 FT Lower School Counselor
Stay Interviews	0	0	0			**No changes to report**
SEPARATIONS						
Total Separations	1	19	3			**August:** -Separated 1 FT Chief of Staff -Separated 1 FT 8th Grade Math Teacher -Separated 1 FT Classroom Assistant -Separated 1 FT Lower School Counselor -Separated 1 FT Physical Education Teacher -Separated 1 FT SPED Assistant 1:1 -Separated 1 FT Kindergarten Teacher -Separated 1 FT 2nd Grade Teacher -Separated 2 FT 3rd Grade Teachers -Separated 1 FT 4th Grade Teacher -Separated 2 FT 5th Grade Teachers -Separated 1 FT 7th Grade Teacher -Separated 5 FT SPED Teachers **September:** - Separated 1 FT Hall monitor -Separated 1 FT 7th Grade Math Teacher -Separated 1 FT Lower Guidance Counselor
Monthly Turnover Breakdown:						
Voluntary	0	18	2			**August:** -Separated 1 FT 8th Grade Math Teacher -Separated 1 FT Classroom Assistant -Separated 1 FT Lower School Counselor -Separated 1 FT Physical Education Teacher -Separated 1 FT SPED Assistant 1:1 -Separated 1 FT Kindergarten Teacher -Separated 1 FT 2nd Grade Teacher -Separated 2 FT 3rd Grade Teachers -Separated 1 FT 4th Grade Teacher -Separated 2 FT 5th Grade Teachers -Separated 1 FT 7th Grade Teacher -Separated 5 FT SPED Teachers **September:** -Separated 1 FT 7th Grade Math Teacher -Separated 1 FT Lower Guidance Counselor
Involuntary	1	1	1			**August:** -Separated 1 FT Chief of Staff **September:** - Separated 1 FT Hall monitor
Non-Specified	0	0	0			**No Changes to report**
By Dept.:						
Administration	0	1	0			**August:** - Separated 1 FT Chief of Staff **September:** No Changes to report
Operations	0	0	0			**No Changes to report**
Instructional	1	15	1			**August:** -Separated 1 FT 8th Grade Math Teacher -Separated 1 FT Physical Education Teacher -Separated 1 FT Kindergarten Teacher -Separated 1 FT 2nd Grade Teacher -Separated 2 FT 3rd Grade Teachers -Separated 1 FT 4th Grade Teacher -Separated 2 FT 5th Grade Teachers -Separated 1 FT 7th Grade Teacher -Separated 5 FT SPED Teachers **September:** -Separated 1 FT 7th Grade Math Teacher

	Jul-23	Aug-23	Sep-23	Net Change from Prior Month	FY 2022 YTD Totals	Actions/Explanations
Non-Instructional	0	3	2			**August:** -Separated 1 FT Classroom Assistant -Separated 1 FT Lower School Counselor -Separated 1 FT SPED Assistant 1:1 **September:** -Separated 1 FT Hall Monitor -Separated 1 FT Lower Guidance Counselor
Exit Interviews Conducted	0	11	1			**August:** -Separated 1 FT SPED Assistant 1:1 -Separated 1 FT Kindergarten Teacher -Separated 1 FT 2nd Grade Teacher -Separated 2 FT 3rd Grade Teachers -Separated 1 FT 4th Grade Teacher -Separated 2 FT 5th Grade Teachers -Separated 1 FT 7th Grade Teacher -Separated 2 FT SPED Teachers **(key trends were established from the interviews)** **September:** - Separated 1 Guidance Counselor
POSITIONS BEING REQUESTED FOR BOARD APPROVAL						
By Dept.:						
Administration	0	0	0			
Operations	0	0	0			
Instructional	0	0	0			
Non-Instructional	0	2	0			**August:** School Psychologist Lead Specialized Case Manager
STATUS CHANGES						
Total All Status Changes (i.e., FT to PT)	0	0	0			
Promotions/Transfers	0	0	0			
Pay Grade Changes	0	0	0			
TRAINING						
Total Oriented/Onboarded	1	7	8			**All new hires were oriented**
# of PDs Conducted	1	2	0			**August:** Culture Responsive Teaching Building Relationships Using Restorative Practices
Instructional Attendees	47	23	0			
Non-Instructional Attendees	5	15	0			
HEALTH & WELFARE						
Actual Enrollment	66	64	63	-1		

	Jul-23	Aug-23	Sep-23	Net Change from Prior Month	FY 2022 YTD Totals	Actions/Explanations
Employee Only	28	28	25	-3		
Two Person (Employee/Spouse)	3	3	5	2		
Employee/Child	5	5	5	0		**No Change to report**
Employee/Children	5	5	5	0		**No Change to report**
Family	25	23	23	0		**No Change to report**
Opt-Out	22	22	22	0		**No Change to report**
Actual Pension Enrollment						
Number Enrolled - PSERS	24	24	13	-11		
Number Enrolled - 403(b) - Penn Serv	63	63	65	2		
UNEMPLOYMENT						
Total Chargeable Liability	$7,348.43	$8,364.24	$3,517.00			
Total Claimants	4	5	2			
Average Cost Per Claim	$1,837.11	$1,672.85	$1,758.50			
LEAVE OF ABSENCE						
Total FMLA	2	1	1	0		**August:** -1 FT Teacher **September:** -1 FT Teacher
FMLA by Dept:						
Administration	0	0	0	0		
Operations	0	0	0	0		
Instructional	2	1	1	0		**August:** -1 FT Teacher **September:** -1 FT Teacher
Non-Instructional	0	0	0	0		

	Jul-23	Aug-23	Sep-23	Net Change from Prior Month	FY 2022 YTD Totals	Actions/Explanations
EMPLOYEE RELATIONS						
Employee Consultation Inquiries	30	22	17			**August:** Payroll questions, , PTO, FMLA Resignation, New Hires, Salary and bonuses Peer to Peer Conversation (LN & JC w/ AR- Resolved) Supervisor to Peer - (DH & DA&Union- Resolved) **September :** W-4 forms, Taxes and Payroll questions, Bonus Payout questions New Hires, Verification of Employment, Resignation
By Dept.:						
Administration	2	1	0			
Operations	2	1	2			
Instructional	17	14	6			
Non-Instructional	9	6	9			
Verbal Warnings	0	0	0			
Written Warnings	0	0	0			
Final Warnings	0	0	0			
PIP's	0	0	0			
Suspension	0	0	0			
Report Submitted for review October 2023 Board Meeting						
Acknowledged and Approved by the Board on _____						

Coversheet

Resolution 10182023.4: College & Career Position Request

Section: VI. Human Resources
Item: C. Resolution 10182023.4: College & Career Position Request
Purpose: Vote
Submitted by:
Related Material:
NACS Position Requests Memo - College and Career Teacher_Board .docx.pdf
_NACS College and Career Rationale_Board.docx.pdf
College and Career Readiness Teacher_Board.pdf

Memorandum

To: NACS HR Committee, Finance Committee, & Board of Trustees

From: Eric Langston, CEO

Date: 10/3/23

Re: Position Request/Rationale

The purpose of this memo is to submit the position requests/rationale. This position request will be presented during October's Finance meeting – this position was discussed and agreed upon to be put forth at the October Board meeting for final Board approval.

Position Requests/Rationale: College and Career Teacher (Certified)

CBA: College and Career Teacher (Certified) $91,203

In addition to the position rationale, the supporting memo and other documentation, I am fully prepared to answer any questions you may have.

For the sake of time, we are proceeding with recruitment efforts, as delaying any of the aforementioned may cause challenges to the overall operations of the school. Thank you for your support and understanding in this matter.

Northwood Position Rationale

Position	Rationale
College and Career Teacher (Certified)	Northwood has 4 cohorts K-8, and is broken up into Lower School (K-3) and Upper School (4-8). Due to the 4 cohort model, NACS needs 4 specials for both LS and US. Currently, the US has three budgeted specials (Art, Steam, and PE). However, they are currently in a 4th special- college and career. This special is in the schedule, and as stated, there must be 4 specials due to a 4 cohort model. This position will be a certified teacher position.

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

COST / BENEFIT ANALYSIS

CBA #:
Date: 10/3/2023
Budget Category: ESSER III
Prepared By: Eric Langston, Michael McLeish
Request: College and Career Readiness Teacher

Overview of the Project: The college and career readiness teacher would serve as an additional specialist teacher, delivering instruction in alignment with PA college and career readiness standards.

Projected Cost: $91,203

Cost Details: $46,514- $82,940 salary range plus ($10,512- $42,440). A median salary and benefit cost was used for purposes of projected total cost.

Benefits: The position will enable students to master 21st century skills along with meeting mandated PA guidelines. Additionally, a fourth specialist will allow for continuation of the school's four cohort model, allowing for existing grade level teachers to maintain their preparation period, as best practices.

Coversheet

Resolution 10182023.5: Second Social Worker Position Request

Section:	VI. Human Resources
Item:	D. Resolution 10182023.5: Second Social Worker Position Request
Purpose:	Vote
Submitted by:	
Related Material:	NACS Position Requests Memo _Social Worker_Board.docx.pdf NACS Social Worker Rationale_Board.docx.pdf

Memorandum

To: NACS Finance Committee & Board of Trustees

From: Eric Langston, CEO

Date: 10/3/23

Re: Position Rationale

The purpose of this memo is to submit a position rationale. This memo/rationale will be presented during the October Finance Meeting .

Position Requests/Rationale: Social Worker

In addition to the position rationales, the supporting memo and other documentation, I am fully prepared to answer any questions you may have.

Delaying any of the aforementioned may cause challenges to the overall operations of the school. Thank you for your support and understanding in this matter.

Northwood Position Rationale

Position	Rationale
Social Worker	Currently Northwood is budgeted for 2 Guidance Counselors and 1 Social Worker. Our lower school SW started and resigned last week. K-3 would benefit from having a SW opposed to a Guidance Counselor. A SW will be able to meet many of the needs that come up for our students and families in lower school. I am requesting that we post an Additional SW, and our model will be 2 SWs and 1 Guidance Counselor for Upper School. Switching from a Guidance Counselor to Social Worker is cost neutral.

Coversheet

Resolution 10182023.6: Additional Dean Request

Section: VI. Human Resources
Item: E. Resolution 10182023.6: Additional Dean Request
Purpose: Vote
Submitted by:
Related Material:
NACS_Position_Requests_Memo_-_Add_I_DOS___Exec_Admin_092523.pdf
NACS_Add_I_DOS_Position_Rationale_092223.pdf
NACS_Dean_of_Students_Job_Description_rev._092923.pdf
NACS_New_Position_Request_Form_-_Add_I_Dean_of_Students_2023__1_.pdf

Memorandum

To: NACS HR Committee & Board of Trustees

From: Eric Langston, CEO

Date: 9/25/23

Re: Position Requests/Rationale

The purpose of this memo is to submit the position requests/rationale. There was a finance meeting in September and based on budget review– these positions were discussed and agreed upon to be put forth at the October Board meeting for final Board approval.

Position Requests/Rationale:	Dean of Students (2) Executive Assistant to the CEO
CBA's:	Dean of Students (2) Executive Assistant to the CEO

In addition to the position rationales, the supporting memo and other documentation, I am fully prepared to answer any questions you may have.

For the sake of time, we are proceeding with recruitment efforts, as delaying any of the aforementioned may cause challenges to the overall operations of the school. Thank you for your support and understanding in this matter.

Northwood Position Rationale

Position	Rationale
Dean of Students	Northwood is budgeted for 800 students, and based on the size of the school, 1 dean is not able to address all behavioral needs as well as implement positive incentives throughout the school. I am proposing we hire 2 additional deans and break the school up in band: ● K-2 (Dean assigned) ● 3-5 (Dean assigned) ● 6-8 (Dean assigned) The additional deans will allow us to address and respond to misbehaviors as well as promote a safe and nurturing positive student culture. These additional roles will also address the growing behavioral concerns that have been raised by NACS staff and parents.

Northwood Academy Charter School

POSITION DESCRIPTION

Position:	**Dean of Students**
Department:	**Education**
Reports To:	**Principal**
FLSA Status:	**Exempt**
Direct Reports:	**None**
Last Revised:	**9/2023**

Position Summary: Under the direction of the Principal, the Dean of Students, K-8 is to assist in the overall behavior management, and implementation of systems and measures of accountability as it pertains to student culture. In this role, the Dean of Students is responsible for ensuring that Northwood Academy is a peaceful community, and that student attendance, punctuality, and academic achievement are the primary focus. This is achieved through intense data management and tracking, incentive systems and climate initiatives. The Dean of Students reports to the Principal.

Essential Accountabilities:

Influencing the growth and development of an achievement-focused school culture through the Social Emotional Learning program, including leading circles, community meetings, and/or teaching SEL course(s)

- Manages discipline for up to 800 students with a restorative justice model.
- Meets with students, teachers and parents, collectively or independently, to implement ways to support a positive and cooperative school environment.
- Supervises lunch aides, hall monitors, and other non-instructional positions as assigned.
- Maintains databases and up to date student information on attendance, discipline and merit records.
- Executes decisions based on reasonable judgment that strives to provide fair and equitable treatment and consideration for all students.

- Maintains and monitors safety and order by being accessible and visible in hallways, classrooms, during arrival/dismissal of students, lunch periods, after school programs including detention, etc.
- Supports teachers in developing and implementing classroom management strategies and plans for individual students as needed.
- When interventions and proactive approaches fail, the Dean of Students drives the discipline process including detention, suspension and related punitive actions.
- Other Related Duties as assigned by Principal.

Education/Experience:

- Bachelor's Degree in Education or Related field.
- Master's Degree in Education or related field is strongly preferred.
- Minimum two (2) years of experience working within a school setting that serves school-aged children.
- Eligibility for an Administrative credential.
- Teaching experience preferred.

Qualifications:

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Applies knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning.
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures. Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.

- Prepares and delivers oral presentations to groups.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly learning environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

Working Conditions: Usually work indoors in an office setting, may sometimes work outdoors, or supervise playgrounds. Work very near others, within a few feet or less. Working with young children often entails close contact. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, hear, and understand speech at normal classroom levels.

Physical Requirements: There are physical aspects of this position to successfully carry out essential job functions such as ability to lift or carry supplies, textbooks, and equipment up to 30 pounds. Must be able to sit, stand, bend, stoop, reach, grab, pull, see, hear, and speak daily. Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet, and/or humid conditions, high noise levels, and various work-related hazards. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

New Position Request Form

Position Requested:	Dean of Students (2)
Position Requested By:	Eric Langston
Date of Request:	September 25, 2023
Submission for Board Committee Meeting on:	October 18, 2023
Supporting Documentation Submitted:	Job Description Rationale
Requested Grade and Salary:	Salary Grade 9NI, $95,000 - $105,000
Salary Justification:	At a salary grade 9NI, this will bring the position to a compa ratio of 1.13 of the mid-point of the 2021 salary grade range and .96 of the mid-point for the 2022 salary grade range. This is based upon current market data. This compensation is in line with Northwood's compensation philosophy for non-instructional staff.

Prepared by Total HR Solutions, LLC for NACS - All Rights Reserved

Coversheet

Resolution 10182023.7: Jounce Partners Position Request

Section:	VI. Human Resources
Item:	F. Resolution 10182023.7: Jounce Partners Position Request
Purpose:	Vote
Submitted by:	
Related Material:	CBA2023.41 (1).pdf NACS_Position_Requests_Memo_-_Jounce__1_.docx

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

COST / BENEFIT ANALYSIS

CBA #: 2023.42
Date: 10/2/2023
Budget Category: ESSER III
Prepared By: Eric Langston, Michael McLeish
Request: Jounce Partners Coaching and Development

Overview of the Project: Professional development for upwards of 12 teachers through Jounce Partners. Coaching slots would include 36 weeks of continual training with one 40-minute coaching session each week, equating to three full days on-site each week from a teacher coach.

Projected Cost: $85,000

Cost Details: Standard rate of $10,000 per teacher. Due to the late start, the cost would be prorated, allowing for 12 teachers to take part in the program.

