



Student/Parent Handbook

2018-2019

5225 Seventy-Seven Center Drive, Charlotte, NC 28217
704-503-1112

www.scholarsacademy.org

Ari Pieper, Executive Director

Mattisha Dawkins, Associate Director

Tracy Miller, Dean of Students

Welcome to the new school year at Metrolina Regional Scholars Academy. We are thrilled that you have chosen the Scholars Academy for another wonderful year of growing and learning. Each year we provide a student handbook so that students and parents will have a ready reference to information necessary for the daily operation of our school. Please take the necessary time as a family to review and discuss this information so that we can work together to contribute to successful learning experiences for our students. This student/parent handbook replaces all prior versions of this document; however, it is not all-inclusive and may be amended as policies change.



Mission Statement

Metrolina Regional Scholars Academy provides a differentiated and challenging learning environment that supports the distinctive intellectual, social, and emotional needs of highly gifted children and enables them to form meaningful relationships with their intellectual peers.

Scholars Academy Vision Statement

Our learning environment celebrates individuality and supports the distinctive intellectual, social, and emotional needs of gifted children. We are dedicated to the development of the whole child and aspire to equip our graduates to be confident by fostering intellectual engagement, social awareness, and emotional confidence.

Shared Beliefs

We provide a differentiated and challenging education so our students are:

- Insightful thinkers who are innovative and creative; able to productively challenge the status-quo and persevere when faced with failure or adversity.
- Lifelong learners who understand the value of hard work and find joy in the learning process.
- Thoughtful communicators who collaborate and organize effectively to make positive contributions.

Through the partnerships between students, teachers, parents and alumni, our students are:

- Compassionate, respectful, honest, demonstrating empathy and integrity.
- Self-aware with a realistic understanding of their own talents and limitations; able to understand their role in a global society.
- Flexible and able to embrace diversity of thought and ability; able to balance independence and positive social engagement with their peers.

We nurture and guide students in a safe learning environment so our students are:

- Secure in themselves; willing to show and explore their unique intellect and character.
- Prepared to handle success with humility and failure with grace.
- Balanced with the tools to self-regulate

2018-2019 staff

Name	Position	Email
Ari Pieper	Executive Director	director@scholarsacademy.org
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Tonia Ervin	1 st /2 nd assistant teacher	tervin@scholarsacademy.org
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Lysa Craig	3 rd teacher	lcraig@scholarsacademy.org
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Audrey Rhode	5/6 Math teacher	arhode@scholarsacademy.org
Deven Havner	7/8 SS teacher	dhavner@scholarsacademy.org
Marilyn Gee	7/8 LA teacher	mgee@scholarsacademy.org
Greg Golba	7/8 Sci teacher	ggolba@scholarsacademy.org
Tim Chavel	7/8 Math teacher	tchavel@scholarsacademy.org

This handbook contains many of the Board policies or portions of the policies and their procedures. Please view our complete policy manual on our website for more information regarding Board policies. *The information contained in this handbook is organized in alphabetical order.*

AMERICANS WITH DISABILITIES ACT

Scholars Academy does not discriminate against any person on the basis of disability in admission or access to the programs, services, activities of the school, or in the treatment of individuals with disabilities or any aspect of operations. The school does not discriminate on the basis of disability in its hiring or employment practices. This notice is *Americans with Disabilities Act* (ADA) of 1990 and Section 504 of the *Rehabilitation Act of 1973*. Questions regarding the ADA and Section 504 may be forwarded to the school office.

ANNUAL COMMUNITY GIVING CAMPAIGN

Each fall, our school runs our Annual Community Giving Campaign (ACGC) to help bridge our annual funding gap, which enables our school to offer smaller class sizes, assistant teachers in the lower grades and enrichment programming. As a charter school, SA only receives a specified amount of public money per enrolled student; however, charter schools do not receive funds for land, facilities, transportation, specialized programs or for teachers with advanced degrees. We ask that you consider making a meaningful tax-deductible gift to our campaign to help us continue to serve the unique needs of our highly gifted students. For questions, please email giving@scholarsacademy.org

ATHLETICS

Scholars Academy offers an athletic program for 6th-8th grade students. All programs are coached by volunteers and are only able to be offered at the ability to secure qualified, volunteer coaches. We currently offer the following sports programs:

Fall: co-ed soccer and cross country

Winter: Girls' basketball and boys' basketball

Spring: co-ed tennis and co-ed golf

See our website for a more detailed athletics handbook.

ATTENDANCE POLICY AND PROCEDURES

In order for instruction to be beneficial, students should be at school and prepared for each class. Students must arrive at school between 7:50-8:10 in order to be considered on time. Students arriving after 8:10 will be considered tardy and a parent must sign the child in at the front office. If the parent does not sign their child in and the child walks into school, the child is still considered absent for the day because we have no record that they arrived. Dismissal begins at 3:05 and runs until 3:30. Students who have not been picked up by 3:30 will be sent to extended care and a fee will be incurred. (see Extended Care).

Children who are running a fever or have a communicable disease should not be at school. This is a protection for your child, other students, and the staff. When making the decision about attendance, please consider that your child is expected to participate in the full school program which may include physical education and outdoor activities. If your child becomes ill or is running a fever at school, you will

be called to pick up him/her from school. A child may not return to school until they have been fever free for 24 hours.

If a child has sustained a serious injury/illness, the school will contact parents and/or emergency contacts provided as well as 911 for assistance if school staff identifies the need.

It is vital that the school has accurate home and work phone numbers and complete medical information. The Emergency Information Card provides a space for authorization to apply ice to sprains and other minor remedies, such as bandages, etc.

I. INTRODUCTION

The administration and staff at Metrolina Regional Scholars Academy recognize that attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process.

Studies show that students who have a high rate of absenteeism do not perform well in class. Regular attendance develops patterns of behavior essential to professional and personal success in life. We urge students and parents to make school a priority and to schedule vacations, family visits, etc. around the school calendar.

According to the North Carolina Compulsory Attendance Law (GS-115C-378 et seq.), parents and guardians are responsible for seeing that their children attend school each day it is in session.

II. POLICY

Attendance Records

School officials will make and maintain an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

Student Attendance Accounting

1. Tardies and Partial Day Attendance. A student shall be in his/her assigned area at the beginning of the school day, 8:10 am, or he/she will be recorded as tardy for the day. A student will be given one unexcused absence when he/she has accumulated a combined total of 10 unexcused tardies. *All parents must sign children in at the front desk if tardy. If children are not signed in, they are marked absent for the day.* A student must be in attendance for at least half of the school day, from 8:10 am until 11:40 am, or from 11:40 am until 3:00 pm, in order to be counted present.

2. Parental and Medical Documentation. Absences and tardies are considered unexcused until the homeroom teacher receives documentation from the parent/guardian upon the student's return to school. Notes must include the student's name, reason for absence, date(s) absent, and a parent/guardian signature. A physician must certify absences of three or more consecutive days in duration. Failure to submit documentation within 5 school days will result in an unexcused absence or tardy.

A student may not participate in any after school related activities if they are absent due to illness/injury or for an unexcused absence on the day they were absent.

Attendance Expectations

Regular and punctual attendance at school is imperative for education success. There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers. The primary responsibility for school

attendance rests with the students and parents. Schools, however, have the responsibility for properly recording absenteeism and tardiness, notifying parents when needed, and discouraging excessive absences in accordance with state law. We seek the full cooperation from parents in promoting good attendance and punctuality. In particular,

1. Extended family travel and vacations should not be taken during school days. These will be counted as unexcused absences.
2. No student will be excused from regular schoolwork to take private lessons in music, art, dance, or any other area without prior approval of the Executive Director.
3. Please limit medical and dental appointments during school hours

Excused Absences

An absence may be excused for the following reasons:

1. Personal illness or injury which makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Student is a party to or is under subpoena as a witness in the proceedings of a court or administrative tribunal;
6. Observance of an event that is a tenet of the religion of the student; School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence.
7. The student's parent's mobilization in the military reserve components; and
8. Participation in a valid educational opportunity, such as travel to a foreign country, college visitation, or service as a legislative or Governor's page, which has a duration of 5 or more school days, and which has been approved in advance by the Executive Director or his/her designee. Parents are required to notify the student's teacher(s) in advance of any such absence. In order to apply for an educational opportunity, a parent must fill out a form found on the school website with detailed information about the opportunity. The Executive Director may approve all or part of the educational opportunity as excused absences.
9. Medically Fragile: Students who are medically fragile are frequently absent from school, and their absences are directly related to their severe or life threatening physical condition. A medically fragile student is identified as follows: A student who qualifies for special education in one of the existing categories of disability and for whom a licensed medical doctor has provided documentation that an associated or accompanying chronic illness is so severe as to affect the student's school attendance. A medically fragile student is one whose illness frequently places him/her in life threatening situations. In addition, he/she may be technology dependent for life support systems, i.e., tracheotomy, gastrostomy, etc. Rare instances may exist in which a child does not qualify for special education as defined in the Individuals with Disabilities Education Act (IDEA). However, the child would unquestionably meet the definition of disabled under Section 504 of the Rehabilitation Act of 1973, and thus would be eligible for consideration as a medically fragile student.

Unexcused Absences

Absences for reasons other than those listed above are deemed unexcused. Unexcused absences include, but are not limited to, oversleeping, car trouble, lack of heat, water, or electricity, babysitting, and unapproved vacations.

Waiver Procedures

Scholars Academy recognizes that learning occurs in places outside the classroom. Therefore, a parent/guardian may apply to the Executive Director for a waiver of unexcused absences (excluding suspensions) due to family circumstances. This request must be submitted in writing and may be submitted only when a student begins to accrue excessive absences (over 5 absences). The Executive Director will review waiver requests and provide written notification to the parent/guardian of the school's decision.

Make-Up Work/Time

In the case of excused absences and out-of-school suspensions, the student will be permitted to make up his or her work. The teacher will determine what work is to be made up, and the teacher and/or administration will determine a reasonable period of time in which the work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. Teachers are not responsible for providing work ahead of time for student absences.

School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the school that absences are kept to an absolute minimum through close scrutiny and a monitoring system on the part of the Executive Director.

The following school-related activities will not be counted as absences from either class or school: 1. Field trips sponsored by the school; 2. School-initiated and scheduled activities; 3. Athletic events requiring early dismissal from school.

Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

1. Notification and Compulsory Attendance Law Requirements: The Director will notify parents and take all other steps required by the compulsory attendance law, N.C. Gen. Stat. 115C-378(E), for excessive absences. The Director will notify the parent, guardian, or custodian of his or her child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the Executive Director or the Director's designee will notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State of North Carolina or this Policy. Once the parents are notified, the Executive Director or the Director's designee will work with the child and the child's family to analyze the causes of the absences and determine steps to eliminate the problem.

2. After ten accumulated unexcused absences in a school year, the Director or the Director's designee will review any report or investigation prepared pursuant to N.C. Gen. Stat. § 115C-381 and confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether they have received notification as required by this Policy and have made a good faith effort to comply with the Compulsory Attendance Law. If the Director or the Director's designee determines that the parents have not made a good faith effort to comply, the Director

must notify the District Attorney and the Director of Social Services and/or local law enforcement of the county in which the child resides. If the Director or the Director's designee determines that the parents have made a good faith effort to comply with the Compulsory Attendance Law, the Director or the Director's designee may file a complaint with the juvenile court counselor that the child is habitually absent from school without a valid excuse. The absence of a student which results from the suspension or expulsion of that student for misconduct may not be used for purposes of determining a violation of the Compulsory Attendance Law.

3. **Course Credit and Absences:** To receive credit for courses, students must not have excessive absences. At the elementary level, more than ten (10) excused or unexcused absences a semester or 20 excused or unexcused absences a year are considered excessive. At the middle school level, more than ten (10) excused or unexcused absences in a class per semester or 20 absences a year are considered excessive. If a student has excessive absences, as provided in this section, the Director and Teacher will consider whether the student's grades should be reduced because of the absences. The Director or Board will review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The Board may recommend to the Director, and the Director may make any of the following determinations:

- a. The student will be retained;
- b. The student will be required to retake the course (middle school level);
- c. The student's grade will be reduced;
- d. The student will receive the grade otherwise earned; or
- e. The student will be given additional time to complete the missed work before making a determination of the appropriate grade. The Director will notify the parent/guardian in writing of any decision made according to this section.

