

New East West Academy – Conduct Policies

As New East West Academy continues to grow in both course offerings and student enrollment, we are committed to maintaining a **safe, respectful, and productive learning environment**. Please review and adhere to the following conduct policies:

1. Sign-In and Sign-Out

- Students must be signed in and out by a parent or legal guardian over the age of 18 at arrival and departure times.

2. Parking

- Six designated parking spaces are available in front of the school for pick-up and drop-off **only**.
- Limit parking time to **five minutes max**.
- **Do not stop** your vehicle on the street in front of the building.
- Be courteous during busy drop-off/pick-up hours.

3. Student Pick-Up

- Arrive promptly at the end of class to pick up your child.
- A staff member will assist during the **10-minute pick-up window**.
- An **aftercare fee** may apply if students are not picked up within 10 minutes.
- Contact the school in advance if you're running late.

4. Additional Tutoring

- Custom tutoring or training with our staff is available. Contact the school directly to arrange additional support.

5. Health & Illness Policy

- Students must be **fever-free for 24 hours without medication** before returning to school.
- Serious illnesses may require a **doctor's release**.
- Missed days **cannot be refunded or reimbursed**, but we'll do our best to schedule a makeup class.

6. Mobile Phones

- Personal phones or iPads **are not allowed** in classrooms without permission.

7. School Computers & Technology Use

- School computers/internet are for **class use only**.
- **No personal account logins** are allowed on school devices.

8. Personal Belongings

- Hang backpacks and jackets on the provided hooks.
- Place water bottles and lunch boxes on the designated cart.
- Label all items—students are responsible for their belongings.
- Lost & Found is cleared **every 2 weeks**.
- **Do not bring valuables** to school.

9. Use of School Facilities

- Students must treat school property and supplies with care.
- Students **may not** use the pantry or back doors.
- Entry/exit is **only through the Suite 100 front door**, except during emergencies.
- Damage caused by deliberate or careless behavior may require **compensation**.

10. Anti-Bullying, Harassment, and Discrimination Policy

New East West Academy has **zero tolerance** for bullying, harassment, or discrimination of any kind. We are committed to a **safe, inclusive, and respectful environment**.

a. General Statement

Prohibited behavior includes (but is not limited to):

- Bullying (physical/verbal)
- Harassment
- Hate speech
- Threatening behavior
- Discrimination based on race, ethnicity, nationality, religion, gender, disability, or any personal identity

b. Examples of Prohibited Conduct

- Offensive or racist notes, drawings, or messages (including anonymously)
- Derogatory comments/jokes about identity or appearance
- Use of slurs or hate symbols
- Exclusion or targeting of students based on personal identity
- Encouraging others to harass or isolate a student

c. Reporting and Response

Anyone witnessing or experiencing such behavior should report it to **school leadership immediately**. All reports will be:

- Taken seriously
- Handled confidentially
- Investigated thoroughly

Possible consequences include:

- Warnings
- Parent/guardian meetings
- Temporary suspension
- Permanent dismissal (for serious violations)

We are dedicated to protecting our students and maintaining a **positive, respectful learning environment** for every child.

Acknowledgement of New East West Academy Rules and Regulations

By signing below, you acknowledge that you have read, understood, and agree to follow these policies to help maintain a safe and respectful learning environment.

Parent Name: _____ Signature: _____ Date: _____

Student Name: _____ Signature: _____ Date: _____