Benefits: The school is in dire need of coaching, due to the level of turnover recently experienced. The program will improve teacher effectiveness through qualified coaching and provide continuous support and feedback. This is a one-time cost that can be funded with available federal funds.

Memorandum

To: NACS Finance Committee & Board of Trustees

From: Eric Langston, CEO

Date:10/02/23

Re: Coaching/Teacher Development

The purpose of this memo is to submit the CBA for Jounce Partner Teacher Coaching. Jounce is about to provide in person coaching and support for 12 of our teachers for the remainder of the year. This coaching partnership includes real time coaching and coaching feedback sessions. Jounce will be providing teachers with classroom management coaching. Jounce is the sole provider for these types of services within the tri-state area. There are no other companies that provide the in-person support and service that Jounce does as an outside agency. This will be discussed during our October finance meeting for budget review and will be put forth at the October Board meeting for final Board approval.

CBA's: Jounce Teacher Coaching

In addition to the CBA, the supporting memo and other documentation, I am fully prepared to answer any questions you may have.

For the sake of time, we are proceeding with recruitment efforts, as delaying any of the aforementioned may cause challenges to the overall operations of the school. Thank you for your support and understanding in this matter.

Coversheet

Resolution 10182023.8: HR SPED Search

Section: VI. Human Resources
Item: G. Resolution 10182023.8: HR SPED Search
Purpose: Vote
Submitted by:
Related Material: Total_HR_SPED_Search-_fully_signed_081823.pdf

Retained Search Proposal and Agreement

for

Northwood Academy Charter School
SPED Teachers (7)

August 17, 2023

Prepared By: Tracee L. Hunt, MHS, SPHR, SHRM-SCP

921 Pleasant Valley Ave, Ste. 130
Mount Laurel, NJ 08054
856-334-0729

Summary

Total HR Solutions, LLC will conduct a retained search for Northwood Academy Charter School ("NACS") for seven (7) SPED Teachers.

Our Firm

Total HR Solutions is an end-to-end HR consulting company, with an expertise in executive recruitment. As a small firm led by a seasoned HR executive, as well as having select strategic partners with extensive search backgrounds, Total HR has the capacity to conduct successful searches for clients of varying sizes and diverse industries across a broad spectrum of professional disciplines.

Our Approach

Total HR Solutions invests heavily in learning the culture of the organization. In this case it is a plus that T. Hunt, who will oversee the search, has an in-depth knowledge of NACS due to the existing consulting relationship. Nonetheless, major effort will be expended at the onset of the search to ensure the best possible fit for the placement is achieved.

High levels of customer service, expertise, sense of urgency, and ongoing communication are paramount for Total HR Solutions in delivering exceptional results.

Our Process

The process we will follow for this retained search assignment will include the following:

- Calibration – Between NACS and Total HR
- Sourcing Strategy Development – Total HR and Recruiting Partner, w/input from NACS
- Screening and Evaluation of Candidates – Total HR and Recruiting Partner
- Development of Communication Plan
- Presentation of Candidates to NACS
- Candidates Interviewed by NACS
- Finalizing Details for Successful Candidate
    - Verbal and Formal Offers
    - Reference Checks
    - Integration/Assimilation of New Hire

Fees

Total HR Solutions' minimum fee for this search is 18% of first year anticipated total cash compensation at $472,815 (annual salary of $67,545 x 7 SPED teachers), for a base search fee of $85,106, plus a 10% administrative fee ($8,511), for a total fee to be billed of $93,617. **Final invoice will be adjusted for offers that differ from the estimated compensation amount.**

Billing Process

- 50% ($46,808) of the total fee to be billed is due on or before 08/23/2023. Signed contract due back tomorrow, 8/18/23 to initiate the agreement/search.
- 25% ($23,404) of the total fee is due 30 days from initial search launch (anticipated on 09/18/2023).
- 25% ($23,404) of the total fee due 60 days from initial search launch (10/18/2023) or upon offer acceptance, whichever comes first.

Payments may be made payable to: Total HR Solutions
921 Pleasant Valley Ave.
Mount Laurel, NJ 08054

Total HR Solutions will bill NACS for agreed upon out-of-pocket expenses such as; candidate and/or recruiter travel and associated meals/lodging. We ensure advance approval for these types of expenses. None are anticipated at this time.

Guarantee

Total HR guarantees all placements in accordance with the following, provided the successful candidate does not leave for death, disability, change in control or company relocation, significant change in job responsibilities, gross misconduct, insufficient leadership:

- Within the first 90 Days – Search re-launched for administrative costs only
- Within the first 4 months – 9 months – Search re-launched for 50% of the initial fee charged plus administrative costs

Agreement and Acceptance

The signatures below indicate agreement and acceptance of the search process, as well as the billing process and payment schedule.

Thank you for selecting Total HR Solutions to partner with NACS for your search needs.

Total HR Solutions, LLC

Signature: _____
Name (Print): Tracee L. Hunt
Title: Founder/CEO
Date of Acceptance: 8/17/23

Northwood Academy Charter School

Signature: Michael McLeish
Name (Print): Michael McLeish
Title: Director of Business Operations
Date of Acceptance: 8/18/2023

Payment Schedule:

Total HR Solutions' minimum fee for this search is 18% of first year anticipated total cash compensation at $472,815 (annual salary of $67,545 x 7 SPED teachers), for a base search fee of $85,106 plus a 10% administrative fee ($8,511), for a total fee to be billed of $93,617. **Final invoice will be adjusted for offers that differ from the estimated compensation amount.**

Billing Process

- 50% ($46,808.50) of the total fee to be billed is due on or before 08/23/2023. Signed contract due back tomorrow, 8/18/23 to initiate the agreement/search.
- 25% ($23,404.25) of the total fee is due 30 days from initial search launch (anticipated on 09/18/2023).
- 25% ($23,404.25) of the total fee due 60 days from initial search launch (10/18/2023) or upon offer acceptance, whichever comes first.

Payments may be made payable to: Total HR Solutions
921 Pleasant Valley Ave.
Mount Laurel, NJ 08054

Total HR Solutions will bill NACS for agreed upon out-of-pocket expenses such as; candidate and/or recruiter travel and associated meals/lodging. We ensure advance approval for these types of expenses. None are anticipated at this time.

Coversheet

Resolution 10182023.9: Retained Search Principal Contract

Section: VI. Human Resources
Item: H. Resolution 10182023.9: Retained Search Principal Contract
Purpose: Vote
Submitted by:
Related Material:
Total_HR_Retained_Search_Principal_Contract-_fully_executed_090623.pdf

Agreement and Acceptance

The signatures below indicate agreement and acceptance of the search process, as well as the billing process and payment schedule.

Thank you for selecting Total HR to partner with NACS for your search needs.

Total HR Solutions, LLC

Signature: Tracee L. Hunt
Name (Print): Tracee L. Hunt
Title: Founder/CEO
Date of Acceptance: 09/05/2023

Northwood Academy Charter School (Authorized Signer)

Signature: Michael McLeish
Name (Print): Michael McLeish
Title: Director of Business Operations
Date of Acceptance: 9/6/23

Payment Schedule:

Specific to NACS, Total HR's search fee for the Principal is 20% of first year's compensation, plus a 10% administrative fee. The anticipated salary for the position is $123,000. The total fee to be billed is $27,060.

Billing Process

- 50% ($13,530) of the total fee to be billed is due immediately (on or before 09/12/2023) to initiate the agreement/search;
- 25% ($6,765) of the total fee is due 30 days from initial search launch (anticipated on 10/12/2023).
- 25% ($6,765) of the total fee due 45 days from initial search launch (10/27/2023) or upon offer acceptance, whichever comes first.

Payments may be made payable to: Total HR Solutions
921 Pleasant Valley Ave.
Mount Laurel, NJ 08054

Note: Differences in final annual compensation offered will be adjusted on the final invoice.

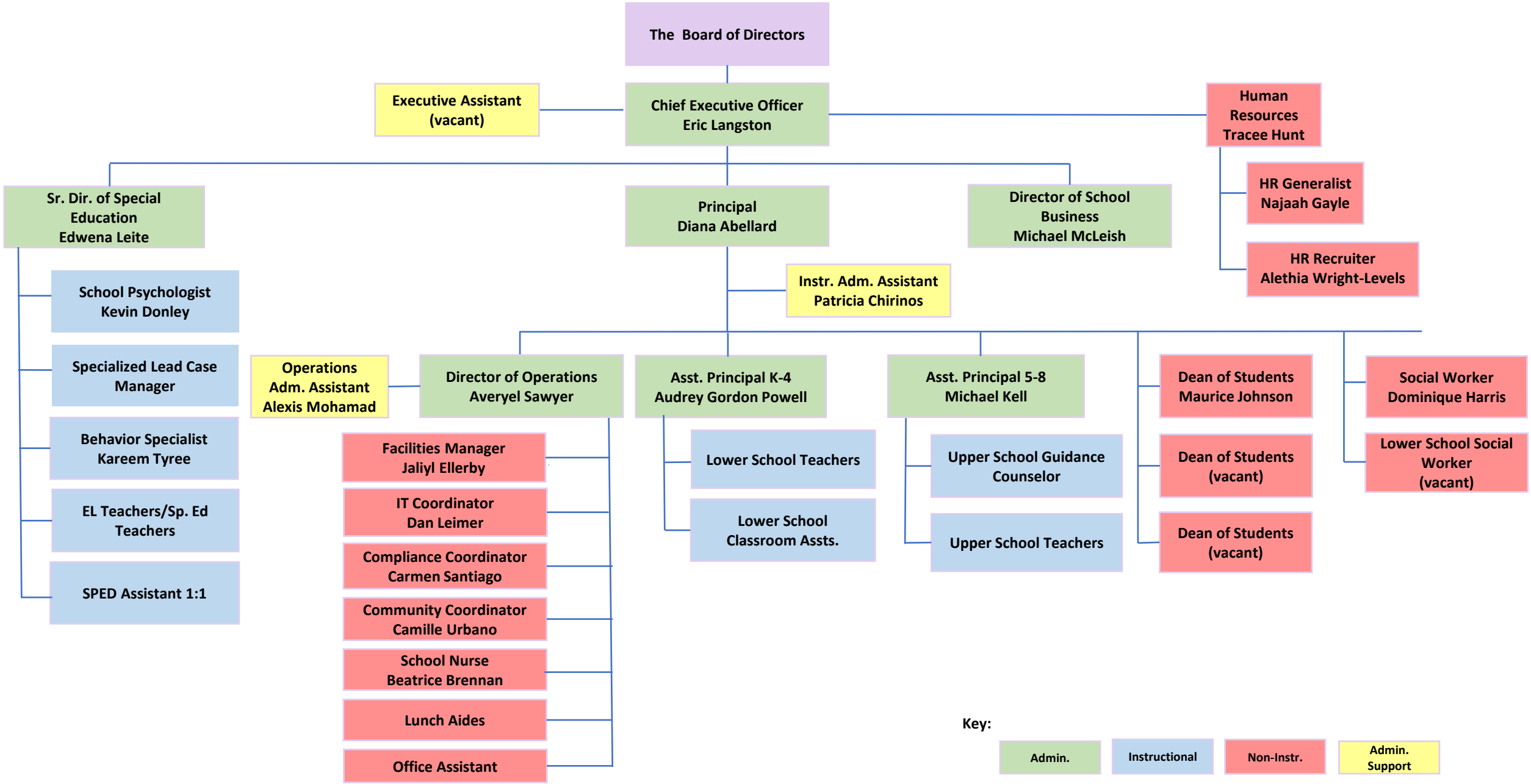
Total HR will bill NACS for agreed upon out-of-pocket expenses such as candidate and/or recruiter travel and associated meals/lodging. We ensure advance approval for these types of expenses. None are anticipated at this time.

Coversheet

Resolution 10182023.10: Org Chart Update

Section: VI. Human Resources
Item: I. Resolution 10182023.10: Org Chart Update
Purpose: Vote
Submitted by:
Related Material: NACS_Org_Chart_revised_101623 (1).pdf

Northwood Academy Charter School Organizational Chart



Coversheet

Resolution 10182023.11: New Position Request for Executive Assistant to CEO

Section: VI. Human Resources
Item: J. Resolution 10182023.11: New Position Request for Executive Assistant to CEO
Purpose: Vote
Submitted by:
Related Material:
NACS_New_Position_Request_Form_-_Executive_Asst_to_CEO_092223.pdf
NACS_Executive_Assistant_to_the_CEO_JD_092523.pdf
NACS_Executive_Assistant_to_CEO_Position_Rationale_092223.pdf

New Position Request Form

Position Requested:	Executive Assistant to CEO
Position Requested By:	Eric Langston
Date of Request:	September 25, 2023
Submission for Board Meeting on:	October 18, 2023
Supporting Documentation Submitted:	Job Description Rationale
Requested Grade and Salary:	Salary Grade 8NI, $75,000
Salary Justification:	At a salary grade 8NI, this will bring the position to a compa ratio of 1.16 of the mid-point of the 2021 salary grade range and .98 of the mid-point for the 2022 salary grade range. This is based upon current market data. This compensation is in line with Northwood's compensation philosophy for non-instructional staff.

Prepared by Total HR Solutions, LLC for NACS - All Rights Reserved

Northwood Academy Charter School

POSITION DESCRIPTION

Position: **Executive Assistant**

Department: **Administration**

Reports To: **CEO**

FLSA Status: **Exempt**

Direct Reports: **None**

Last Revised: **09/2023**

Position Summary: This position provides executive administrative support and assistance to the CEO. In this role, the Executive Assistant will perform a wide variety of administrative duties, including but not limited to preparing correspondence and reports, maintaining schedules, managing Board related administrative duties, assisting with special projects as required.

Essential Accountabilities:

- Maintains master strategic calendar and coordinates deliverables for CEO.
- Prepares written correspondences for the CEO.
- Schedules and procures professional development/conference registration and payment including overnight and travel accommodations for the CEO or others as assigned.
- Maintains calendar for CEO to include scheduling and coordinating any catering needs when required.
- Makes phone calls on behalf of CEO.
- Tracking of compliance as it pertains to facilities inspections.
- Assist with technology projects as assigned by the CEO.
- Provides support for Smartsheets development and maintenance as required.
- Board support (i.e., zoom meeting links, CBA submission, etc.).
- Executive team note-taking.
- Maintains appropriate training hours as requested.
- Other relevant duties may be assigned as needed.

Education/Experience:

- Bachelor's degree required.
- 3 - 5 years of senior-level administrative experience.

Qualifications:

- Demonstrated professionalism and friendly demeanor.
- Possess excellent written and verbal communication skills.
- Ability to maintain employee and student confidentiality.
- Ability to handle time-sensitive and confidential matters.
- Possess excellent organizational and time management skills.
- Ability to maintain close communication and working relationships with NACS Administration.
- Proficient computer skills including Google docs, Excel, email, internet software, and database software.

Working Conditions: Sitting and standing throughout the workday. Majority of working hours will be spent in an office setting.

Physical Requirements: Light physical activity such as walking, and standing is required on a daily basis. Must be able to lift and carry supplies, books and equipment up to 25 pounds.

Northwood Position Rationale

Position	Rationale
Executive Assistant to the CEO	Currently the CEO and Director of Operations share an admin assistant. However, most of her duties are operational and minimal duties align to the work of the CEO. This role will allow the Executive Assistant to focus solely on supporting the daily functions of the CEO as well as overall board governance.