Right to Appeal Retention/Denial of Course

Students whose academic standing is adversely affected by the minimum attendance requirements may appeal the decision to the Director or his/her designee pursuant to the school Grievance Procedure.

Students with Special Needs

In applying this policy, teachers and administrators shall make reasonable accommodations for students who are absent or tardy because of the student's disabilities or special needs. Students with a temporary documented health problem may be exempted from the policy for excused absences.

Ten Day Rule

The State Board of Education Ten Day Rule states that when a student accumulates ten consecutive days of unlawful absences, he/she is to be withdrawn from funded membership as of the first day following his/her last day in attendance. Students under age 16 who are unlawfully absent for more than 10 consecutive absences are not to be withdrawn until their whereabouts are known or it is determined they have left the state of North Carolina. Once students who continue to reside in the school's attendance area have been located, they should continue to be coded unlawfully absent as long as the reasons for their absences are unlawful. If any student, regardless of age, is in violation of the Ten Day Rule on the last day of the school year, action must be taken to withdraw the student on the first day after his/her last day in attendance. Students will be formally withdrawn and lose their membership seat at Metrolina Regional Scholars Academy. They must reapply in order to gain readmittance and follow the procedures under our admissions policy found on our website.

All eligible students who are in membership at the school and are present on the day of the administration

of the state required assessment, are required to participate in the testing.

BIRTHDAYS

We know how special children should feel on their birthday and we value these special days for children and their families. To protect instructional time, we do encourage families to minimize the celebration of birthdays during the school day. Classroom teachers will also have their guidelines on how to celebrate birthdays in their grade levels that is expected to be followed. Children may bring in treats to share on their birthdays, but must be tree nut free and inclusive of everyone in their class/grade level. Please follow grade level guidelines on when to pass these out and what kind of treats to bring in. For further directions, please contact your child's homeroom teacher.

BOARD OF DIRECTORS

It is about values and vision and strategic leadership. The ability of the charter school to carry out its mission and vision depend on the strength of its organizational foundation. A critical element of this foundation is the charter school board itself. The Board carries the mission of the school into the community and brings the views of the community into the school. Its importance to the health of the charter school and its financial base is primary. Specifically charter schools need boards for some of the following reasons:

Boards fulfill a legal responsibility. A Board of Directors is a legal requirement for a charter school organized as a nonprofit corporation. Charter schools, as public schools, serve the public and do not operate for any individual's personal gain and they are eligible for special treatment, such as tax exemptions. The charter school is required to have a governing board to ensure that its operations continue to focus on serving the public.

Boards provide oversight functions. In exchange for direct and indirect financial assistance from the state and federal governments, state charter school legislation as well as nonprofit corporation law requires that a group of individuals voluntarily serve on a board of directors and act as guardians of the "public trust." This structure makes the school's management accountable to a diverse group of people who have the general interest of the charter school at heart, are not directly involved in the operational activities of the school, and, due to the voluntary nature of the Board, can effectively provide financial oversight since no personal financial gain is involved. The ability of the Board to remain objective is critical to its effectiveness in guiding the charter school.

Boards promote the charter school's mission. In addition to fulfilling legal requirements, a charter school needs a Board of Directors composed of individuals who support the school's mission, believe in it, and seek to promote it. Advocating for the charter school and its educational philosophy is an important function of the Board and involves promoting the mission and goals of the charter school within the community.

Boards help to raise funds. The ability to raise funds is an important measure of a board's effectiveness in serving a charter school. Board directors who are influential in the community can often successfully elicit major contributions from a variety of private and business sources. Building an active group of financial supporters who regularly donate money to the charter school will increase the resources available to implement the educational program, making it easier for the charter school to fulfill its mission and achieve its goals.

The majority of our members are parents of students at Scholars Academy, as specified in our charter and by-laws (see webpage on Current Members for brief bios). In addition to our monthly board meetings, members also devote time to committee meetings and board training/ retreats. We request nominations for new members each year in the Spring to join the board in July. While we hope for diverse representation, we do need to have members with legal, accounting/ finance, educational, marketing or communications experience.

Our primary responsibilities include:

- Ensuring the academic program is successful
- Confirming the school's operational programs are faithful to the charter and other legal requirements
- Maintaining a viable organization (e.g. financially solvent and competent professional staff based on our hiring and evaluation of the Executive Director)

Rob Watson, Chair
 Manish Mittal, Treasurer
 Jack Wagler, Director
 Makila Scruggs, Director
 Malik Dixon, Director

Sabrina Liner, Vice Chair
 Alicia Gozycki , Secretary
 Mani Ramasamy, Director
 Sterling Scott, Director
 Smita Korrapati, Director

Please see our website for the Board meeting calendar. We invite all community members to attend our monthly meetings held at school on generally the last Monday of the month at 6:30 pm. There is also a call in number found on our website.

CLASS PERIODS

Students may enter the building at 7:50-8:10. Students are considered tardy after 8:10.

Bell Schedule

Period	Start time	End time
Student entry time	7:50	8:10
Homeroom	7:54	8:13
1 st Period	8:15	9:05
2 nd Period	9:10	10:00
3 rd period	10:05	10:55
SEL time	11:00	11:25
First lunch (K, 1, 4, 7, 8)	11:28	11:53
Second lunch (2, 3, 5, 6)	11:53	12:18
4 th period	12:20	1:10
5 th period	1:15	2:05
6 th period	2:10	3:00
Dismissal	3:05	3:30

CO-CURRICULAR CLUBS

Co-curricular refers to activities, programs, and learning experiences that complement, in some way, what students are learning in school—i.e., experiences that are connected to or mirror the academic curriculum.

Co-curricular activities are typically, but not always, defined by their separation from academic courses. For example, they are ungraded, they do not allow students to earn academic credit, they may take place outside of school or after regular school hours. Scholars Academy co-curricular clubs are generally operated by school staff.

A few examples of co-curricular include mock trial, mathematics, spelling bee, history bee, art show and curricular contests.

CODE OF STUDENT CONDUCT

See page 33

COMMUNICATIONS

School communication will take place in these formats:

- The school website: www.scholarsacademy.org
Go here for all up to date information about school events, school contacts, PTO information, Board information etc. The Calendar is posted with school events, times, and descriptions.
**Please be aware that these calendars are subject to changes and updates.*
- Weekly community newsletter sent by email every Friday: make sure your email address is up to date with the school so that you can receive these communications. The newsletter includes important upcoming information for the school, updates from the Director, and various other pieces of information that are very important. *Please read these newsletters weekly.*
- Teacher websites and newsletters: this will be specific information that applies to your child and their classes. These will be updated weekly and procedures from your teacher will be communicated early in the school year.
- Alerts: We have an alert system that is embedded into Powerschool to contact families and staff about safety, weather, or important events. Please ensure that your contact information is current to ensure that you will receive these alerts.
- Scholars Academy Facebook: Our official school Facebook page is a place where we communicate ongoing events at Scholars Academy. Facebook will give you a glimpse at the day to day happenings at Scholars with pictures, accolades and announcements about our school community. Be sure to friend: Metrolina Regional Scholars Academy to receive these updates. There are other Facebook pages, both closed and open, administered by members of the SA community such as the SA Parents, SA PTO and SA Athletics. Please note that school administration is not able to monitor these pages. For official information from the school, please refer to the formats listed above.

Type of Information	Website	Notification/alerts	Electronic community newsletter	Facebook
Emergency alerts	X	X		X
Events/special announcements	X	X	X	X
Important Reminders	X		X	X
Forms/documents	X		X	

PTO information	X		X	X-Scholars Academy PTO Facebook page
Teacher Information	X		X-electronic classroom newsletters	
Athletics	X			

COMMUNICATING QUESTIONS/CONCERNS/IDEAS WITH SCHOOL COMMUNITY

It is our goal at Scholars Academy to work in collaboration with families in the best interest of our students. Parents who are invested in their children's education is a vital piece to their children's ultimate success and happiness. To allow for consistent procedures in communicating concerns/questions, please follow the steps below:

1. The parent/guardian should contact the classroom teacher or staff member directly to discuss their concern/question. This can be done through email or phone call. *Please do not drop in without notice to discuss important issues with staff.* A conference can be organized to discuss the concern/question as needed. It is the expectation of the staff member to respond within 48 business hours (excluding weekends and holidays) and only between the business hours of 7:30 am-4:30 pm. Please remember that you may not receive a response on the same day that the communication was sent. Communications directed at multiple staff members should specifically indicate who you are requesting a response from, otherwise it is unclear who should respond and communication protocols may not be followed.
2. If the concern/question has not been addressed to the satisfaction of the parent/guardian, they may contact the Associate Director or Director through email or by phone. *Please do not drop in without notice to discuss important issues with administration.* A conference between the associated staff member, the parent, and administration can be scheduled to discuss the concern/question as needed.
3. If the concern/question continues, parents may schedule a conference with administration as needed.
4. Parents may follow the dispute resolution and grievance policy in any concerns that are not addressed to their satisfaction by first taking the steps above.

CONDITION OF THE SCHOOL BUILDING

Students and staff must treat our school in a respectful, caring way. It is the responsibility of the entire school community to help keep the building and playground clean and organized thus providing a safe and orderly learning environment. Please do not permit students with wheeled backpacks to put them in the cubbies or lockers. They will need to store them on the floor in the classroom.

If a staff member, student or parent sees trash on the floor or something out of place, as a community we should all make efforts to clean up. Please do your part.

CONFERENCES

Conferences may be requested at any time by contacting the student's teacher. Conferences requested with an entire team of teachers should be requested through a student's homeroom teacher. Formal student/parent/teacher conferences are scheduled in October and February. For other conferences, please call the school office to schedule conferences with staff. *Please do not use the arrival or dismissal time as an informal conference time with your teachers.* All staff members have morning supervision duties. Staff members are assigned dismissal duties on a rotating basis. If you wish to schedule a conference with your child's teacher during the 3:00-3:30 block, please plan around possible supervision times and contact your child's teacher.

CURRICULUM

Information about the Scholars Academy curriculum is located on the website under the Academics tab. Scholars Academy fulfills the North Carolina Standard Course of study for all subjects, but adapts the instruction and pace to meet the needs of its highly gifted student population.

COUNSELING

Scholars Academy has a part time school counselor who serves the entire student body. The counselor is available to all students through school wide lessons and events, classroom lessons, short term individual counseling, and small group counseling. Referrals can be submitted by students, teachers, and parents and can be found on the website. Please understand that counseling is confidential, and we respect your child's right to privacy. As required by law and/or ethical standards, exceptions to confidentiality may be made in the event of harm to self or others and/or abuse or neglect. For more information or to schedule a meeting, please contact the counseling department.

DROP-OFF/PICK UP OF STUDENTS

We respectfully remind everyone to TURN RIGHT out of the parking lot from BOTH school exits. We cannot stress this enough. Accidents have happened when parents try to save time and turn left out of the carpool line. Parents who turn left hold up the flow of cars dropping off or picking up students and back up the entire line. This is actually the MAIN REASON we ask that you turn right during drop off and pickup times. Help us keep the traffic moving. Please take the extra minute it will take you to turn right and go around the roundabout.

Remember: You MUST sign in your child/entire carpool of children at the front desk once the doors close at 8:10. They are MARKED ABSENT by the teacher if they are not in class and unless YOU officially sign them in, they will be marked absent for the entire day.

Morning Drop-Off Procedures:

Carpool Line: (7:50-8:10)

1. Carpool will enter through the first entrance (back entrance), but will stay on the *right-hand side* of the driveway.
2. Continue going forward and loop through the back lot where our activity bus is stored.
3. Continue looping (as directed by staff member or Officer Inch) to the marked numbers.
4. Please pull as far forward (DON'T leave a lot of space) to the marked numbers as possible.
5. There will not be any adult supervision prior to 7:55, so do not leave your children by the back door.
6. Have your children ready to exit the car. Adults, please avoid getting out of the car to help your children, this dramatically slows the line down - park instead.
7. Continue pulling out towards 77 Center Drive
8. Make a right only at the bottom of the drive-way to prevent build up in trying to make a left. This will also reduce possible car accidents. Continue going down 77 Center Dr. around the traffic circle.
9. The bottom of this driveway is steep, please pull out slowly.
10. Children must be entering the school at 8:10 in order to be considered on time. Please do not send your children towards the back door if they will be late. Walk in the main entrance to sign your children in as tardy if you are not able to get to the door by 8:10.

"Walkers": (7:50-8:10)

1. Parents who are planning to walk their children into the school, will enter through the front entrance by the traffic circle.
2. Once the carpool line starts at 7:50, cars will be exiting the school and traveling towards the traffic circle. Please pass the carpool line slowly watching for traffic exiting the back entrance.
3. Park on the side of the building (by the extended care entrance). Do not park past the line of cones.
4. Walk your children to the back door to enter the building.
5. There will not be any adult supervision prior to 7:50, so do not leave your children by the back door.
6. Pull in and out of the parking lot carefully, watching for children. There will not be a staff member monitoring this lot.
7. You will exit through this entrance as well, going around the traffic circle. Watch carefully for cars

coming down 77 Center Dr. as this will be the same direction the car pool line will be going.

8. Children must be entering the school at 8:10 in order to be considered on time. Please do not send your children towards the back door if they will be late. Walk in the main entrance to sign your children in as tardy if you are not able to get to the door by 8:10.

9. The side parking lot will not be monitored by Scholars Academy staff and the use of the parking lot and safety of students, adults and cars are at the risk of the responsible adult driver.

Afternoon Pick-Up Procedures:

Pick-Up Procedures for Carpool Line: (3:05-3:30)

1. Carpool will go through the same entrance (back entrance) as before, but will stay on the right-hand side of the drive way.

2. Continue going forward and loop through the back lot where our activity bus is stored.

3. Continue looping (as directed by staff member or Officer Inch) to the marked numbers.

4. Please pull as far forward to the marked numbers as possible.

5. Adults, please avoid getting out of the car to help your children, this dramatically slows the line down.

6. Continue pulling out towards 77 Center Drive

7. Make a right only at the bottom of the drive-way to prevent build up in trying to make a left. This will also reduce possible car accidents. Continue going down 77 Center Dr. around the traffic circle.

8. The bottom of this driveway is steep, please pull out slowly.

9. Carpool will end promptly at 3:30.

10. If students are not picked up by 3:30, all remaining students will be sent to Extended Care, at the parent's expense, where parents can pick up children from the side entrance.

Pick-Up Procedures for "Walkers": (3:05-3:30)

1. Parents who are planning to walk their children to their cars, will enter through the front entrance.

2. Once the carpool line starts at 3:05, cars will be exiting the school and traveling towards the traffic circle. Please pass the carpool line slowly watching for traffic exiting the back entrance.

3. Park on the side of the building (by the extended care entrance). Do not park past the line of cones.

4. Parents will line up under the back awning to walk in the gym to get your children.

5. Only 3-5 parents at a time will enter the gym. Please enter quietly, retrieve your children quickly and exit through the far gym door. Please remind your children to wait to talk to you until you are outside.

6. Pull in and out of the parking lot carefully, watching for children. There will not be a staff member monitoring this lot.

7. The gym door will shut promptly at 3:30.

8. If students are not picked up by 3:30, all remaining students will be sent to Extended Care, at the parent's expense, where parents can pick up children from the side entrance.

9. The side parking lot will not be monitored by Scholars Academy staff and the use of the parking lot and safety of students, adults and cars are at the risk of the responsible adult driver.

Afternoon Reminders:

NO Pick Up after 2:00 PM – If you are picking your child up early for an appointment or trip, you MUST pick them up BEFORE 2:00 PM (last period). We will not allow students to leave after 2:00 due to the number of interruptions.

NO Talking (students AND parents) in the gym during dismissal – At dismissal, please remind your child to wait until you get outside to tell you about their day.

Parents who plan to get out of their vehicles to walk students into the building or enter the building for pick-up should park in the parking areas on the side of the school. Some areas near the school are not part of the school property. Please do not park there, even for just a quick pop into the school. We do want to be good neighbors. You will be informed of the restricted areas.

ALL CARS MUST MAKE A RIGHT OUT OF THE REAR PARKING LOT DURING MORNING DROP OFF AND AFTERNOON DISMISSAL TIMES, LEFT TURNS ARE NOT PERMITTED.

Club pick-ups

For students attending after school clubs, they will be in dismissal until 3:20. Club leaders must pick up

students by using option number 1 above. Students will NOT be dismissed to a club room without an adult supervisor. They will be sent to Extended Care at 3:30, where club leaders will be responsible for Extended Care fees.

EARLY DISMISSAL

If your child(ren) need to be dismissed early from school, they must be picked up by 2:00. Early dismissals end at 2:00 in order to prevent disrupting classes. Please notify your child's teacher of any early dismissals. The front office will not release children after this time for any circumstances unless prior approval is arranged with the Executive Director, please respect this procedure. This procedure also helps to minimize disruptions to classrooms during the last period of the day. If an early dismissal is necessary, the student will be released only with an adult whose name is listed on the emergency information card.

EMERGENCY CONTACT INFORMATION

Families are expected to update emergency contact information annually and whenever changes occur. If parents are out of town, please contact the front desk: 704-503-1112 or bw pantuso@scholarsacademy.org, to let them know who will be the responsible party while parents are traveling. Please share this information with your children's homeroom teachers as well.

EMERGENCY/SAFETY PROCEDURES

Scholars Academy has a crisis plan/emergency procedures manual that is distributed to every staff member. Training is provided on all emergency procedures. Drills are conducted regularly throughout the school year.

Several members of the staff are certified in basic First Aid. All staff are trained on OSHA requirements for handling hazardous materials. There are numerous clinical health facilities within 5 minutes of the school. The school is inspected annually by the Health Inspector and the Fire Marshall and fire drills are held monthly. Parents are contacted immediately in cases of serious playground accidents or other emergencies.

Crisis communication

During a disturbance or crisis situation, the first priority of school staff is to assure the safety of students and school employees. However, the school recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis.

The school will follow their crisis communication plan which is shared with school staff annually. This will include identification of a school spokesperson, development of both internal and external notification systems, and strategies for responding to media inquiries. Law enforcement will also be included in the crisis planning process.

ENRICHMENT CLASSES

Enrichment classes are art, music, physical education, and modern languages: Spanish and Chinese. Beginning at 5th grade we offer band or chorus as electives twice a week. Our enrichment classes are an integral component of the Scholars Academy program. The classes are presented as part of interdisciplinary themes and in the traditional manner and meet twice a week. Beginning at the Investigators III (5th grade) level, students will choose one modern language for intensive study. These classes meet four times a week and moves from an enrichment class to a content area class. Students will receive quarterly grades in all enrichment classes.

EXTENDED CARE

The Scholars Academy provides supervised before and after school care for children. Before school

hours begin at 7:00am-7:55am. After school hours are from 3:20 until 6:00pm. Please check at the school office to arrange this service for your child. There is a fee for Extended Care. Additional information about the Extended Care services can be found on the school website under the Parents tab.

EXTRA-CURRICULAR CLUBS

School activities are provided through a variety of in school and before/after school sessions. These activities are organized through staff and volunteer efforts. A list of available activities will be provided to students at the beginning of the school year. Many are dependent on the age of the children such as sports and clubs. See our website for more information about extra-curricular activities under the Parents tab.

FIELD TRIPS

Please see Board policy on our website for more details

Metrolina Regional Scholars Academy believes that field trips provide a valuable educational experience for students. Off-campus trips allow for invaluable opportunities for experiential learning, increased student knowledge, and deeper understanding of a subject, while also adding realism to the topic of study. Without the help of volunteer chaperones, field trips would not be possible, so we thank all of our chaperones for their time in support of these activities.

In order to help ensure that off-campus trips result in a safe and rewarding experience for all participants, the following policy must be complied with to ensure the safety and well-being of all. Good judgment is expected of all teachers, staff members and chaperones when planning and participating in field trips, athletic competitions, academic competitions and other school-sponsored off-campus activities. The following criteria must be met with respect to all educational field trips and, to the extent applicable, athletic competitions, academic competitions and other school-sponsored off-campus activities:

- Instructional staff should only recommend educational field trips where the majority of the activity is related to educational programs and curriculum. The Executive Director will approve all field trips in advance.
- Trips sponsored by Scholars Academy should not be scheduled to personal residences. No trip will include destinations to the homes of Scholars Academy employees, parents or students. For the avoidance of doubt, this provision does not preclude the organization of activities by parents that are not sponsored by Scholars Academy.
- Objectionable material is not permitted on any trip sponsored by Scholars Academy. In determining whether material is objectionable, the staff member or Executive Director (or designee) should refer to the Media Policy and any related procedures.
- The safety of our students, employees and families must be considered during periods of heightened awareness. Therefore, any overnight trip must be cancelled if the National Homeland Security Threat Advisory code is imminent at the time of departure and/or if any severe weather alerts are in effect. If a trip is in progress, and the alert status goes to imminent, the sponsoring staff member and all chaperones should immediately return to the school, or other safe location, with the students.
- No student(s) should be excluded from participation in any compulsory field trip due to economic limitations. Requests for financial consideration should be submitted to the Executive Director (or designee), who will work with families to discuss options based on their status. Similar consideration may, in the discretion of the Executive Director, be given to parents who are unable to participate as chaperones because of the cost of the background check.
- Sponsoring staff members are required to have available, at all times, medications for students with life threatening conditions.
- No SA student will be permitted to leave a field trip early except in the case of an emergency.

- All students must remain with their assigned group for the duration of the field trip.
- Students who have been involved in serious disciplinary action in school may lose the opportunity to participate in field trips or future field trips scheduled in the same year.
- Students are required to comply with all instructions both before and during the field trip experience.
- Students must comply with the Student Code of Conduct on all field trip experiences and are required to comply with the adult in charge of their group regardless if it is a staff member or volunteer chaperone.
- Students are required to comply with all field trip experience rules and expectations of the facilities or locations visited.
- When possible and/or practical, children will be transported by Scholars Academy-owned buses, public transportation or chartered bus service or, in the case of academic and athletic competitions, by transportation independently arranged by parents. Chaperones should only be asked to drive students on field trips as a last resort and only when the distance from the Scholars Academy is less than a two-hour drive. To the extent a chaperone is required to transport any student in their vehicle, such chaperone will provide Scholars Academy with a copy of the chaperone's driver's license and evidence of effective insurance, to be maintained on file in the school office.

Chaperones

- The Board of Directors recommends the following minimum chaperone ratios for educational field trips: K-2, one chaperone per six students; and 3rd-8th, one chaperone per ten students. Ultimately, the ratio is at the discretion of the Executive Director based on the recommendations of the coordinating staff member and the requirements of the field trip venue.
- The Executive Director has developed a "Chaperone Code of Conduct," which is available under FORMS or on our website. All staff can provide a copy as well.
- Any parent interested in serving as a chaperone for a field trip must adhere to the Chaperone Code of Conduct and submit to a criminal background check at least every two years. The cost of the background check shall be the responsibility of the potential chaperone.
- Due to the responsibilities of a chaperone to supervise the students in their care, we are not able to accommodate bringing additional children that are not in the designated class or course.
- To the extent that more qualified parents volunteer to be chaperones than are needed, the coordinating staff member and administration will consider whether any parents of children with severe and documented allergies or other documented health or behavior issues have volunteered and may elect to give priority to such parent volunteers. For co-ed groups, the administration and the coordinating staff member may also give priority to ensure that there is at least one male and one female chaperone. To the extent additional chaperones are needed, volunteers will be selected by an informal lottery process (in manner acceptable to the coordinating staff member and administration), keeping in mind that only one parent per family will be permitted the opportunity to be a chaperone. Those chaperones not chosen to go will be placed on a waiting list in the event that a chosen chaperone finds out later that he or she is unable to attend the field trip. Certain circumstances may result in a modification of these guidelines, at the sole discretion of the Executive Director (or designee).
- For overnight trips that require students to stay in a "cabin" or hotel setting, female chaperones will stay with female students and male chaperones will stay with male students.
- Coordinating staff members must provide all chaperones with clear instructions in advance of trips to explain the basic schedule of the trip, the activities planned for the trip, expectations for

supervising students and emergency procedures and to allow time for questions related to the trip and/or Chaperone Code of Conduct. The sponsoring staff member should provide chaperones guidance on what they should do in an emergency, including, without limitation, a medical emergency, natural emergency, lost child, or serious breach of rule.