Coversheet

Resolution 101823.19: Hearing Officers

Section: VII. New Business
Item: B. Resolution 101823.19: Hearing Officers
Purpose: Vote
Submitted by:
Related Material: Resolution for Hearing Officers.pdf

Northwood Academy Charter School

46621 Castor Ave 19124
Philadelphia, PA

Resolution of the Board of Trustees of the Northwood Academy Charter School

WHEREAS, the Board of Trustees for the Northwood Academy Charter School recognizes the necessity of ensuring that all students subjected to disciplinary proceedings in the form of a formal hearing be afforded due process;

WHEREAS, those appointed as hearing officers by the Board of Trustees to ensure such due process shall exhibit high ethical and moral character;

WHEREAS, the hearing officers shall be impartial, disinterested and objective, including, but not limited to having no financial or personal interest in the outcome of the hearing and having no prior involvement with the child, whether personally or professionally;

WHEREAS, those hearing officers must have the ability to objectively analyze the evidence presented by all parties in accordance with applicable Federal and Pennsylvania law and regulations, as well as relevant policies, to develop a recommendation for discipline that will be presented to the Board of Trustees;

WHEREAS, all members of the Board of Trustees are duly qualified and shall be appointed to serve as hearing officers on behalf of the Northwood Academy Charter School for the duration of his or her term as a member of the Board of Trustees;

WHEREAS, the Board of Trustees requires at least one (1) hearing officer be present to form a quorum in order to preside over a formal disciplinary hearing; and

WHEREAS, the hearing officers will be administered an Oath of Office upon assuming this responsibility.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Northwood Academy Charter School adopts this Resolution in support of the qualifications for hearing officers and the quorum requirement and hereby appoints each member of the Board of Trustees to serve as a hearing officer on behalf of the Northwood Academy Charter School for the duration of his or her term as a member of the Board of Trustees.

Resolved this ____ day of _____ 2023.

Northwood Academy Charter

School

By: _____
President

Attest:_____
Secretary

Coversheet

Resolution 10182023.13: 10/18/2023 Memo

Section: VII. New Business
Item: D. Resolution 10182023.13: 10/18/2023 Memo
Purpose: Vote
Submitted by:
Related Material: NACS 10_18 Memo .docx

Memorandum

To: Board of Trustees

From: Eric Langston, CEO

Date: 10/3/23

Re: 10/18 Full Day PD

The purpose of this memo is to request a full day PD on 10/18/23. This request was presented to the Board President on 9/21, and verbally approved during that time. I am attaching this memo so that this will be officially approved during October's Board Meeting.

In addition to this request, and this supporting memo, I am fully prepared to answer any questions you may have.

For the sake of time, we are proceeding with the full day 10/28 PD as delaying any of the aforementioned may cause challenges to the overall operations of the school. Thank you for your support and understanding in this matter.

Coversheet

Resolution 10182023.14: Settlement for Student 163-23

Section: VII. New Business
Item: E. Resolution 10182023.14: Settlement for Student 163-23
Purpose: Vote
Submitted by:
Related Material: JeN - 10.12.23 Board Resolution.pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
4621 Castor Avenue,
Philadelphia, PA 19124

Resolution of the Board of Trustees

WHEREAS, it is the desire of the Board of Trustees of Northwood Academy Charter School to settle all claims made in the matter of Student Number 163-23 ("Student") by the Student and Student's Parent(s)/Guardian(s) without admission of liability.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees and it is hereby resolved by the authority of the same as follows:

The Board of Trustees of Northwood Academy Charter School hereby approves the terms of the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement (collectively "Agreements") in the matter of Student File No. 163-23.

Furthermore, the Board of Trustees directs the Executive Director to execute the final Agreements on behalf of Northwood Academy Charter School and to take all action necessary to facilitate Northwood Academy Charter School's compliance with the terms of the Agreements.

Resolved this _____ day of _____ 2023.

Northwood Academy Charter School

By: _____
President

Attest:_____
Secretary

14784273v1

Coversheet

Resolution 10182023.15: Settlement for Student 115-23

Section: VII. New Business
Item: F. Resolution 10182023.15: Settlement for Student 115-23
Purpose: Vote
Submitted by:
Related Material: 115-23 Board Resolution.pdf

Northwood Academy CHARTER SCHOOL
4621 Castor Avenue
Philadelphia, PA 19124

Resolution of the Board of Trustees

WHEREAS, it is the desire of the Board of Trustees of Northwood Academy Charter School to settle all claims made in the matter of Student Number 115-23 ("Student") by the Student and Student's Parent(s)/Guardian(s) without admission of liability.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees and it is hereby resolved by the authority of the same as follows:

The Board of Trustees of Northwood Academy Charter School hereby approves the terms of the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement (collectively "Agreements") in the matter of Student File No. 115-23.

Furthermore, the Board of Trustees directs the Executive Director to execute the final Agreements on behalf of Northwood Academy Charter School and to take all action necessary to facilitate Northwood Academy Charter School's compliance with the terms of the Agreements.

Resolved this _____ day of _____ 2023.

Northwood Academy Charter School

By: _____
President

Attest:_____
Secretary

Coversheet

Resolution 10182023.16: Settlement for Student 148.22

Section: VII. New Business
Item: G. Resolution 10182023.16: Settlement for Student 148.22
Purpose: Vote
Submitted by:
Related Material: EzG - 9.20.23 Board Resolution.pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
4621 Castor Avenue,
Philadelphia, PA 19124

Resolution of the Board of Trustees

WHEREAS, it is the desire of the Board of Trustees of Northwood Academy Charter School to settle all claims made in the matter of Student Number 148-22 ("Student") by the Student and Student's Parent(s)/Guardian(s) without admission of liability.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees and it is hereby resolved by the authority of the same as follows:

The Board of Trustees of Northwood Academy Charter School hereby approves the terms of the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement (collectively "Agreements") in the matter of Student File No. 148-22.

Furthermore, the Board of Trustees directs the Executive Director to execute the final Agreements on behalf of Northwood Academy Charter School and to take all action necessary to facilitate Northwood Academy Charter School's compliance with the terms of the Agreements.

Resolved this _____ day of _____ 2023.

Northwood Academy Charter School

By: _____
President

Attest:_____
Secretary

14784273v1

Coversheet

Resolution 10182023.17: Settlement for Student 399.23

Section: VII. New Business
Item: H. Resolution 10182023.17: Settlement for Student 399.23
Purpose: Vote
Submitted by:
Related Material: EnR - 9.20.23 Board Resolution.pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
4621 Castor Avenue,
Philadelphia, PA 19124

Resolution of the Board of Trustees

WHEREAS, it is the desire of the Board of Trustees of Northwood Academy Charter School to settle all claims made in the matter of Student Number 399-23 ("Student") by the Student and Student's Parent(s)/Guardian(s) without admission of liability.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees and it is hereby resolved by the authority of the same as follows:

The Board of Trustees of Northwood Academy Charter School hereby approves the terms of the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement (collectively "Agreements") in the matter of Student File No. 399-23.

Furthermore, the Board of Trustees directs the Executive Director to execute the final Agreements on behalf of Northwood Academy Charter School and to take all action necessary to facilitate Northwood Academy Charter School's compliance with the terms of the Agreements.

Resolved this _____ day of _____ 2023.

Northwood Academy Charter School

By: _____
President

Attest:_____
Secretary

14784273v1

Coversheet

Resolution 10182023.18: 2023-2024 Student/Parent Handbook

Section: VII. New Business
Item: J. Resolution 10182023.18: 2023-2024 Student/Parent Handbook
Purpose: Vote
Submitted by:
Related Material: 23-24 Student:Parent Handbook.pdf

STUDENT/PARENT HANDBOOK 2023-2024 SCHOOL YEAR

Northwood Academy Charter School

4621 Castor Avenue

Philadelphia, PA 19124

Tel: 215.289.5606

www.northwoodcs.org

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Administration

Eric Langston	Cheif Executive Officer
Diana Abellard	Principal
Audrey Gordon Powell	Lower School Assistant Principal
Michael Kell	Upper School Assistant Principal
Michael McLeish	Director of School Business
Edwena Leite	Director of Special Education

Northwood Academy's Governance

Northwood Academy Charter School was chartered by The School District of Philadelphia in 2005. NACS operates under the governance of its charter and is accountable to its Board of Trustees.

All Board and subcommittee meetings are open to the public and are held online via Zoom. Members of the community are also permitted to make public comments during the Board meeting.

The Northwood Academy Charter School Board of Directors recognizes the value, to school governance, of public comment on matters facing the school.

In order to permit fair and orderly expression of such comment, the Board will provide up to a thirty (30) minute period for public participation on each of its public meeting agendas. Public comment may be on any topic related to the operation of the charter school. Please note, to be placed on the public section of the agenda, a written request must be addressed to the Board of Directors and hand delivered to the front office or sent via U.S. Mail to 4621 Castor Avenue, Philadelphia, PA 19124 or emailed to **publiccomment@northwoodcs.org**. Requests must be received at least three (3) working days prior to the scheduled meeting.

- The request must include all of the following information or it will be denied:
- The speaker's name
- What, if any, group or persons the speaker represents
- What, if any, relation the speaker or represented group has with Northwood
- The topic or matter that will be addressed

Time allotted to individuals will be limited to three (3) minutes. However, additional written information may be presented to and considered by the Board.

Should you miss your designated place on the agenda, you will need to resubmit your request for a future meeting. No one may make the presentation on your behalf. Board members and administrators will not respond to public comment during the comment period.

The NACS Board of Trustees will meet according to the following dates:

- Wednesday, August 16, 2023
- Wednesday, October 18, 2023
- Wednesday, December 20, 2023
- Wednesday, February 21, 2024
- Wednesday, April 17, 2024
- Wednesday, June 19, 2024

Subcommittee meetings occur during the first and last Wednesday of each month at 5:00pm via Zoom

Northwood Academy's 2023-2024 Academic Calendar

August 21-25, 2023	**Staff Only** - Professional Development Days
August 28, 2023	**First Day of School** - Grades K-8
September 4, 2023	**Labor Day** - School Closed
September 15, 2023	**Rosh Hashanah** -School Closed
September 25, 2023	**Yom Kippur** - School Closed
October 18th, 2023	**Full Day PD for Staff** No School for Students
November 10, 2023	**Veterans Day Observance** - School Closed
November 23-24, 2023	**Thanksgiving Holiday** - School Closed
December 25, 2023 - January 2, 2024	**Winter Recess** - School Closed
January 15, 2024	**Martin Luther King's Birthday** - School Closed
February 19, 2024	**President's Day** - School Closed
March 25-29, 2024	**Spring Recess** - School Closed
April 10, 2024	**Eid al-Fitr** - School Closed
April 22-26, 2024	**PSSA ELA** - Grades 3-8 (Half-Days)
April 29 - May 3, 2024	**PSSA Mathematics & Makeups** - Grades 3-8 (Half-Days)
May 6-10, 2024	**PSSA Science & Makeups** - Grades 4 & 8
May 27, 2024	**Memorial Day** - School Closed
June 7, 2024	**Last Day for Students and Staff**
June 19, 2024	**Juneteenth** - School Closed

Scheduled Half Days

- **Wednesdays- Each Wednesday, school ends and Students are dismissed at 12:00 pm.** Northwood Professional Learning Days
- **Thursday** December 6, 2023- Report Card Conferences
- **Thursday** March 13, 2024- Report Card Conferences
- **Monday-Friday** April 22-26, 2024- PSSA Testing
- **Monday-Friday** April 29-May 3, 20204 PSSA Testing
- **Thursday** June 6, 2024- 8th Grade Closing Ceremony
- **Friday** June 7, 2024- Last Day of School for Students

Northwood Policies & Protocols

Contact Us

The main office at Northwood Academy Charter school is open daily throughout the school year from 7:45am am- 3:00 pm. Once the main office is closed, Students and parents are not permitted to access parts of the building to retrieve forgotten materials. Additionally, custodians are not permitted to retrieve items nor allow anyone into the classrooms. These procedures are in the interest of the safety of all employees and Students.

Communicating Questions or Concerns

We encourage you to contact the staff member named as the first point of contact directly with any questions, concerns, or suggestions you may have about events at the school."

Inquiry Topic	First	Second	Third	Fourth	Fifth	Sixth
Grades Instruction Curriculum Student work	Teacher	Assistant Principal	Principal	CEO		
Student Discipline Student Concerns	Teacher	Dean of Students	Principal	CEO	Board	
Transportation	Operations Department	Director of Operations	CEO			
Extra Curricular Activities	Teacher	Community Coordinator	Director of Operations	CEO		
Volunteer Opportunities/ Clearances	Community Coordinator	Director of Operations	CEO			
Specialized Services/ Special Education	Teacher	Director of Special Education	Principal	CEO		
Enrollment Student Records Request	Main Office	Director of Operations	CEO			
Student Health/	School Nurse	Director of Operations	CEO			

Medicine						
Athletics	Coach/ Teacher	Athletic Director	Principal	CEO		
Teacher Concern	Teacher	Assistant Principal	Principal	CEO		
Student Attendance	Teacher	Counselor	Assistant Principal	Principal	CEO	
Youth Experiencing Homelessness	Counselor	Social Worker	Principal	CEO		

Visiting Northwood Academy

- Visitors must call ahead to announce their visit
- All school visitors, including parents, and volunteers must sign in at the main office and obtain administrator approval before proceeding to any area of the school building.
- All visitors must obtain a visitor's pass that must be returned before leaving the building.
- Guests that arrive to visit teachers during instructional time will be denied without prior approval from an administrator.
- Parents & guardians are encouraged to visit the school to observe their children and learning in action.

Student Attendance

Each school day brings forth new opportunities for learning. Studies show that Students who attend school regularly achieve higher than those with inconsistent attendance. To maximize student learning and avoid grade retention, all Students of compulsory age (age 6-18) are required to attend school each day that school is in session. Every minute of instructional time matters thus we encourage Students to arrive at school on time each day that school is in session.

- The school day begins at 7:40 am and ends at 3:00 pm.
- Students will be considered tardy at 8:05 am.

Arrival Procedures

- Bus riders enter through the front door on Castor Avenue. Students who ride to school on the school bus must report to their designated area for supervision until school begins.

- Students who walk, are dropped off or catch public transportation to school should enter through the black top on Adams Avenue after 7:15 am and report to their designated areas until school begins.

Late Arrivals

- Students that arrive at school after the admission doors close at 7:45am must enter the building through the Castor Avenue entrance.
- Students will complete a Tardy slip and give it to their homeroom teacher upon arrival to class.
- If a student arrives at school after 7:52 am but before 9:00 am with a written note from the parent/guardian providing a lawful reason, the tardy will be excused.

Dismissal

- Parents & Guardians are required to complete a dismissal plan to be maintained with the teacher & the main office.
- A written and signed note, email, or phone call to the main office by 2:00 is required should it become necessary to make a change to the student's regular dismissal procedure.
- School bus riders will be dismissed at 2:55 pm from their classroom to the designated area to board the bus.
- Students who take Septa, walk or are being picked up will be dismissed according to the following schedule
    - Grades 3-6 will be dismissed at 3:00 to the black top on Adams Avenue.
    - Grades K-2 will be dismissed at 3:00 to the playground entrance on Orthodox Street.
    - Grades 7&8 will be dismissed at 3:00 on Adams Avenue (side entrance).

Please be mindful that teachers must supervise their Students during admit and dismissal and thus is not a good time to hold conversations regarding student progress or behavior. To ensure that the teacher can give you their undivided attention, schedule an appointment for a discussion with the teacher.

Early Dismissal

While we encourage parents and guardians to ensure that Students are in attendance for the full day of school, at times it becomes necessary to facilitate an early dismissal. The following guidelines support early dismissals at Northwood Academy.

Early dismissals:

- Occur before 2:00 pm on full days and 11:00 on half days.
- Granted after the main office receives a phone call or written/signed note or email from a parent or guardian listed in the student's school profile.

- Granted only to properly identified adults listed in the student's school profile-without exception.
    - Proper Identification: State or federal issued ID Card
- Granted only by visiting the main office and making the request to office staff.
- Granted after the requesting adult completes the Early Dismissal log.

Northwood Academy will not honor verbal or written requests to grant an early dismissal to an adult that is not listed in the student's profile. It is essential that parents maintain accurate contact and profile information.