FUNDRAISING WITH CO-CURRICULAR/EXTRA-CURRICULAR SCHOOL GROUPS

The Board of Directors recognizes that school clubs and activity groups are important aspects of the school culture at Metrolina Regional Scholars Academy. The Board also recognizes that these groups may desire to have fund raising campaigns to support their group objectives. The following policy governs this fundraising:

- All fundraising campaigns must be approved by the staff/parent advisor of the school activity group and the school director of designee.
- All items to be used for fund raising must be appropriate for all students at the school.
- The purpose for the funds being raised should be clear to the school community.
- The staff and the Executive Director are responsible for monitoring all fundraising and for following the accounting procedures of the school for recording funds collected.
- The fund-raising campaign may be terminated at any time if it becomes disruptive to the school atmosphere, as determined by the staff members and the Executive Director.

GIFT POLICY

Gifts to school employees are neither expected nor required. Gifts to individual school employees and volunteers given by an individual family should be no greater than \$100 in value, cumulatively for the entire school year. Gifts larger than this amount may create the potential for the appearance of a conflict of interest between the family and the school employee or volunteer. Parents and community members may give to a corporate, class-wide, or team gift to a school employee or volunteer without restriction on the amount when the school employee or volunteer does not receive any information of specific individuals who participated or did not participate in the gift. Such class-wide or team gifts should invite all families to participate on a voluntary basis and no specific dollar amount may be solicited. Any questions regarding the appropriateness of a gift should be discussed with the Executive Director (or the Chair of the Board of Directors if the gift involves the Executive Director).

GRADING/ASSESSMENT

At Metrolina Regional Scholars Academy the function of grades is to effectively communicate achievement to students, parents, teachers, administrators, and other educational institutions. The report card reflects evidenced based, clear and accurate scoring, that represents the level of understanding, skill attainment and knowledge application a student has achieved in a subject area during a quarter.

Summative report card grading is derived from dominant trends drawn from a broad body of assessment evidence. Grading is developed in alignment with the Metrolina Regional Scholars Academy advanced and accelerated curriculum. The curriculum has been adapted from the North Carolina Standard Course Of Study. The grading protocol scores academic achievement, effort, homework, and behavior as independent of one another. All grades (K-5) will be using the same 4-point scale, based on Marzano's scale. The student's grades cannot be averaged and equated to a percentage. Grades should be

trended throughout a quarter.

Definitions

Academic Standard: benchmark measures that define what students should know and be able to do at specified grade level in a specific subject area

Formative assignment/assessment/grade: a range of formal and informal assessment procedures used during the learning process in order to modify teaching and learning activities to improve student attainment.

Grades: MRSA uses a scale of 4, 3, 2, 1. These grades are used for K-5 students in all subject areas, including effort, behavior and homework. In grades 6-8, only enrichment classes, effort, behavior and homework use this grading scale. Please see grading rubric below. All assignments, assessments, progress reports and report cards will use this grading rubric. In 6th-8th grade students receive a percentage grade using the North Carolina 10-point grading scale for academic performance in core courses. Homework is included in this grade.

Parent/Teacher Conferences: In grades K-4 face to face meetings held in the fall and late winter to discuss your child's learning and specific needs. Grades 5-8 hold student led conferences. These are held during first quarter and third quarter. Conferences may be requested at any time by the parent or teacher.

Progress Reports: A progress report is a written document, but are not part of student records. Grades are stated for academics to indicate a student's progress towards their level of understanding of, and ability to, apply a skill or standard at the midway point for a quarter. Effort, homework and behavior are given grades independent from academics. Progress reports will go home approximately half way through each quarter.

Report Cards: A report card is a written legal document. On a report card grades are stated for academics to indicate a student's level of understanding of, and ability to, apply a skill or standard for a quarter. Effort, homework and behavior are given grades independent from academics. Report cards will go home approximately one week after a quarter ends.

Summative assessment/grade: The goal of summative assessment is to evaluate student learning at the end of an instructional unit or quarter by comparing it against some standard or benchmark.

K-5 Grades/enrichments are based on the following rubrics:

****Please note that a 3 is the expectation for all rubric areas****

Academic

- 4: Exceeds mastery of the standard(s) by going above and beyond what was explicitly taught for the standard(s)
- 3+: **Consistently** demonstrates mastery of the standard(s) taught without major omissions, errors, or misconceptions and is approaching the ability to exceed mastery of the standard(s) by going above and beyond what was explicitly taught for the standard(s)
- 3: Demonstrates mastery of the standard(s) taught without major omissions, errors, or misconceptions.
- 2+: Is approaching the demonstration of mastery of the standard(s) taught without major omissions, errors, or misconceptions
- 2: Developing understanding of standard(s) taught with major omissions, errors, or misconceptions.
- 1+: Is approaching the development of understanding of standard(s) taught with major omissions, errors, or misconceptions.
- 1: Unsatisfactory understanding of basic ideas or processes of the standard(s) taught.

Behavior

- 4: Demonstrates leadership through integrity, civility, and responsibility while upholding school and classroom rules.
- 3: Consistently exhibits integrity, civility, and responsibility and upholds school and classroom rules.
- 2: Inconsistently exhibits integrity, civility, and responsibility and inconsistently upholds school and classroom rules.
- 1: Rarely exhibits integrity, civility, and responsibility without upholding school and classroom rules.

Effort

- 4: Exceeds mastery of active classroom participation, on-task behavior, and self-motivation by going above and beyond what was explicitly expected.
- 3: Consistently demonstrates mastery of active classroom participation, on-task behavior, and self-motivation.
- 2: Inconsistently demonstrates mastery of active classroom participation, on-task behavior, and self-motivation.
- 1: Rarely demonstrates mastery of active classroom participation, on-task behavior, and self-motivation.

Homework

- 4: Seeks additional opportunities to expand his/her learning beyond what was explicitly assigned.
- 3: Consistently turns homework in on time and completes it to the best of his/her ability.
- 2: Inconsistently turns homework in on time and completes it to the best of his/her ability
- 1: Rarely turns homework in on time and completes it to the best of his/her ability

MIDDLE SCHOOL GRADING SYSTEM:

6th -8th grade students will be graded on a percentage based system that is designed to prepare students for the traditional grading system in high school. The grading system includes second chances or opportunities for grade improvement. Students will be graded on the ten point scale that is the same as NC high schools. 80% or higher is considered mastery level proficiency. Students will also receive an effort and behavior grade based on the Scholars rubric system

HIGH SCHOOL COURSES

The Scholars Academy offers high school level courses to include: English I, Biology, Civics and Economics, Chinese 1, Spanish 1, and Math 1, 2, and 3. These courses are graded using the middle school percentage grading system. Students earn high school credit for these courses that transfers to any North Carolina public high school. The grades earned in these courses will be reported to the high school, however it will not be included in a student's high school grade point average. Parents who do not wish for their child to be enrolled in a high school course must contact the Executive Director prior to the 20th day of school. After 20 school days, students may not be withdrawn from a high school level course. Final exams/End of Course Exams for all high school courses count as 20% of the final academic performance grade.

HOMEWORK

Scholars Academy recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework is meant to reinforce learning that has already occurred or is in process, stimulates independence, responsibility, and self-direction. SA recognizes that our students are heavily involved in extra-curricular activities and supports our students' interests and passions outside of school curriculum. Therefore, homework at SA should be utilized by our staff with these purposes and guidelines:

1. should be to practice/reinforcement of learned skills in class
2. should be differentiated for student learning needs
3. should be discussed in class to allow students the opportunity to gain clarification around assignments
4. teacher collaboration among grade level teams and enrichments is encouraged to ensure that the amount of time required to complete homework assignments is appropriate
5. should take into consideration technological resources of students and their parents/guardians when making assignments
6. should not be assigned if students already demonstrate mastery of lesson/unit goals
7. teachers should take into consideration student home schedules and demands of extra-curriculars, play time and family time, which is all valued by SA teachers and staff for full development of our students

8. use current research based, effective practices for homework practices, specifically taking into consideration effective practices for gifted students, and an understanding of child development
9. should not require parent/guardian mastery of content in order for students to complete homework successfully
10. will not be part of the cumulative grades for students in subject area courses in grades K-5, but will be counted as a percentage of cumulative grades in subject area courses in grades 6-8.
11. Should provide resources through teacher websites or other formats in order for students to review directions of assignments at home and/or receive review or instruction through posted teacher resources

INSPECTIONS

In order to protect the safety and property of employees, students and parents, school authorities have the right to search individuals and their possessions, including all areas on campus, school buses, personal property, computers, electronic devices and vehicles brought onto school property or to school-sponsored events when there is reasonable suspicion that a student may be in violation of school policy or law. Student lockers are the property of SA and may be searched at any time without prior cause or notice.

LAW ENFORCEMENT AND SPECIAL AGENCY COOPERATION

School Authorities are commonly asked by law enforcement agencies, Social Services, Child Protection Agencies or others for permission to speak to our students as part of their investigative procedures. It is the position of Metrolina Regional Scholars Academy to cooperate with these requests. If a student is suspected of illegal behavior or activities while at school or school-sponsored activities, Scholars Academy reserves the right to notify local law enforcement.

LIBRARY

Our school library is coordinated and run by parent volunteers through the PTO. It is open one time a week to our students. We have both an elementary school library and middle school library. Please visit our website under the Parents tab for more information and how to check out e-books.

LOST AND FOUND

Students are encouraged to leave valuables at home. Students are encouraged to label their items with their first and last name for easy return of found items. Lost items will be placed on our lost and found cart found in the lunch room/commons area. Students may check the cart during lunch or other transition times. Unclaimed items will be donated to a charitable organization on a quarterly basis. Valuable lost items (watches, rings, glasses, etc.) will be kept at the front desk, please check there if you have lost a valuable item. Scholars Academy is not responsible for lost or stolen personal items of students or visitors while on school grounds.

LUNCH PROGRAM

A school lunch option is available on identified days at school under the supervision of the PTO. Orders and payment these lunches is done a month in advance. The order form is on the website under the parents tab. Please make checks payable to the Scholars Academy PTO. Students who do not purchase lunch are expected to bring lunch from home. Lunches and snacks should not include any peanut products, nuts, butter, or oils. This restriction is due to student allergies. Sunflower kernel butter may be used as a substitute.

MEDICATIONS/MEDICAL CARE AT SCHOOL

The Executive Director is authorized to designate employees, contracted agencies or staff who are authorized to perform the required emergency health care, first aid or other life saving techniques. In accordance with North Carolina law, all persons are authorized to render first aid or emergency health care treatment to a person who is unconscious, ill or injured, when reasonably apparent circumstances

indicate that any delay would seriously worsen the physical condition or endanger the life of the person. In addition, personnel designated by the Executive Director are authorized to perform any other first aid or lifesaving technique in which the employee has been trained in a program approved by the North Carolina Board of Education. The Executive Director shall not prevent or discourage adults from placing 911 emergency telephone calls in emergency medical situations.

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Many severe allergies are undiagnosed, and students or others may experience their first severe allergic reaction while at school. Epinephrine auto-injector devices are designed and used to administer epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis. This policy addresses the use of emergency epinephrine auto-injector devices administered under a non-patient specific prescription. The Executive Director shall designate trained school personnel that shall be authorized to use emergency epinephrine auto-injector devices to deliver emergency health care to any person suffering from an anaphylactic reaction during the school day or at a school-sponsored event on school property. The Executive Director shall ensure that at least two emergency epinephrine auto-injector devices are located at Scholars Academy for this purpose and are stored in secure, but unlocked and easily accessible, locations. In this circumstance, the epinephrine auto-injector device should be administered under the guidance of 911 protocols.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for managing the student-specific order in accordance with "Administering Medications to Students" (below).

Administering Medications to Students

Medication (including over-the-counter and prescription medications) will be administered to students during school hours and during school-sponsored activities only upon receipt of a written parental request and a valid medical authorization. This form can be found on our website under the Resources tab. The administration of drugs or medications, duly prescribed and authorized by a physician, is within the scope of duty of a teacher, including substitute, teacher assistant or student teacher, and any other public-school employee as authorized by the Executive Director.

Scholars Academy will make every reasonable effort to promote and protect the health of children in school by providing an environment that reduces the risk of ingestion or contact with foods that trigger allergic reactions for students with known life-threatening food allergies. Scholars Academy will develop appropriate accommodations or healthcare plans for individual students with life-threatening allergies to foods.

No other medications will be administered unless directed to do so in writing by a parent or guardian. If your child has a chronic illness or may occasionally need medication at school, please observe the following procedures:

1. Deliver the medicine (prescription AND over the counter), clearly marked to the office;
2. Be sure that the appropriate dosage is indicated;
3. Complete the required medication form in the school office or found on our school website;
4. Instruct your child to report to the office for the medication as indicated. It is the parent's responsibility to ensure medication is not expired and refilled as needed.
5. All medications will be stored at the front office in a secure location. They may not be stored in classrooms or teacher offices, unless otherwise required by doctor orders for the health and safety for students with life-threat conditions. Students are not permitted to carry any type of medications with them at school. This includes cough drops, inhalers, epi pens, etc. This requirement is based on state and federal guidelines and will be enforced.

6. Families should arrange to pick up unused medications at the end of the school year. All remaining medications will be disposed of during the summer.

MESSAGES/DELIVERIES FOR STUDENTS/STAFF

To protect the integrity of the classroom environment, we do not allow the delivery of food, gifts, school supplies or homework to be delivered to the classrooms during the school day. Parents who deliver items for students (lunch, homework, athletic equipment, etc.) should be aware that they can leave it at the front desk CLEARLY marked with the student's name and grade level. Students may retrieve these items during their transition times. It is not the priority of front desk staff to deliver these items to students so please be aware they may not be delivered in the necessary time needed for student use. Items will be delivered or students will be called to the front office to retrieve items as time allows.

We prefer not to deliver messages to students during instructional times, except in case of emergency. Please specify the nature of your call to school personnel. We will relay critical information to students. Other information will be transmitted to your child during recess or other non-instructional time, as determined by the office staff. Office staff will take messages for calls to staff members. Staff members have up to 48 hours during working hours to respond to any phone messages. Please be aware that you may not receive a response within the same day and may also want to send an email or another form of communication.

Please discuss departure arrangements with your child prior to coming to school for the day. We request that children not call parents to find out the arrangements for their departure from school. Please notify the school office if transportation arrangements for your child are modified from the usual practice. Our staff will make every effort to relay that information to students. However, the office will make every effort, but is not responsible for making departure arrangements for students or getting messages to students.

Students are not permitted to use their cell phone for personal use throughout the school day. Please do not depend on this method of communication regarding transportation or other messages during the school hours.

PARENT EXPECTATION/GUIDELINES

Scholars Academy strives to build a community where long-term relationships between students, teachers and parents enhance the learning process. We create an environment where each student is known well by his or her teachers and peers and is encouraged and challenged as an individual. Within our small, safe and friendly learning community, we expect standards of conduct appropriate for an academic environment of high expectations. We believe that Scholars Academy is enhanced by the diversity of its students, teachers and parents and that our school is strengthened by embracing and encouraging each individual within our community.

We believe students learn best when they:

- Feel safe;
- Are known well and respected by their teachers and peers;
- Are challenged by high expectations and appropriate learning opportunities for gifted students;
- Receive assignments and homework that are challenging, relevant, and developmentally appropriate; and,
- Are supported socially, emotionally and intellectually by school staff, parents and their peers

We believe teachers teach best when they:

- Are empowered and trusted;
- Are respected and supported throughout the school community;
- Have the opportunity to influence the curriculum;
- Know and respect their students; and
- Communicate and partner with parents.

We believe parents support the education and development of their student(s) best when they:

- Model positive communication to their children;
- Seek to resolve any school problems by working respectfully with school staff.
- Help maintain the school's appropriate authority with students & institutions outside of Scholars Academy (i.e. do not make negative comments about school staff or SA to your child or in the community);
- Share the school's mission
- Enforce mandatory student attendance (i.e. do not schedule vacations during school days or during state testing);
- Support the pursuit of academic excellence, allowing their children to take personal responsibility for their work, supporting them in the learning process and opportunities for growth from both failure and effort
- Devote their full attention to safe transport during the carpool process, including not utilizing cell phones and other devices that might distract attention.
- Have the opportunity to participate in school activities and be part of the SA community through their gifts of time, talents, and/or treasures.

Scholars Academy will not tolerate verbal and/or physical confrontations initiated by adults which threaten or are perceived as threatening to its staff members, students, parents, prospective parents, Board members or any other guests of the school. SA staff members may not be approached on school grounds, at other school sponsored events or in public during non-school hours in a negative fashion to discuss school-related issues.

The result of this type of confrontation will be a review of the SA Administration and/or the SA Board of Directors to determine a proper course of action. This review may include a formal interview of the person(s) involved by the SA Board.

Recommended action may include probation for the person(s) involved or exclusion of the person(s) from SA property and all SA-sponsored events.

PARENT TEACHER ORGANIZATION

The Scholars Academy Parent Teacher Organization (PTO) promotes excellence in the education of our children by (1) fostering open communication between parents and the school staff; (2) offering enrichment through academic, social, and family-oriented special events; (3) supporting the school and our children in various ways including fundraising; and (4) encouraging and coordinating parent involvement.

PARKING DURING SCHOOL HOURS

Visitors, staff, and volunteers who are parked during school hours, must use school facility designated parking spots. Please do not park in areas marked off during school hours because these lots are used

as middle school playground areas. Scholars Academy is not held liable for possible damage or theft to personal vehicles parked in any parking lots located on school premises or in the business park.

POWERSCHOOL

Access to current grades is provided to 6th through 8th grade students via Powerschool Parent Portal and PowerSchool Mobile. Parents must first create a Powerschool Parent Portal account on a computer before you can use the mobile app. If you already have a Parent Portal account for a child who attends another school, you will need to create a separate account for Scholars Academy.

To access this information, you will need to follow these steps:

Create a Parent Account:

1. Go to <http://metrolinascholars.powerschool.com/public>
2. Click the "Create Account" tab. Then click " Create Account".
3. Complete the information listed in the top portion of the screen. You will create your own username and password.
4. Link your child by completing the information in the "Link Students to Account" portion of the screen using the ID and password provided by the school. If you do not have this information, please contact Ms. Pieper at apieper@scholarsacademy.org
5. Click "Enter" to finish creating your account.

Powerschool Mobile App

1. Download and install the free "PowerSchool Mobile" application from your device's mobile store.
2. Open the app and search for the district using the url: metrolinascholars.powerschool.com
3. Click the "Sign in as a Parent".
4. Enter the PowerSchool username and password created in PowerSchool Parent Portal. You may share the unique access ID and password for your student with anyone you permit to create an account to view your child's school records.
5. If you already have a Powerschool account and have forgotten your password, please contact the front desk at the school and ask for a password reset.

RESIDENCY REQUIREMENT

Residency Requirement The parent/legal guardian of all newly-admitted students and continuing students (upon request), must provide evidence of North Carolina residency status by submitting three acceptable forms of residency verification at the time of enrollment or such other time as set forth by the admissions procedures of Scholars Academy. A list of acceptable residency verification will be made available on the Scholars Academy website. To the extent that such evidence is not provided by such date, the right of a child to enroll at Scholars Academy will be withdrawn.

RETURN TO LEARN CONCUSSION POLICY

In accordance with the North Carolina Board of Education's guidance, the Board of Scholars Academy directs the Administration to develop a plan for addressing the needs of students suffering concussions. The plan must include:

- 1) guidelines for removal of a student from physical and mental activity when there is suspicion of

concussion;

- 2) a notification procedure to education staff regarding removal from learning or play;
- 3) expectations regarding annual medical care update from parents, medical care plan/school accommodations in the event of concussion; and
- 4) delineation of requirements for safe return-to-learn or play following concussion.

The administration must appoint a team of people responsible for identifying the return-to learn or play needs of a student who has suffered a concussion. This team may include the student, student's parent, the principal, school nurse, school counselor, or other appropriate designated professional. The administration must provide information and staff development on an annual basis to all teachers and other school personnel in order to support and assist students who have sustained a concussion in accordance with their learning and behavioral needs. This annual training should include information on concussion and other brain injuries, with a particular focus on return-to-learn issues and concerns. The administration shall include in its annual student health history and emergency medical information update a question related to any head injury/concussion the student may have incurred during the past year. Statutory Reference: GS 115C-12(12)

SCHOOL COLORS, MASCOT, & MOTTO: Gold and Black, The Soaring Eagle, Soaring to New Heights

SCHOOL MANAGEMENT

Scholars Academy is a non-profit school with governance overseen by a Board of Directors. The Board meets monthly to oversee the legal, financial, governance and strategic areas of the school's operations. The school's Executive Director is responsible for all day-to-day operations of the school. The Executive Director reports directly to the SA Board of Directors. All school staff report directly to the Executive Director.

SCHOOL PICTURES

Individual students' pictures will be taken during the fall semester, which will be used for the annual yearbook. Class and group photos will be taken in the spring semester. These dates are listed on our school website. Pictures and yearbooks will be available for purchase by individual families.

SCHOOL PROGRAM

The school program is organized according to traditional content areas and specific special area studies. All students will receive instruction in language arts, math, science, and social studies. The curriculum, as appropriate, is organized around an interdisciplinary, thematic format. A program assumption is that students will be working at least one level above the stated placement level of a traditional school.

<u>Scholars Academy Class</u>	<u>Traditional Grade Level</u>
Discoverers I	Kindergarten
Discoverers II	First
Discoverers III	Second
Investigators I	Third
Investigators II	Fourth
Investigators III	Fifth
Apprentice Scholars I	Sixth
Apprentice Scholars II	Seventh

STORING STUDENT MATERIALS

Students at the Apprentice Scholars level will be assigned a locker. Students should be sure their backpacks fit into their lockers. Students who wish to have locks on their lockers should bring a combination lock to school, no locks with keys are allowed. The school reserves the right to do locker checks at any time. Apprentice Scholars students may also store their materials in the hallway using wall hooks. Students at the Discoverers and Investigators level will be assigned classroom cubbies.

STUDENT DRESS CODE

The Scholars Academy encourages students to exhibit a high standard of behavior and appearance while on school premises or when attending a school related function. We expect students to refrain from assuming any personal appearance that might distract from the process of teaching and learning. These standards include:

- a. Jewelry must be modest and tasteful, and its perceived value should not present a distraction in the classroom.
- b. The length of any clothing worn at school should be appropriate. Shorts and skirts should reach a student's mid-thigh.
- c. Caps, hats, and other head coverings must be removed when entering the school buildings, unless required by the student's religion. Sunglasses may not be worn indoors.
- d. Torn, ostentatiously patched or cut-off pants and shorts are not permitted.
- e. Sleeveless tops must have tight fitting armholes. No spaghetti strap tops are permitted without a cover up over them.
- f. Pants must be fitted to the waist so that undergarments are never exposed.
- g. No part of the torso may be exposed; in particular halter tops are not permitted.
- h. Excessively tight clothing is not permitted.
- i. Clothing, jewelry or other accessories may not include anything that may be offensive to others, discriminate against particular groups, advocate drug, alcohol or tobacco use, with inappropriate or suggestive language and/or pictures (i.e. offensive words, symbols, images)

Consequences for Inappropriate standards of appearance

If a school employee determines that a student's clothing or appearance is inconsistent with these guidelines, the school employee may require the student to call home to request that a change of clothing be brought to the school, or may offer the student a borrowed garment for the day. The Director reserves the right to interpret and/or make changes to this policy as fashion trends change and unique situations arise. Repeated offenses of the dress code are subject to the Code of Conduct consequences. Parents are encouraged to exhibit support for these guidelines and to provide appropriate guidance to students about acceptable attire for school to ensure full compliance with the standards.

STUDENT RECORDS

Please view our policy manual for the complete policy.

Metrolina Regional Scholars Academy adheres to the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, a federal law that 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 should submit to the school Executive Director, or his/her designee, 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 student 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 student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

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

4. 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.

Disclosure with Prior Consent of the Parent/Legal Guardian

In all other cases, Metrolina Regional Scholars Academy will not release personally identifiable student information in education records or allow access to those records without prior consent of the parent/legal guardian. Such consent must be written, signed and dated, and must specify the records to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure.

Student Records; Maintenance; Contents; Confidentiality.

(a) The official record of each student enrolled in Metrolina Regional Scholars Academy shall be maintained in the school's files for five years after the student withdraws

(b) The official record shall contain, as a minimum, adequate identification data including date of birth, attendance data, grading and promotion data, and such other factual information as may be deemed appropriate by the local board of education having jurisdiction over the school wherein the record is maintained. Each student's official record also shall include notice of any long-term suspension or expulsion imposed pursuant to G.S. 115C-390.7 through G.S. 115C-390.11 and the conduct for which the student was suspended or expelled.