Student Absence

Northwood Academy will comply with mandatory state laws regarding student absences. All student absences are considered unexcused until the school receives written documentation explaining the student's absence. A student absence can be excused if it aligns with one of the following circumstances:

Excused Absences

- Personal Illness or Injury
- Recovery from Illness or Injury
- Mandated Attendance in Court of Law
- Death within the immediate family including, but not necessarily limited to, parents, siblings, grandparents, or other family members living in the household
- Medical & Dental Appointments (NACS encourages parents and guardians to schedule appointments outside of school hours). Notice of such an absence must be provided prior to the day of the appointment, except in the case of an emergency
- Religious Holidays
- School-sponsored event
- Educational Events with Administrative pre-approval

Should it become necessary for a student to be absent from school, parents/guardians must submit an excuse note by emailing or providing a written note to the homeroom teacher within 3 days of the occurrence. The email should include the following information:

- Student name and section
- Date
- Date of Absence
- Reason for Absence

Pre-Approved Trips

NACS recognizes from time to time Students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school. Parents and guardians can request an absence by completing the Pre-Approved Absence Request Google form located on our school's website by accessing the Parent/Student tab. Upon receipt of the request, an evaluation will be made based on the following criteria:

- Educational Value of the trip for the development of the student
- Attendance record (must be free of unlawful absences)
- The total days of the absence shall not exceed 10 days
- Number and frequency of prior requests for educational trips. A maximum of five days will be approved for family trips
- Present academic standing
- Present academic programing
- The form should be submitted as early as possible but no less than 5 days before the absence.
- Pre-planned trips during the PSSA, or other required assessments will not be approved.

April 29 - May 3, 2024	**PSSA Mathematics & Makeups** - Grades 3-8 (Half-Days)
May 6-10, 2024	**PSSA Science & Makeups** - Grades 4 & 8

Missed Assignments During Absence

- Tests, quizzes, projects and presentations are a major part of the student's grade and are required to be made up if missed due to student absences.
- Homework to be made up as a result of absence is at the discretion of the teacher.
- Classwork to be made up as a result of absence is at the discretion of the teacher.
- Students are encouraged to continue working through their iReady personalized learning path during the absence.
- Parent/ guardians should reach out directly to the teacher via email to request student work during absences.

Truancy

It is critical that parents and guardians comply with the aforementioned attendance policies as a failure to do so must be coded as parental neglect and may lead to involvement with the Philadelphia Department of Human Services or Philadelphia Family Court. Please see Attendance/Truancy Board Policy at: and a copy may be obtained at the front desk.

- Parents or guardians of Students that accumulate 3 or more days of unexcused absences will receive a legal notice.
- Parents or guardians of Students that accumulate 6 or more days of unexcused absences will be invited to an School Attendance Improvement Conference where a School Attendance Improvement Plan ("SAIC") will be developed in order to work through barriers to regular student attendance. .
- After implementation of the SAIC and if Student continues to be truant, Parents or guardians of Students that accumulate 10 or more unexcused absences will be referred to either Philadelphia's Department of Human Services or the Philadelphia Family court.

3 days or more unexcused absences	Truant	3 day Legal Notice
6 or more unexcused absences	Habitually Truant	Attendance Plan Meeting
10 or more unexcused absences	Habitually Truant	Referral to Phila DHS/ Philadelphia Family Court

Withdrawal from NACS

At Northwood Academy, we value and appreciate the opportunity to educate each of our Students; however, at times it becomes necessary to withdraw Students from our program.

- Parents and guardians who plan to withdraw a student from Northwood Academy must visit the main office to complete the necessary withdrawal paperwork.
- All books, materials and financial obligations must be satisfied before withdrawal can be completed or student records can be forwarded.

Transportation Services at Northwood Academy

Northwood Academy charter school partners with the School District of Philadelphia to provide transportation services to its Students. While NACS facilitates the request for transportation, the bus route, schedule and final determination on student transportation requests are made by the School District of Philadelphia. Parents and guardians can make a request for transportation by accessing the transportation request form under the Parents & Students tab on the Northwood Academy website.

Initial requests for transportation are made through the Northwood transportation department.
Follow up requests for information regarding transportation must be directed to the School District of Philadelphia (215) 400-4350.

Parent Flat Rate Program

The School District of Philadelphia has launched a program to provide a monthly payment to eligible parents who choose to opt out of District bus, van, or cab assignments and instead drive their child to and from school. All registered families will receive $300 per month ($3,000 for the school year) for transporting their child to and from school. The District also offers the option for families to receive $150 per month ($1,500 for the school year) to transport their child to school in the morning but still utilize bus, van, or cab service in the afternoon. Parents and guardians can register for the Parent Flat Rate program by accessing the link to the SDP website under Parents & Students tab on the Northwood Academy website.

Generally, Students in grades 1-6 are eligible to become a bus rider at NACS. All bus riders are required to adhere to the rules regarding conduct on the bus or disciplinary consequences including suspension and expulsion from bus services.

Students in grades 7&8 receive a Septa Key Card and are required to use Septa to travel to school.

Student Wellness at Northwood Academy

Northwood Academy's Office of Student Health seeks to support student wellness by:

- Facilitating various health screening
- Developing Individualized Health Programs
- Developing Emergency Care Plans for Students as needed
- Supporting the Development of 504 Plans for Students with medical conditions

Northwood Academy is committed to implementing a school health plan that supports Students wellness and meets state requirements. Each year the school nurse facilitates the following health screenings.

- Growth Screening - Northwood facilitates a height and weight screening annually in compliance with state requirements. Parents and guardians will be notified of the findings as the screening occurs throughout the school year.
- Hearing Screening- Northwood facilitates a hearing screening each year of Students in kindergarten, 1st, 2nd , 3rd and 7th grades.
- Vision Screening- Northwood facilitates a hearing screening each year for Students in kindergarten through fourth grade and Students outside of aforementioned grades as needed.
- Dental Examination- Northwood partners with a licensed dentist to provide dental screenings to Students in first, third and seventh grade.
    - The school nurse will share information regarding the dentist's visit to Northwood directly with parents and guardians
- Parents will be notified of the results of each screening

We request your partnership in the following ways:

- Submit Documentation of Required Immunizations
    - Parents or guardians of Students enrolling or entering kindergarten must submit proof of immunization upon enrollment.
    - Required Immunizations
        - Diphtheria, Tetanus, and Acellular Pertussis (DTap); 5 doses
        - Polio (IPV); 4 doses
        - Measles, Mumps, and Rubella (MMR); 2 doses
        - Hepatitis B (HepB); 3 doses
        - Varicella (VZV); 2 doses
    - Parent or guardians of incoming 7th grade Students must submit proof of immunization
        - Diphtheria, Tetanus and Acellular Pertussis (DTap); 1 dose
        - Meningococcal Conjugate (MCV4); 1 dose

- Submit Documentation of Physical Examination
    - Parents or guardians of Students entering kindergarten must submit proof of physical examination upon enrollment.
    - Parents or guardians of Students entering the 6th-grade must submit proof of physical examination by February of their 5th-grade year.
        - Physical examination forms can be found on the NACS website.
    - Parents or guardians must submit documentation to the school nurse by visiting the Main Office.

- Submit Documentation of Dental Examination
    - Parents or guardians of Students must submit proof of dental examination upon enrollment.
    - Parents or guardians of Students in 3rd and 7th grade must submit proof of dental examination.
        - Dental forms can be found on the NACS website.
        - NACS partners with a dentist to facilitate dental examinations for Students annually. Information will be disseminated via email, social media and direct parent contact.
    - Parents or guardians must submit documentation to the school nurse by visiting the Main Office.

- Notify School Nurse of life threatening allergies and medical conditions
    - Parents or guardians must contact the school nurse to discuss medical conditions and collaborate with the school nurse to develop an Individualized Health Care Plan

- Providing Medication According to the Following Procedure
    - Parents or guardians must contact the school nurse to schedule a convenient time to submit

the medicine and complete required documentation.
    - The medicine must be received by the school nurse in its original packaging and labeling.

- Allow Students to Remain at Home Under the Following Conditions:
    - Secreting green nasal or eye drainage
    - Continual harsh cough
    - Vomiting or diarrhea
    - Red, watery, and crusted eye (pink eye/ conjunctivitis)
    - Temperature of 100 ° or above- Students should be fever free without medication before returning to school
    - Rashes that have not been diagnosed by a physician
    - Discovery of lice and 24 Hours after treatment for lice

Mckinney-Vento Act

The McKinney-Vento Homeless Education Assistance Act is a federal act to ensure that homeless children and youth have access to free and appropriate public education.

According to the federal law, a child is considered homeless if they experience the following circumstances:

- Resides in a public or private shelter
- Resides in a place not designated for or ordinarily used for sleeping or living accommodation (vehicles, campers, motels).
- Resides with their family in a residence with other relatives or friends due to a lack of housing (doubling up).
- Is a runaway
- Is a child of migrant workers who lack adequate housing
- Has been abandoned
- Is considered an “unaccompanied youth”- teens living with friends or relatives who do not have guardianship of the student.

Our school social worker is equipped and committed to supporting Students experiencing homelessness to ensure that they have access to their education at Northwood Academy. Contact our school social worker directly via email to discuss options for support.

Student Activities at Northwood Academy

At Northwood, we consider extracurricular activities to be a vital part of the school experience. We recognize the positive impact that participation in extracurricular activities has on student self-esteem, interpersonal skills and academic achievement.

After-school Extracurricular Activities

During the school year, NACS teachers and staff members are encouraged to share their skills and experiences with Students in the form of extracurricular activities. Each trimester, Students will be invited to join a club or group that aligns with their interests. Extracurricular activities are hosted after school Monday - Thursday from 3:15pm- 4:15pm

Athletics at NACS

Northwood Students are encouraged to participate in athletic activities. Student athletes are expected to maintain passing grades in all subjects and display behavior consistent with positive expectations outlined in The Bulldog Way: Be Safe, Respectful & Responsible.

Field Trips at Northwood Academy

Throughout the school year, Students at all grade levels will be invited to participate in off-campus trips that serve an educational purpose or incentivise positive student behavior. Our goal is to ensure that all of our Students experience learning and fun outside of the classroom. We expect our Students to demonstrate behavior that represents The Bulldog Way. While all Students are invited to participate in educational field trips, Students are invited to incentive field trips based on their conduct and are determined by meeting specific criteria. Parents and guardians will receive a trip slip outlining the itinerary and payment details if required.

Academics at Northwood Academy

Instructional Program

Our instructional program is designed to meet the needs of the whole child. All Students participate in direct instruction aligned with the core subjects and supplemental curriculum that build their social and interpersonal skills.

Core Instruction

At Northwood Academy, Students engage in courses of study that align with the PA Core Standards and PA Academic Standards with the goal of preparing Students for the PSSA. Students receive instruction in the English Language Arts, math, social studies and science disciplines.

Expressive Arts

Students in grades K-4 receive instruction in character education, music, STEAM and physical education. Students in grades 5-8 receive instruction in College & Career Readiness, STEAM, physical education and art.

School-wide Personalized Learning Program

All Students at Northwood Academy engage in a personalized learning program with the goal of supporting student growth and performance in ELA and math. Students complete individualized lessons using the iReady program.

Grading

Northwood Academy Charter School is committed to adhering to consistent grading practices, where grades are an accurate reflection of student learning. The current policies include the separation of achievement and work habits, guidance on providing scholars additional opportunities to demonstrate proficiency, and the importance of ongoing communication with scholars and parents.

Grading & Assessment

- A student's grade communicates academic performance: what the student knows and is able to do, as measured against the learning standards of the class

The purpose of the grading guidelines is to establish grading and reporting practices, in order to reach the following goals:

- Ensure that grades are based on student achievement, knowledge, and skill proficiency demonstrated in the classroom and are separated from work habits.
- Promote consistency in grading across grade level teams
- Promote ongoing formative feedback to scholars
- Promote practices that encourage continuous engagement in learning
- Provide parents and scholars ongoing, credible, and useful feedback that conveys the expectations and achievement of identified standards of knowledge included in the curriculum

- Ensure alignment of curriculum, instruction, and assessment

Grading KEY

Kindergarten - 2nd Grade

Northwood uses skills-based report cards in grades K-2. The skills directly align to the PA Common Core Standards for each grade level. Through the identification of clear benchmarks, a student's knowledge and skills are measured on a continual basis, stretching students to perform at their highest level of potential. Teachers collect evidence of a child's achievement through observations, review of student work, discussions, projects, benchmarks, quizzes, and tests. Teachers record information about each child's progress on a frequent basis, analyze and compile that information, and use the data to evaluate each child's progress. All students are scored with the following scale:

(Standards Based Grading)
(Standards are listed on Report Card)

LEARNING KEY		
Code	**Description**	**Mastery Level**
S	Satisfactory	80%-100%
P	Progressing	50%-79%
U	Unsatisfactory	Below 50%
NA	Not Assessed	-----

3rd Grade - 8th Grade

Learning KEY	
Code	**Mastery Level**
A	**90% - 100%**
B	**80% - 89%**
C	**70% - 79%**
D	**65% - 69%**
F	**< 65% ***
N/A	**Not Assessed**

***Grading Floor**

The grading floor is 60%. This will allow scholars the opportunity to recover from below standard grades.

Required number of Grades

Kindergarten - 2nd Grade

Category	Q1 Interim	Q1	Q2 Interim	Q2	Q3 Interim	Q3
Tests/ Quizzes	Diagnostic Results	6	9	12	15	18
Projects	n/a	1	-	2	-	3
Classwork/ Homework	n/a	20	30	40	50	60

3rd Grade - 8th Grade

Category	Q1 Interim	Q1	Q2 Interim	Q2	Q3 Interim	Q3
Tests/ Quizzes	Diagnostic Results	10	15	20	25	30
Projects	n/a	1	-	2	-	3
Classwork/ Homework	10	20	30	40	50	60

A minimum of 10 grades should be entered per subject for each reporting period

Recording of Grades

- Grades should be entered into the gradebook weekly.
- By the middle of the grading period, half of the grades should be entered into the gradebook.
- Grades entered into the gradebook should be linked to key understandings, performance assessments, etc.

Grading Category Weights

Category	Percentage
Tests/ Quizzes	40%
Projects	30%
Classwork	20%
Homework	5%
Participation	5%

Late Work and Missing Work Policy - Teachers will provide scholars with opportunities to complete any missed assignments, when they have excused absences.

Mastery Learning Policy

Learning for mastery is embraced at Northwood Academy Charter School. Therefore, scholars will be given multiple opportunities to display mastery of skills and content. Some examples of mastery learning include revision of assessments, test retakes, and test corrections. Students will need to complete revisions or retakes by the end of the quarter, or within a timely fashion. Mastery Learning policies should be consistent with each grade level team.

- The Mastery Learning Policy across grade bands will include the following:
    - How mastery learning is allowed within the course (e.g. test corrections, test retakes, essay revisions, etc.).
        - Implement a consistent reassessment policy to include opportunities for reflection, revision and reassessment to ensure mastery of PA learning standards
    - What type(s) of assessments the policy applies to
    - How many attempts will be permitted
    - What scholars will be required to do, prior to doing test corrections, retaking tests, etc. (e.g., remediation, complete all related assignments, etc.).

Standards for Mastery

Standards for Mastery Mastery shall be determined as follows:

- Course assignments and benchmark assessments shall be used to determine student grades in a subject.
- An average of 65 or higher shall be considered a passing grade.
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into a benchmark assessment, or may be administered separately.

Formative Assessments

Formative assessments are progress monitoring tools that determine how to help scholars in the process of learning. These assessments are FOR learning. Not all formative assessments will be recorded in the gradebook (i.e. thumbs up/down, four corners, gallery walks, labs, observations, questioning, learning/response logs, graphic organizers, peer/self assessments, think, pair, share, etc. Make clearer

Summative Assessments

Summative assessments measure how much scholars have learned over time. They are assessments OF learning. They assess mastery of the standards and help determine effectiveness of instruction. Summative assessments should be created prior to instruction to capture and identify both content and process of learning that represent the desired outcomes (i.e. benchmark tests, projects, portfolios, etc.)

Homework and Independent Practice

Homework should serve a positive purpose for learning and support the instructional program.