(c) The official record of each student is not a public record as the term "public record" is defined by G.S. 132-1. The official record shall not be subject to inspection and examination as authorized by G.S. 132-6.

(d) The actual address and telephone number of a student who is a participant in the Address Confidentiality Program established pursuant to Chapter 15C of the General Statutes or a student with a parent who is a participant in the Address Confidentiality Program established pursuant to Chapter 15C of the General Statutes shall be kept confidential from the public and shall not be disclosed except as provided in Chapter 15C of the General Statutes.

(e) Annual Parental Notification. Metrolina Scholars Academy shall annually provide parents, by a method reasonably designed to provide actual notice, information on parental rights under State and federal law with regards to student records and opt-out opportunities for disclosure of directory information as provided under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and notice and opt-out opportunities for surveys covered by the Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h.

(f) Requests for Changes/Amendments to Student Records. Generally, requests for Changes/Amendments must be made within one calendar year of the issuance of the record, or such other time as prescribed by law, to be considered by Scholars Academy. Changes/Amendments to Student Records may be considered beyond this time, in the sole discretion of the Executive Director, or his/her designee. § 115C-403.

Flagging and verification of student records; Notification of law enforcement agencies.

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of a child's disappearance, the Executive Director or their designee shall flag or mark the record of any child

who is currently or was previously enrolled in a school of that unit and who is reported as missing.

Student Transfers

When any child transfers from one school system to another school system, the receiving school shall, within 30 days of the child's enrollment, obtain the child's record from the school from which the child is transferring. If the child's parent, custodian, or guardian provides a copy of the child's record from the school from which the child is transferring, the receiving school shall, within 30 days of the child's enrollment, request written verification of the school record by contacting the school or institution named on the transferring child's record. Upon receipt of a request, the Director or the Director's designee of the school from which the child is transferring shall not withhold the record or verification for any reason, except as is authorized under the Family Educational Rights and Privacy Act.

Directory Information

Directory Information is excluded from FERPA's protection from release and can be released without parental or student consent. Directory information includes: student name; address; phone number; participation in school clubs, activities and sports; height and weight for athletic participation; attendance; degrees/awards; major field of study; and similar information. Scholars' Academy may also release Directory Information to the press if deemed in the best interest of the student. If a parent/legal guardian does not want some or all of this information about his/her child released, a parent/legal guardian may prevent its disclosure by requesting this information to not be published on the child's enrollment form.

Records Transferred

Upon request, Metrolina Regional Scholars Academy discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Discipline records are part of a student's educational record and will be released along with all other records, including students transferring to or from nonpublic schools.

Access to Pupil Records in Custody Situation

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a current court order on file at Scholars Academy which specifically prohibits it.

STUDENT USE OF CELLULAR PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES

These devices include but are not limited to: cellular phones, digital picture/video cameras and/or camera phones, iPods, iPad, tablets, laptops, personal reading devices, MP3's and other personal electronic devices capable of transmitting data or images. Students who possess and/or use such devices while on the campus of the Scholars Academy or at school sponsored events shall demonstrate respect for the educational environment and the rights and privacy of all individuals within the school community.

Cellular phones and other personal electronic devices shall be turned off and kept out of sight during instructional time or at school -sponsored events unless being used for a teacher directed educational activity.

With prior approval of the school directors, teachers may permit the purposeful use of personal electronic devices in support of the curriculum learning objectives.

Administration, faculty, and staff may request at any time that students must turn off their privately-owned technology.

In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school directors.

Respect for privacy rights.

- Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events and public performances.
- Students shall not e-mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
- Use of cellular phones or other personal electronic devices is strictly prohibited in rest rooms.

Assuring Academic Integrity

- Students shall not use cellular phones or other personal electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on test or academic work or violating copyright policy.

Compliance with Other School Policies

- Use of cellular phones or other personal electronic devices must not violate any other school policies including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs which involves more than one school policy, consequences for each policy will apply.

TEACHER ASSISTANTS

Classroom schedules are constructed to allow teacher assistants to be in the classroom for both language arts and mathematics instruction in grades K-2 as well as mathematics instruction in grades 3 and 4.

TESTING

Scholars academy follows the same testing procedures as all North Carolina Public schools and is rated on the state accountability model. In addition, a nationally normed assessment is used annually to document individual and school progress towards our identified student achievement goals, above and beyond state requirements.

The dates for testing will be communicated at the beginning of each school year. Please avoid planning family vacations or planned student absences for these dates.

TRANSPORTATION

The Scholars Academy does not provide transportation to and from the school. The school has an activity bus that is used for transportation of students to and from field experiences. All Guidelines for Student Conduct and Discipline Policy rules are applicable to bus behavior.

Carpool coordination is done through the PTO and information can be found on the website under their page.

USE OF CONTACT INFORMATION

Parents, guardians and others who obtain contact information (i.e., email addresses, phone numbers, etc.) by way of their volunteering at school or otherwise through their status as a parent/guardian of an SA student should not disclose and/or utilize that information for any non-school-related purpose. For example, parent-volunteers who receive email addresses to organize a school activity should refrain from using that information for any non-school-related purpose.

USE OF MEDIA TECHNOLOGY IN THE CLASSROOM

The purpose of this policy is to establish a clear statement regarding the use of videos, movies, and television in the classroom at Scholars Academy. Scholars Academy believes that media technology such

as videos, movies, television and “YouTube” clips can have significant educational value and can enhance instructional delivery and learning, but limits must be set to maintain appropriate usage. The use of media technology must take into account the appropriateness of the content, the connection of the content to the curriculum and lesson, the length of the video media, and the appropriate use of instructional time. The following are general policy guidelines:

1. Videos, movies, television programs and “YouTube” clips shown in the classroom setting at Scholars Academy will be age appropriate, using the Motion Picture Association of America (“MPAA”) ratings or the TV Parental Guidelines, if applicable. Staff is encouraged to avoid showing video, movie, television programs or “YouTube” clips that would be unacceptable by Scholars Academy standards.
2. The staff member presenting the video, movie, television program or “YouTube” clip must preview it prior to its presentation to students. If the staff member has any concerns about the content of the video, movie, television program or “YouTube” clip, it is recommended he/she not show it or seek specific advice from the Executive Director or other colleagues about appropriateness.
3. Instructional time is precious and limited. Thus, showing videos, movies, television programs or “YouTube” clips when the content is not directly connected to a lesson plan is discouraged. The exception would be school-wide or grade-level activities or seasonal celebrations. In attempting to resolve disputes around appropriate usage of media technology and this policy, a parent should first go to the relevant staff member, and, if not resolved with the staff member, then to the administration.

VISITORS

The staff at Metrolina Regional Scholars Academy encourages parents to visit the school. For safety purposes, please observe the following visitation guidelines:

- a. ALL visitors must check in at the school office. They must wear a visitor badge if entering the school past the front desk between the hours of 7:55-3:20. Staff has been instructed to stop visitors who are not wearing visitor’s badges and ask them to report immediately to the front desk. Visitors must sign in and receive a visitor’s badge which must be worn prominently at all times while on campus. Visitors must sign out at the conclusion of the visit. Repeated failure to follow this procedure will result in exclusion from the school grounds. No visitor should be permitted into the classroom or common areas without a visitor’s badge.
- b. Parents/guardians who come for early pick-up or late check-in should sign the child in or out in the office. Please DO NOT go to your child’s classroom. This procedure assures uniformity in monitoring the visitors who enter the school and helps insure the integrity of the classroom setting. It also helps to maintain the continuity of instruction for all children.
- f. Parents should not “drop-in” to their student’s classroom; as such visits may be disruptive. Classroom visits need to be coordinated with the classroom teacher in advance. Repeated failure to follow these procedures will result in exclusion from the school grounds.
- g. Students are not allowed to open an outside entrance for anyone, including their parents. That must be done by an adult or school employee.
- h. Outside doors must never be propped open during school hours. They are locked at all times and in order for a visitor to enter, they must enter through the main school office doors.

VOLUNTEERS

Parents who wish to volunteer should contact the school office and/or classroom teacher. We appreciate the enthusiasm of volunteers who make contributions to our academic programs. All volunteer experiences for classrooms will be coordinated by the dean of students and the classroom teacher. All

regular school volunteers including club leaders, coaches, room parents, and classroom volunteers must attend a volunteer training session prior to volunteering at the school.

Code of Ethics and Conflict of Interest

Code of Ethics It is the responsibility of both Scholars Academy and the individuals associated with it to ensure that its directors, agents, officers, employees and volunteers uphold the highest ethical values in performing their duties.

Scholars Academy shall seek to:

- Act at all times with integrity, honesty, truthfulness, and adherence to safeguard the public trust;
- Adhere to the spirit as well as the letter of all applicable laws and regulations;
- Avoid even the appearance of any unprofessional, unethical, or criminal conduct; and
- Foster diversity and treat all individuals with dignity and respect.

Scholars Academy Board of Directors, officers, employees, and volunteers shall:

- Refrain from engaging in activities that conflict with their fiduciary, ethical and legal obligations to the Scholars Academy, its directors, its donors, its students, and its constituents;
- Refrain from using information about the Scholars Academy in a way that could have a negative effect on the Scholars Academy, its directors, its students, its donors, and its constituents;
- Report accurate financial figures, manage all fiscal resources according to generally accepted accounting principles, and comply with all applicable laws and guidelines, including completion and maintenance of required records and reports;
- Effectively disclose in a timely manner, in writing or as part of the minutes, all potential and actual conflicts of interest, understanding that such disclosure does not preclude or imply ethical impropriety;
- Report any ethical impropriety of which s/he becomes aware;
- Avoid disclosing privileged or confidential information to unauthorized persons or parties or anyone who does not have a legitimate need to know; and,
- Conduct themselves in accordance with the general standards for a director as set forth in N.C. Gen. Stat. Section 55A-8-30.

Confidentiality

Respecting the privacy of our parents, donors, staff, volunteers, and of the school itself is a basic value of Scholars Academy. Employees, volunteers, and board members of Scholars Academy may be exposed to information which is confidential and/or privileged. It is the policy of the Academy that such information must be kept confidential both during and after employment or volunteer service.

Field Trips and Chaperone Policy

Please see the policy (2.3) in our policy manual locate on our school website: www.scholarsacademy.org

Registered Sex Offenders

View the complete policy on our website: www.scholarsacademy.org

Volunteer Screening Policy

Scholars Academy screens all volunteers to ensure the safety of our students. The screening includes completion of a volunteer registration form and a criminal background check. The Administration shall develop appropriate procedures to ensure that all school volunteers are screened at least every 2 years. A volunteer is any individual who is not a guest or a visitor at the school. Guest or visitors are individuals who enter the school for a one-time event. Guest or visitors shall have no unsupervised exposure or contact with students. Volunteers may be considered to have supervised or unsupervised contact with students.

WEATHER DELAYS/CANCELLATIONS

We have an alert system that is embedded into Powerschool to contact families and staff about safety, weather, or important events. Please ensure that your contact information is current to ensure that you will receive these alerts. If an emergency situation occurs during hours that classes are in session that will alter the time of dismissal of students, parents will be contacted through the Alert system.

WITHDRAWAL POLICY

Scholars Academy recognizes that students may withdraw from Scholars Academy at any time. Because Scholars Academy wishes to fully understand the reasons behind a withdraw decision, the School will ask parents/legal guardians seeking to withdraw their students to complete a withdrawal form.

In addition, Scholars Academy will extend to parent/guardian(s) of all withdrawing students an opportunity for an exit interview. The Executive Director will be responsible for scheduling the exit interview, if accepted, and will determine who should attend the exit interview on behalf of Scholars Academy. Upon receipt of written request from the student's new school, Scholars Academy will provide a copy of the student's record in a timely manner. Scholars Academy reserves the right to withhold student records from parents/legal guardians until all outstanding balances are repaid in full (e.g. Extended Care, PTO and library balances) and all library books and school property are returned.

SCHOLARS ACADEMY CODE OF STUDENT CONDUCT

INTRODUCTION

This Code of Student Conduct Policy is applicable to all students of Scholars Academy throughout the school day, on school authorized transportation, on school-sponsored field trips, during any school-sponsored after school activity, and during extended care. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the work of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed in this handbook, shall be subject to discipline, including possible suspension and/or referral to law enforcement authorities.

This Code of Student Conduct helps to create a learning environment that supports our:

VISION FOR OUR STUDENTS

Our learning environment celebrates individuality and supports the distinctive intellectual, social, and emotional needs of gifted children. We are dedicated to the development of the whole child and aspire to equip our graduates to be confident by fostering:

Intellectual Engagement: We provide a differentiated and challenging education so our graduates are:

- Insightful thinkers who are innovative and creative; able to productively challenge the status quo and persevere when faced with failure or adversity.
- Lifelong learners who understand the value of hard work and find joy in the learning process.
- Thoughtful communicators who collaborate and organize effectively to make positive contributions.

Social Awareness: Through the partnerships between students, teachers, parents, and alumni, our graduates are:

- Compassionate, respectful and honest, demonstrating empathy and integrity.
- Self-aware with a realistic understanding of their own talents and limitations; able to understand their role in a global society.
- Flexible and able to embrace diversity of thought and ability; able to balance independence and positive social engagement with their peers.

Emotional Confidence: We nurture and guide students in a safe learning environment so our graduates are:

- Secure in themselves; willing to show and explore their unique intellect and character.
- Prepared to handle success with humility and failure with grace.
- Balanced with the tools to self-regulate.

STUDENT RIGHTS AND RESPONSIBILITIES

We believe for every right there is a responsibility. This responsibility includes the freedom to exercise your rights in a manner that is not offensive to the recipient.

Student Rights	Student Responsibilities
A safe environment free from violence, bullying, or harassment	Follow school behavior expectations and report instances of bullying or unsafe situations to school staff
A productive learning environment	Engage in behaviors which support a positive educational environment
Be informed about school rules concerning attendance expectations	Attend school and all classes daily and on time
Have school staff that is willing to hear the needs and concerns of students	Express needs and concerns in an appropriate manner
Engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment	Respect the rights of others when expressing their views
To have personal property respected	Respect the personal property of others

REPORTING PROCEDURES

A school employee, student or volunteer who witnesses or has reliable information that a student or school employee has engaged in or been subject to any act listed in this policy must report the incident to the related teacher or school administrator. Failure to report is a violation of this Code of Conduct Policy and may subject the student, volunteer or employee to disciplinary action. In addition, any student, who knowingly gives false information or knowingly makes a false report of, or a subsequent false report of retaliation, will be subject to disciplinary action.

Any student who believes that he/she has been the subject of any Code of Student Conduct violation or has witnessed any such behavior against another student or employee should report such behavior immediately to a teacher or school administrator. Written documentation of the student's report may be requested by administration.

Individuals (including parents and other community members) may anonymously report complaints of Code of Conduct violations. The school will attempt to investigate and respond to such complaints. Based on the available information, appropriate action will be taken.

COMPLIANCE WITH FEDERAL AND STATE LAWS

Notwithstanding anything set forth in this Code of Student Conduct Policy, the Executive Director will ensure that Scholars Academy complies with all applicable federal and state laws and regulations regarding the discipline of students (including students with disabilities), including, without limitation, Section 504 of the Rehabilitation Act of 1973 and N.C.G.S. 115C-390.1 et seq.

In the event of any long-term suspension (greater than 10 consecutive days) or exclusion, Scholars Academy will promptly notify local public school officials in the school district to which the student is otherwise assigned of the circumstances surrounding the disciplinary action, including the student's name, special education status, length of suspension, and the circumstances giving rise to the disciplinary action. In addition, at the beginning of each school year, Scholars Academy will notify parents that a local school board may refuse to admit any student who is suspended or excluded from Scholars Academy for actions that would lead to suspension or exclusion from a traditional public school, until the period of suspension or exclusion has expired.

EDUCATION AND TRAINING

A copy of the Scholars Academy Code of Student Conduct will be included in the Staff Handbook and the Parent/Student Handbook and distributed to each enrolled family at the beginning of each school year. A copy of the Parent/Student Handbook can also be found on the school website. All students and parents will be required to return the student/parent signature page of the handbook to the office for school records at beginning of the each school year.

The Executive Director and/or Associate Director will review the Scholars Academy Code of Student Conduct with school-based personnel and will work with teachers to ensure that instructional planning incorporates strategies through the schoolwide SEL program to facilitate student knowledge of self-awareness, self-management, social awareness, relationship skills and responsible decision-making. Classroom instruction shall include age-appropriate bullying prevention awareness activities that include the bully, target and bystanders. Activities and strategies should be targeted at promoting positive and productive interaction among students. Instructional material and resources shall be selected by the administration and/or school-based committee according to evaluation criteria developed by the administration and made easily accessible to all teachers. The needs of staff and students will be addressed through ongoing curriculum and staff development.

CODE OF CONDUCT OVERVIEW

The Code of Student Conduct is designed to encourage students to make good choices. When a child makes a poor choice, the aim is to help the child take responsibility for their actions and learn better ways to act or react in the future. The majority of student behavior management at the Scholars Academy occurs in the classroom. Each teacher will create a student behavior management plan at the beginning of the school year. This plan must be submitted to the Executive Director before the first day of school. Teachers will go over the classroom management plan to include teacher expectations, student behavior expectations and consequences for failure to follow the plan guidelines. Parents will also receive a copy of this plan in the first weeks of school. Each classroom management plan will include a description of when a child's behavior reaches a level that constitute an administrative referral. Second or greater offenses of Tier II and all Tier III behaviors as described in the section below will result in an automatic administrative referral.

WHOLE SCHOOL EXPECTATIONS

As a K through 8 school, our students have a wide range of developmental and emotional maturity. However, it is vital that our whole school abides by certain expectations that span all ages and grades to ensure the safety of all our students and staff. When students are in the hallways, at dismissal, recess, and lunch, it is often the responsibility of a variety of staff members to monitor student behavior. Students should be aware that all staff members at the Scholars Academy will be watching for unsafe or disorderly behavior in large group settings. All staff members have the authority to assign a consequence of lunch detention to any student regardless of grade by writing a Conduct Infraction slip. These slips will be written for failure to follow the whole school behavior expectations as outlined below. Accumulation of 4 or more lunch detentions for Conduct Infractions will be classified as a Tier II offense under Pattern of Disruptive Behavior.

Hallway Behavior Expectations	Students will refrain from yelling or making loud noises in the hallways Students will walk to the right side of the hallway Students will walk in the hallways and on stairs Students will not push, kick or shove to get in or out of line
Lunch Behavior Expectations	Students will refrain from yelling or making loud noises in the cafeteria Students will remain in the cafeteria unless permission to leave is granted Students may stand at their table but may not walk around to other tables Students will refrain from throwing, bouncing, or flipping any items in the cafeteria Students will clean up all personal trash and food items on or under the table Students will assist with table wiping or sweeping on a rotational basis
Dismissal Behavior Expectations	Students will sit quietly in grade level lines while names are being called Students may work on homework or read but may not use electronic devices Students will remain in the gym unless permission to leave is granted
Recess Behavior Expectations	Students will stay in the designated play areas Students will play games that do not involve tackling or pushing Students will refrain from excluding specific students from group games Students will follow classroom rules for playing recess games
Assembly Behavior Expectations	Students will be attentive and respectful of the speaker Students will follow the directions of presenters and/or staff members

DISCIPLINARY RESPONSE PROCEDURES

Metrolina Regional Scholars Academy has developed discipline guidelines and a rubric that identifies behaviors that constitute a violation of the Code of Student Conduct paired with a menu of possible consequences for engaging in these behaviors. This list of behaviors is not all inclusive and the rubric is designed as a guide for teachers and administrators. Tier level determination and consequences may be modified on a student-by-student basis. Each offense listed is further described in the Definitions/Descriptions of Code of Student Conduct Violations section of this plan.

The majority of student management occurs in the classroom under the direction of each individual classroom teacher. Administrative referrals occur when student behaviors become repetitive or significantly disrupt the learning environment. All administrative referrals will include a period of investigation that will include conversations with the referring teacher as well as any students involved in the incident. When a student is referred to the office, parents will be notified of the referral by email as well as any consequences that are assigned. An in-person or telephone parent conference may be requested by the teacher or administrator to seek parent assistance in working towards more positive behavioral outcomes in the future.

TIER I OFFENSES

1. **Defiance of Authority**
2. **Disruptive Behavior in the Classroom**
3. **Refusal to Complete Classwork**
4. **Pattern of Coming to Class Unprepared**
5. **Abuse of Academic Materials**
6. **Littering on School Grounds**
7. **Borrowing without Permission**
8. **Disrespectful Communication with a Staff Member**
9. **Engaging in Bad Mouthing or Gossip**
10. **Failure to Follow School Dress Code**
11. **Non-Aggressive Physical Contact**
12. **Misuse of School Equipment including Computers (Computer privileges may also be suspended)**
13. **Refusal to Serve an Assigned Consequence**
14. **Tardiness to Class (with the exception of late arrival to school)**
15. **Display of Affection**
16. **Use of Technology without Teacher Permission**
17. **Failure to Report Known Violation of the Code of Conduct**

Tier I Consequences

If “Classroom Management Plan” is used on the second and/or third offense, consequences after office referral will be from the third offense column. A student may receive one or more of the options listed below.

First Offense Options	Second Offense Options	Third Offense Options
Classroom Management Plan	Classroom Management Plan Administrative Referral	Classroom Management Plan Administrative Referral
	Lunch Detention	Lunch Detention
	Parent Conference	Parent Conference
	Community Service	Community Service
	After School Detention	School Counselor Referral
		After School Detention
		½ Day In-school suspension

TIER II OFFENSES

1. Use of Abusive, Obscene, Offensive or Profane Language and/or Gestures
2. Misuse of Technology
3. Gambling
4. Possession of Cigarette Lighters and/or Matches
5. Dangerous Behavior
6. Possession, Exhibition, and/or Distribution of Obscene, Violent or Threatening Material
7. Academic Dishonesty or Plagiarism
8. Taunting
9. Truancy
10. Destruction of School or Personal Property
11. Physical Aggression
12. Use of Sexually Suggestive Language or Gestures
13. Possession of a Real or Toy Weapon
14. Pattern of Disruptive Behavior (4 or more occurrences of Tier I Offenses or Conduct Infractions during an academic quarter)

Tier II Consequences

If “Classroom Management Plan” consequences are imposed on the first occurrence, students will receive any of the remaining “1st Occurrence” consequences if he or she is referred to the principal’s office for not correcting misconduct. A student may receive one or more the options listed below.

First Offense Options	Second Offense Options	Third Offense Options
Classroom Management Plan Administrative Referral Parent Conference School Counselor Referral Community Service After School Detention ½ Day In-School Suspension	Administrative Referral Parent Conference After School Detention School Counselor Referral Community Service 1 Day In-School Suspension 1 Day Out of School Suspension	Administrative Referral Parent Conference 2-3 Day Out-of-School Suspension Possible Referral for Long Term Suspension

TIER III OFFENSES

1. **Stealing**
2. **Vandalism**
3. **Arson**
4. **Unlawful Entry into the School**
5. **Bribery**
6. **Possession and/or Use of Controlled Substances**
7. **Fighting**
8. **Technology Security Violations**
9. **Bullying or Harassment**
10. **Harassment Based on Race, Ethnicity, or Sexual Orientation**
11. **Cyberbullying**
12. **Sexual Harassment**
13. **Possession and/or Use of a Firearm or Destructive Device ***
14. **Chronic Misconduct** – The combination of 4 or more administrative referrals for Tier I and/or Tier II Offenses during an academic quarter.

Tier III Consequences

All Tier III behaviors result in an automatic administrative referral. Student may receive one or more of the options listed below.

First Offense Options	Second Offense Options	Third Offense Options
Administrative Referral: Parent Conference Behavioral Contract 1-3 Day Out of School Suspension Possible Referral for Long Term Suspension or Exclusion Possible Reporting to Law Enforcement Officials	Administrative Referral: Parent Conference 3-5 Day Out-of-School Suspension Possible Referral for Long Term Suspension or Exclusion Possible Reporting to Law Enforcement Officials	Administrative Referral: Parent Conference 5-10 day Out-of-School Suspension Referral for Long Term Suspension or Exclusion Possible Reporting to Law Enforcement Officials

*Possession of a Firearm or Destructive Device will result in a mandatory 365 calendar day suspension as required by the federal Gun-Free Schools Act, 20 U.S.C. 7151

Explanation of Consequences

Classroom Behavioral Management Plan

Each classroom will create an age appropriate classroom management plan to address inappropriate behaviors. These plans will be on file with school administration and shared with parents and students at the beginning of the school year. Some consequences in the classroom may include, but are not limited to: changing seats, teacher-student conference, teacher-parent contact, sending a student to another classroom to work independently, restriction of lunch seating choice, additional assignments, or in-class community service.