- Homework should be a vehicle through which scholars practice, apply, and/or elaborate on content that they are currently learning. It may also be used as preparation for learning new content.
- Homework assignments should be relevant to content being studied with an emphasis on quality rather than quantity.
- Homework for advanced learners should focus on understanding content in greater depth and complexity and not on increased time commitments.
- When appropriate and practical, homework should be differentiated for scholars depending on their mastery of the objective(s) taught.

It is recognized that scholars vary significantly in the amount of time they need to complete given assignments. Teachers should estimate the amount of time the average student would require to complete an assignment. In general, homework across disciplines should not exceed 1 hour in grades five and through six and 1.5 hours at the middle school level

To ensure that homework falls within Northwood Academy Charter School regulations, middle school teachers should plan for homework not to exceed 25 minutes per class block. Reading assignments are considered part of the homework load. Long-term projects may require additional time. Teachers should adjust daily homework assignments accordingly.

Homework for practice or preparation for instruction may account for no more than 5 percent of a quarter grade.

Make Up Work Following Absences

Makeup work for excused absences is graded and recorded by teachers without penalty to scholars. For an approved pre arranged absence, a student may request assignments in advance of the absence. Teachers will provide regular or alternative assignments in advance of the absence, when feasible. Teachers should ensure that scholars are provided with information regarding any missed assignments. Each day of absence affords at least one school day of makeup work opportunity. The period of time allowed to make up work may be extended at the discretion of the teacher/team.

Long-Term Excused Absence

Absence from school for an extended period may be excused for the following reasons:

- long-term illness (verified by a physician's note).
- hospitalization.
- death in the immediate family.
- unusual circumstances approved by the principal.

Makeup work is graded by the class teacher (or the homebound instructor); grades are recorded in the grade book without penalty to scholars.

Unexcused Absences

Unexcused absences do not mandate course failure. Students may make up work following unexcused absences, and teachers may help the student and parent or guardian identify missed work. Make up work is encouraged, so that scholars will be prepared for future instruction.

Failing Grades

Teachers who have students in their class in danger of failing a subject-area must adhere to the following requirements in order to validate the failing grade. While we realize that students are responsible for their grades, it is ultimately the responsibility of the teachers to ensure that they have worked diligently to ensure each student's success.

- Documentation of at least 2 completed phone calls home to a student's parent or guardian in order to address student's academic concerns
- At least 3 conferences with the student documented
- At least 1 conference with the student's parent documented
- Documentation of small group teaching log
- Adherence to NACS Grading Guidelines
- Interim Report indicating In Danger of Failing

Student behaviors will be reported on the report card as a Conduct Grade: S- Satisfactory, P- Progressing and,U- Unsatisfactory. Conduct Grades will be recorded daily when a teacher indicates a student's Level I, Level II or Level III behaviors.

Grading Students in Special Education Programs

Special education students will be graded by the Regular Education **and** Special Education teachers. This ensures that students are receiving grades within theregular education classroom aligned to both the grade level Common Core Standards **and** their special education needs, goals, and services. If the student has an accommodation or modification, the teachers work together to ensure that the grades follow the student's accommodations or modifications for assignments, projects and assessments.

Accommodations change the process or access which students use to achieve the same outcome/product/output as their regular education peers.

Modifications change the outcome/product/output that students are being expected to achieve.

Special Education teachers will have access to their students' gradebooks so they can enter special assignments as necessary. These will be assignments that are related to the classroom curriculum ***and*** specific IEP goals.

Report Cards

The school year is divided into three marking periods. Each report card grade is its own independent, non-cumulative grade. At the end of the school year, a cumulative final grade is calculated by averaging each student's percentage grade from all three marking periods. Report card conferences will be held twice a year for all grades, once in December and once in March. All parents are expected to attend Report Card Conferences.

Conference appointments will be scheduled by each student's homeroom teacher. Teachers are expected to be available for parent report card conferences until 6:00 pm for the first of the scheduled days, and 3:00 pm for the second day. Report cards for the first and second semesters must be picked up at the school by the student's parent(s). Report cards will not be mailed home or sent home with a student and will not be shared until a conference is held. However, virtual report card conferences may be held at the parent's request if there is no other way for the parent to attend in person. Report card conferences in March are given on an as needed basis, due to academic, behavior or attendance concerns, or by parent request.

Courses of Study/Advancements

Northwood follows the PA Common Core Standards approved by the Pennsylvania Department of Education. Students are required to demonstrate the knowledge and skills necessary to read, write, compute, problem solve, think critically, apply technology, and communicate across all subject areas.

Promotional Policy

Overall, promotion requirements for all grades will be based on students' meeting grade-level knowledge and content standards. Specifically, they include:

- Increased understanding and demonstration of PA Common Core Standards
- Attain 90% attendance
- Scoring based on assessments

Students must be in attendance for at least 90 percent of the days school is in session in order to receive credit for the school year. If students do not meet this requirement, only an official attendance committee can consider grade level advancement. Students with excessive absences must be referred to MTSS in an ongoing manner.

Ultimately, the Principal will weigh all factors in deciding student promotion: assessment scores, grades, student work, behavioral data, writing samples, teacher observation, and other relevant information. The Principal may discuss with the Board of Trustees but he/she has the ultimate decision-making authority. Parents will be informed if a student is in danger of not being promoted. If a child is retained, a meeting must be held with the assistant principal, teacher, and parent in order to set future goals and ensure the child's success in the upcoming year. Parents may appeal to the Principal and/or the Board of Trustees.

Report Card Comments

All classroom teachers enter comments for each student in the student information system that generates report cards. A comment bank is available for use. Comments must be added by classroom teachers and specialists for any student receiving a D or an F in their class.

Honor Roll

Honor Roll gives students an opportunity to be recognized for outstanding academic achievements. The Honor Roll program is separated into two distinguished categories, Meritorious and Distinguished Honors.

Students must exhibit a high level of achievement in academics. Honor Roll is awarded to students in Grades 3-8 at the end of each trimester. according to the following guidelines:

Meritorious Honors

Students must receive a final marking period grade of 80 or above in all Academic and Specialist areas that promote learning, with no exceptions.

Distinguished Honors

Students must receive a final marking period grade of A in all Academic and Specialist areas, that promote learning, with no exceptions

A student's behavior must follow the Student Code of Conduct. However, a student's behavior will not be factored into the awarding academic grades.

Dean's List

When a staff member notices a student excelling in or improving a certain behavior, they will distribute positive points to that student via the Dean's List platform. Earning positive points will allow students to be eligible for raffles, rewards and other privileges. If a student does not put forth adequate effort in a particular area or refuses to comply with any school rule or expectation, they will receive negative points in that area. Students are given opportunities to improve their behavior as appropriate prior to receiving demerits. Students may receive multiple demerits for continuous non-compliant behaviors that are a detriment to themselves or the learning community at large.

Positive and negative points can be earned any time students are under Northwood supervision including during arrival, after school, on the bus and during off-site school sponsored events. Consequences for excessive negative points include, but are not limited to, loss of privileges, lunch detention, after school detention and or suspension. A student's performance ratings for *Skills and Behaviors that Promote Learning* on the report card can be affected by the number of points accumulated throughout a marking period.

Annual Public Notice of Special Education Services and Programs and Rights for Students with Disabilities And Notification of Rights under the Family Educational Rights and Privacy Act

All children with disabilities residing in the Commonwealth, regardless of the severity of their disabilities, and who are in need of special education and related services, are to be located, identified and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1400 *et. seq.* ("IDEA").

Chapter 711 of Title 22 ("Chapter 711") of the Pennsylvania Code requires the publication of a notice to parents regarding public awareness activities sufficient to inform parents of the Northwood Academy Charter School ("the Charter School") of available special education services and programs and how to request those services and programs as well, as of systematic screening activities that lead to the identification, location and evaluation of children with disabilities enrolled in the Charter School.

In addition, the federal Family Educational Rights and Privacy Act of 1974 ("FERPA"), which protects confidentiality, requires educational agencies to notify parents annually of their confidentiality rights.

The Charter School fulfills its duties with this Annual Notice and has incorporated several sections of the PaTTAN Procedural Safeguards Notice and other applicable guidelines from the Pennsylvania Department of Education ("PDE") into the Board-approved Child Find Notice and Policies and Procedures.

The Charter School directs parents to the procedural safeguards notice from PaTTAN available at the Charter School's main office for additional information regarding rights and services.

Parents may contact the Charter School's **Chief Executive Officer or his/her designee** at any time to request a copy of the Procedural Safeguards Notice or with any other questions about special education services, screenings, policies, or procedures. The Procedural Safeguards Notice is provided to parents of special education students by the Charter School once per school year or: (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first State complaint under 34 CFR §§300.151 through 300.153 and upon receipt of the first due process complaint under §300.507 in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct; and (4) upon parent request. [34 CFR §300.504(a)].

The purpose of this Annual Notice is to comply with the Charter School's obligations under Chapter 711 of Title 22 of the Pennsylvania Code and to describe: (1) the types of disabilities that might qualify the child for special education; (2) the special education programs and related services that are available; (3) the process by which the Charter School screens and evaluates such students to determine eligibility; (4) the special rights that pertain to such children and their parents or legal guardians; and (5) the confidentiality rights that pertain to student information.

A copy of this Annual Notice in its entirety is also available on the Charter School's website at:
https://vahara-o2-public.s3.amazonaws.com/media/94035/NACS-Child-Find-Notice_August-2021.pdf

Qualifying for Special Education Related Services

Under IDEA children qualify for special education and related services if they have one or more of the following disabilities and, as a result, need special education and related services: intellectual disability; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; emotional disturbance; orthopedic impairment; autism; traumatic brain injury; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities.

IDEA provides legal definitions of the disabilities that qualify a student for special education and related

services. Such definitions may differ from those terms used in medical or clinical practice or common usage.

Section 504 Services

Under Section 504 of the federal Rehabilitation Act of 1973 ("Section 504"), some school-age children with disabilities who do not meet the eligibility criteria outlined above might be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program and otherwise qualify under the applicable state and federal laws, including Chapter 711 and Section 504.

Charter Schools must ensure that qualified handicapped students have equal opportunity to participate in the school's program and activities to the maximum extent appropriate for each individual student. In compliance with applicable state and federal laws, the Charter School provides to each qualifying protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and activities to the maximum extent appropriate to the student's abilities and to the extent required by the laws.

These services and protections for "protected handicapped students" may be distinct from those applicable to eligible or thought-to-be eligible students. The Charter School or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the school.

Least Restrictive Environment ("LRE")

The Charter School ensures that children with disabilities are educated to the maximum extent possible in the regular education environment or "least restrictive environment." To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of students with disabilities from the general educational environment occurs only when the nature or severity of the disability is such that education in general education classes, even with the use of supplementary aids and services cannot be achieved satisfactorily. Programs and services available to students with disabilities might include: (1) regular class placement with supplementary aides and services provided as needed in that environment; (2) regular class placement for most of the school day with itinerant services by a special education teacher either in or out of the regular classroom; (3) regular class placement for most of the school day with instruction provided by a special education teacher in a resource classroom; (4) part time special education class placement in a regular public school or alternative setting; and (5) special education class placement or special education services provided outside the regular class for most or all of the school day, either in a regular public school or alternative setting. This is a team decision.

Depending on the nature and severity of the disability and least restrictive environment consideration, the

Charter School could provide special education programs and services as determined appropriate by the IEP team, in locations such as: (1) the classroom/building the child would attend if not disabled; (2) an alternative regular class either in or outside the school; (3) a special education center operated by an Intermediate Unit; (4) an approved private school or other private facility licensed to serve children with disabilities; (5) a residential school; (6) approved out-of-state program; or (7) the home. This is a team decision.

Screening and Evaluation Procedures for Children to Determine Eligibility

The Charter School has established a system of screening which may include pre-referral intervention services to accomplish the following:

A) Identification and provision of initial screening for students prior to referral for a special education evaluation.

B) Provision of peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum.

C) Identification of students who may need special education services and programs.
The screening process includes:

Hearing and vision screening in accordance with Section 1402 of the Public School Code of 1949 (24 P. S. § 14-1402) for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education.

Screening at reasonable intervals to determine whether all students are performing based on grade- appropriate standards in core academic subjects.

The Charter School has established and implements procedures to locate, identify, and evaluate children suspected of being eligible for special education. These procedures involve screening activities that may also include, but are not limited to: review of data and student records; motor screening; and speech and language screening. The Charter School assesses the current achievement and performance of the child, designs school-based interventions, and assesses the effectiveness of interventions. If the concern can be addressed without special education services, or is the result of limited English proficiency or appropriate instruction, a recommendation may be made for interventions other than a multidisciplinary team evaluation.

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation should not be considered to be an evaluation for eligibility for special education and related services. Parents have the right to request a multidisciplinary team evaluation at any time, regardless of the

outcome of the screening process.

Except as indicated above or otherwise announced publicly, screening activities take place on-going at periods throughout the school year. Screening is conducted at the Charter School, unless other arrangements are necessary or arranged.

Evaluation

An evaluation under IDEA involves the use of a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent that may assist in determining whether the child is a child with a disability and the content of the child's IEP. The Charter School does not use any single measure or assessment as a sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child. Technically sound instruments are used to assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors.

Parental consent must be obtained by the Charter School prior to conducting an initial evaluation to determine if the child qualifies as a child with a disability, and before providing special education and related services to the child. Parental consent for an evaluation shall not be construed as consent for their child to receive special education and related services. The screening of a child by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation is not considered to be an evaluation for eligibility for special education and related services; therefore, parental consent is not required in this instance.

The law contains additional provisions and due process protections regarding situations in which parental consent for an initial evaluation is absent or refused. This is discussed more fully below and in the PaTTAN Procedural Safeguards Notice. If you have any questions about where to obtain a copy of the PaTTAN Procedural Safeguards Notice, kindly contact the Director of Special Education.

Educational Placement

The determination of whether a student is eligible for special education is made by an IEP team. The IEP team includes: the parents of a child with a disability; not less than one regular education teacher, if the child is, or may be, participating in the regular education environment; not less than one special education teacher, or when appropriate, not less than one special education provider; a representative of the Charter School who is qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of children with disabilities, is knowledgeable about the general education curriculum, and is knowledgeable about the availability of resources of the Charter School; an individual who can interpret the instructional implications of evaluation results, who may be a member of the team described above; other individuals, at the discretion of the parent or the agency, who have knowledge or special expertise regarding the child, including related services personnel as

appropriate; and whenever appropriate, a child with a disability.

Parents and Surrogate Parents

For purposes of this Notice, the Charter School considers parents to be biological or adoptive parents of a child; a foster parent; a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child; an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or a surrogate parent.

A surrogate parent must be appointed when no parent can be identified; a public agency, after reasonable efforts, cannot locate a parent; the child is a ward of the State under the laws of Pennsylvania, or the child is an unaccompanied homeless youth as defined by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. Sec. 11434a(6). A person selected as a surrogate parent must not be an employee of the SEA, the Charter School, or any other agency that is involved in the education or care of the child; has no personal or professional interest that conflicts with the interest of the child the surrogate parent represents; and has knowledge and skills that ensure adequate representation of the child. The surrogate parent may represent the child in all matters relating to the identification, evaluation, and educational placement of the child and the provision of FAPE to the child. Reasonable efforts must be made to ensure the assignment of a surrogate parent not more than 30 days after it is determined that the child needs a surrogate parent.

Prior Written Notice

The Charter School will notify the parent within a reasonable time before the Charter School:

In Pennsylvania, prior written notice is provided by means of a Prior Written Notice Form/Notice of Recommended Educational Placement ("NOREP"). You should be given reasonable notice of this proposal or refusal so that if you do not agree with the Charter School's decision you may take appropriate action. Reasonable Notice means ten (10) days.

Parental Consent

Consent means (34 CFR §300.9):

A) The parent has been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or through another mode of communication;

B) The parent understands and agrees, in writing, to the carrying out of the activity for which his or her consent is sought, and the consent describes that activity and lists the record (if any) that will be released and to whom; and

C) The parent understands that the granting of consent is voluntary on the part of the

parent and may be revoked at any time.