Lunch Detention

Students who receive lunch detention are required to sit silently while eating their lunch in a separate setting. Students may be asked to write a reflection on their choices or complete unfinished class work during this time.

Community Service

Students may be required to participate in activities to positively contribute to the school environment as a part of discipline action. Community Service may include, but is not limited to, picking up paper and trash from floors and school grounds, removing trash from lunch tables, sweeping floors, vacuuming, cleaning whiteboards, grounds keeping, or repair or reorganization of school property.

Administrative Referral

The student will be referred to administration for consequences when classroom management plan options have been exhausted or repeated offenses of the same behavior have occurred. All 2nd or greater occurrences of Tier II and all Tier III behaviors will result in administrative referral.

Parent Conference

The Administration and/or teacher will meet with the parent/guardian to discuss the student's offenses and to develop a plan of action to prevent future occurrences. A parent conference is required prior to readmittance to school after an out of school suspension.

In-School Suspension

Students will spend the suspension time in the office in isolation where they will complete their class work for the day and additional community service projects as supervised by administration.

Behavioral Contract

This option will be available at the discretion of administration for students who are first time offenders of a Tier III behavior that could otherwise result in a long-term suspension or exclusion hearing. Failure to agree to the contract would result in the regular school consequences being enforced.

Out-of-School Suspension

Suspension from school, school activities, and school grounds for a period of up to 10 school days. The Executive Director or designee will provide the parent/legal guardian of the related student notice of any out of school suspension. During the suspension, the student will be responsible for completing all schoolwork assigned by the staff. Failure to complete assigned work during the suspension period, will result in additional consequence according to the Code of Student Conduct plan.

Long-Term Suspension

A suspension of greater than 10 days. In the event a long-term out of school suspension is recommended by the Executive Director, a notice will be given that will identify the reasons for that action. A parent may appeal that decision to members of the school's board designated to hear such appeals. If you elect to appeal the decision of the school, the Executive Director must be notified in writing within two days of the action. At this time, the School Board's Appeals Committee will schedule a meeting within ten days.

Exclusion

Permanent suspension and exclusion from school, school activities and school grounds

Definitions/Descriptions of Student Code of Conduct Violations

The definitions/descriptions below are intended to help clarify the different offenses. Administration reserves the right to assign consequences for actions that are not specifically outlined below but interfere with the safe and orderly operation of the school. All offenses are subject to investigation before consequences are determined.

Tier 1 Offenses

Defiance of Authority: Refusal to comply with the reasonable request of any school staff member or volunteer while on school property, on the school bus, or attending a school-sponsored event on or off campus.

Disruptive Behavior in the Classroom: Behavior that disrupts the learning environment of the class

Refusal to Participate in Classwork: Refusal to work on assignments given by the teacher or to participate in classroom activities

Pattern of Coming to Class Unprepared: A pattern of coming to class without completed assignments or materials needed to participate in classwork.

Littering on School Grounds: Leaving trash inside or outside of the school building

Borrowing without Permission: Borrowing any item that belongs to another student or staff member without permission of the owner

Abuse of Academic Materials: This includes intentionally or knowingly destroying, stealing or making inaccessible classroom media, library or other academic resource material.

Disrespectful Communication with a Staff Member: Verbal or nonverbal communication with a staff member that constitutes disrespect. This includes yelling, arguing, eye rolling, muttering, walking away from an adult before the adult dismisses the child, or mocking.

Engaging in Bad Mouthing or Gossip: Making disparaging comments or spreading rumors about another student or staff member

Failure to Follow School Dress Code: Wearing clothing items that do not meet the requirements of the school dress code after being given a warning by a staff member

Non-Aggressive Physical Contact: This includes horse play behaviors such as pushing, shoving, or bumping

Misuse of School Equipment including Computers: This includes using school property for personal use or personal gain. It also includes inappropriately or improperly using school computers or computer accounts including: (1) accessing or attempting to access a computer without authorization; (2) exceeding authorized access which includes doing any of the following without authorization: (a) communicating, delivering, transmitting or viewing school district programs or files as authorized, (b) obtaining, transmitting, altering or destroying information contained in school district, personnel, student or any other person's files or programs, and (c) introducing any program or file to the system computer; (3) using school computers or accounts to send, receive or access profane, obscene, pornographic or abusive materials; (4) using school computers or accounts to communicate threats, extortion or slander, or any action that violates state or federal laws or regulations; and (5) using school computers or accounts to violate copyright, trademark, or patent laws or license agreements.

Refusal to Serve an Assigned Consequence: Not completing an assigned consequence given by a staff member as part of a Classroom Management Plan or by an administrator through an administrative referral

Tardiness to Class: Pattern of arrival to class after class has begun without the permission of a staff member. Students who are tardy in the morning due to appointments or traffic problems should report directly to class without dawdling in the hallway or at their locker.

Display of Affection: Any type of intimate contact to include kissing, hand holding, or close contact

Use of Technology without Teacher Permission: Registered personal technology devices may be used for classwork or reading only when permission is granted by a staff member. Cell phones should not be visible or audible during the school day to include lunch, recess, and dismissal. In addition to the consequences in the rubric, a device may be confiscated from the student and held for retrieval by the student's parent.

Failure to Report Known Violation of the Code of Conduct: Students must report any known violations of the student code of conduct to a staff member.

Tier II Offenses:

Use of Abusive, Obscene, Offensive or Profane Language and/or Gestures: This includes cursing or using vulgar, abusive or demeaning language or gestures toward another student, staff member, volunteer or employee of the school, while at school or at a school-sponsored event.

Misuse of Technology: This includes but is not limited to: not complying with copyright/trademark laws, accessing email, chat rooms or social media, except for those set up or approved by a staff member, forwarding communications of a personal or school matter without the prior consent of the author, use of another user's User ID without his or her authorization, accessing or transmitting information that belongs to another user or for which no authorization has been granted

Gambling: Any games or betting that involve gain or loss of money or property

Possession of Cigarette Lighters and/or Matches: This includes possession of any fire-starting accessories.

Dangerous Behavior: Behaving in such a way that could cause harm to themselves or others

Possession, Exhibition, and/or Distribution of Obscene, Violent or Threatening Material: This includes creating, viewing and/or sharing of literature or material that could be perceived as threatening or sexually suggestive. This also includes material that displays references to drugs, alcohol, or weapons.

Plagiarism: This includes intentionally or knowingly presenting the work of another as one's own (i.e. without prior acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when ideas, information etc. are common knowledge.

Academic Dishonesty: A student's use of unauthorized assistance with intent to deceive a teacher. This includes cheating, forgery, and falsification. This also includes intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Taunting: Sarcastic remarks, gesture, or insults intended to demoralize the recipient, or to anger them and encourage reactionary behaviors.

Truancy: Leaving or failing to attend school without permission of parent or guardian. Encouraging or enticing any other student to leave or be absent from school without permission of a parent or guardian.

Damage/Destruction of School or Personal Property: This includes intentionally drawing on, ripping, disposing of or otherwise ruining school property or the personal property of another student or staff member

Physical Aggression: Exhibiting one of the following (or similar) behaviors that have the potential to cause harm to another person. If the behavior is exhibited with the intent to abuse power, it will be considered Bullying or Harassing Behavior.

- a. Hitting— using a hand or arm with a closed or open fist to hit (make forceful physical contact) with another person.
- b. Kicking— using the foot or leg to kick or hit another person
- c. Headbutting— using the head or face to hit (make forceful physical contact) with another person
- d. Scratching— using the nails of the feet or hands to break the skin of another person.
- e. Pinching— using the fingers to squeeze another person's skin hard enough to cause pain
- f. Biting— using the teeth or gums to make contact with another person's body or clothing
- g. Pushing— using any part of the body to forcefully contact another person's body.
- h. Throwing objects— throwing an object that is not intended to be thrown that lands within two feet of another person.
- i. Hair-Pulling— using any part of the body to grip and pull on another person's hair.
- j. Spitting— any instance of saliva leaving the mouth of a student (excluding while the student is talking or yelling) with the saliva landing within one foot of a person and not directed at another object (i.e. if the student is holding an object between themselves and the other person)

Use of Sexually Suggestive Language or Gestures: Any verbal, written or behavioral material or action with sexual undertones implying sexual intent.

Possession of a Real or Toy Weapon: This includes real or replica weapons, toys or homemade items that have perceived potential to cause any level of harm to another person.

Pattern of Disruptive Behavior: 4 or more occurrences of Tier I Offenses during an academic quarter.

Tier III Offenses:

Stealing: Taking any item that is not theirs without permission and without the obvious intention to return it.

Vandalism: Intentional destruction or defacement of school building, grounds, or school owned equipment

Destruction or Misuse of Personal Property: Intentional destruction or misuse of another student's personal property

Arson: Intentionally setting a fire on school grounds or off school grounds while participating in a school sponsored trip

Unlawful Entry into the School: Entering the school outside of school hours without the permission of a staff member. This also includes attendance at school or school related events during the period of an out of school suspension.

Bribery: This includes intentionally losing for material gain, including arranging, encouraging, aiding in, offering or accepting an offer to influence the performance of any player or participant (including coaches and officials) in any athletic, extracurricular or school-related event or the outcome of such event.

Possession and/or Use of Controlled Substances: This includes alcohol, tobacco, prescription and non-prescription drugs.

Fighting: Two or more students engaging in a physical confrontation with the intent to cause harm

Technology Security Violations: Establishing unauthorized network devices, any attempt to copy or make unauthorized changes to information stored on School's computer systems, tapping phone or network lines in violation of any federal or state law, or any attempt to bypass the School's IT security systems

Possession and/or Use of a Firearm or Destructive Device: Possession or use of an item that has the potential to cause bodily harm

Chronic Misconduct: The combination of 4 or more administrative referrals for Tier I and/or Tier II Offenses during an academic quarter.

Bullying or Harassing Behavior: Scholars Academy is committed to maintaining a safe, orderly and caring educational environment that is free from harassment and bullying. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment.

Bullying or Harassing Behavior is defined as any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that:

(a) Places a student or school employee in actual and reasonable fear or harm to his or her person or damage to his or her property; or

(b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or Harassing Behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, family status, sexual orientation, or mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

In addition, as with other disciplinary violations, any manner of bullying or harassment that occurs off campus may violate the Code of Student Conduct if it has a direct and immediate impact to the orderly and efficient operation of the school or the safety of individuals in the school environment.

Bullying or Harassment can take many forms including, but not limited to:

1. Physical bullying: Physical bullying includes a pattern of hitting, kicking, tripping, pinching and pushing an individual; or damaging property that belongs to the school or another individual.

2. Verbal bullying: Verbal bullying includes a pattern of name calling, insults, taunting, intimidation, or verbal abuse.

3. Covert bullying: Covert bullying can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Covert bullying includes a pattern of lying and spreading rumors, negative facial or physical gestures, menacing or contemptuous looks, playing nasty jokes to embarrass and humiliate, mimicking unkindly, encouraging others to socially exclude someone, and damaging someone's social reputation or social acceptance.

4. Cyber-bullying: Cyber-bullying is bullying behaviors using digital technologies. Examples include: harassment via a mobile phone (calls or texts), setting up a personal page (website, group or other similar format) with the intention to degrade someone or deliberately insulting someone on a social networking site. Cyber-bullying can happen at any time, can occur on or off school grounds, and is sometimes only known to the target and the person bullying.

5. Sexual Harassment: Sexual Harassment is making any unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

6. Discriminatory Harassment: Discriminatory Harassment refers to verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, family status, sexual orientation, or mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.



2018-19 School Year

As Scholars Academy student and parent/guardian we have read the handbook thoroughly and agree to follow and uphold the Code of Conduct as well as the procedures and guidelines in the Student/Parent Handbook.

Student's Name: _____

Student's Signature: _____ Date: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____