If a parent revokes consent, that revocation is not retroactive (i.e., it does **not** negate an action that has occurred after the consent was given and before the consent was revoked).

If the parent revokes consent in writing for their child's receipt of special education services after the child is initially provided special education and related services, the Charter School is **not** required to amend the child's education records to remove any references to the child's receipt of special education and related services because of the revocation of consent.

WHEN IS PARENTAL CONSENT NEEDED?

Initial Evaluations

The Charter School cannot conduct an initial evaluation of a child to determine whether they are eligible under Part B of the IDEA to receive special education and related services without first providing parents with prior written notice of the proposed action and without obtaining parental consent as described above, under the heading Parental Consent.

Charter School will make reasonable efforts to obtain parents informed consent for an initial evaluation to decide whether the child is a child with a disability. Parental consent for initial evaluation does not mean that parent has also given consent to start providing special education and related services to the child. If parent has refused to provide consent or failed to respond to a request to provide consent for an initial evaluation, the Charter School may, but are not required to, seek to conduct an initial evaluation of the child by utilizing mediation or due process complaint, resolution meeting, and impartial due process hearing procedures. The Charter School will not violate obligations to locate, identify, and evaluate the child if an evaluation of the child is not pursued in these circumstances.

Special rules for Initial Evaluation of Wards of the State

Under Pennsylvania law, 34 CFR § 300.45 if a child is designated a ward of the state, the whereabouts of the parent are not known or the rights of the parent have been terminated in accordance with State law. Therefore, someone other than the parent has been designated to make educational decisions for the child.

Initial Placement in Special Education

Charter School must obtain informed parental consent before providing special education and related services to a child for the first time. The Charter School must make reasonable efforts to obtain informed parental consent before providing special education and related services to a child for the first time.

If parents do not respond to a request to provide consent for their child to receive special education and related services for the first time, or if parents refuse to give such consent, the Charter School may not use the procedural safeguards (i.e. mediation, due process complaint, resolution meeting, or an impartial due process hearing) in order to obtain agreement or a ruling that the special education and related services as recommended by the child's IEP Team may be provided to the child without parental consent.
If parents refuse to give consent for their child to start receiving special education and related services, or if they do not respond to a request to provide such consent and the Charter School does not provide the child with the special education and related services for which consent is sought, the Charter School:

A) Is not in violation of the requirement to make FAPE available to the child for its failure to provide those services to the child; and

B) Is not required to have an IEP meeting or develop an IEP for the child for the special education and related services for which consent was requested.

Reevaluations

The Charter School must obtain informed parental consent before a child is reevaluated, unless:

A) Charter School took reasonable steps to obtain parental consent of a child's reevaluation; and

B) Parent did not respond.

Parental consent is **not** required before:

A) Reviewing existing data as part of an evaluation or a reevaluation; or

B) Administering a test or other evaluation that is administered to all children unless, before administration of that test or evaluation, consent is required of parents of all children.

If parents refuse to consent to their child's reevaluation, the Charter School may, but is not required to, pursue the child's reevaluation by using the mediation, due process complaint, resolution meeting, and impartial due process hearing procedures to seek to override parental refusal to consent to a child's reevaluation. As with initial evaluations, the Charter School will not violate obligations under Part B of the IDEA if it declines to pursue the reevaluation in this manner.

The Charter School may **not** use parental refusal to consent to one service or activity in order to deny parents or their children any other service, benefit, or activity.

WHAT EFFORTS WILL CHARTER SCHOOL MAKE TO OBTAIN PARENTAL CONSENT?

The Charter School will take steps to ensure that one or both of the parents of a child with a disability are present at each IEP Team meeting or are afforded the opportunity to participate, including:

o Notifying parents of the meeting early enough to ensure that they will have the opportunity to attend; and

o Scheduling the meeting at a mutually agreed upon time and place.

If the Charter School is unable to convince parents to attend an IEP Team meeting, the meeting may still be conducted; however, the Charter School must maintain documentation of reasonable efforts to obtain parental consent for initial evaluations, to provide special education and related services for the first time, for reevaluation and to locate parents of wards of the State for initial evaluations. The documentation will include a record of attempts in these areas, such as:

o Detailed records of telephone calls made or attempted and the results of those calls

o Copies of correspondence sent to the parents and any responses received; and

o Detailed records of visits made to the parent's home or place of employment and the results of those visits.

Disagreements with an Evaluation

General

As described below, parents have the right to obtain an independent educational evaluation (IEE) of their child if they disagree with the evaluation of their child that was obtained by the Charter School. The Charter School must provide parents who request an IEE with information about where they may obtain an IEE and about the Charter School's criteria that apply to IEEs.

Definitions

1) **Independent educational evaluation** means an evaluation conducted by a qualified examiner who is not employed by the Charter School and responsible for the education of the child in question.

2) **Public expense** means that the Charter School either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to parent, consistent with the provisions of Part B of the IDEA, which allow each State to use whatever State, local, Federal and private sources of support are available in the State to meet the requirements of Part B of the Act.

Parent right to evaluation at public expense

1) A parent has the right to an IEE at the public expense if the parent disagrees with an evaluation obtained by the Charter School, subject to the following conditions:

2) If a parent requests an IEE at public expense, the public agency must, without unnecessary delay,

either:

- a) File a due process complaint to request a hearing to show that its evaluation is appropriate; or
- b) An IEE is provided at public expense, unless the Charter School demonstrates in a hearing that the evaluation obtained by the parent did not meet the Charter School criteria.
- c) If Charter School files a due process complaint notice to request a hearing and the final decision is that the Charter School's evaluation is appropriate, the parent still has the right to an independent educational evaluation, but not at public expense.

If a parent requests an IEE, Charter School may ask for the parent's reason why he or she objects to the public evaluation. However, the Charter School may not require the parent to provide an explanation and may not unreasonably delay either providing the IEE at public expense or filing a due process complaint to request a due process hearing to defend the public evaluation. A parent is entitled to only one IEE at public expense each time Charter School conducts an evaluation with which the parent disagrees.

Parent-Initiated Evaluations

If a parent obtains an IEE at public expense or shares an evaluation with the Charter School that was obtained at private expense, the results of the evaluation:

- Must be considered by Charter School, if it meets Charter School criteria, in any decision made with respect to the provision of FAPE to the child; and
- May be presented by any party as evidence at a due process hearing regarding the child.

ANNUAL NOTICE OF RIGHTS REGARDING STUDENT RECORDS: CONSENT FOR DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (34 CFR §300.622)

Unless the information is contained in education records, and the disclosure is authorized without parental consent under FERPA, parental consent must be obtained before personally identifiable information is disclosed to parties other than officials of participating agencies. Except under the circumstances specified below, parental consent is not required before personally identifiable Part B of the IDEA. Parental consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.

Application of the Code of Conduct

The Northwood Academy Charter School Code of Conduct applies to each Student enrolled and attending the school. Students may be subject to the consequences outlined in this handbook under the following conditions:

- Students in attendance at Northwood Academy
- Students enroute to Northwood or home from Northwood Academy
- Students at off-campus/ off- hours Northwood Academy sponsored events
- Students engaged in off-campus/ off-hours actions that cause disruptions to Northwood's Academic program in school
- Students using school-issued technology inside or outside of the school building and school day

Uniform Policy

Students are expected to attend school wearing the Northwood Academy Charter School uniform, daily with the exception of dress down days. Students should be dressed in a fully tucked maroon **Northwood polo, khaki pants or skort, and traditional sneakers**. Jewelry and accessories should not disrupt instruction or pose a risk to safety therefore, large hoops, bracelets and oversized fashion accessories should be avoided. Students may wear the **Northwood sweatshirt, or cardigan** over the Northwood polo. While it is acceptable for Students to protect themselves from the weather, Students may not cover their head with a hood during the school day at Northwood Academy. Students must wear proper gym attire which includes the **Northwood gym suit or black sweatpants.** Gym attire is specifically for phys ed.
Students are allowed to wear religious head coverings and clothes. Teachers must encourage Students to wear their uniform by awarding points for being responsible using the Dean's List platform. Each day a member of the climate staff will record Students who are out of uniform and issue a consequence.

Dress Down- Occasionally, Students are rewarded with an opportunity to dress in their regular clothes instead of Northwood's uniform. Students with this privilege will receive a notice of privilege to provide to their family. When Students arrive at school, they will receive a dated wrist band that signals permission to dress down. Students who arrive at school dressed down on Dress Down Days without permission will receive a uniform shirt and a demerit.

On Dress Down Days, Students' dress should be school appropriate. Students should not wear ripped/distressed jeans that reveal body parts that would otherwise be covered when wearing the Northwood uniform. Students should not wear tank tops, or spaghetti strapped shirts. Students should refrain from wearing items that expose the stomach area. Students' pants must rest at

their waist and cover all private body parts. Any graphics should be free of lewd or profane language and imagery or illegal activities.

Cell Phones & Items of Value

While we encourage Students to leave their cell phones and items of value at home, we understand that families want to be in contact with their children during their travels. While at school, Students K-4 personal cell phones should be turned off and out of sight. Students in grades 5-8 must turn in their phones in homeroom classes for safekeeping during the school day. Should a student's cell phone become visible during the school day, the school administrator or dean will confiscate and secure it until the Student's parent or guardian retrieves it.

Positive Behavior Intervention & Support at Northwood Academy

Positive Behavior Intervention & Support (PBIS) is an evidenced-based multi-tiered system of support that supports Students in demonstrating positive behaviors school-wide. The foundational aspects of PBIS are a shared vision for our Student's behavior, a consistent response to positive and negative behavior and evidence based interventions to support our Students' needs.

Tier 1- Consists of ensuring that all Students demonstrate mastery of our school-wide behavior expectations and rewarding them for demonstrating expectations signed with the Bulldog way. All Students participate in tier 1 as all are expected to adhere to school-wide policies. Each month, Students who earn enough points will be invited to participate in an event that rewards them for their positive behavior.

Tier 2- When Students demonstrate that they are displaying difficulty meeting school-wide behavior expectations, we provide them with additional support at the tier 2 level. The decision to move Students to the tier 2 level is based on school-wide discipline data and teacher recommendation. Each student receiving support at the tier 2 level will engage in activities that provide additional guidance and positive feedback toward meeting school-wide behavior expectations. An example of support at the tier 2 level is providing Students with a daily report and weekly check-in/ check-out mentor.

Tier 3- Students at the tier 3 level will receive intensive support outlined in a data-driven positive behavior support plan (PBSP) developed by staff members with specialized expertise in behavior analysis and modification.

Students move between tiers based on data in 6-week cycles. Our goal is to ensure that all of our Students are successful at tier 1.

We encourage families to partner with us in supporting our Students in meeting behavior expectations by discussing the Northwood Norms.

Northwood Academy School-wide Behavior Expectations

The Bulldog Way

Northwood Norms Behavior Matrix	**Be Safe**	**Be Respectful**	**Be Responsible**
Admit & Dismissal	• Remain in your assigned area when you arrive • Use hands, feet and objects properly • Take care of yourself	• Use respectful language • Follow directives • Take care of one another	• Arrive on time • Move quickly to your destination • Take care of our school building
Cafeteria	• Use hands, feet and objects properly • Remain seated at your table • Take care of yourself	• Use respectful language • Follow directives • Take care of one another	• Get permission to move about the cafeteria • Take care of the cafeteria by tidying up and disposing trash properly
Classrooms	• Use hands, feet and objects properly • Follow classroom procedures • Alert your teacher if you need help solving a problem	• Use respectful language • Follow directives • Take care of one another • Share materials • Listen to the ideas of others and respond with care	• Complete all instructional tasks • Submit instructional tasks • Use materials gently and return them properly

	• Take care of yourself		
Halls	• Use hands, feet and objects properly • Walk to the right of the hallway • Take care of yourself	• Speak at a whisper or low voice • Use respectful language • Follow directives	• Move quickly to your destination • Ensure displays remain beautifully intact • Ensure you always have a hall pass
Gymnatorium	• Use hands, feet and objects properly • Remain seated properly with your bottom on the seat and feet on the floor • Take care of yourself	• Follow directives • Use respectful language • Listen and engage in the activity properly • Raise your hand if you need attention	• Enter and exit quietly • Allow others to enjoy the program by remaining quiet and engaging properly
Restroom	• Use hands, feet and objects properly • Use stalls properly with one person at a time • Take care of yourself	• Use respectful language • Knock on stall before entering • Stay in your own space while in the restroom	• Take care of business quickly • Place trash in the trash can • Move quickly so that others get an opportunity • Use soap and water properly • Ensure you have your hall pass
Recess Yard	• Use hands, feet and objects properly • Alert an adult if there is a problem	• Follow directives • Use respectful language • Share materials	• Use recess materials properly • Return materials properly • Alert an adult if you need help solving a problem

	• Enter and exit walking calmly • Remain in the assigned area • Take care of yourself		
Main Office/ Office Space	• Use hands, feet and objects properly • Enter and exit walking calmly • Take care of yourself	• Use respectful language • Speak in a low voice • Wait your turn to for assistance	• Move quickly to your destination • Use materials properly • Ensure you have your hall pass
School Bus	• Move directly to your assigned seat • Remain seated while the bus is moving • Keep hands, and objects inside of the bus • Keep feet on the floor • Use an inside voice	• Follow the bus driver's directives • Use respectful language	• Board the bus properly • Deboard the bus at your assigned destination • Throw your waste in the can • Remember to take your belongings with you.

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Merits & Demerits

To increase the occurrence of positive behavior and mitigate challenging behavior, teachers will assign Students merits or demerits in Dean's List for grades 5-8, or points in ClassDojo for Students in grades K-4.

Safe Merit- Using hands, feet & objects properly	Safe Demerit- Using hands, feet & objects improperly
Safe Merit- Alerting an adult to a problem	Safe Demerit- Instigating an issue

Safe: Merit- Walking properly in the hallway	Safe Demerit- Walking improperly in the hallway (running, jumping, horseplay)
Respect Merit- Using respectful language	Respect Demerit- Using profanity
Respect Merit- Following through on directives	Respect Demerit- Failure to comply with directives
Respect Merit- Sharing materials	Responsibility Demerit- Eating outside of the lunchroom (without permission)
Responsible Merit- Prepared (lesson materials, charged chromebook, writing tool)	Responsibility Demerit- Unprepared (lesson materials, chromebook, writing tool)
Responsibility Merit- Arriving to class on-time	Responsibility Demerit- Late for class
Respect Merit- Using inside voice in the school building	Respect Demerit- Using outside voice inside the school building (yelling)
Responsibility Merit- Proper hall pass use	Responsibility Demerit- Improper use of a hall pass (use hall pass to go to a place other than assigned. Failure to return within a reasonable time)
Respect Merit- Helping a fellow community member	
Responsibility Merit- Proper Northwood Uniform	Responsibility Demerit- Improper Dress (Hoodie, out of uniform)

Restorative Practices at Northwood Academy

At Northwood Academy, we believe in the power of developing positive social connections between individuals and our school community. We know that when Students demonstrate challenging behavior it is often a signal for help and connection. When a Student demonstrates challenging behavior that causes harm to an individual, or school community, we facilitate the repair of this relationship with restorative practices. Facilitating a meeting between two Students experiencing an issue to hear one another's side of the story, accept responsibility for their part and decide how they will engage while in the school is an example of a restorative practice.

When Students violate Northwood Academy's code of conduct, we couple an appropriate punitive intervention with a restorative action. We believe that coupling the two actions will reduce challenging

behavior and mitigate issues between Students because they are accountable for their actions and have the opportunity to repair harm done to an individual or the school community.

At Northwood Academy, we believe that the classroom teacher is the greatest asset and impactful factor in cultivating a positive learning environment. We aim to support our teachers as they manage level 1 behavior infractions in the classroom by utilizing our school-wide behavior system. In order for teachers to maintain authority over their class, we encourage teachers to intervene when challenging behaviors arise early and act consistently in response to behavior infractions.

Behavior Infractions at Northwood Academy

Level 1- Infractions Managed with In-Class Interventions

At tier 1, our goal is to mitigate infractions while building and repairing relationships. Mitigating infractions at this level must honor and have the least impact on instructional time. To ensure that tier 1, all school members must respond to the infraction in the moment with positive language and an intervention that aligns with our behavior matrix. Level 1 infractions should not be escalated beyond the school member observing the infraction unless support arranging an intervention is needed or otherwise noted within the behavior matrix.

Infraction	Description
1. Profane Language	Students who curse or use insulting or sexually explicit language/ gestures. This refers to profanity used peer to peer .
2. Refusal to adhere to school-wide behavior expectations	Students who fail to comply with established school-wide expectations after redirection Examples Include: ● Running in the hallway ● Horseplay ● Unpreparedness ● Uniform infractions
3. Refusal to adhere to cell phone policy	Students observed with their cell phone during the school day (after morning meeting and before closing circle)
4. Hall Pass Abuse	Students who abuse their hall pass by using it to go to places that they were not directed or allowed as indicated by the hall pass.

	Students who abuse hall pass by extending time. For example: a student is sent to the restroom at 10:45 am and returns to class at 11:00am. The student is assigned to the 2nd floor bathroom but is observed on the 1st floor in a different wing.
5. Cheating	Students who submit or intend to submit work that is not their own, this includes using artificial intelligence without teacher's approval .
6. Inappropriate touch	Students who engage in unwanted touching of another school community member either with their own body or with an object. Examples may include hugging or other touching that may not be sexual in nature.
7. Class Cutting	Students who are present in school but did not attend class without permission from the teacher of record or school administrator *Note: Only the teacher or record, school nurse, or school administrator can excuse a student from class. Students may not be excused from class by a teacher that is not responsible for instruction during the student's assigned instructional block.*

Wednesday Afternoon Detention Matrix

- 4 demerits 12:15-1:15 pm 4-8 demerits 1:15- 2:15 pm
- 8-12 demerits 2:15-3:15 pm
- Students who earn 12 or more demerits may serve detention and receive a mandatory parent conference letter.

Transportation is not provided for students attending detention.

Level 2 Infractions- Referral Level

Infractions at this level have the potential to pose serious consequences to our school community. Infractions at this level must be escalated to the Dean of Students for mitigation. Our goal is to emphasize the serious nature of the infraction, restore community and honor instructional time. Pursuant to the required School's Memorandum of Understanding with local law enforcement, Level 2 infractions may require reporting to local law enforcement.

Infraction	Description
1. Inappropriate use an electronic device	• Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. • Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually-oriented material. • Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. • Users must not knowingly or recklessly post false information about any persons, Students, staff, or any other organization. • Users must not use a photograph, image, video, or likeness of any student, or employee without the express permission of that individual and of the principal. • Users must not use school equipment to create any site or post any photo, image, or video of another except with the express permission of that individual and the principal. • Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other Students or teachers to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein. • Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files, or another person's password. • Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission. • Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission. • Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. • Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision. • Users are not to plagiarize content and may not present the work of another as their own without properly citing that work. • Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. • Users must not use technology for any illegal activity. • Use of the Internet for commercial gains or profits is not allowed from an educational site.
2. Forgery/Alteration of grades, excuse notes, or school documents	Students who reproduce the signature of another with the intent to deceive or who alter official school records such as grades, attendance or reports.
3. Intentional Destruction of Property (Totaling less than $100)	Students who damage or deface school property or the personal property of another school community member. If the destruction of property was accidental, this should be taken into consideration when determining a consequence.

4. Intentional Destruction of property (Totaling $100 or more)	Students who damage or deface school property or the personal property of another school community member. If the destruction of property was accidental, this should be taken into consideration when determining a consequence.
5. Theft ($100 or less)	Students who take school property or the personal property of another school community member.
6. Mutual fighting	Students who willingly engage in a one on one physical altercation.
8. Mutual group fight	Students who willingly engage in a physical altercation with multiple willing participants. This is a physical altercation in which none of the participants are identified as aggressors or victims.
9. Instigation and/or participation in a group assault	Students whose actions bring about a fight or participate in an assault by multiple Students on one or more other Students. This is a physical confrontation in which participants can clearly be identified as aggressors and victims. Including but not limited to Gang Violence.
10. Simple assault	Students who intentionally and without provocation, hit, punch, or kick a school community member. This does not include accidental physical contact such as a teacher being struck while breaking up a fight.
11. Inappropriate touch	Recommend removal of this infraction as students who engage in repeated unwanted touching are subject to Title IX.
12. Bullying	Bullying is repeated intentional conduct (physical, psychological, verbal, nonverbal, written, or electronic) that is directed at another Students or Students. It could happen in or outside of a school setting, is severe, persistent or pervasive, and has one of the following effects: (1) substantially interfere with a Student's education, (2) creates a hostile learning environment, or (3) substantially disrupts school operation. Bullying occurs within an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker, or socially more powerful). ● Administrators are to employ the Response to Reports of Bullying at Northwood protocol

13. Cyber Bullying	Bullying occurs through electronic communication devices including but not limited to social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing,chat rooms, dash boards, or web sites.
14. Sexual Misconduct	Students who engage in a consensual sexual act on school property OR any unwelcome conduct of a sexual nature that does not meet the definition of sexual harassment.
15. Threats/ Intimidation	Students who introduce fear or a sense of inferiority in another school community member. This includes threatening to engage in an act that causes harm. Threats can be made verbally, in writing, electronically, or with gestures. Including but not limited to Gang Violence.
16. Threatening Mass Violence	Students who threaten to engage in an act that causes serious physical harm or creates a substantial risk of serious physical harm to members of a school community. For example, threatening to engage in a school shooting or bombing. All Students in violation of this rule MUST be referred to the counselor.
17. Possession and/or use of tobacco or electronic smoking devices	Students who use or possess tobacco or any electronic smoking device on schoolproperty or at school sponsored events. This includes but is not limited to products containing tobacco, electronic cigarettes, cigars, vaping kits, and hookah. All Students in violation of this rule MUST be referred to the counselor.
18. Possession of incendiary devices and/or explosives	Students who are found to be in possession of incendiary devices such as matches, lighters, fireworks, bombs, firecrackers, bombshells, and/or other explosives.
19. Use of profane language toward faculty or staff member	Students who observed using profane language, or gestures towards a faculty or staff member.

20. Vandalism	Student's action involving deliberate destruction of or damage to Northwood or peer's property
21. Pre-Fight/ Posturing to fight	Students who engage in aggressive behavior toward others with the intent to cause harm.

Level 3 Infractions- Referral

Infractions at this level are usually minimal but pose a serious threat to the well-being of our school community members. While we intend to be proactive in mitigating these behaviors with Level 1 and Level 2 interventions we will respond with consistency and judiciousness to Level 3 infractions. Infractions at Level 3 must be escalated to the Dean of Students as well as the Administrative team to determine the appropriate intervention and ensure our Students's due process. Infractions at this level can be assigned an out of school suspension of 3-10 school days, and or up to expulsion . Pursuant to the required School's Memorandum of Understanding with local law enforcement, Level 3 infractions require reporting to local law enforcement

Infraction	Description
1. Inappropriate use an electronic device to instigate bullying or harassment	Students who engage in acts including ,but not limited to, sexting (sending sexual images or videos), videotaping someone in a place where they have an expectation of privacy, or posting content that **negatively impacts the school community** via any social media/internet platform. This includes the inappropriate use of Chromebooks or other Northwood Academy devices.
2. Unauthorized Entry Into School Property	Students who gain entry to a school building or who allow others into a school building via an unauthorized door or at an unauthorized time.
3. Theft (More than $100)	Students who take school property or the personal property of another school community member.
4. Extortion	Students who obtain money, property, or services from another school community member by expressed or implied threat of force.

5. Robbery	Students who take or attempt to take the property of another Students or school community member by force, threat of force, or by putting the victim in fear.
6. Mutual fighting w/ Serious Injuries	Students who willingly engage in a one on one physical altercation in which the victim sustains serious injuries
7. Mutual group fight w/ Serious Injuries	Students who willingly engage in a physical altercation with multiple willing participants. This is a physical altercation in which none of the participants are identified as aggressors or victims. Serious injuries are sustained as a result of the altercation.
8. Instigation and/or participation in a group assault w/ Serious bodily Injuries	Students who instigate or participate in an assault by multiple Students on one or more other Students. This is a physical confrontation in which participants can clearly be identified as aggressors and victims. Including but not limited to Gang Violence.
9. Simple Assault w/ Serious bodily injuries	Students who intentionally and without provocation, hit, punch, or kick a school community member. This does not include accidental physical contact such as a teacher being struck while breaking up a fight.
10. Causing serious bodily injury	Students who intentionally engage in an act that causes serious bodily injury to another school community member. Serious bodily injury must be supported with documentation from a medical professional. Including but not limited to Gang Violence. Please note, causing serious bodily injury goes all the way to expulsion.
11. Inappropriate touch/exposure	Pursuant to recommendation in Tier above, such conduct is subject to Title IX.
12. Possession and/or use of alcohol and/or drugs (including	Students who are found to be in possession or who use alcohol or other drugs on school property or at a school sponsored event. This includes drugs in edible form. All Students in violation of this rule MUST be referred to the counselor.

Vaporizer pens)	
13. Distribution of alcohol and/or drugs	Students who are found to be sharing or selling alcohol or drugs. This includes drugs in edible form.
14. Possession, Use or Activation of incendiary devices and/ or explosives	Students who possesss, use or activate incendiary devices such as matches, lighters, fireworks, bombs, firecrackers, bombshells and/or other explosives. This may include accidental or intentional fire starting.
15. Possession of a weapon	Students who possess any object, device, or instrument, which, in its inherent and functional purpose is intended to be a weapon. This includes firearms, whether loaded or not, cap guns, pellet guns, BB guns, knives, box cutters, cutting instruments, nunchaku, electric shock devices or mace or any object that may cause serious bodily injury.
16. Reckless endangerment	Students who take any action that creates a substantial risk such that serious bodily harm could result to any person. This infraction includes, but is not limited to throwing objects across a room or out of a window. • Reckless Endangerment is NOT cutting class, roaming hallways, or leaving school without authorization
17. Sexual Misconduct	(This is language directly from your Title IX Board Policy) Title IX prohibits the following conduct on the basis of sex that satisfies one or more of the following: - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. - School employee conditioning educational benefits on participation in unwelcome sexual conduct, otherwise known as "Quid pro Quo" harassment. - Sexual assault and dating violence.

Infraction Intervention Matrix

The table outlines the interventions Northwood Academy may utilize should a Students violate the code of conduct.

	Level 1 Infraction Interventions	**Level 2 Infraction Interventions**	**Level 3 Infarction Intervention**
K-2nd	Restorative Practices Loss of school privileges Mandatory Parent Conference	Restorative Practices Mandatory Parent Conference	Restorative Practices Mandatory Parent Conference
3rd-5th	Restorative Practices Community Service Loss of school privileges Mandatory Parent Conference	Restorative Practices In-School Suspension Out of School Suspension Community Service Behavior Intervention Plan Loss of school privileges Mandatory Parent Conference	Restorative Practices Out of School Suspension Behavior Intervention Plan Loss of school privileges Expulsion Mandatory Parent Conference
6th-8th	Restorative Practices Detention Community Service Loss of school privileges Mandatory Parent Conference	Restorative Practices In-School Suspension Out of School Suspension Community Service Behavior Intervention Plan Loss of school privileges Mandatory Parent Conference	Restorative Practices Out of School Suspension Behavior Intervention Plan Loss of school privileges Expulsion Mandatory Parent Conference

Anti- Bullying, Anti-Cyber Bullying and Anti-Hazing Bullying

Northwood Academy recognizes the negative impact that bullying has on Students' health, welfare, and safety and on the learning environment at school. Northwood also recognizes that bullying creates an atmosphere of fear and intimidation, and detracts from a safe environment. Northwood defines bullying as an intentional electronic, written, verbal, nonverbal, psychological or physical act or series of acts directed at another Students or Students, which occurs in and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

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

Bullying is further characterized by the following three (3) criteria: Recommend deleting these 3 criteria as not set forth in the Anti-Bullying and Cyberbullying Board Policy.

1. It is aggressive behavior or intentional harm doing.
2. It is carried out repeatedly over time.
3. It occurs between people where there is an imbalance of power (e.g. physical strength, mental capacity, popularity, or social skills).

Hazing

Title 18 - Chapter 28 was added October 19, 2018, P.L.535, No.80, also known as the "Timothy J. Piazza Antihazing Law." Chapter 28 defines the following:

- § 2802. Hazing.

  (a) Offense defined.--A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

  (1) Violate Federal or State criminal law.

  (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.

(3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.

(4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.

(5) Endure brutality of a sexual nature.

(6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

(b) Grading.--

(1) Except as provided under paragraph (2), hazing is a summary offense.

(2) Hazing shall be a misdemeanor of the third degree if it results in or creates a reasonable likelihood of bodily injury to the minor or student.

(c) Limitation.--Hazing shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

· Secondary school: Any public or private school within this Commonwealth providing instruction in grades 7 through 12 or any combination of those grades.

Response to Reports of Bullying at Northwood Academy

When Northwood Academy receives a complaint that bullying has occurred, the Bully designee, or designated administrator, will conduct an investigation to determine if the incident has met the three criteria for bullying and have had the aforementioned effects.

1. First the Bully designee will interview the claimant and the accused separately to gather the facts and produce a written statement
2. Next, the bully designee will review the facts to determine if the incident meets the standard of bullying
3. If the bullying designee determines that bullying has occurred, the designee will contact the perpetrating Students's parent/guardian to discuss the bullying policy, facts of the case and further interventions should bullying behavior continue. The consequences are as follows:
    a. First Offense: Parent contact, document warning, level 2 intervention and restorative action **independent of the victim.**

b. Second Offense: Mandatory parent conference, level 2 intervention and restorative action **independent of the victim.**
c. Third Offense: Mandatory parent conference, short-term suspension, restorative action **independent of the victim.**

If the incident of bullying occurred in connection with a level 3 infraction, the perpetrating Students may be recommended for a disciplinary hearing and could face expulsion from Northwood Academy Charter School.
Upon a third offense of bullying, the perpetrating Students may be recommended for a disciplinary hearing and could face expulsion from Northwood Academy Charter School pursuant to the Code of Conduct.

Harassment (Other than Sexual Harassment - See Title IX Board Policy)

It is Northwood's policy to maintain an educational environment in which harassment of any form is not tolerated. Northwood defines harassment as verbal, nonverbal, written, graphic or physical conduct relating to an individual's age, race, color, , national origin/ethnicity, religion, disability, English language proficiency, socioeconomic status and/or political beliefs. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Confidential Reporting of Safety Concerns

SAFE 2 SAY SOMETHING Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. If it makes you uncomfortable, submit a tip. It will be up to your school to determine what the next steps are. Tips can be submitted online at www.safe2saypa.org or by phone at 1-844-SAF2SAY (723- 2729).

Suspension of Privileges At Northwood Academy

Privileges such as on-campus and off-campus incentive trips and events may be suspended as a result of a student presenting challenging behavior. If Students do not earn enough merits to attend the event, or earn enough demerits to bar them from attending the event, they will not be permitted to attend the incentive based event.

Suspensions At Northwood Academy

According to Pennsylvania law, suspension is defined as the denial to a student of the right to attend school and to take part in any school function for any period of up to ten (10) days. Suspensions must be preceded by notification to the Students and parent/guardian in writing.

In alignment with Northwood's s Student Code of Conduct, suspensions at Northwood Academy comprise three categories: in school, short-term out of school, and long-term out of school. An in-school suspension is an exclusion from a classroom for disciplinary purposes that allow a student to remain under the direct supervision of school personnel.

Short term out of school suspension is an exclusion from school and/or any school activity or function for a period of three or fewer school days. Students who are suspended must meet with the Dean of Students, or designated administrator prior to the suspension. During the conference, the Students have the right to the procedures described under Suspension Procedures outlined in this code of Students conduct.

Long-term out of school Suspension is an exclusion from school and/or any school activity or function for a period of four to ten school days. Students who are given a long-term suspension are to participate in a Students conference and a parent/guardian conference.

Note: Kindergarten, first, and second grade Students may NOT be suspended unless their actions result in serious bodily injury. Serious bodily injury is defined as bodily injury that involves (1) a substantial risk of death; (2) extreme physical pain; (3) protracted and obvious disfigurement; or protracted loss or impairment of the function of a body part, organ, or mental faculty. In order to prove serious bodily injury, medical documentation must be provided to the Principal .In lieu of suspension, the Students must be referred to the school social worker for a meeting to discuss appropriate behavioral or behavioral health interventions and support.

Suspension of Students receiving Special Education services (IEP)

When Students receiving services under an individualized education program violate the code of conduct they are eligible for suspension if it is determined by the IEP team that the violation is not a manifestation of their disability. Students with an Intellectual Disability cannot be suspended even for one day as this represents a change in placement.

Suspension Procedures

When Students are suspended from Northwood Academy, we adhere to the following procedures

1. The students will meet with the Dean of Students or administrator issuing the suspension and have the right to share testimony.
2. The student's parent or guardian will receive a Notice of Suspension outlining details of the infraction and conference date in their preferred language via email and certified mail. We will also attempt to inform the student's parents by phone and by sending the Notice of Suspension to the guardian's email on file. .
3. When a student is suspended, an informal hearing conference must be held no later than day three of the suspension. Informal conferences may take place virtually via Zoom.
4. At the informal conference, the parent/guardian or caregiver may request to review and have a copy of the student's records and any witness statements, with other students names and information redacted. Interpretation will be provided if requested. (Photographs and video recordings of incidents may be shown to parents/guardians but copies will not be provided.)
5. Northwood administrators will discuss the student's behavior and ways to modify the behavior.
6. Northwood administrators will inform the parent/guardian of any further disciplinary action and provide an overview of the parent/guardian's due process rights regarding the disciplinary action, including the right to view evidence.
7. Schoolwork for Students with more than a four (4) day suspension must be provided to the parent/guardian at the conference, which is due upon reinstatement.

Reinstatement Conference Procedures

We encourage families to partner with us by attending conferences at the designated time and place to discuss the incident and methods we can use to ensure that our Students demonstrate positive behavior in line with the Northwood Norms.

Formal Hearing for Expulsion Procedures

A Student may be recommended for an expulsion by Administration at a formal hearing if the Student has committed an infraction as set forth above in the Code of Conduct which provides expulsion as a possible consequence. When a student is recommended for expulsion from Northwood Academy, they are entitled to due process which includes a formal hearing before Northwood Academy 's Board of Trustees, or a qualified hearing officer appointed by the Board. The student's rights are the foundation of formal hearing procedures. While the hearing should precede the placement, if the student's presence poses a continuing danger to persons or

property, or an ongoing threat of disrupting the academic program, the Students may be immediately removed from the general education program with notice and a hearing to follow as soon as practicable.

1. Notification: The student's parent/guardian will receive notification of the charges via certified mail.
2. Notification of Hearing: With at least three days' notice, the student's parent/guardian will receive a Notice of Hearing outlining the date, time and place of the private formal due process hearing. The student's parent or guardian has the right to request a public formal hearing. The student's parent or guardian also has the right to request to reschedule the formal hearing. Requests must be made to the Board in writing via email.
3. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
    a. Laboratory reports are needed from law enforcement agencies.
    b. Evaluations or other court or administrative proceedings are pending due to a Students invoking their rights under the Individuals With Disabilities Education Act 2004 (20 U.S.C.A. § § 1400— 1482)
    c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

Student's Rights to Due Process during Formal Hearing for Expulsion

- The Student has the right, at the parent or guardian's expense, to be represented by legal counsel at the formal hearing.
- The Student has the right to be presented with the names of witnesses testifying against the Students as well as copies of their statements and affidavits.
- The Student has the right to request that the witness appear in person to answer questions and face cross-examination.

Northwood Academy's Response to Students in Crisis

Northwood Academy's Student Assistance Program Team will work with students and their families when mental health needs are identified. If a mental health crisis occurs, this responce will include the guidance

counselor, in collaboration with the school social worker, completing a risk assessment to assess a student's level of emotional safety and risk for suicidal/homicidal behavior.

Students will be assessed and classified using the following risk categories below:

- NO FURTHER ACTION: No intervention needed. No active suicidal or homicidal ideation. No history of suicidal or homicidal behaviors; No signs of distress or concern.

- ROUTINE (low): Intervention within three days. No active suicidal or homicidal ideation, but extreme distress and/or a history of suicidal/homicidal Behavior
  -
- URGENT (high): Intervention within 24 hours. Some current suicidal/homicidal ideation, but with no plan and with the ability of the child and his/her family to contract for safety and carry out a safety plan.

- EMERGENT (Imminent): Immediate Intervention. Current suicidal/homicidal ideation with clear, expressed intentions, and/or plan, and/or access to means, and/or past history of carrying out such behavior.

If a student is classified in the emergent category, the student will be referred to mobile crisis, or the Philadelphia Children's Crisis Response Center (CRC). The CRC is a crisis walk-in center that provides crisis stabilization, safety planning and continuing care for children experiencing a crisis in Philadelphia. Northwood will contact the student's family to facilitate the stabilization process. In the event that the parent/legal guardian cannot be reached emergency services will be contacted.

Please understand that, due to safety concerns, it is recommended that your child return to school after he/she has been assessed and/or treated by a licensed behavioral/medical professional and has received written notification of clearance to return to school, however, your student will not be denied admittance into school. Once your student is prepared to return, we would like to schedule a meeting as soon as possible between you and NACS' CARE team to discuss plans to best support your child in the school environment.

Notification of Rights under the FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and Students who are 18 years of age or older ("eligible Students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible Students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible Students of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible Students believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible Students who wish to ask the school to amend their child's or their education record should contact the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the records as requested by the parent or eligible Students, the school will notify the parent or eligible Students of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible Students when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible Students, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible Students, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible Students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible Students.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the Students seeks or intends to enroll, or where the Students is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Educational Agency (SEA) in the parent or eligible Students's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the Students has applied, of which the Students has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the Students whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer Students aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31()(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible Student if the Student is a dependent for IRA tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a Student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the Students in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1996, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Search & Seizure

In the interest of maintaining school safety and a productive learning environment, Northwood Academy may find it necessary to conduct reasonable searches and seizures.

Entry Search: For the purpose of preventing the introduction of weapons, contraband, or illegal items to a Northwood school program, athletic contest, activity location, school bus or the school building, Northwood may search the physical person and their belongings by means of metal detector, X-ray equipment, or by hand.

Individual Physical Search: For the purpose of investigating a violation of the Code of Conduct, Northwood Academy may search an individual, or the possessions in their immediate control including (handbag, bookbag, lunchbag) when there is reasonable suspicion that:

a. There has been a criminal infraction or a violation of Northwood Academy's Code of Conduct.
b. The individual subject to the search participated in the infraction or violation and,
c. Evidence of the infraction or violations, or proceeds from them may be in the possession of the student in the location to be searched.

Parent Volunteer Opportunities

Volunteer Clearance Requirement

We, at Northwood, appreciate the time given by our families to our many programs and events. We also take the safety of our students very seriously. As of July 1st, 2015, any adult who wishes to serve as a volunteer (this includes, but is not limited to, field trip chaperones) at Northwood will need background clearances. This is in accordance with Child Protective Services Laws, Act 153 of 2014. Pennsylvania has waived its fees associated with these volunteer clearances; however, the $27 FBI fingerprinting fee still applies. Please know that payment is your responsibility and will not be reimbursed by Northwood Academy.

The following clearances are needed:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- A fingerprint-based federal criminal history (FBI)

More information about clearances required under the Child Protective Services Law can be found at www.keepkidssafe.pa.gov. Individuals seeking clearances can go directly to www.compass.state.pa.us/cwis to create an individual account and apply for their child abuse clearance electronically.

All clearance information will be kept confidential and handled directly by our Community Coordinator. If there is a violation that would preclude you from being able to volunteer, you will be notified directly. Any new information you need to be aware of will be communicated, when it becomes available, via our website, handbook, and/or Wednesday reminders.

Please be advised that we need to receive, review and process all three (3) of the clearances listed above before you are permitted to volunteer at Northwood. Once you have obtained your clearances, please bring the original documents to the school. The school is required by law to see the originals. Copies of clearances will be made for your volunteer file and the originals will be returned. These clearances are needed prior to volunteering and it is advised that you obtain these clearances as soon as possible.

Clearances will not be needed to attend general admission events such as Family Movie Night, Spring Concert, etcetera. We look forward to continuing family involvement.

School Visitation Protocol

All visitors must report directly to the front main office (Castor Ave entrance). Visitors must sign in and out of the building and wear a visitor's pass or identification badge. An administrator has the right to refuse admission to the school for those who fail to make advance arrangements or whose presence conflicts with other school activities.

Visitors will be buzzed into the vestibule area and are not permitted access to classrooms or to interrupt staff members in the performance of duties. Visitors are prohibited from carrying weapons into the school building. Only on-duty law enforcement officers are permitted to carry their weapons in the building.

School Premises Permissions & Conduct

Parents/Guardians have "implied permission" to enter and be on the school's premises for reasons relating to their child/children's education. This means that parents/guardians are welcome to come to the school to drop off and pick up their children, to speak to staff (following standard protocols), and for meetings and/or school-wide events. Parents do not have a legal right to enter or be on the school's premises without a valid reason.

In education law, the term "parent" includes the natural or adoptive parents of a student, as well as a non-parent with care of a student and a non-parent with parental responsibility of a student. For the purposes of this policy only, the term "parent" can also include a non-parent who does not have care of or parental responsibility for a student, but who is involved in looking after a student on a regular basis (for example, a non-resident partner of a parent or relative who takes the student to or from school, is involved with the care of the student in some other way, attends a school function, or a person with whose emergency contact number

we have been provided) with proper parental/guardian consent. Members of the public without authorization who are on school premises are trespassing and local law enforcement will be called pursuant to the School's Memorandum of Understanding.

The school has the right to withdraw the "implied permission" for a parent or visitor to enter or be on the school's premises (or location of off-site school events, such as sporting events or field trips) if their behavior while they were previously on the school's premises (or other off-site location) was unacceptable. The withdrawal of the "implied permission" will be effective as soon as the parent or other visitor has been told that they must leave and are prohibited from returning, and will be confirmed in writing by recorded delivery if the home address is known.

Classroom Access Policy

Northwood Academy observes an open door policy for its students and their family members. An open house is held annually when parents/guardians are invited to come and observe their child(ren) in the classroom. In the event additional observation is desired, please contact the Administration to arrange a convenient time for the observation. Please allow 48 hours to arrange for such a visit.

Communicating with Staff/Teachers

Frequent, consistent parent/teacher communication is vital to the educational success of your child(ren). Together we form a team that focuses on your child's needs, concerns, and growth. We invite you to participate in the process by contacting the school whenever you have concerns or questions. Each Wednesday, the bulk of school-wide communications are sent via the Remind app. Please read carefully the information offered in this section regarding communication.

Listed below are the methods of communication by which we maintain contact with families:

- School website: www.northwoodcs.org
- Remind app messages/notifications
- Weekly Wednesday Reminders (Bulldog Blasts)

  E-mail: the teacher's first initial and lastname@northwoodcs.org (e.g. jsmith@northwoodcs.org)
- Scheduled parent/teacher conferences
- Progress/Interim Reports
- Report Cards

- Letters from administration and teachers
- Notes or telephone calls
- Board meetings
- Parent/Guardian information sessions

At Northwood, there are multiple staff members available to speak with you regarding your child(ren). Clerical concerns can be handled through the front office. The classroom teacher is the starting point when you have a question or concern. If you wish to speak with your child's teacher, please call, write a note, use classroom communication channels (e.g., Classroom Dojo, Remind) or email to arrange a discussion time. Please note that office staff will convey parental messages to individual teachers but are not allowed to interrupt instruction. You should receive an initial response from your child's teacher within 24 hours of leaving a message. The issue may not be resolved at that time, but you will have communicated directly with the teacher.

During arrival and dismissal times, teachers have a responsibility to focus their attention on the children. This is not a time for parents to have "brief" meetings with teachers. If there is something that cannot wait, please send a note with your child, call or visit the office, or send an email to the teacher. If you need a response or action within a school day, do not count on email; call the office as emails may only be checked in the morning.

In the event you require a more thorough process, the Board of Trustees asks that you follow the protocol below:

Step 1) In the event of a concern, a parent/guardian or community member should contact their child's classroom teacher, supervisor, coach or staff member who is directly involved with the concern or situation.

Step 2) If a parent/guardian or community member has completed Step 1 and feels that the issue or concern was not remedied, they should contact their child's Assistant Principal, the Director of Special Education (for special education-related concerns), or the Athletic Director (for sports-related concerns).

Step 3) If a parent/guardian or community member has completed Steps 1 and 2 and feels that the issue or concern was not remedied, they should contact the school Principal. Beyond this, contact the CEO.

Step 4) If a parent/guardian or community member has completed Steps 1, 2, and 3 and feels that the issue or concern warrants yet further discussion, the parent or community member should then contact the Northwood Academy Board of Trustees (board@northwoodcs.org) and/or follow the protocol to be put on the Board meeting agenda.

Change of Address and/or Telephone Number

It is necessary for parents/guardians to immediately notify both the homeroom teacher and the school office concerning any change in address and/or telephone number whether it be a change at home or place of employment. It is critically important that we have a way of reaching someone in the event of an emergency. Proof of residency is required for an address change. This can be in the form of a utility bill, lease, or photo ID.

Northwood Student & Family Commitments

Northwood is committed to providing Students with a superior educational experience that prepares them for success in a college preparatory high school by delivering high quality instruction in academics and disciplines that develop the whole child. We are a learning sanctuary where Students develop the skills to carry out their highest aspirations. We invite you to make the following commitments to our school community to ensure the smooth operation of school operations and allow us the opportunity to maximize student learning outcomes.

Northwood Family's & Students Commit to:

- Attending school regularly
- Submitting a proper excuse for absence within 3 days of the occurrence.
- Arriving to class on time
- Pursuing and attempting to complete all courses with excellence and asking for help when needed
- To avoid inaccuracies in the development of posters, or publications and for avoiding indecent, inappropriate or obscene language.
- Be aware of all rules and regulations governing student behavior and conduct themselves accordingly

- Express their ideas and opinions in a respectful manner so as to nor offend or slander others.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the preservation of its property.
- Dressing appropriately according to the Northwood Academy Charter School uniform policy.
- Using NACS materials, equipment and facilities with proper care to maintain its working condition.
- Upholding the right of fellow Students to receive an education
- Demonstrating respect for all NACS community members including hall monitors, security personnel

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Requesting Evaluation

Class Change policy
Retention Policy
Academic Policies (late, homework, grade weights, Achievement day requirements)
Report Card Conferences
Remote Learning Policies
Media Consent
Appropriate Technology use

Handbook Consent Sign-Off

Please read and complete the handbook Consent Digital Sign-Off at this Link

If a hard copy is preferred please read and complete the form below and return to Northwood Academy Charter School. The details of acknowledgement/refusal below can be retained for your records.

Signing this form means that I agree to the following:

☐ I agree with all Policies, Procedures, Protocols, and Pursuits as described within the 2023-2024 Student/Parent Handbook.

☐ I decline/disagree with the Policies, Procedures, Protocols, and Pursuits as described within the 2023-2023 Student/Parent Handbook. I will contact the Administration Team to discuss this further.

The Northwood Academy Charter School Student/Parent Handbook has been developed to communicate the responsibilities that all stakeholders share in ensuring every student has a safe, secure place for learning. Our partnership relies on promises kept, trust, good faith, and a commitment to the well-being of all students. This consent and acknowledgment reflect my and my child's intention to live up to this compact and all the provisions contained herein.

Parent Name (Print): _____

Parent Signature (Sign): _____

Student Name (Print):_____

Student Signature (Sign): _____

Date: _____